

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Piper-Gardner Unit 191, Inc. shall be held on 1st Tuesday of each month, unless otherwise specified and shall be called to order at 7:00 PM. An Executive Committee meeting shall be held the 1st Tuesday of the month unless otherwise specified and shall be called to order at 6:00 PM.
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 of the Unit shall be \$ 45.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$ 4.25 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.
5. Unit elected Officers, consisting of President, Secretary Treasurer (name at least three officer positions) 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 Secretary and a Corresponding Secretary may be elected/appointed to carry on the duties normally performed by the Secretary. (Specify elected or appointed, not both)
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. (Specify whether appointed or elected.)
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 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.

10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.
11. It shall be duty of the Second Vice President to act as Chairperson of all Social and Kitchen Activities.
12. Flowers or a donation shall be given to a unit member when a member of their immediate family passes. Immediate family includes: spouse, father, mother, sister, brother, children, grandparents, and grandchildren. Cost not to exceed \$40.00 for member within the city. If wired outside of city, not over \$50.00 and the cost of wiring. One donation or flowers per family, not both.
13. An un-jewel past president pen to be purchased by the unit for the outgoing president, if desired.
14. A gift shall be presented to the District President at the time of the unit's installation of the unit officers-cost \$20.00.
15. District dues; the unit shall give the district president or secretary the sum of \$20.00 at the time of the unit installation to help with the expense of the district.
16. A bond in the sum of \$6.00 shall be sent to the department earl in the year. (This is an automatic fund and there is no form to be filled out).
17. The unit shall share the expense with the host unit during the department president's official visit to the 12th district, this includes food and gift.
18. Every officer and unit chairman should have a copy of the Department s Unit Guide.
19. The out-going president shall be responsible for installation plans. In the event for some reason the President cannot, the first vice-president shall see that the installations are carried out.
20. The unit president shall turn over all materials along with the officers and chairmen' to their successors for this is the unit's paraphernalia. This will be done at the close of the unit president administration. This includes officers' pens.
21. If the unit has a dispute, it should be settled within the unit if possible. If this is not possible, the district president has the authority to settle such disputes upon written invitation by two or more members of the unit's Executive Committee.
22. All funds of the unit derived from dues, fundraiser projects, award, or any other source belong in the unit treasure, not in the custody of any other person.
 - a.) All monies collected shall be turned over to the treasurer as soon as possible after said money has been collected.
 - b.) The treasurer shall not give any member an open check. All aid checks shall be approved

by General Membership, except those that have been approved for disbursement to the department for the paying of bills in the budget at the beginning of the year.

c.) Any chairman or member wishing to withdraw funds from the treasury, this should be brought before the body, stating the purpose for the request, the date and the president's approval.

23. The month of March shall be recognized for receiving and compiling year end reports. The President must have a copy of all reports sent to District, Department or National
24. Election of officers for the incoming year will be in accordance with the department.
25. Select an auxiliary member of the year, the awards will be a plaque not to exceed \$25.00 and to be voted on by the Unit at Large.
26. Any person going to convention as a delegate should receive cost of room at host hotel for one night. If said person is unable to be a delegate, they must notify the unit resident at least two (2) days prior to the convention.
27. TO BE REIMBURSED--Any person or delegate attending the Department Convention must bring back a hotel receipt and have at least two (2) WRITEN copies of reports to be presented at next meeting following Department Convention. Copies of written reports are given to the President and Secretary.
28. Monthly dues are \$2.50.
29. Must be a dues' paying member in order to receive money due to death of family member. Must be immediate family, spouse, father, mother, sister, brother, child or grandparents.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR
REGULAR UNIT MEETING ON January 24, 2023

X Volker T. Jensen
Unit President

Dexter V. McNeil
Unit Secretary

X Shirley T. J.
Unit Constitution and Bylaws Chairman

X
Department Constitution & Bylaws Chairman

Date Approved