

JAN 15 2025

**STANDING RULES****Article I - Officers**

**Section 1.** All files pertaining to Auxiliary members will be kept in a file at the Post excluding correspondence.

**Section 2.** All computer equipment purchased by the Unit (laptop, printer, etc) shall remain in the Unit office, except for any needed repairs. The computer shall be used only for Unit business.

**Section 3.** The Membership Chairman will provide copies of all recap / transmittal sheets with names to the Treasurer. Treasurer will keep records

**Section 4.** All unit keys shall be distributed as follows: Unit office keys shall be given to Unit President, Vice President, and Treasurer. Unit Safe Keys shall be given to Unit President and Treasurer. Unit lock box keys shall be given to Unit president, Treasurer, and Membership Chairman. Unit supply/storage closet keys shall be distributed at the Unit President discretion. All keys will be signed for upon receipt, and return.

**Article II - Dues and Finance**

**Section 1.** Beginning with the 2026 dues, the annual senior membership dues of the Unit shall be \$45.00 initially and \$45.00 annually thereafter, which shall include the Department and National per capita. The annual junior membership dues of the Unit shall be \$8.00 initially and \$8.00 annually thereafter, which shall include the Department and National per capita.

**Section 2.** There shall be a standing Finance Committee of three (3) members. The Unit Finance Committee shall meet once a year and shall oversee the general financial policy of this Unit. The Unit Finance Committee shall be charged with the preparation of the yearly budget and supervise the expenditure of funds under the budget. It shall be the duty of the Unit Finance Committee to review yearly the books of the Unit Treasurer.

**Section 3.** All expenditures of funds approved in our budget can be paid when due. All other expenditures should be approved by the General Membership at a meeting. When the Executive committee approves an item within the amounts stated in the Standing rules, it too must be brought to the General Membership for ratification (final approval).

**Section 4.** The Executive Committee may not expend more than Five Hundred Dollars (\$500.00) at any one meeting without the sanction of the Unit, with expenditure presented to the membership at the next general meeting.

**Section 5.** The Unit will assist a member in financial need, if funds allow. There is limit of up to Five Hundred Dollars (\$500.00) once a year. To preserve privacy and dignity, the President, Secretary, and Unit Auxiliary Emergency Fund Chairman will review the request from the member and decide. If possible, a check will be issued directly to the point where assistance is needed. ie. Landlord, utility bill, food assistance etc.

**Section 6.** A \$5.00 fee will be charged for duplicate cards.

**Section 7.** All monies will be counted at the Post home with two members present. With the exception of the Membership Chairman and the Treasurer, Auxiliary funds will not leave the Post home.

**Section 8.** At least 3 signatures will be on file with the bank to sign checks. Two signatures are required on all checks. The signers will be: President, Treasurer, appointed officers.

### **ARTICLE III –UNIT MEETINGS**

**Section 1.** The regular meeting of this Unit shall be held on the third Thursday of each month or such other dates as Officers may designate, duly notifying the membership in advance, and shall be called order at 7:00 PM

**Section 2.** Eight (8) Unit members shall constitute a Quorum of a general Business Meeting.

**Section 3.** Executive Committee Meeting shall be held on the first Thursday of each month unless otherwise specified, and shall be called to order at 7:00 PM.

**Section 4.** A majority of the Executive Committee meeting shall constitute a Quorum.

**Section 5.** The annual meeting of this Unit shall be held not more than 90 days and not less than 15 days prior to the date of the Department Convention, for the purpose of election officers.

**Section 6.** Tape recorders will be permitted to be used by the Unit Secretary at Executive and Regular meetings unless requested by and officer or member to refrain from taping conversation.

**Section 7.** Members must make every effort to attend meetings on time. Any member arriving more than (10) ten minutes after the start of the regular meeting shall not be admitted unless they have previously notified the President. The President may instruct the Sergeant-at-Arms to allow the late member to enter without disrupting the meeting.

**Section 8.** There shall be no smoking at the meeting.

#### **ARTICLE IV—Committees**

**Section 1.** A nominating Committee composed of three members shall be elected for the purpose of presenting a slate of Unit officers for the ensuing year.

**Section 2.** An auditing committee composed of three (3) 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.

**Section 3.** The Unit shall maintain (2) logins for Membership Processing System (ALMIS). Membership Chairman and President or designated appointee.

**Section 4.** To insure 100% reporting, in the event that volunteers do not come forward for chairmanship, or the President chooses not to appoint them to individuals, the chairmanships will be the responsibility of the following officers:

- A). President- National Security- Education- Girls State
- B). First Vice President- VA&R
- C). Second Vice President-Community Service
- D). Secretary-Membership- Constitution & By-laws
- E). Treasurer- AEF- Public Relations
- F). Chaplin- Girls State
- G). Historian- Cavalcade of Memories
- H). Sergeant at Arms- Americanism
- I). Executive committee Officer -Children and Youth (includes Juniors)
- J). Executive committee Officer #2- Poppies
- K). Executive committee Officer #3- Co-Chairmanship VA&R

The remaining chairmanships-leadership and Past President's Parley will fall on Presidents and or outgoing President of the unit unless otherwise specified.

#### **ARTICLE V — Nominations and Elections**

**Section 1.** All officers and executive committee members shall be elected annually at a meeting duly called for that purpose.

**Section 2.** A Nominating Committee composed of three (3) members of the Unit shall be elected at a regular meeting of the Unit four (4) months prior to elections and shall present a slate of candidates for office at a regular meeting, three months prior to elections when additional nominations may be made from the floor. There will be two (2) months; the final nomination of officers will take place at a regular meeting one (1) month prior to elections. Nominations will be closed at the meeting. Elections will be held the following month, not more than 90 days prior to Department Convention or less than 15 days. Nominating Committee Chairman is selected by the Unit President from one of the three members elected.

**Section 3.** A nomination will be effective only upon the nominee being present at the time of nomination or, by nominee for office having previously filed a written acceptance of such nomination.

**Section 4.** Delegates and alternates to a Department Convention shall be elected at a Unit meeting duly called for that purpose not less than two weeks prior to the convention. Alternates shall have priority in the order of their election.

**Section 5.** Only members in good standing (current dues paid) are permitted to vote during elections. Our Unit Sgt-at-Arms is required to inspect the membership cards of each member prior to voting.

**Section 6.** Delegates and alternate delegates shall be elected in accordance with the plurality of the votes cast, that is, those receiving the next highest vote shall be declared elected alternate delegates.

#### **Article VI-- Installation**

**Section 1.** The Secretary of the Unit shall be responsible for the purchasing of a pin/gift to the outgoing President using money allotted in the budget for same. The outgoing President will receive a Past President's pin at installation. If the outgoing President already has one, a gift of equivalent value will be presented.

**Section 2.** The outgoing Unit President shall be responsible for Installation plans.

**Section 3.** All Officers and Executive Committee badges must be returned to the President at the last meeting of the current year. Each of the pre-mentioned are responsible for their badges and if lost shall reimburse the Unit at the current price.

**Section 4.** All Officers of the Unit, Cross Bayou 252, shall be installed at a time coincident with installation of officers of Cross Bayou, Post 252 of The American Legion. The secretary shall notify Department Headquarters of the names and addresses of such officers ten days prior to the Department Convention, on forms furnished by the Department Secretary.

#### **Article VII- Conferences and Convention**

**Section 1.** The President and Secretary are automatic Delegates by the virtue of their office for the Constitutional Conference.

**Section 2.** Automatic Delegates for the Department Convention shall be the incoming, outgoing Presidents, and incoming Secretary. If any of the above mentioned are unable to go, a Delegate shall be elected to go in their place. This will include the total number of entitled based on the Unit membership paid by close of books.

**Section 3.** The outgoing President shall be the Chairman of the Delegation. Should the outgoing President be unable to attend, the incoming President shall be the Chairman.

**Section 4.** A Unit 252 member who is a Past Department President entitles the Unit to an extra vote at the Department Convention and is entitled to the same expense.

**Section 5.** Members wishing to attend conference / convention must have their membership in good standing and must attend at least 6 general membership meetings per fiscal year. Hotel room expenses will be paid for Delegates based on double occupancy and MUST attend ALL scheduled Department meetings. If the meetings are not attended by the Delegate, they will forfeit a portion of the monies given by the Unit. (For example, if only one session is attended and there were three sessions the Delegate will only get one third of the money allotted from the budget.) Each automatic and elected Delegate shall receive their own check in the amount allotted in the budget and are responsible for their own reservation.

**Section 6.** All Delegates to the Department Convention and Fall Conference shall bring back reports on the Chairmanships assigned them by the Chairman of the Delegation at the next regular Unit meeting.

#### **Article VIII--Members**

**Section 1.** Upon the death of a Unit member, a donation of \$25.00 shall be remitted to Department earmarked for the Memorial Scholarship.

**Section 2.** Proof of continuous years of membership in the American Legion Auxiliary for a period of 5, 10, 15, 20, 30, 40, 45 and 50 years entitles the member to wear a special Honor Guard or Shield in good standing.

**Section 3.** All applicants shall be accepted for membership into unit 252 Auxiliary providing eligibility requirements for membership have been met as stated in National Constitution and Bylaws.

**Section 4.** Transfer of membership from another Unit to Unit 252 shall be automatically accepted upon application of the member in accordance with National and Department Constitution and Bylaws.

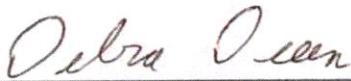
**Article IX-- Amendments**

**Section 1.** These Standing Rules may be amended by a two--thirds vote of the members present at a regular Unit meeting, or if notice has been given, by a majority vote.

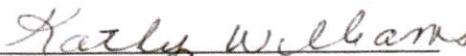
**Section 2.** Amendments not having been previously read may be adopted by the unanimous vote of the members present.

**Section 3.** These Standing Rules shall be automatically amended to conform to the National and Department Constitution and Bylaws and standing rules of the American Legion Auxiliary.

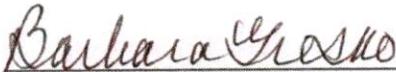
These Standing Rules were read and unanimously approved at a regularly scheduled meeting held on September 19, 2024



Debra Dean Unit President



Kathy Williams Unit Secretary



Barbara Gresko Unit Constitution & Bylaws Chairman