

**STANDING RULES
AMERICAN
LEGION
AUXILIARY SAINT
JAMES CITY, UNIT
136, INC.**

1. The regular scheduled meeting of American Legion Auxiliary Saint James City, Unit 136, INC. shall be held on the 2nd Wednesday 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 2nd Wednesday of the month prior to the regularly scheduled meeting unless otherwise specified and shall be called to order at 6:00 p.m.
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The Unit shall pay for lunches served at District Constitutional Conference meetings for our unit delegates.
4. The Unit shall pay for the following as designated for Department Convention, Conference, & Workshops.
 - (a) The President and up to five (5) delegates will be elected to represent the Unit at the yearly Convention, Workshops or Fall Conference. If the President cannot attend another officer will take her place.
 - (b) Lodging at Convention, workshops or Fall Conference for three (3) rooms to be shared among the six or fewer delegates will be paid by the unit for a period not to exceed three (3) nights. The debit card may be used by an approved officer, or a check will be issued by the treasurer.
 - (c) Receipts shall be submitted by each delegate for food only up to \$100.00 per day for the duration of the Convention, Workshop or Fall Conference. A delegate must attend auxiliary classes and all General Sessions to be eligible for meal reimbursements. If a delegate chooses not to attend classes or general session or chooses to leave early. Receipts will only be accepted for the time attendance of classes or general sessions. Receipts for meals are required and must be submitted within seven (7) days of the end of the of the Convention, Workshops, Fall Conference just attended. No money will be given to delegates until receipts are submitted.
5. Reimbursable mileage is limited to 300 miles round trip and will be paid for at the current rate as specified in the IRS standard mileage rate table (business use). Mileage statement documentation with signature of driver must be submitted seven (7) days from the end of Convention/Workshop/Fall Conference attended. No money for mileage will be given to delegates until the mileage statements are

submitted.

6. A report of Department workshops and conventions are to be given to the Unit President to be read to membership with 30 days of said meetings.
7. Donations to individuals will not exceed the amount of \$250 and will be paid directly to the creditor(s) after all other resources available to the individual have been exhausted. No individual will receive donations on a continuing basis.
8. A letter or oral directive will be sent to all organizations which request donations from the Unit advising that request for donations must be made in writing and in sufficient time for the Unit members to vote on whether to make such a donation at their monthly meeting which will occur on the 2nd Wednesday of every month. There will be no limit to donations to organizations provided the amount is approved by the membership at the duly held meeting.
9. The Chairs of any event held by the Unit will provide a complete reconciliation of event in as much detail as possible after the conclusion of the event.
10. Any member purchasing items for the Auxiliary will be limited to items not to exceed \$100. Any expense over \$100 will require approval from the membership and receipts are required.
11. The President and Secretary will be issued an Auxiliary credit/debit card. This card is to be used by the signor on the card only.
12. All officers shall wear the white Auxiliary dress shirt when attending memorial services, installations, and other events as requested by the President.
13. All proposed standing rules or changes to existing standing rules must be presented in writing for distribution to the members present at the monthly meeting prior to the discussion and vote for inclusion of the new standing rule at that meeting.
14. All property of the Auxiliary is under the direct control of the Auxiliary President. Should it be necessary for any Auxiliary property to be loaned to an individual or other organization, a written inventory of all items desired shall be submitted to the Auxiliary President, or in her absence and Auxiliary Officer, and Auxiliary Member for approval. When returning Auxiliary items, the Auxiliary President and Auxiliary Member must sign off on the inventory list. Items used within Post 136 do not need pre-approval. However, it is expected that items used at Post 136 shall be returned to the storage area in the proper condition. If something is broken or thrown away it shall be reported to the Auxiliary President for replacement.
15. The Past President shall automatically become a member of the Executive Board

upon a new President taking office. The Past President shall remain a member of the Executive Board until the current Auxiliary President is replaced

16. The annual membership dues of this Unit shall be \$35 for Seniors paid annually and shall include the Department and National per capita. This raise is in anticipation of the Department increase. The extra \$5 collected in the increase will go to the Unit account for expenditures until such time that it is required by the Department. The annual membership for Juniors shall be \$5 paid annually until the age of 18 years.
17. All member transfers must be voted on by the Membership.
18. If a President serves two (2) or more terms, said President shall receive a paid for life membership (PUFL).
19. In the event of a pandemic or national emergency, Auxiliary Unit 136, Inc. will be able to conduct all regular business via telecommunications, internet, conference call, or email.

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 11, 2023

x Tracy Lynn Wentz
Unit President

Melissa Chrismer
Unit Secretary

x Tracy Lynn Wentz
Unit Constitution and Bylaws Chairman

x Sherry Shupp
Department Constitution & Bylaws Chairman

January 11, 2023
Date Approved