



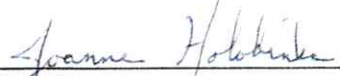
STANDING RULES

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 pm. There is no scheduled meeting in the months of June and July. An Executive Committee meeting shall be held on the second Thursday of each month and shall be called to order at 2:00 pm.
2. Nine (9) members, including four (4) officers of the Unit shall constitute a quorum at any regular scheduled meeting of the Unit.
3. The annual membership dues of the 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 By Laws the Unit shall have the following Committees: Auxiliary Emergency Fund, Community Service, Education, Girls State, Cavalcade of Memories, Junior Activities, Leadership, Past Presidents Parley, Poppy and Public Relations.
5. Unit elected offices, President, Treasurer and Secretary are authorized to sign checks for disbursement of funds from the Unit Treasury. All checks must have two 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. 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 officers for the ensuing year. This Committee is to form at the February meeting. Nominations for the officers will be taken only at the March and April meetings. When there is more than one candidate for the same office, each candidate will give a brief verbal synopsis of their qualifications for the position they seek, not to exceed three minutes at the meeting before the May vote.
9. A Budget Committee composed of three (3) members, including Unit Treasurer, shall be appointed by President or elected by the members for the purpose of presenting a budget for the ensuing year.


10. A Risk and Compliance Committee composed of three members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and making a report of the audit to the Unit.
11. The Past President shall be presented a Past President's Pin at Installation by the District Installing Officer. The Unit will purchase the pin and present the Past President with a token gift.
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 cover room costs for three (3) nights for delegates attending Department Convention. The Unit shall pay for up to four (4) rooms, except the rooms that are occupied by one member or a member and non-member; then the Unit will only pay one-half ($\frac{1}{2}$) of room price. All receipts must be submitted for reimbursement
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 four (4) rooms, except the rooms that are occupied by one member or a member and non-member; then the Unit will only pay one-half ($\frac{1}{2}$) of room price. All receipts must be submitted for reimbursement.
15. Department Workshop: Unit will pay for one (1) night's lodging and reimbursement of up to \$25.00 to the President, Secretary and/or an Executive Committee member or Program Chair for expenses (meals, snacks, NO alcoholic beverages) incurred at Department Workshop. All receipts must be submitted for reimbursement.
16. Convention and Fall Conference: The President, Secretary and/or Executive Committee Member or Program Chair shall be reimbursed for expenses (meals, snacks, NO alcoholic beverages) 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 Committee meetings.
18. Motions: You may only speak twice on a motion for two (2) minutes.
19. Officers and Chairmen will be reimbursed for approved expenses incurred by their committee/office, not to exceed fifty dollars (\$50.00). 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: A special committee is appointed by Unit President to investigate the needs of a 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 five hundred (\$500.00).
22. Initiation of New Members will be held at a Unit meeting in November and March of each year.
23. All equipment owned by the Unit shall remain at the Post. It must be used at the Post and returned to the Unit file cabinet or Unit locker.
24. New Unit officers shall be installed after election every year. While installation of officers is desirable, it is not mandatory. A newly elected officer takes possession of office immediately unless the By Laws or other rules specify a later time.
25. 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., Girls State, Education, etc.) for selecting candidates for the program.
26. Any cash or check donation received by a Program Chair or Unit Member must be given to the Unit Treasurer, Secretary 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.
27. Event Check Out Sheets must be prepared by each Program Chair 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 Unit permanent record. A copy of the check out sheet will go to the Treasurer for audit purposes.


THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETINGS ON FEBRUARY 13, 2025 AND MARCH 13, 2025.



Unit President
Joanne Holobinka



Unit Secretary
Lynda Anderson



Unit Constitution and By Law Chair
Joanne Holobinka