

Secretary

**STANDING RULES**

1. The regular scheduled meeting of American Legion Auxiliary Heisler-Johnson Unit 119, Inc. shall be held on the 1st Tuesday of each month, unless otherwise specified and shall be called to order at 6:00pm. An Executive Committee meeting shall be held the 1st Tuesday of each month unless otherwise specified and shall be called to order at 5:30pm.
2. Eight 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 \$40.00 in include Department and National per capita The annual dues of the Junior membership shall be \$5.00 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, Vice President

and Treasurer 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. 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 years. 8. 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.

9. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28. 10. It is provided that the President may, in case of special need or emergency, expend from the general/welfare fund a sum not to exceed One Hundred dollars (\$100.00) once a month without first being required to obtain such approval. 11. Any Unit 119 Auxiliary member in the Lounge during the

business meeting on the 1st Tuesday of the month at 6:00pm will be requested to attend the meeting or will not be served from the bar.

12. There will be no smoking or alcoholic beverages in the

- meeting room during a business meeting.
13. All Officers and Executive Officers badges must be returned to the President before installation.
  14. District President and installing team are to receive a gift of \$10.00 each when the Unit is installed. Installing team consists of the District President, District Chaplain, and District Sergeant-at-Arms (or those designated by the District President to represent the District).
  15. All incoming Officers must pay their dues prior to installation.
  16. Per diem for Convention and Conference will be \$75.00 per day.
  17. Life Membership in Unit:
    - A. Membership as Honorary Life Member will be in accordance with Department
    - B. Honorary Life Membership in Unit 119 would require active and outstanding service to Unit 119.
    - C. It will require recommendations from the Executive Board and approval of same by membership at the next regular meeting.
  18. Yearly ordering of poppies shall be automatic by Poppy Chairman.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON MARCH 5, 2024.

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Unit President

Unit Constitution and Bylaws Chairman

Carolyn S .  
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Unit Secretary