

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Unit 108, shall be held on the fourth Monday of each month, unless otherwise specified and shall be called to order at 5:15 p.m. An Executive Committee meeting shall be held monthly with time/date designated by committee.
2. Five members of this Unit shall constitute a quorum at any regular scheduled meeting, or emergency meeting of the Unit.
3. The annual membership dues of this Unit shall be \$45.00 for Seniors paid annually or for life, which includes the Department and National per capita. The annual membership for Juniors shall be \$12.00, paid annually until the age of 18 years.
4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Aux. Emergency Fund, Community Service, Education, Girls State, Calvacade of Memories, Junior Activities, Leadership, Past President Parley, Poppy and Public Relations. These will be added or voted on as membership dictates.
5. Unit elected Officers, Unit President, Treasurer and Secretary 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 . The annual premium to Department Headquarters will be covered by Unit 108.
7. Where deemed necessary, a Recording and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.
8. A Nominating committee composed of three (3) members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year. This committee is to form no later than two (3) months prior to election.
9. A Budget Committee composed of three (3) members, including Unit Treasurer, shall be appointed by President or elected by the members for the purpose of presenting a budget for the ensuing year.
10. A Risk & Compliance committee composed of three members shall be appointed

by the Unit President for the purpose of auditing the Treasurers accounts at the close of each term, and making a report of the audit to the Unit.

11. A Past President shall be presented a Past President's pin and a token gift from the unit.
12. All Officers shall be presented with a token gift upon completion of their term, presented by the Past President. **(as funding is available max \$25.00)**
13. All Officer and Committee Chairmen previous year end reports must be completed based upon the Plan of Action.
14. Convention: The Unit shall purchase rooms for two (2) nights for newly elected and Past Presidents, and newly elected Officers attending Department Convention, **as funding is available.**
15. Fall Conference: The Unit shall purchase rooms for one (1) nights lodging for Officers and Committee Chairmen. The Unit shall pay for up to 4 rooms, except the rooms that are occupied by a member and non-member, Unit will only pay ½ of room price, **as funding is available.**
16. There will be no smoking during regular membership meetings.
17. Motions: You may only speak twice during motion discussion for two (2) minutes, each time.
18. Officers and Chairmen shall be reimbursed for expenses incurred by their committee/office, not to exceed twenty-five dollars (\$25.00). All expenses must be submitted with a receipt. Also agreement of two officers is required before expenses are incurred.
19. The President, Secretary and/or an Executive Committee Member shall be reimbursed for expenses incurred for Convention and Fall Conference not to exceed \$75.00 each person per event. All expenses must be submitted by receipt. Financial status will be reviewed and discussed with members prior to event with adjustments as financially indicated.
20. Dual Members: Shall pay only Dept/National fees for membership fees.

21. Unit 108 Emergency Fund: Special committee appointed by Unit President to investigate the needs of the member in good standing who needs monetary or other help. When emergency funds are asked for a Veteran in need in between General Meetings, the President will notify all Officers and Executive members for a vote on the funds, not to exceed \$100.00 from the unit treasury, although additional fund raisers as substitution are encouraged.(suggestion 50/50 at Legion/AUX meeting)
22. The Executive Committee shall be empowered to spend fifty dollars (\$50.00) by a two-third (2/3rd) vote.(Tabled till financial status allows)
23. Initiation of new members will be held at a Unit meeting in November and March each year.
24. All equipment owned by the Unit shall remain at the Post. It must be used at Post and returned to the Unit file cabinet or Unit locker. Provided space available.
25. New Unit officers shall be installed after elections every year. While Installation of Officers is desirable, they are not mandatory. A newly elected Officer takes possession of office immediately, unless the bylaws or other rules specify a later time.
26. Unit will pay for one (1) night lodging for Department Workshop (to be tabled until reviewed financial status of Unit is determined at that time.)
27. In an emergency situation, Unit 108 meetings may be held in person and/ or via electronic means, as recommended by the Executive Committee. Also, electronic means may be used for Auxiliary Programs (i.e. Girl State, Education, etc.) for selecting candidates for the program.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON 1-30-23



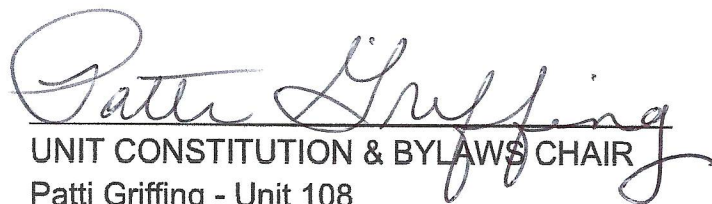
UNIT PRESIDENT

Barbara Bird – Unit 108



UNIT SECRETARY

Sandy Uhl – Unit 108



UNIT CONSTITUTION & BYLAWS CHAIR

Patti Griffing - Unit 108