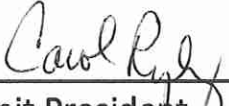


**STANDING RULES**  
**AMERICAN LEGION AUXILIARY UNIT #259**

1. The regular meeting of the Unit shall be held on the first Tuesday of each month. Meetings will be called to order at 1:00 PM.
2. Executive Committee meetings, if required, will be held prior to the regular meeting.
3. Three (3) members of this Unit shall constitute a quorum at a regular scheduled meeting of the Unit.
4. The annual membership dues of this Unit for 2023-24 will be \$35.00 for Seniors and \$5.00 for Juniors. The annual membership dues of this Unit for 2024-25 will be \$40.00 for Seniors and \$5.00 for Juniors. National has increase their dues to \$18 and Department dues to \$12.50 effective 2023-24. Dues are payable July 1<sup>st</sup> of each new fiscal year.
5. A welcome packet will be given to all new members containing pertinent information as to meeting dates, times, etc.... This shall be the duty of the Membership Chairman.
6. Election of delegates for the Department Convention is to be held at a regular meeting of the Unit not less than two weeks prior to the Convention. The number of delegates will be in direct correlation with the Unit membership as outlined in the yearly Unit Guide. Incoming and outgoing Presidents shall be elected by reason of office. The Unit will pay the registration fee for the delegates elected to attend Department Convention.
7. The Treasurer as directed by the President is authorized to expend funds up the amount of \$100.00 for the purpose of the Unit upon presentation of receipts. All further expenditures by the President over this amount must have prior approval by vote of the Unit membership.
8. The Treasurer will not distribute reimbursement to any member without prior authorization in the budget or by vote of the Unit members and presentation of receipts showing that the purchase was actually made. This rule does not supersede item #7.

9. The yearly financial audit will be conducted between the period of June 1<sup>st</sup> and June 30<sup>th</sup>. The Treasurer will be directed by the audit committee of the exact date and the annual audit will be completed before the installation of the incoming new officers.
10. The outgoing President will receive a past president's pin upon completion of their 1<sup>st</sup> term in office.
11. All incoming officers and executive committee members will need to pay their membership dues before the night of installation.
12. Installation of officers will correspond with the American Legion and is the responsibility of the out-going President
13. Upon a vacancy or resignation of a Unit office, the Unit President will appoint a temporary replacement until the next election.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR Unit meeting on November 1, 2022.

  
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Unit President

  
\_\_\_\_\_  
Unit Secretary

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Unit Constitution & Bylaws Chairperson