

**STANDING RULES FOR  
AMERICAN LEGION AUXILIARY, DEWITT B. TILDEN MEMORIAL  
UNIT #316, INC.**

1. The President shall appoint the following committees each year: Americanism, Children and Youth, Community Service, Public Relations, Constitution and Bylaws, Education, Finance, Leadership, Girls State, Junior Activities, Legislative, Membership, National Security, V. A. & R., Poppy, and Cavalcade of Memories.

Updated: January 23, 2023

2. The President shall appoint three (3) tellers to distribute the ballots. Elections of officers as well as membership will use ballot voting unless there is only one candidate for office.
3. In the event of there being only one (1) candidate for each office, an “all in favor” and “all opposed” vote must be taken.
4. This unit shall purchase and present a Past President’s pin to all Presidents retiring from office.
5. No alcohol will be allowed during the General Assembly. No one intoxicated will be allowed to attend meetings.
6. In the event of an emergency, the President shall be allowed to spend Fifty (\$50.00) Dollars which will be reported to the Unit at the next regularly scheduled meeting.
7. This Unit will purchase honor shields for members with consecutive membership in this Unit for at least five (5) years, and each consecutive five (5) years.
8. All elected officers will be issued a Unit Guide paid for by the Unit. All other members shall be responsible for purchasing their own Unit Guide, Rituals, and Unit Handbook. All books will be paid for in advance.
9. At the Auxiliary Christmas Party each year, gifts should not exceed Fifteen (\$15.00) Dollars.
10. Early Bird dues for this Unit will be Thirty-eight (\$38.00) Dollars, beginning after installation of officers and ending November 11. Dues for members over the age of sixty will be Thirty-five (\$35.00) Dollars. Dues for Junior membership will be Five (\$5.00) Dollars.
11. This Unit will pay for gas up to Forty (\$40.00) Dollars for out of town visits to State hospitals or V. A. hospitals.
12. All monies collected from Auxiliary functions must be counted and signed by two (2) members - no exceptions.
13. This Unit will purchase Poppy cans each year when needed. Only these cans will be allowed for collection of donations for Poppies.
14. Any Auxiliary property on loan requires permission from The Unit President, First Vice President or Secretary. The borrower will assume full responsibility for loss or damage. Borrowers must sign a receipt.
15. For the Unit to consider a member for a Paid Life Time Membership in this Unit the member must be a member in good standing, have held at least five (5) offices including office of President, and have held at least ten (10) chairmanships.

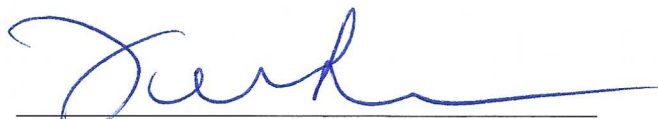
16. The Treasurer, Secretary and President shall sign the bank signature card. Any two (2) of the above shall sign the checks. When the unit has a Secretary-Treasurer, the bank signature card shall consist of the Secretary-Treasurer, First Vice-President and President.
17. All Auxiliary funds shall be deposited in a bank approved by the general membership of the Unit.
18. Each Unit officer shall turn over all records, monies, keys and pins that belong to the Unit to the successor at the installation of officers for the new year.
19. Officers shall be installed at an installation after Department Convention.
20. Funds for expenses to attend the Department Convention will be budgeted annually at the amount of \$100.00 per qualified delegate. Only Delegates who have met the eligibility requirements will be paid One Hundred Dollars (\$100.00) for expenses to attend the Department Convention. In the event that all delegate seats are not filled, disbursement will be increased evenly up to \$300.00 each, not to exceed allowable qualified delegates. Eligibility requirements are: Must have attended at least six (6) Unit meetings during the year, must have assisted in at least three (3) Auxiliary fund raisers, and must attend all General Sessions at the Convention.
21. On Auxiliary Fund Raising dinners, when available, a complimentary dinner will be given to the bartenders working during the hours of serving.
22. At the beginning of the unit's year, a budget will be completed and voted on by the general assembly. Such budget can be amended during the year if necessary and such change voted on by the general assembly.
23. All Chairmen will prepare a Plan of Work at the beginning of each year to be approved by the Executive Committee and the General Assembly. Such plans of work will be an outline of intended functions and/or fund raisers for the upcoming year. The Plan of Work can be modified as necessary, at the monthly meeting, upon approval of the Executive Committee. Any changes to past procedures must be discussed and voted on by the Executive Committee.
24. No monies will be expended without prior approval of the Executive Committee.
25. If a child has been signed up for the Christmas Party and does not attend, the gift is forfeited and will be used in the needy baskets where possible. Any leftover items will be stored and given as prizes for future children's parties.
26. No raffles shall be held in the room at any children's parties.
27. Applications for Auxiliary Unit Scholarship fund will only be accepted by members of the American Legion Family who have been members for a minimum of 36 consecutive months. Said member must have paid their dues on time for 36 consecutive months.

Updated: January 23, 2023

28. Any receipts turned in to the Treasurer for reimbursement must be within 60 days of purchase. Receipts older than 60 days shall require approval by the Executive Committee to be paid.
29. Only members in good standing of American Legion Auxiliary, Dewitt B. Tilden Memorial Unit #316, Inc. shall be eligible to vote in any election or on any motion brought forth in all meetings of the General Assembly.

**These Standing Rules of American Legion Auxiliary, Dewitt B. Tilden Memorial Unit #316, Inc. 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.**

**These Standing Rules were read and approved at a regularly scheduled meeting held on 23<sup>rd</sup> Day of January, 2023.**



Verna Luke, Unit President



Suzanne LaMonica, Secretary



Alison McCann,  
Unit Constitution & Bylaws Chairman

#### Updates & Changes to Constitution & Bylaws:

- Approved by Department 3/28/17
- 1/8/18: Membership Dues Increase
- Correct Page 2 (Secretary is elected) and Page 8 Specified when Executive Meeting is held under standing rules. Also, updated President's Name (for signatures) as these have to be submitted to Department.
- Adjust Steak Prices 3/8/22
- Update for new rulings as passed by Department and National conventions regarding membership qualifiers as well as dates of service. 3/8/22
- Remove # 22 in Standing Rules 5/14/22
- Remove "Bullying" section of Article VII ~ Discipline & Dues Increase 1/23/2023