

## STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary East Orange County Unit #242, Inc. shall be held on second Thursday of each month, unless otherwise specified and shall be called to order at 7 p.m. Executive Board meetings are to be held on the first Thursday of every month and shall start at 7 p.m. Meetings can be held by teleconference methods.
2. Four members of the general membership shall constitute a quorum at any general scheduled meeting of the unit. This must include officiating officers of the unit to preside and at least 3 E-Board members.
3. **The annual Senior membership dues of the Unit shall be \$40 to include Department and National per capita starting in 2024. National dues for Seniors are \$18.00 and Department dues for Seniors are \$12.00. For a total to Department of \$30.00. The Unit keeps \$10.00. The annual dues of the Junior membership shall be \$10.00 to include the Department and National per capita. National dues for Juniors are \$2.50 and Department dues are \$1.75. The Unit keeps \$5.75.**
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; Child, Youth and Junior Activities; Leadership; Legislative; Past Presidents Parley; Poppy; and Public Relations.
5. Unit elected Officers, consisting of president and treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have these two 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.
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.
9. 1a) A Nominating Committee, composed of three (3) members and one alternate, shall be elected by the members in February, 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. Two candidates should be selected for each office if and should have been an active member of the unit for at least one year.

1b) All names of candidates will be read for 3 consecutive meetings; elections being held on the third meeting night. i.e., Election will be on the 2<sup>nd</sup> Thursday in May.

10. 1a) President of the unit may hold office for two (2) years consecutively. After a lapse of one (1) year or more she/he may be elected for a period of two (2) more years.

1b) In the event that no other candidates meet the criteria to be president and the present president accepts the nomination, the present president may be nominated and run and hold office again.

11. All officers' dues will be paid by the time of their installation.

12. A welcome letter will be sent to all newly elected members and shall include greetings as well as pertinent information. i.e., meeting times, etc. This shall be done by the unit secretary. When they come to their first meeting, they will be presented with a folder with Standing Rules, By-laws etc.

13. A copy of the current budget, standing rules, correspondence, and a list of current officers, and appointed committees should be maintained on file in the Secretary minute book.

14. Copies of proposed budget shall be given to members one month prior to the meeting of the budget being voted on. Budget should be prepared and voted on each year following installation of officers. Budget should be completed by the last meeting in July. Bonding fee, Rehab, Education and Girls State Quota should be paid at the meeting in July. All yearly contributions should be paid by the meeting in September.

15. A gavel shall be presented to each new incoming President. If the unit president does not complete a six (6) month term, she will be asked to turn her gavel back to unit and the unit will have a new name plate made and give it to the president taking office.

16. Get well cards to auxiliary members and their immediate family members will be sent to them by the Chaplin, on behalf of the auxiliary, upon notification. Funds for this come from the Chaplin account. A gift card of \$25 can be sent to the family of an auxiliary

member, spouse, child or parent who has passed away and will be designated from the general fund budget.

17. No smoking or alcoholic drinks are permitted in the meeting room during meetings.

18. Members not attending the auxiliary meeting are required to leave the Post until the meeting has concluded unless they are being paid to work as an employee of the ALP during this meeting time.

19. There will be proper meeting decorum at all times during meetings. Members will be asked to leave and/or escorted out of the Post if a situation arises.

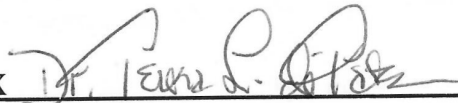
20. There will be four Members-At-Large that will be members of the Executive Committee. They will attend both the general meeting and executive meetings monthly. They will have been an active auxiliary member for at least one year. One of the Members-At-Large is the immediate past president. The nominating committee will present their names after the election of officers. Election of these members will follow that of the election of officers.

21. Qualifications for officers of American Legion Auxiliary Unit #242 include being an active member of Unit #242 for at least 1 year.


22. An active member of the American Legion Auxiliary Unit #242 is a member who has attended at least 6 general meetings in the last year.

23. All eligible individuals to the American Legion Auxiliary 242 are limited to 3 visits to the American Legion Post 242. They must be signed in and at that point they must become members of the American Legion Auxiliary 242 or not be allowed into the Post until they are registered members of the auxiliary.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR  
REGULAR UNIT MEETING ON February 9, 2023

X   
Unit President

A. Mitchell.  
Unit Secretary

X   
Unit Constitution and Bylaws Chairman