

**AMERICAN LEGION AUXILIARY MARLIN MOORE UNIT 133, INC.**  
**STANDING RULES**

1. The regular scheduled meeting of American Legion Auxiliary Marlin Moore Unit 133, Inc. shall be held on the Second Monday of each month, unless otherwise specified and shall be called to order at 7:30 pm. An Executive Committee meeting shall be held ~~the Second Monday of the month unless otherwise specified and shall be called to order at 7:00 pm~~ **as needed in between regular meetings**. The meetings shall be held in person at the Post Home. When deemed necessary, a virtual meeting shall be held in lieu of an in person meeting. If a virtual meeting is necessary, members will be notified via mail (if more than 5 days notice), email or by phone.
2. Five (5) 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 ~~\$30~~ **40** to include Department and National per capita. The annual dues of the Junior membership shall be \$10 to include the Department and National per capita.
4. In addition to the Core Committees listed in the Bylaws, the Unit ~~shall~~ **may** have the following Committees: Auxiliary Emergency Fund (AEF), Community Service, Finance, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of 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 and the Unit will pay the annual premium to Department Headquarters.
7. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be appointed by the President 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 by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year. (Specify whether appointed or elected.)
9. 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. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

10. The registration fees for the delegates and alternates to Department Convention shall be paid for by the Unit.
11. A donation in the amount of \$10.00 each be sent to the Department Memorial Fund Scholarship in memory of Gold Star Mother, Mrs. Rennie Moore and Chartered President, Margaret Haizlip, each year.
12. All monies in the Auxiliary Savings Account are not to be used unless voted upon by the Executive Committee and ratified by the Unit.
13. The unit shall present the outgoing Unit President with a Past President's Pin for the first year and then a gift not to exceed \$30 for each ensuing year he/she serves as President, to be purchased by the Unit Secretary.
14. Each new member shall be presented with an American Legion Auxiliary membership pin when initiated.
15. ~~A Dish Garden not to exceed \$40 shall be sent or taken to the home of hospitalized member if their dues are current and the Unit has sufficient funds.~~
16. A Dish Garden gift not to exceed \$40 shall may be sent on the death of a spouse, child or parent of a member to the home if their dues are current and the Unit has sufficient funds.
17. ~~Any officer not returning their Officer's Pin 30 days prior to installation of new officers, shall be obligated to reimburse the Unit the purchase price of a new pin. Pins shall be returned to the Unit Secretary. All officers' pins will be signed for when given and when received.~~
18. ~~All Officers will receive a Past Officers' Guard when they go out of office.~~
19. Only active members will receive a year pin.
20. Each Officer and Chairperson will be given a Unit Guide (upon their request) paid for by the Unit, at the beginning of each ensuing administrative year.
21. The Unit President and the Recording Secretary by virtue of their office shall automatically be first and second delegate to all conferences and conventions requiring delegates; unless otherwise voted upon by the unit.
22. The Poppy Chairperson shall present the Poppy letters to the stores requesting permission to

stand in front of their stores with our Poppies.

23. All receipts shall be turned in no later than two weeks after a function to the Treasurer so that the check will be paid at the next meeting so that the Chairperson can give their report on the function.
24. A donation to the Department Memorial Scholarship Fund or Department Scholarship Fund shall be sent for all deceased members and deceased **immediate** family members of a Unit Member, not to exceed \$10.
25. All Senior members shall be notified of the date and time of election of officers two weeks prior to the election.

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any 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 January 9, 2023.

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Unit President

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Unit Secretary

X

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Unit Constitution and Bylaws Chairperson

X

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Department Constitution & Bylaws Chairperson

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Date Approved