



STANDING RULES

1. UNIT OFFICERS – The success of the Unit depends to a large degree upon the efficient and businesslike administration of all of its activities. Each Unit officer and committee chairman shares in this responsibility.
2. The regular scheduled meeting of American Legion Auxiliary Novel Unit 159, Inc. shall be held on the Second Tuesday of each month, unless otherwise specified, and shall be called to order at 4:00 pm. All meetings will be non-smoking and no alcoholic beverages will be allowed; The Executive Committee meeting shall be held on the Second Tuesday of each month, unless otherwise specified, and shall be called to order at 3:00 pm.
3. Eleven members of the Unit shall constitute a quorum at any regular scheduled meeting of the Unit
4. The annual Senior membership dues of the Unit shall be \$35.00 to include the Department and National per capita. The annual dues of the Junior membership shall be \$5.00 to include the Department and National per capita.
5. The Unit shall have the following standing Committees: Americanism, Auxiliary Emergency Fund, Cavalcade of Memories, Children & Youth, Community Service, Constitution & Bylaws, Education, Girls State, Junior Activities, Leadership, Legislative, Membership, National Security, Past Presidents Parley, Poppy, Public Relations and Veterans Affairs & Rehabilitation. All Committee Chairman shall make their annual reports in triplicate on questionnaires provided by the Department. One report is to be forward one (1) to Department Chairman. **Important: Please follow all instructions at the bottom of questionnaires or in plan of works.** All Committee Chairman should turn over all books, bulletins and data to the newly elected chairman.
6. Unit elected Officers, consisting of President, First Vice President, Treasurer, Secretary are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two (2) of the four (4) above signatures.

7. 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.
8. All Past Presidents shall be ex-officio members of the Executive Committee and shall be entitled to a vote on any question, but shall not be considered in creating a quorum.
9. Duties of the Unit President shall include attending all District and Department meetings and submitting a report to the Unit thereafter when able to attend. If she is unable to attend, she may appoint another member.
10. Duties of the Secretary shall include submitting the names and addresses of each newly elected officer to the Department Secretary, on the form provided by Department, not less than ten (10) days prior to the Department Convention.
11. Duties of the Treasurer shall include keeping record of names and addresses of the members, showing the source of their eligibility; to send out such notices as directed by the President whose dues are not paid by December 15, that if not paid by December 31, they will be considered delinquent as of January 31. She shall submit Department and National dues, as well as ~~post~~ fund donations to Department Headquarters on a monthly basis. She shall keep an accounting of all receipts and expenditures, providing a monthly financial statement to the Unit and others as required.
12. Duties of the Chaplain shall include reporting the name and date of death of any Auxiliary member to the District.
13. Duties of the Historian shall include submitting a Unit History to the Department. Upon the Unit records, the history of a Department is written and that of the National Organization.
14. Duties of the Sergeant-at-Arms shall include the advancement and retirement of the Unit colors and their proper care.
15. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.

16. 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.
17. A Nominating Committee composed of three (3) members shall be elected for the purpose of presenting a slate of officers for the ensuing year at the February meeting. The Chairman shall be elected by the Executive Committee and two (2) members, who are not members of the Executive Committee, elected from the floor by the general membership. It will be the responsibility of the Nominating Committee to contact all present officers and see if they will serve, if elected, for the ensuing year in next available office. No member shall be nominated for office whose consent has not been previously obtained.
18. The Nominating Committee will report their slate of officers at the March or April meeting and will be read at the next two (2) regular meetings; nominations may be made from the floor during these meetings and also on election day. Election must be held no more than ninety (90) days and not less than fifteen (15) days prior to Department Convention. No member shall be eligible as a candidate for office unless she has attended all meetings after the slate of officers has been presented or has been nominated. Only a legitimate reason will the President excuse.
19. New members shall submit their applications for membership with satisfactory proof of eligibility to the Membership Chairman. The application for membership, new or transfer, shall be presented to the membership for acceptance at the next Unit Meeting. Vote can be either oral or by ballot. Applicant should not be present during the vote.
20. A meeting of this Unit shall be held in the month of March each year for the purpose of receiving annual reports.
21. The President shall appoint three (3) tellers to distribute and count the ballots. When there is but one (1) candidate for an office, the ballot may be dispensed with and the President may declare the nominee elected. In order to participate in the election of Unit Officers, a member shall have paid her dues for the current fiscal year.
22. Unit officers should be installed immediately following their election or as soon thereafter as possible. While installations of officers are desirable, they

29. All meetings and ceremonies should follow the "Manual of Ceremonies" provided by the National American Legion Auxiliary.

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

REGULAR UNIT MEETING ON 1-9-18

x Judy Semm
Unit President

x Judy Steinel
Unit Secretary

x Sherry Buffington
Unit Constitution & Bylaws Chairman

x Patricia J. Dennis
Department Constitution & Bylaws Chairman

APPROVED MAR 10 2018

Date Approved