

Standing Rules

American Legion Auxiliary Unit 103

October 22nd, 2022

1. The regular scheduled meeting of the American Legion Auxiliary D.N. McQueen Unit #103 shall be held on the first Tuesday of each month, unless otherwise specified and shall be called to order at 6:00 P.M. An Executive Committee meeting shall be held the first Tuesday of the month unless otherwise specified and shall be called to order at 5:00 P.M.
2. One-third (1/3) of the members of the Executive Committee shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of the unit shall be \$35.00 which includes Department and National per capita. The annual dues for Junior membership shall be \$5.00 which also includes the Department and National per capita.
4. In addition to the Core Committees listed in the By-Laws, 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 the President, Treasurer and Membership Chairman are authorized to sign checks for the 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. When deemed necessary, a Recording Secretary and a Corresponding Secretary maybe elected/appointed 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 elected by the members for the purpose of presenting a budget for the ensuing year.

9. A Nominating Committee composed for 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 before presenting their names.

The Chaplain will be responsible for numbers 10, 11, 12 & 13

10. In lieu of sending flowers/plants to the family of deceased Auxiliary members, a check for \$50.00 may be sent to the charity of the families' choice.

11. If a spouse of an Auxiliary member passes away, flowers/plants or a check may be sent to the charity of the members' choice.

12. If the family of a deceased member or spouse wishes, a \$50.00 donation may be placed in a memorial scholarship or in the Department Scholarship Program.

13. If an Auxiliary member is in the hospital, a card will be sent.

14. The Unit will pay for rooms reserved for the Conference and Convention if able. The number of rooms reserved for the

Convention, held at the end of the year, will be decided two (2) months in advance or as soon as possible before the Convention.

15. Convention. The Unit officers will have first choice in attending, the Committee Chairmen will have second choice. The Juniors fall under the committees. A total of \$50.00 per day will be given to each member attending through the unit. Others may attend at their own expense.

16. Each year, if financially able, the Unit will purchase Unit guides for all officers and chairmen.

17. The Unit shall donate \$20.00 to the incoming District President at the time of installation for gas usage in the upcoming year.

18. Up to \$150.00 discretionary money will be available to the Unit President to make emergency purchases between meetings. These purchases and receipts will be presented at the next Auxiliary meeting.

19. The Christmas/Easter party: ages up to 10 years of age. All children must be related to a member of 103.

20. One Executive Committee member and 2 members from the membership will be responsible for the audit of the books. The audit will be completed 3 times a year.

These Standing Rules were read at the previous 3 meetings and have been approved at the regular Unit meeting held on

Nov. 1, 2022, DEC. 4, 2022, & JAN. 3, 2023

Karen N. Otto

Unit President

Robert Bauer

Unit Secretary

James Scales Bocoy

Unit Constitution and Bylaws Chairman

Department Constitution and Bylaws Chairman

Date Approved _____