

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Andy Anderson Unit #125, Inc. shall be held on the second Monday of each month, unless otherwise specified and shall be called to order at 7:00 p.m. An Executive Committee meeting shall be held the second Monday of the month unless otherwise specified and shall be called to order at 6:30 p.m.
2. Seven (7) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. Meetings held electronically. Unit meetings may be held in person or via electronic means. Voting may be by voice, ballot, e-mail, or other electronic means.
4. The annual Senior membership dues of the Unit shall be \$40.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$8.00 to include the Department and National per capita.
5. No senior or junior dues shall be transmitted to Department before such dues are collected.
6. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Community Service, Girls State and Auxiliary Emergency Fund (AEF).
7. Unit elected Officers, consisting of President, Secretary, Treasurer and/or First Vice President are authorized to sign checks for disbursement of funds from the Unit treasury. Three signatures must be on file with the bank. All checks MUST have two of the three above signatures.
8. 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.
9. At the time of Unit installation, \$25.00 will be paid to the District President, \$15.00 to the District Chaplain and District Sergeant-at-Arms.
10. Department quotas are to be paid at the first regular business meeting of the new Auxiliary year therefore a min of \$1,000 shall be set aside for this purpose as of 8/1.
11. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed to carry on the duties normally performed by the Secretary.
12. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year.
13. A Nominating Committee, composed of two (2) 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.

14. An Auditing Committee, composed of three (3) members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit. The Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks.

15. In the interest of unity and harmony, unit members will not discuss Unit business at the bar.

16. An American Legion Auxiliary membership pin, American flag, poppy and a copy of the Unit Constitution & Bylaws shall be presented to each new member upon initiation.

17. Chairmen are responsible to submit Unit annual reports to their respective District Chairman with a copy submitted to the Unit President by the date as directed by the district.

18. The Unit will not spend more than \$300 for emergency reasons at any one time without the sanction of the membership.

19. Delegate fees to Department Convention will be paid by the Unit.

20. Permit Membership Chairman to sign membership cards.

21. All American Legion Auxiliary members are welcome to attend the yearly Convention, Workshop and Conference. See rules below when overnight stays are paid by the Unit.

- Attendance of Officers and Committee Chairs are based on budget.
  - Convention - Incoming President and Treasurer are given priority to attend.
    - Maximum stay is 4 nights (based on agenda).
  - Workshop – Officers and Committee Chairs are given priority to attend.
    - Maximum stay is 2 nights (based on agenda).
  - Conference - Officers and Committee Chairs are given priority to attend.
    - Maximum stay is 2 nights (based on agenda).
- **The following rules will apply to overnight stays paid by the Unit:**
  - All rooms must be double occupancy (or members can pay ½ for a private room).
  - All members will share new information obtained thru various meetings to the unit during the following monthly meeting.
  - Member must be in good standing to attend.
  - Meal stipends of \$25 per full day and \$15 per partial day will be paid when funds are available.

22. Upon receiving an application for membership transfer from online Unit 400, the DD214 is required, and the Membership Chair, President, Secretary or Treasurer will verify the member status of the applicant.

23. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

24. Auxiliary members from other units can attend general meetings but cannot vote. All other guests must be invited to attend.

These Standing Rules may be amended by a two-thirds vote of the members present at a regular Unit meeting, or if notice has been given, by a majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON MARCH 11, 2024.

X           Dan Arden            
Unit President

          Diane Smith            
Unit Secretary

X           Sandra Bernard            
Unit Constitution and Bylaws Chairman

X \_\_\_\_\_  
Department Constitution and Bylaws Chairman

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Date Approved