

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Dana-Howard-Weekley Unit 130, Inc., shall be held on the third Thursday of each month, unless otherwise specified and shall be called to order at 6:00 p.m. and the Executive Committee meeting shall be held prior to the General meeting at 5:30 p.m.
2. Five (5) of the members of this Unit shall constitute a quorum a any regular scheduled meeting of the Unit.
3. 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 \$10.00 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: Americanism, Auxiliary Emergency Fund (AEF), Community Service, Education, Girls State, Cavalcade of Memories Children and Youth, Junior Activities, Leadership, Legislative, National Security, Past Presidents Parley, Poppy, and Public Relations. Duties of the Standing Committees of the Unit shall be prescribed by the Unit Hand Guide Book, Unit Guide and Department Chairmen as requested.
5. The First Vice President may be Membership Chairman.
6. The Second Vice President may be Poppy Chairman.
7. Unit elected Officers, consisting of President, Secretary and Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two (2) of the three (3) 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. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.
10. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer" to be elected by the membership
11. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
12. 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.
13. A Parliamentarian may be appointed by the President of the Unit and is generally filled by the immediate Past President if they are not currently holding any office. If the immediate Past President is holding another office, then any Past President or member



knowledgeable of parliamentary procedure may be asked to serve. Parliamentarians serve as advisors to the President.

14. The registration fees and motel rooms for the number of delegates and alternates elected to attend Department Convention and an equal number of attendees to Mid-Winter Convention shall be paid by the Unit; all other expenses are the responsibility of the individual. The current president's travel and expenses for all functions attended for the Unit Auxiliary shall be paid by the Unit, not to exceed two (2) nights lodging. In case where the current president is unable to attend the convention, these travel expenses will be paid to one of the following as alternate in the following order of availability:
 - a. Incoming President Elect.
 - b. Current First Vice President
 - c. Incoming First Vice President Elect
 - d. Elected delegate as so voted on by the general membership

All other attendees, regardless of position, will be compensated and act as follows:

- a. Delegates and alternates lodging will be paid for one (1) night only at either convention.
- b. Any Auxiliary delegate or alternate being paid for either Convention shall attend all
- c. Each delegate shall be entitled to one (1) vote at Department Convention. The vote of any delegate absent or not represented by an alternate shall be cast by the majority of the delegates present from her Unit.
- d. The president or her alternate, as noted above, shall be paid mileage and expenses for all Auxiliary functions exceeding 50 miles attended on behalf of the Unit.

15. 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 or each term, and making a report of the audit to the Unit.

16. Installation of Officers shall be at a time coinciding with the Post to which the Unit is attached, if at all possible.

17. All officers must have their dues paid before installation.

18. All Past Presidents will have their membership paid by the Unit unless they do not participate in any meetings or activities for three (3) years.

19. After a member is elected to office and later decides to resign; their resignation must be put in writing. The officer resigning after installation must return all unit property at time of her resignation.

20. Any Special Committees shall consist of a minimum of three (3) members and their plans for the special project shall, upon completion, meet with the approval of the Executive Committee before being placed in operation.

21. The President shall have \$50.00 spending authority with the consent of two (2) Executive Committee Members.

22. The Executive Committee shall be limited to the allocation of expenditures of not more than one hundred dollars (\$100.00) for any one purpose without the vote of approval of the membership of the unit. In case of an emergency, funds to be allocated must be

approved by five 5 members of the Executive Committee. Flowers to members in the hospital shall be limited to Fifty dollars (\$50.00). Flowers or money for death of a member, spouse, mother, father, or children shall be limited to Seventy-five dollars (\$75.00).

23. The Auxiliary shall send \$.10 per member to both Department and National to be directed to the Auxiliary Emergency Fund annually. All other obligations shall be at least \$25.00 for each category except those designated in the unit guide. These are to be paid when funds are available and after all mandatory obligations are met.
24. Each officer and chairman shall be given a unit guide, paid by the unit, at the beginning of each administrative year.
25. The Auxiliary will make a donation to the Post each year; the amount to be voted on at a general meeting of the members.
26. The Auxiliary will give \$100.00 each year to the Post for Christmas dinners and \$100.00 to the Salvation Army for Thanksgiving dinners.
27. The Auxiliary will contribute the requested food items or the monetary equivalent for the annual Fallen Heroes Benefit as well as necessary personnel to properly support the event.
28. The Auxiliary will pay one-half the cost of advertising for the Swamp Cabbage Festival activities.
29. New membership applications and transfer applications shall be voted on by secret ballot at general unit meetings. A majority of votes cast shall be required for acceptance. Membership cards and pins may be sent in the mail.
30. Installing Auxiliary District Officers and incoming Unit Officers will receive two beverages at installation to be paid by the Auxiliary.
31. Unit will send thank you cards to veterans for Veterans' Day.
32. Election of delegates to convention or selecting Girl State candidates will be done by ballot. Those receiving the most votes are elected as delegates; alternates will be selected in descending vote order.
33. The spending of all unbudgeted monies over \$100.00 is to be voted on (ratified) by the membership.

THESE STANDING RULES HAVE BEEN UPDATED DUE TO INCREASE IN MEMBERSHIP DUES BEGINNING IN 2025. THEY WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON FEBRUARY 15, 2024.

David L. Tensley

Unit President

Nikki Yeager

Unit Secretary (acting)

Linda L. Tensley

Unit Constitution and Bylaws Chairman

February 15, 2024

Date