

DEC 02 2024

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Paradise Unit #79, Inc. shall be held on the First Monday of each month except for July and August and will resume the second Monday in September and shall be called to order at 7 pm. An Executive Committee meeting may be called by the President, by a majority of Executive Committee or upon written or electronic request of members of the Unit.
2. Seven (7) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the Unit shall be \$ 40<sup>00</sup> to include Department and National per capita. The annual dues of the Junior membership shall be \$ 5 to include the Department and National per capita.
4. In addition to the Core Committees listed in the Bylaws, the Unit shall 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 President, Treasure, and 1<sup>st</sup> vice are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.
6. All members responsible for Unit funds shall be bonded through the blanket Fidelity bond and the Unit will pay the annual premium to Department Headquarters.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed by the President to carry on the duties normally performed by the Secretary.
8. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
9. A Nominating Committee, composed of three (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 this committee. This committee is to form no later than two (2) months prior to election.

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10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.
11. The Secretary/Treasurer shall order all necessary stationery and printing.
12. Expense money to be paid to each girl attending Girls State in the amount of \$30.
13. All officers and Executive officers' badges must be returned to the President before installation.
14. All records, reports and materials of the Unit must be turned over to the corresponding incoming officer on the night of installation except for the Treasurer's books which will be audited within ten (10) day after installation or before pending arrangements made. Treasurer's books are to be audited every six (6) months.
15. Should the Post Commander or the Unit President die while in office \$15.00 will be given to the Department Education Fund in his/her memory.
16. Honorary Life Membership in Unit 79 would require no less than five (5) years of active and outstanding service to Unit 79.
17. Memorial Scholarship Fund donation of \$5.00 in memory of deceased Unit member (Department Memorial Fund).
18. Education Scholarship in the amount of \$1,000 will be awarded to a Senior Girl from either of the following: Gulf High, Mitchell High or Wendell Technical or River Ridge.
19. The Unit to pay for the incoming Unit Officers and their guest installation dinner tickets. The Unit will also pay for a complimentary dinner for the Installing Team District President, District Chaplain and District Sgt.at Arms or those designated by the District President to represent the district.
- 20: Garden dish or plant budget increased to \$25 and distributed at the Unit Chaplain and President's discretion.
21. Any current Unit member who is 80 years of age and has been active for 5 years, shall have per capita dues paid by the Unit. New members as of 2010 who have been active for a minimum of 5 years and are at the qualifying age of 85 or greater shall have their per capita dues paid by the Unit.
22. The Installing Team or their representatives are to receive a gift of \$10.00 each when the Unit is installed and the District President to receive a \$15.00 gift on the official visit.

23. Any check received returned as worthless or insufficient funds will have an additional service charge of \$30.00.
24. When a holiday occurs on a regular meeting Monday (other than July and August that meeting may be held the following Monday. This date is to be announced at the regular meeting prior to the change.
25. Vacancies in office between annual elections shall be filled by the Executive Committee, except in the case of the President. If the President is unable to fulfill her term of service, the First Vice becomes President and 2<sup>nd</sup> Vice moves up and the Executive Committee fills any other vacancy.
26. A Past President's pin shall be presented to all Presidents retiring from office. Should they have been President of any auxiliary before, they will be presented a gift equal to the amount of the pin.
27. Executive committee shall be limited to the expenditure of \$25.00. All recommendations of said committee shall be presented to the Unit at the next meeting of the Unit for approval.
28. The President may spend up to a maximum of \$50 per auxiliary function for immediate auxiliary needs reportable at the next unit meeting.
29. Annual reports shall be made by the Chairman of each of the committees in written form to the Unit and to the respective District Chairmen: and any other reports that may be required or requested by the Unit, District, or Department. You will be required to follow the requests of Mid-year and End of the year reporting.
30. Any delegate who cannot attend the Conference or Convention shall notify the President who in turn will take the next name in line. Delegates are to turn in a written or verbal report to the President who in turn will compile a single report which will be read at the next regular meeting. President is Chairman of the Delegation and will register all at convention.
31. Any member from Unit 79 who becomes District President shall be reimbursed for gas mileage and up to \$100 towards hotel room if not reimbursed from District for each required function. Receipts must be supplied each month for reimbursement.
32. Unit meetings may be held in person or via electronic means. Voting may be by voice, ballot, email or other electronic means during a pandemic which has shut our Post.

*The Unit should always remember that it is an Auxiliary to its Post and its first purpose should be to forward the program of the Post. It must never act which conflicts with the stand of the Post and should never undertake an important project without the Post's approval. The Unit should regard its' connection with the Post as a distinct honor and should strive unceasingly to carry out the National Constitution's Pledge.*

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR  
REGULAR UNIT MEETING ON 11-4-24

X Patricia P. Kirby  
Unit President

Jean Ann Lewis  
Unit Secretary

X Harold Van Cise  
Unit Constitution and Bylaws Chairman

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Department Constitution & Bylaws Chairman

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Date Approved