

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary, Oliver D Nicholson, Unit 221, Inc. shall be held on the 4th Tuesday of each month, unless otherwise specified and shall be called to order at 6:30 PM. An Executive Committee meeting shall be held the 4th Tuesday of each month, unless otherwise specified and shall be called to order at 6:00PM.
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 \$35.00 as of 1 July 2020, to include Department and National per capita. The annual dues of the Junior membership shall be \$5.00 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. Unit elected Officers, consisting of: President, Secretary and Treasurer 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 or a Corresponding Secretary may be appointed to carry on the duties normally performed by the Secretary.
8. A Budget Committee will be composed of five (5) members, including the Unit Treasurer, shall be appointed by the President, for the purpose of presenting a budget for the ensuing year. The Treasurer will be the chairman of the Budget Committee. The budget will be presented to the Unit at a General Membership meeting for the ensuing year.
9. Nominations for Officers will be conducted at membership meetings of March, April and May. Nominees shall verbally accept at a meeting or given a written acceptance to run. Elections will be held at the May meeting. Voting shall be by written ballot. June shall be a transition period for outgoing Officers to train new Officers.
10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 23-27.
11. An Audit Committee will be composed of three (3) members. The Chairman and committee members will be appointed by the President for the purpose of auditing the Treasurer's records at the close of each term. Making a report to the Unit.

12. A Membership Committee will be composed of three (3) members. President, Treasurer and Membership Chairman (to be appointed at the June meeting) for the ensuing year. The Membership Chairman will be responsible for collection and processing of dues and providing a written statement to the Treasurer monthly for the Year-End Audit. The Membership Chairman will be responsible for mailing/handing out membership cards for the ensuing year. The Chairman will be responsible for a copy of the written record by serial number and individual memberships cards issued including internet processing as well.
13. All Officers will be delegated by the President to act as Chairman of at least one Standing Committee. They will be responsible for filling out a Year-End Report at a special meeting called for that purpose.
14. If a member is hospitalized, it is the responsibility of the member, their family or a friend to notify the President or the Chaplain. This will be announced at the next General Membership meeting. The Chaplain is directed to visit and/or send a card.
15. An Emergency Fund, not to exceed \$300 a year, will be set into the budget and used in the case of an unforeseeable emergency. The President will call an Emergency Executive Meeting and approval by ALL Executive Officers is required for instruction to disperse these monies.
16. A Chaplain's Expense Fund, not to exceed \$50 (receipts required) will be set into the budget and used to purchase stamps and cards to send to our sick or affirmed unit members. An additional \$25 will be set into the budget to be sent to the ALA Memorial Scholarship Fund or to a charity of the family's choice in the event of a death in the immediate family of a Unit member. Immediate family is defined as parent, spouse, and/or child.
17. A Historian's Expense Fund, not to exceed \$50 (receipts required) will be set into the budget and used to create and maintain the unit's annual scrapbook of events and activities.
18. The Unit will reimburse any approved delegates for attending the American Legion Auxiliary Convention and/or the Fall Conference. Reimbursement is limited to 2 shared rooms, for up to 4 nights lodging and gas and Unit selected function they will be attending.
19. ALL members of a unit are expected to extend a welcoming attitude, showing the utmost respect and kindness to all. You are representing a Unit of the largest veteran's supported patriotic organization in the world.
20. Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT
OUR REGULAR UNIT MEETING ON 25 February 2020

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Unit President, Deborah Miniaci

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Unit Secretary, Lenora Ellison

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Unit Constitution and Bylaws Chairman, Lenora Ellison

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Department Constitution & Bylaws Chairman

4/10/2020

Date Approved

APPROVED