

STANDING RULES

Standing Rules are rules and regulations for the guidance of an assembly, which have been adopted, the same as resolution, by a majority vote without previous notice. They are usually administrative in nature. A Standing Rule may be amended or rescinded by a two-thirds vote, or if notice has been given, by a majority vote.

Standing Rules are usually adopted from time to time, as they are needed, in the form of Resolutions. These rules are more detailed than the Constitution and Bylaws.

1. The regular scheduled meeting of American Legion Auxiliary **Carmichael Legree Auxiliary Unit 167, Inc.** Shall be held on **Third Wednesday** of each month, unless otherwise specified and shall be called to order at 7:00 p.m. An Executive Committee shall be held the Tuesday prior to the monthly meeting, if needed.
2. **Three (3)** members of this Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual Senior membership dues of this Unit shall be **\$50.00** and **\$6.00** for juniors, paid annually to include the 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, Cavalcade of Memories, Junior Activities, Leadership, Legislative, Past Presidents Parley, Poppy, and Public Relations. An Auditing committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurer's account at the close of each term, and making a report of the audit to the Unit.
5. Unit elected Officers, consisting of treasurer, president, and vice-president shall be on the bank account and are authorized to sign checks for disbursement of funds from the Unit treasury. All checks **MUST** have two of the three above signatures before being turned over to the second party.
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. Where deemed necessary, a Recording Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary. The office of Secretary may be combined with that of Treasurer and called "Secretary-Treasurer."
8. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be elected by the members, or appointed by the President, for the purpose of presenting a budget for the ensuing year.
9. 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 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, if needed.

This Constitution, Bylaws and Standing Rules were read, voted upon and approved at our regular meeting on January 18, 2023.

Vanessa Jones Miller

UNIT PRESIDENT

UNIT SECRETARY

DATE: _____

UNIT CONSTITUTION & BYLAWS CHAIRMAN

DATE: _____

DEPARTMENT CONSTITUTION & BYLAWS CHAIRMAN

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NOTE: The National Constitution and acts of the National Conventions constitute the fundamental law of the Auxiliary and the Department Constitution. The acts of the Department Convention and the Department Executive committees must conform to them or be rendered null and void. Similarly the Constitution of a Unit must conform to the Constitution of the Department in which it is located. Any provision of a Unit constitution which conflicts with the Constitution of the Department or with any action of the Department Convention or the Department Executive Committee is invalid and without effect. In a few Departments the adoption of a uniform Unit Constitution and Bylaws prescribed by the Department is mandatory.

ADDITIONAL STANDING RULES

1. Election may be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, election shall be by ballot and the majority of votes cast shall be necessary to elect.
2. In addition to the duties defined in the Bylaws, the Vice President Shall be in charge of Membership and of Poppies organization.
3. Delegates and Alternates to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two weeks prior to the convention. Alternates shall have their priority in order of their election. All members aspiring to be Delegates to Constitutional Convention or Department must have dues paid for current year.
4. Incoming and outgoing presidents shall automatically be delegates to the Department Convention.
5. The auxiliary will pay for at least 1 night room accommodations for training, as needed, during Fall Conventions; pending funds are available.
6. Treasurer must have itemized reports each month, and also, purchases made for the unity receipts must be turned in to treasurer.
7. Our budget is a proposed one and does not necessitate our spending the entire amount designated. If an emergency arises between meetings, requiring money to be spent, the President or Secretary shall call Unit Officers, until three (3) approval votes are made, when Officers are not available Executive Board members will count. Each name and the way they voted must be recorded.
8. Any correspondence **pertaining to the Unit** shall be written by the Secretary or Media Chairman and approved by the president. Any and all phone calls to department shall be made by the President, Secretary, Treasurer, or Membership Chairman only.
9. All incoming correspondence shall be given to the Secretary; she in turn shall read it in the meeting before the assembly.

10. NO OFFICER will appoint a member to take her place without the approval of the President; the President can appoint any member in good standing.
11. No Chairman has the authority to make a decision pertaining to this Unit without the approval of the President and Assembly.
12. Benevolence for unit members in time of illness and bereavement shall be carried out as funds are available. Upon unit member illness where hospitalization is required, they shall be sent a card and flowers. If a unit member passes, the family will receive a floral piece from the unit. If a unit member, experiences the death of an immediate family member they will receive a card. Immediate family member as defined by the following: children, spouse/partner, sibling or parent.
13. The incoming President shall choose the dress code for the officers for the year.
14. Applications for new membership can be voted on as soon as presented, providing application has been certified. This will also apply to transfer applications. When transferred from another Unit, your activities are only credited for what you do while you are a member of this unit.
15. To be eligible for Lifetime Honorary membership you must have worked in various positions and activities for a period of fifteen (15) YEARS OR MORE. If receiving monetary donations for working, it is not creditable. All endorsements, for honorary membership must be in writing and presented at the executive board. If a member wants a gold card, they themselves shall pay the difference. When transferring to another unit, your Honorary Lifetime membership is not transferable.

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

January 18, 2023

Vanessa Jones Miller
Unit President

Unit Secretary

Unit Constitution and Bylaws Chairman

Department Constitution & Bylaws Chairman

Date Approved