

SEP 04 2024

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Gunn Highway Memorial Unit 147, Inc shall be held on the first Thursday of each month, unless otherwise specified and shall be called to order at 7:00 pm. An Executive committee meeting shall be held when deemed necessary.
 - 1A. There will be no meeting in July, unless called by the President following rules for such action.
2. Four (4) members of this Unit shall constitute a quorum at any regularly scheduled meeting of the Unit.
3. The annual Senior membership dues of this Unit shall be fifty dollars (\$50.00) to include Department and National per capita. The annual dues for the junior membership shall be fifteen dollars (\$15.00) to include Department and National per capita.
4. In addition to the core committees listed in the by-laws, 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 Parlay, Poppy, Public Relations.
5. There shall be three (3) separate persons authorized to sign on all bank records. These shall be the President, Vice President, and the Treasurer. All checks must have two (2) of the three (3) 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. No one is to spend Unit money without being recommended by the executive committee and passed by the assembly. Our budget is a proposed one, and does not necessitate spending the entire amount designated. No chairperson or officer has the authority to exceed monies allotted for any project without the approval of the executive committee.
8. A budget committee composed of three (3) members, including the treasurer, shall be elected by the members, or appointed by the President for the purpose of presenting a budget for the ensuing year.
9. Cash gifts shall not exceed twenty five dollars (\$25.00). Anything in excess will be contributed to and voted on by the members.
10. Treasurer must have an itemized report once a month.
11. Any correspondence pertaining to the Unit shall be written by the Secretary. All incoming correspondence shall be given to the Secretary and shall in turn read it to the membership.
12. All members aspiring to be officers or delegates to Constitutional Conference and/or Department convention must be a member in good standing.
13. Delegates to convention must take notes and give same to the Unit on return.
14. Incoming and outgoing President shall automatically be delegates to the Department convention along with the incoming secretary and the

balance of delegates from the executive committee or members of the unit.

15. Expenses to the Department convention shall be set by the membership per Department convention.
16. This Unit shall have two (2) initiations a year, one in September and one in February.
17. The American Legion Auxiliary pin will be given to each member upon their initiation into the Auxiliary.
18. Upon the end of their term of office, the outgoing President will present to the new President, their pin and gavel.
19. Where deemed necessary, a Recording secretary and a Corresponding secretary may be elected/appointed to carry on the duties normally performed by the secretary.
20. 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.
21. In the event of the death of a member, a memorial donation shall be made in the amount of twenty dollars (\$20.00) to the Department Memorial Scholarship Fund.
22. Auxiliary will donate a food platter up to fifty dollars (\$50.00) to an auxiliary member's family in case of the death of an immediate family member (spouse, parent or child). In lieu of food donation, a

monetary donation of the same amount will be made to the charity of that member's choice.

23. There shall be no alcoholic beverages present in the meeting room during any called general or executive committee meeting.
24. Gold star mothers shall be granted a life membership paid annually.
25. In case of emergency, nominations for office may occur by phone, text message, or email, with the nominee giving their approval to the nominating committee. If the emergency persists, elections may be held following the rules as set out in the by-laws, to include by phone, text message, or email.
- 25A. Members may attend meetings electronically, either by conference Call, zoom, or any other form of electronic communication. A quorum must be present to conduct business of the Unit. Voting on motions may be done electronically, with the Secretary recording the vote.
26. Dual members, who have paid full membership to the Legion, will be charged an amount equal to Department dues. Current amount due to Department is thirty dollars (\$30.00).

These Standing Rules were read, voted on and approved at our regular meeting

on 6 June 2024

Linda L. Paloff
Unit President

June 6, 2024
Date

Mary Lou King
Unit Secretary

June 6, 2024
Date

Marianne @ Braun
C & BL Chairperson

6 June 2024
Date