

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Alton Green Memorial Unit #194, Inc. shall be held on the 3<sup>rd</sup> Sunday of each month, unless otherwise specified and shall be called to order at 2:00 p.m. An Executive Committee meeting shall be held the 2<sup>nd</sup> Wednesday of the month unless otherwise specified and shall be called to order at 6:00 p.m.
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 the Unit shall be \$40.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$6.00 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. A special meeting of Unit Committee Chairmen shall be held prior to the due date of year end reports.
6. Unit elected Officers, consisting of Treasurer, President, Secretary are authorized to sign checks for disbursement of funds from the Unit treasury. **All checks MUST have two of the three above signatures. No authorized signer can sign their own check.**
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. The Unit Past President, at their discretion, shall be a member of the Executive Committee for one year after serving as President.
9. A Past President pin shall be given to all Presidents retiring from office. The cost of the pin shall be governed by the cost from National Emblem Sales. If the President has served more than one term and already has a past President pin, a gift of a value up to \$25.00 will be purchased.
10. The Secretary shall have copies of minutes from previous regular meeting available for members at next meeting. Executive Committee minutes shall be available prior to the regular monthly meeting of the Executive Committee.
11. The Membership Chairman shall be appointed by the President. The Membership Chairman shall keep records of names and addresses of members and all transactions of membership; give

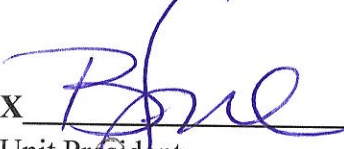
the Secretary copies of applications and give the Treasurer copies of all financial transactions involving membership.

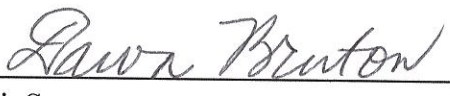
12. A Budget Committee composed of three (3) members, including the Unit Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year to the Executive Committee for consideration. It should next be presented to the Unit membership for final approval. The Budget may be amended during the year, if necessary, but changes must receive a majority vote at a regular Unit meeting.
13. 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.
14. The member with the highest number of votes will become the Nomination Committee Chairman. The Chairman shall assist in preparing the slate of officers, coordinate the election process and the preparation of the ballots and be custodian of the election box.
15. Nomination Committee has no authority to make any changes or to mark ballots once they are turned in.
16. Unit annual election will be held the 3<sup>rd</sup> Sunday in the month of May.
17. The votes cast for each office must be preserved in such a manner that if the election is questioned, the votes may be verified by a recount.
18. The installation of new officer shall be held after the Department Convention. The date to be set by the American Legion. The new officers do not take office until after installation has been held.
19. Outgoing officers will turn over all records, monies, keys or equipment to their successor or to the President in their absence at the installation of Officers.
20. There shall be an Audit Committee composed of three (3) members appointed by the President for the purpose of auditing the Treasurer's accounts twice a year (Dec and May) and make a report of the audit to the Unit.
21. The President shall have per the budget, funds for purchasing awards, membership pins, and administrative supplies i.e., copier paper and ink.
22. Annual gifts for the District President's visit and conducting installation will be provided in the annual budget.


23. Department Unit Guides will be purchased by the Unit for Unit Officers and Committee Chairmen.
24. No purchases NOT allowed for in the Budget shall be made and reimbursed unless approved at a regular Unit meeting by a majority vote of the members present.
25. There will be no reimbursement to any member for attending any National, District or Department Conference/Convention unless included in the Budget or prior approval by majority vote at a regular meeting.
26. All solicitations from the Post Family (American Legion, SAL, Riders) or outside organization for donation of funds for a particular project/event must be accompanied by a letter stating the purpose of the solicitation and signed by the Auxiliary President and the Chairman of the Committee.
27. All donations or monetary goods received by any member from an individual or organization will be issued a receipt within seven (7) days and the funds turned over to the Treasurer to deposit into the Auxiliary bank account.
28. Flowers shall be purchased for a hospitalization member annually, who is in good standing, not to exceed \$50.00.
29. In the case of death of a member or member's immediate family (parent, spouse, or child), the Chaplain and President shall consult with the next of kin concerning a charitable donation or flowers, not to exceed \$100.00.
30. In the case of death of an American Legion Comrade, the President shall obtain a quorum from the Executive Committee for Purchase of flowers or a charitable donation, in memory of the deceased, not to exceed \$100.00.
31. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22 – 28.
32. Website maintenance fee to be paid annually, not to exceed \$50.00.
33. No alcoholic beverages will be allowed into the meeting.
34. All members are strongly encouraged to attend, volunteer, and participate in Auxiliary meetings and events.
35. As a show of respect, at each regular meeting, the POW chair shall be draped and placed in front of the podium. The POW resolution will be read at the discretion of the President.

36. The relationship between Unit and Post is one of cooperation rather regulation. The American Legion Posts and American Legion Auxiliary Units are related but independent organizations. The National Judge Advocate of the American Legion has ruled that: "It is crystal clear thar the American Legion Post has no authority to control the Unit". The Post may not revoke nor threaten revocation of its Unit charter. The Unit should regard its connection with the Post a distinct honor. It should strive unceasingly to carry out the National Constitution's pledge "to participate in and contribute to the accomplishment of the aims and purposes of the American Legion".

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR  
REGULAR UNIT MEETING ON January 15, 2023

X   
Unit President

X   
Unit Secretary

X   
Unit Constitution and Bylaws Chairman

X \_\_\_\_\_  
Department Constitution & Bylaws Chairman      Date Approved