

Standing Rules

American Legion Auxiliary Unit 103

April 7, 2026



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 pm. 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 pm.
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. Starting with the 2027 membership year, the annual Senior membership dues of the unit shall be \$40.00 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. Junior dues shall be paid by the Auxiliary. Dues for female veterans will be paid by the Auxiliary for their first year.
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. In addition to the members of the Executive Committee listed in the By-Laws, The Executive Committee will include the appointed Membership Chairman.
5. Unit elected Officers consisting of the President and Treasurer well as the Appointed 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 may be 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/appointed for the purpose of presenting a budget for the ensuing year.
9. A Nomination Committee composed of three (3) members shall be selected for the purpose of coming up with a slate of officers for the ensuing year. The committee shall have the permission of each candidate for an office before presenting their names. Election of Officers will take place at the May Membership Meeting. A sign-up sheet for positions will be posted on the main bulletin board in April.

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

10. Flowers/plants (up to \$150) shall be sent to the family of deceased Auxiliary members or a check for \$150 may be sent to the charity of the family's choice or to the family of the deceased.
11. If a spouse of an Auxiliary member passes away, flowers/plants (up to \$150) will be sent or a check (up to \$150) may be sent to the charity of the member's choice or to the family of the deceased.
12. If the chaplain is notified that an Auxiliary member is laid up or in the hospital, a card will be sent.
13. The Unit will pay for rooms and associated room fees reserved for the Conference and Convention if available. The number of rooms reserved for the Convention and Conference will be decided as soon as possible before the events.
14. Convention and Conference: The Unit officers will have first choice on attending and the Committee Chairmen will have second choice. The Juniors fall under the committees. A total of \$100 per day (max three days for Convention and two days for Conference) will be given to each member attending through the unit. Others may attend at their own expense. Attendees are required to spend a majority of that time in class or general sessions.
15. Each year, if financially able, the Unit will purchase Unit guides as necessary.
16. The Unit shall donate \$25.00 to the incoming District President at the time of installation for gas usage in the upcoming year.

17. Up to \$150 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.
18. 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.
19. If a President serves two or more terms, said President's dues will be paid by the membership annually.
20. Auxiliary Unit will be able to conduct all regular business via telecommunications, internet, conference call or email. Participation in voting is allowed except for Election of Officers which must be done in person.
21. In the event of a hurricane, the President or designated person will put the Charter in a safe area.
22. A Unit Auxiliary Emergency Fund will be available to members suffering financial hardship. An application must be completed which will be reviewed and decided upon by a committee of three members. All information provided will remain confidential. Members must meet the qualifications listed in the application to be considered for funding.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR MEETING ON 3/3/2026 and 4/7/2026.

Unit President

Unit Secretary

Unit Constitution and Bylaws Chairman

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Carol Britton

Unit President

Robert Brier

Unit Secretary

Unit Constitution and Bylaws Chairman

Jeanne Leves Borewicz