

AMERICAN LEGION AUXILIARY, EDGEWATER UNIT 285, INC.

STANDING RULES

1. DUES

- A. The annual membership dues of the Unit shall be \$45.00 for senior members paid annually and shall include the Department and National per capita
- B. The annual junior membership dues of the Unit shall be \$5.00 and shall include the Department and National per capita.

2. UNIT MEETINGS

- A. The regular scheduled meetings of the American Legion Auxiliary, Edgewater Unit 285 shall be held on the third Wednesday of each month, unless otherwise specified, and shall be called to order at 6 p.m.

3. ELECTIONS

- A. In February a nominating committee composed of three members shall be elected at the regular meeting for the purpose of presenting a slate of Unit officers for the ensuing year.
- B. Election of Officers will be held in the month of May on the regular meeting day of the Unit. Polls will open at 5:30 p.m. prior to the regular meeting. Tellers will count the ballots and read the results at the meeting. Ballots will be kept for one year.
- C. Prior to the May election, the nominating committee elected in February shall present a list of officers and Executive Committee nominations at the March meeting and again at the April meeting. Nominations from the floor will be accepted and nominations will close at the end of the April meeting. Tellers will be appointed by the President at the April meeting.
- D. Any member in good standing may run for office, it is recommended that they run for one office at a time. A member may hold one office at a time.
- E. Unit officers shall be installed coincident with the Post rulings.
- F. Delegates and alternates to Department Convention shall be elected at a Unit meeting no less than fifteen (15) days, nor more than sixty (60) days prior to the Department Convention
- G. Delegates and alternates to the Constitutional Conference shall be elected at a regular meeting prior to the Conference.

4. COMMITTEES

- A. An auditing committee composed of three (3) members shall be appointed by the President for the purpose of auditing the Treasurer's accounts at the close of each term and make a report of the audit to the Unit.
- B. In addition to the Core committees listed in the bylaws, the Unit shall have the following committees, AEF, Community Service, Education, Girl's State, Cavalcade of Memories, Poppy, Public Relations and Past Presidents Parley.

- 5. The official contact with American Legion Post #285 shall be through the President of the Auxiliary and the Post Commander.

6. Upon the death of a member of Unit 285, flowers will be sent to the funeral or donations to be requested memorial as well as for the death of her/his spouse, children, parents and shall cost no more than \$75.00.
7. President and Past President shall receive pins from the Auxiliary for their services at the installation ceremony. Past President shall help with the coordination of the installation and will remain in office until installation. All new members shall receive a membership pin when they attend a unit meeting. Continuing members will receive years of service pins at a small ceremony.
8. All expenditures over \$50.00 for incidentals by Unit officers or Membership Chairman must be approved by membership.
9. Dues for dual members will be per capita. Unit will pay Gold Star Mothers' dues.
10. A unit guide for all Unit Officers and Executive Committee members will be purchased by the Auxiliary.
11. The new President by virtue of the office, will be elected to the annual Department Convention, shall be selected by the allowable number per membership at close of books. Any delegates attending "all" meetings on the floor on the "vote" will have their room and registration paid for by the Unit.

OR

12. Both the outgoing President and the incoming President, by virtue of their office, will be elected to the annual Department Convention. The remainder of the delegates, that attend Department Convention, shall be selected by the allowable number of membership at close of books. Any delegate attending "all" meetings on the floor and the "vote" will have ½ their room rate and registration paid for by the Unit.
13. The Unit shall use the funds from Auxiliary bingo for Veteran's Affairs, Children and Youth, Community Service and National Security.
14. Three selected officers that are authorized to sign checks for disbursement of funds shall have 2 of the authorized signatures on every check.
15. All receipts, bank statements and checks shall be held for seven (7) years for the purpose of audit by the Auxiliary and the IRS.
16. Only the secretary shall be allowed to record the proceedings of the regular membership meetings to assure accuracy of the written minutes. Said recordings will be erased after the minutes are written and approved.
17. Chairperson of any event is responsible for selecting persons needed for the event. All monies collected are retained by the chairperson until counted and then given to the Treasurer with necessary recap papers. All receipts for expenditures shall be signed. Treasurer will then record and deposit funds in the treasury.
18. Cancellation of meetings for summer shall be voted on by membership.
19. The Auxiliary will not reimburse for supplies purchased for home use.
20. Alcoholic beverages will be allowed in the meeting if one is started prior to start of meeting, but it cannot be refreshed during the meeting.

Any special event to raise money for a specific cause shall be recorded separately and balance reported each month as necessary.

These Standing Rules were read, voted on and approved at our regular Unit Meeting on
10/19/22

Date approved by Unit 285 10/19/22

Unit President 

Unit Secretary 

Approved by:

Department Constitution and By Laws Chairman

Date

9/17/2022