

JAN 22 2025

AMERICAN LEGION AUXILIARY
GARNER- GRANT UNIT #101
STANDING RULES

1. For Department Convention, the immediate Past President and the newly elected President shall be automatic Delegates. The Unit will pay for the registration of all delegates. At department convention, the unit will pay for a standard room and travel expenses for the outgoing President. At Mid-winter (Fall Conference) the unit will pay for a standard room and travel expense for the current President. Should she share her room, the unit member would reimburse the unit for half of the room charge.
2. The finance committee shall consist of the President, Vice President, Treasurer, Secretary. An audit committee, appointed by the unit president, shall consist of three members of the unit, making a report at the next unit meeting. The president, 1st Vice President, Secretary and treasurer will be the signatory of the Unit Checkbook, two signatures needed for presentation of checks for payment. No officer shall sign a check payable to herself.
3. The nominating committee shall be elected by the membership at the annual election of officers and consist of three members. It will be their duty to prepare, for the time of the next years' election, a slate of officers for consideration.
4. The unit will provide a past president pin or gift for the outgoing president at the time of the installation of a newly elected president. The unit will provide a gift for the district president at the time of the unit installation. District dues shall be paid at the time and a list of the incoming officers will be given to the president or district secretary. A gift will be given to the department president, upon their visit to the unit or at a district function attended by unit members. All amounts approved on the unit's annual budget.
5. Effective 2024 the senior dues of this unit will be \$3.00 above the mandated fees of Department and National per capita assessments. Junior membership dues shall be \$5.00, until the age of eighteen and sent to Department. Any member failing to pay annual dues, including Department and National assessments, by January 31, is classed as delinquent and shall be suspended from all membership, any member delinquent to December 31, of the year of delinquency shall automatically be dropped from the rolls and may be reinstated only by paying all back dues or re-establishing eligibility and making application as a new member. (approved 1/18/2023)

6. The regular meetings of the Auxiliary unit shall be held on the third Wednesday of each month, and shall be called to order at 6:00 P.M. Special meetings of the Unit may be called by the president, or by the majority of the executive committee, or by written request of three members of the unit. The annual meeting of the unit shall be held, not more than 60 days nor less than 15 days prior to the department convention for the purpose of electing Officers and delegates Four (4) members shall be a quorum at any meeting of the unit. Only Unit 101 members in good standing can attend meetings and vote. All Unit 101 members present on the premises at the time of membership meetings will either attend or leave the premises. (approved 1/15/25)

7. The executive committee will meet prior to the membership meeting, at a time and date determined by the president. A quorum of the executive committee shall be 4 members present.

8. All bills to be paid by the unit must be submitted before the close of books and the units audit for the fiscal year. No bills will be paid for the previous year if submitted late, unless there is a vote of approval by the membership.

9. The unit will reimburse drivers, who car pool, to the district or department meetings. 50 cents per mile, (from post round trip to the post). Also elected delegates to these meetings will be reimbursed for their lunch, upon receipt, for the actual amount spent, not to exceed \$10.00 per day. Payment of lunch receipts and travel expenses will only be accepted for those delegates attending the full day sessions. Tolls will also be reimbursed upon presentation of receipts.

10. The unit shall provide unit guides for all the officers, the executive committee, chaplain, historian, sgt-at-arms, the following chairman, Americanism children and youth, education, community service, constitution by-laws, girls state juniors, leadership, legislative, membership, national security, past president parley, poppy, public relations and VA&R. if any of the above hold one or more Chairmanships or offices, they would receive only one unit guide, unit members may purchase the unit guide for the price paid by the unit.

11. Postage will be provided by the unit for the president, secretary, and membership chairman. Postage for all other committees will be paid by the presentation of receipts and the proper request form.

12. In case of emergency, a chairman, with the approval of the presidents can spend an amount not exceeding \$100.00 and the receipt must be presented at the next unit membership meeting for reimbursement.

13. All new members shall be invited to be present & escorted by the SGT at Arms to the meeting once voted in. They will receive a Constitution and Bylaws and a copy of the standing rules.

14. All elected officers are required to pay their dues for the incoming year prior to the ceremony of installation of offices.

15. Duties of the officers:

- Unit President- it shall be the duty of the president to preside at all meeting of the unit and the unit executive committee, to enforce strict observance of the constitution and bylaws, to appoint a chairman to the unit's National Standing Committees: (Veteran's affairs & rehabilitation, children and youth, Americanism, National Security, Membership, Constitution and bylaws, finance and audit) to create such other duties as custom and parliamentary usage require: and to appoint all officers not otherwise provided. She shall be an ex officio of all committees.
- 1st Vice President- the first vice president, when called upon will assist the president and in her absence perform her duties, and shall succeed the president in office in case of death, resignation or removal from office. She shall have the overall responsibility of membership. She shall make herself familiar with the principles and purpose of the organization and unit. (approved 5/16)
- 2nd vice president- the second vice president will assist the president and the first vice president. To act as a program coordinator and see that there are volunteers for necessary events and programs.
- Secretary- it shall be the duty of the secretary to record the proceedings and transactions of all meeting of the unit; to act as custodian of all books, papers and records; to send and receive and performed other duties as shall be required of her by the president. It shall be her responsibility to forward all department information to the various chairmen

- Treasurer- it shall be the duty of the unit treasurer to receive all money belonging to the unit and account for the same. She shall maintain two separate funds, namely a general fund and a welfare fund. All poppy donations shall be placed in the welfare fund and be used to assist the veteran and his/her children. The treasurer shall pay all orders signed by the president or secretary and shall retain these orders as her vouchers, keep account of her receipts as may be deemed necessary by the executive committee. Her accounts shall be audited quarterly. She shall be responsible to have form 990 completed and sent to the IRS by November 15th of each year. She shall deliver to her successor, all money, vouchers, books, papers belonging to the unit.
- Chaplain- it shall be the duty of the chaplain to offer prayer at the opening and closing of each meeting, and to perform such duties as the president may direct. She shall have an amount stipulated for cards and postage on the unit's approved budget. The charter will be draped at the next meeting after the unit has been notified of the death of a member, provided that date of death is within a reasonable time of the membership meeting. The ceremony is to be a unit's memorial to the member, not a public presentation. At the time of draping of the charter for a deceased member a \$50.00 donation will be made to the department memorial scholarship fund name of the deceased member, and the family notified (if possible) of the unit's donation. The chaplain will hold a memorial service each June to honor all deceased members of the unit.
- Historian- it shall be the duty of the historian to complete the historical record of the unit and to make a report to department.
- Sergeant-at-arms- to preserve order at the meetings of the unit and such other duties as may be requested by the president. Membership cards shall be verified for every meeting. All cell phones are to be turned off during the meeting. An assistant sergeant-at-arms may be appointed by the president if deemed necessary. (Approved 1/15/2025)
- Executive committee- they shall review the annual budget and prepare it for the next membership meeting for approval. It shall ratify all committee appointments made by the president at the first executive committee meeting after installation.

16. Honorary membership- the unit membership will vote on an honorary membership at regular membership meeting. The unit member will have been a continuous member for at least 5 years. She will have been active and contributed the "extra" mile to the programs of the American legion auxiliary and to the betterment of the unit. Serving as the unit officer only, will not qualify her to receive this honor. (approved 1/6/16)

17. All chairmen will follow the following procedure in doing a project. They will present and explain the project to the executive board before making any arrangements or commitments for their approval. (This is for new projects or one not covered in their budget.) If the project is approved, the chairman can ask for a recommendation for funds, explain the venue, if volunteers needed, etc. After approval, by the executive board, the project will be brought before the next membership meeting. If then

approved, the chairman can advise the people involved of the project, not before. Any money spent prior to getting approved will not be reimbursed. (approved 5/16)

18. After the installation of officers, the installed president and the treasurer will change the password in the unit computer that contains information and changes the unit's financial programs. (approved 5/16)

19. After election all newly elected officers and chairman will receive a newly revised unit Constitution and By-laws and Standing Rules. (approved 5/16)

This constitution, bylaws and standing rules were read and approved at a scheduled meeting, held on January 15, 2025

Brenda Maddox

Unit President

Daphne Harmon

Unit Secretary

Brigitte Bishop

1st Vice