

STANDING RULES

1. The regular scheduled meeting with American Legion Auxiliary John F. Murphy Unit 303, Inc., shall be held on the second Tuesday of each month, unless otherwise specified and shall be called to order at 6:30 PM. The Executive Committee shall meet annually. The meeting shall be held in the first month following the installation of officers, on the second Tuesday at 6:00 PM.
2. One third (1/3) of the members of the Executive Committee 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 **\$40** to include Department and National per capita. The annual dues of the Junior membership should be \$6.00 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 President Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting President, 1st Vice President 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 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. The Budget will be set at an annual Executive Committee meeting, and presented to the Membership for approval at the next regular meeting. The "books" will be audited once a year, at the end of the fiscal year. The Auditing committee may employ an outside professional auditor/CPA to verify that the "books" are in order.
9. A Nominating Committee, composed of three (3) members, shall be elected by the members 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.

10. All applications for membership shall be voted upon at the next regularly scheduled general membership meeting following the making of such application. Vote may either be oral or ballot. Vote may be excepted, rejected for further investigation or consideration. Proposed applicant should not be present during the voting process. Applicant should be escorted from the room and brought back only after the vote is complete.
11. The outgoing president shall be responsible for organizing the installation program for newly elected officers in concert with the post.
12. The outgoing officers shall leave a minimum of \$1500 in the general fund for incoming officers to pay their initial obligations, if at all possible.
13. The outgoing President shall be responsible for organizing the installation program for newly elected officers in concert with the post.
14. Any member with at least 40 years continuous membership may qualify for their dues to be paid by the Unit. Honorary memberships will also be given to Presidents completing two years of office.
15. During a Unit meeting, NO Unit 303 members shall remain at the bar or be served a drink from the bar. Alcoholic beverages are not allowed in the meeting. No smoking is allowed at the meetings.
16. Each officer will be given a Unit guide purchased by the Unit. Also, any chairman that desires one will be given a Unit Guide.
17. The president has the authority to spend up to \$100 in emergency cases, up to two times a year, without previous consent, as long as she brings proof of transaction to the next meeting.
18. Our Poppy days will be Veterans Day and Memorial Day each year. These days can only be changed with notice to the Department.
19. Delegates to Department Convention, Fall Conference or Workshop, will have their room(s) paid (double occupancy.) Transportation should try to be "pooled", with the driver being paid \$.38 per mile driven, for gas. Delegates are to attend Friday and Saturday General Sessions, all day, plus any "break-out" workshops possible. If monies are available, the delegates may receive \$30 per day, toward their food purchases.
20. Prior to a natural disaster, it is advisable to digitalize all important documents, create a virtual library of awards and certificates earned, continue to add to the Unit Email list for instant communication, create a membership travel kit and assign a person to gather the Charter, gavel, podium, flags, etc. for their safe keeping.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT
OUR REGULAR UNIT MEETING ON December 13 2022.

X Muse Seidahl
UNIT PRESIDENT

X Veronica Crawford
UNIT SECRETARY

X Veronica Crawford
UNIT CONSTITUTION AND BYLAWS CHAIRMAN

X _____
DEPARTMENT CONSTITUTION & BYLAWS CHAIRMAN

X _____
DATE APPROVED