

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Unit 325 Inc. shall be held on the 4th Wednesday of each month, unless otherwise specified and called to order at 6:00pm. Executive Committee meeting shall meet when needed by the President.
2. Five elected members 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 shall be \$10 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 Presidents Parley, Poppy, and Public Relations or others as deemed necessary.
5. Unit elected Officers, consisting of President, Vice president, 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. 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.
8. An Audit Committee consisting of three (3) members shall be appointed by the President for the purpose of auditing the books of the Treasurer. The Treasurer should be present during the audit to answer questions only. No one on the Audit Committee should have authorization to sign checks. It will be performed twice a year.
9. Delegates and alternates to a Department Convention/Conference shall be elected at a Unit meeting, not less than two weeks prior to convention/conference. One night stay and \$50 per day for two days meals will be paid for by the Unit. Delegates will need to turn in receipts for reimbursement of food after the event. Alcohol is not included in reimbursement. Rooms will be reserved with Delegate's own credit card and reimbursed with receipt after event for 1 night cost. The number of Delegates elected to go will be determined by the monies available. Any Delegate attending convention will participate in all business sessions. A report on the classes attended and what was learned will be

shared with all members at the next meeting. The current Unit President will be reimbursed for 2 nights lodging and 50.00/day for 3 days for meals for attendance at Convention/Conference.

10. A gift of \$50 with a Thank You card will be presented by the Unit President to the District President/or Installing Officer after Installation and or Initiation Ceremonies are completed. In addition, a gift of \$50 will be presented to the District President on an Official Visit, such as escorting the Department President to our Unit.
11. A luncheon ticket shall be paid for each member attending Constitutional Conference, School of Instruction, ABC Class, or any other official training/meeting. Mileage may also be included if agreed upon prior to event.
12. Membership dues for the 1st year of a spouse of an Active-Duty person will be paid for by the Auxiliary.
13. The Auxiliary will donate 1/3 of the cost of food when all three entities- Post/Sons/Auxiliary are hosting together and the event has no charge to members.
14. The Auxiliary will donate up to \$100.00 toward entertainment for a Post Event.
15. The Auxiliary will host a monthly dinner and may spend up to \$250.00 toward entertainment for the event.
16. Incoming officers shall have their membership dues paid by the Unit for their year of service.
17. Any auxiliary member voted "Department Member of the Year" will be considered an "Honorary Member" and have their annual dues paid by the Unit for as long as they are a member of Auxiliary Unit 325.
18. Any auxiliary member serving at least 3 years as Unit 325 President will have their annual dues paid if they are a member of Auxiliary Unit 325.
19. GIRLS STATE -The Unit will reimburse a member serving in an official capacity, such as Staff Advisor, for expenses not covered by Department, up to \$50 per day for food, up to \$150 per night for lodging and up to \$500 for required supplies. This applies to the time the member is required to attend. Receipts need to be turned in for reimbursement.
20. Unit meetings and voting may be held by electronic means during emergency situations.
21. Chaplain Guidelines include (not limited) sending appropriate card to member/ family for illness/death/life event to member/family. Chaplain will send/bring flowers up to \$100.00 to a hospitalized member.

- 22. The Treasurer will pay all Unit bills monthly including Constant Contact. The credit card will be paid in full each month.
- 23. The Treasurer will prepare a yearly budget with the assistance of the program chairperson by June 30th to be presented at the July meeting for approval.
- 24. All newly elected officers shall assume their position immediately following the election. The newly elected president shall adjourn the meeting.
- 25. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR MEETING ON JUNE 28, 2023.

x *Sherry Colby* UNIT CONSTITUTION AND BYLAWS CHAIRMAN
 x *Theresa Wells* UNIT PRESIDENT
 x *Ana Maria Stulley* UNIT SECRETARY
6-28-230 DATE APPROVED