

Standing Rules

1. The regular scheduled meeting of the American Legion Auxiliary, Haisley Lynch Unit 16, Inc. shall be held on the first Friday of each month, after our scheduled Auxiliary dinner time of 5:30 PM, unless otherwise specified. An Executive Committee meeting will be held when necessary by the order of the President.
2. Five (5) members of this unit shall constitute a quorum at a regular scheduled meeting of the unit.
3. The annual Senior membership dues of the unit shall be \$40.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$5.00 to include the Department and National per capita.
4. In addition to the Core Committees listed in the bylaws, the Unit may also have the following committees: Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of an Executive Committee Member, a chairman of a core committee as listed in the Bylaws and Standing Rules and the Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks must have 2 of the three above signatures.
6. All members responsible for unit funds shall be bonded through the blanket Fidelity bond and Unit will pay the annual premium to department headquarters.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.
8. A Budget/Audit Committee composed of 3 members, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget and having an audit for the ensuing year.
9. A nominating Committee, composed of 3 members shall be elected by the members for the purpose of presenting a slate of officers for the ensuing year. The committee shall have the permission of each candidate for an office in order to be presented by the committee. This is to form no later than two 2 months prior to the election.
10. Registration fees for all delegates and alternates who attend convention are to be paid by the Unit.
11. New members shall be given an American Legion Auxiliary pin when initiated.
12. A donation to the Department Scholarship Fund shall be sent for all deceased members and deceased family members of a Unit member, not to exceed \$30.00.
13. The Unit will present the outgoing President with a Past Presidents pin or a gift not to exceed the cost of the pin if she already has such a pin.
14. All monies deposited in the Auxiliary checking account are not to be used unless voted on at a regular meeting or otherwise by four (4) Unit Executive Committee members in a special situation.

15. Each officer will be given a Unit Guide paid for by the Unit at the beginning of each ensuing administrative year.
16. New officers for the coming year will take office after Unit Installation.
17. Each fiscal year, a "Sunshine Fund" of \$300.00 will be established for the benefit of members in good standing who are in need of financial assistance. A Unit application form must be completed by the requesting member and then approved by the Executive Committee before funds are given.

These Standing Rules were read and approved at a regularly scheduled meeting held on January 6, 2023

Jean Chandler
Unit President

Mary C. Menseck
Unit Secretary

Mary C. Menseck
Unit Constitution and Bylaws Chairman

Department Constitution and Bylaws Chairman

Date Approved