



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 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 and 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/his 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 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 sessions 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 Convention, Workshops, Fall Conference 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 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 the 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 within 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 of 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 second 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 complete reconciliation of the event and as much details 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 membership and receipts are required.
- 11) The President, Secretary and Membership chair will be issued an auxiliary credit/debit card. This card is to be used by the signer 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) Our proposed standing rules are 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 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 his/her absence an 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 office. The past President shall remain a member of the executive board until the current Auxiliary President is replaced.

16)The annual Senior membership dues of the Unit shall be \$45.00 to include Department and National per capita. The annual dues of Junior membership shall be \$5.00 to include the Department and National per capita.

17)All member transfers must be voted on by the membership.

18)If a President serves two 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.

20)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.

21)Unit officers consisting of Treasurer, Secretary and President, are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the three above signatures.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON JULY 9th, 2025.

X L.A. Romero

Unit President

Melissa Chisner

Unit Secretary

X C. Ryzanyak

Unit Constitution and Bylaws Chairman