

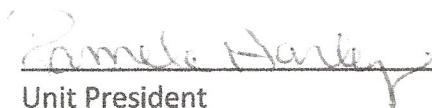
STANDING RULES

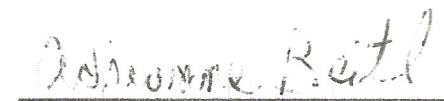
1. The regular scheduled meetings of American Legion Auxiliary John G. Doran Unit #158 Inc. shall be held on the third Thursday of each month, unless otherwise specified and shall be called to order at 6:00 p.m.
2. Five (5) members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues off the Unit shall be \$42.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$6.00 to include Department and National per capita.
4. 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, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of President, Treasurer, 1st. Vice President and 2nd. Vice President are authorized to sign checks for disbursement of funds from the Unit Treasury. All checks MUST have two (2) 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. A budget Committee composed of three (3) members, including the Unit Treasurer shall be appointed by the President for the purpose of presenting a budget for the ensuing year.
8. 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.
9. An audit Committee consisting of three (3) members shall be appointed by the President for the purpose of auditing the books of the Treasurer. The Treasurer should be present during the audit to answer questions only. It is recommended that no one on the Audit Committee should have authorization to sign checks.

10. Upon proper authorization of the President, the Chaplain shall be responsible for purchasing a gift, value not to exceed fifty (\$50) dollars for any member who is seriously ill or hospitalized for three (3) days or more. The Chaplain will also send cards to all members who are ill or in the case of the death of a member, spouse, partner or blood relative.
11. If a situation occurs the President shall have the authority to spend up to \$300 between regularly scheduled meetings. To be approved at the next regularly scheduled meeting.
12. The Treasurer and the Poppy Chairman shall be responsible for counting Poppy funds collected during Poppy days. All other funds must be counted by the Treasurer and another Unit member.
13. If the Treasurer should leave town or be unavailable for an extended period of time, they must leave the checkbook and deposit records with either the President or a Vice President.
14. If the Secretary should leave town or be unavailable for an extended period of time, they must leave the Unit records with either the President or Treasurer.
15. All Officers and Executive Committee member's pins must be returned to the President at the last meeting of the year. Each Officer and Executive Committee member is responsible for their pin and if lost, shall reimburse the Unit for the current price of the replacement.
16. The outgoing President shall be the Chair of the delegation attending the Department Convention. If they are unable to attend the chair shall be the incoming President.
17. The delegation Chair shall receive a check to cover the amount of the registration fee for the delegation.
18. Unit members attending Fall Conference or Department Convention shall receive one-half (1/2) the room rate based on double occupancy. Members are required to submit receipts, attend Breakouts and General Session meetings, check in with the delegation chair, and report back to the Unit.
19. The Unit shall make reservations and pay for the Department Commanders and Presidents Dinners for those attending.

20. A Unit member attending an Auxiliary related conference or workshop (not listed above) and is requesting reimbursement for expenses, must submit receipts, check-in with the delegation Chair, attend meetings and report back to the Unit.
21. The Unit will vote on all new and transfer membership application individually.
22. Upon receiving a membership transfer from another Unit, the Membership Chair or President will verify the membership status of the member with either the previous Unit or Department.
23. If a Unit member is in the Post on the regularly scheduled meeting night, they must attend the meeting or leave the building. Any violation may result in disciplinary action.
24. All reimbursement requests must be submitted with a check request form and receipts.
25. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules.
26. Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at a regular meeting or if notice has been given, by a majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR MEETING ON _____


Unit President


Unit Secretary


Unit Constitution & Bylaws Chairman