

STANDING RULES

(Revised 10-12-2023)

1. The regular scheduled meeting of American Legion Auxiliary Charles E. Murray Unit 186, Inc. shall be held on the second Thursday of each month, unless otherwise specified and shall be called to order at 3:00 p.m. There is no scheduled meeting in the month of June or July. An Executive Committee meeting shall be held on the second Thursday of each month and shall be called to order at 2:00 p.m.
2. Nine members of this Unit shall constitute a quorum at any regular scheduled meeting of Unit.
3. The annual membership dues of this Unit shall be \$45.00 for Seniors paid annually or for life, and shall include the Department and National per capita. The annual membership for Juniors shall be \$10.00, paid annually until the age of 18 years.
4. In addition to the Core Committees listed in the Bylaws, the Unit shall have the following Committees: Aux. Emergency Fund, Community Service, Education, Girls State, Calvacade of Memories, Junior Activities, Leadership, Past President Parley, Poppy and Public Relations.
5. Unit elected Officers, Unit President, Treasurer and Secretary are authorized to sign checks for disbursement of funds from the Unit Treasury. All checks MUST have two of the approved 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. Where deemed necessary, a Recording and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary.
8. A Nominating committee composed of three (3) members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year. This committee is to form no later than two (2) months prior to election.
9. A Budget Committee composed of three (3) members, including Unit Treasurer, shall be appointed by President for the purpose of presenting a budget for the ensuing year.
10. A Risk & Compliance committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurers accounts at the close or each term, and making a report of the audit to the Unit.

11. A Past President shall be presented a Past President's pin and a token gift from the Unit.
12. All Officer pins and Committee Chairmen previous year end reports must be returned to Unit upon completion of their term.
13. Convention: The Unit shall purchase rooms for three (3) nights for newly elected and Past Presidents, and newly elected Officers attending Department Convention. The Unit shall pay for up to 4 rooms, except the rooms that are occupied by one member or a member and non-member, then the Unit will pay for ½ of room price.
14. Fall Conference: The Unit shall purchase rooms for two (2) nights lodging for Officers and Committee Chairmen. The Unit shall pay for up to 4 rooms, except the rooms that are occupied by one member or a member and non-member, then Unit will only pay ½ of room price.
15. Dept. Workshop: Unit will pay for one (1) night lodging. Reimbursement of \$25.00 to any Executive Committee member for expenses (food, snacks).
16. The President, Secretary and/or an Executive Committee member shall be reimbursed for expenses incurred at Convention and Fall Conference not to exceed \$75.00 each member per event. All expenses must be submitted by receipts.
17. There will be no alcoholic beverages brought in to General membership or Executive meetings.
18. Motions: You may only speak twice on a motion for two (2) minutes.
19. Officers and Chairmen shall be reimbursed for approved expenses incurred by their committee/office, not to exceed twenty-five dollars (\$25.00). All expenses must be submitted with a receipt.
20. Dual Members: The dues for dual membership shall be thirty dollars (\$30.00) per department per capita.
21. Unit 186 Emergency Fund: Special committee appointed by Unit President to investigate the needs of the member in good standing who needs monetary or other help. When emergency funds are asked for a Veteran in need in between General Meetings, the President will notify all Officers and Executive members for a vote on the funds, not to exceed \$500.00
22. The Executive Committee shall be empowered to spend fifty dollars (\$50.00) by a two-third (2/3rd) vote.
23. Initiation of new members will be held at a Unit meeting in November and March each year.
24. All equipment owned by the Unit shall remain at the Post. It must be used at Post and returned to the Unit file cabinet or Unit locker.

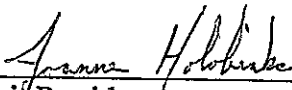
25. New Unit officers shall be installed after elections every year. While Installation of Officers is desirable, they are not mandatory. A newly elected Officer takes possession of office immediately, unless the bylaws or other rules specify a later time.

26. In an emergency situation, Unit 186 meetings may be held in person and/ or via electronic means, as recommended by Executive Committee. Also, electronic means may be used for Auxiliary Programs (i.e. Girl State, Education, etc.) for selecting candidates for the program.

27. Any cash or check donation received by a Program Chair or Unit Member must be given to the Unit Secretary, Treasurer or President for deposit in the Unit checking account. A record and/or receipt of the donation source to which the funds are directed will be kept by the Treasurer and Secretary.

28. Event Check-out Sheets must be prepared by each Program Chairman upon completion of a project or Fundraising event. The Check-out Sheets are available from the Unit Secretary, and they will be filed in our Units permanent record. A copy of the Check-out Sheet will go to the Unit Treasurer for Audit purposes.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON OCTOBER 12, 2023.



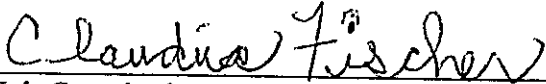
Unit President

Joanne Holobinka



Unit Secretary

Lynda Anderson



Unit Constitution & Bylaws Chairman

Claudia Fischer - Unit 186