

AMERICAN LEGION AUXILIARY
VETERAN'S MEMORIAL UNIT 347, INC.
STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary Veteran's Memorial Unit 347, Inc. shall be held on the first Wednesday of each month, unless otherwise specified and shall be called to order at 6:00 PM. An Executive Committee meeting shall be held the fourth Wednesday of the month unless otherwise specified and shall be called to order at 9:00 AM. (Approved 9/5/18) (Change Approved 2/3/21)
2. Twenty (20) 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 \$45.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$5.00 to include the Department and National Per capita. (Approved 12/6/17) (Change Approved 2/3/21)
4. In addition to the Core Committee listed in the Bylaws, (Americanism, Children and Youth, Constitution and Bylaws, Membership, National Security, Audit, Veterans Affairs and Rehabilitation) the Unit shall have the following Committees: Auxiliary Emergency Fund (AEF), History, Community Service, Education, Girls State, Cavalcade of Memories, Leadership, Legislative, Past Presidents Parley, Poppy and Public Relations. (Approved 9/5/18)
5. Unit elected Officers, consisting of the President, 1st Vice President, Secretary, Treasurer are authorized to sign checks for disbursement of funds from the Unit treasury. All checks MUST have two of the four above signatures. No Officer shall sign a check payable to themselves. The 1st Vice President will familiarize herself with the principles and purposes of the Auxiliary and the Unit. 2nd Vice President will assist the President and the 1st Vice President. The 2nd Vice shall act as program coordinator and see that there are volunteers for necessary events and programs.
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 to carry on the duties normally performed by the Secretary.
8. 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

9. At Department Convention, the immediate Past President and the newly elected President shall be automatic Delegates. The Unit will pay for the registration of all delegates. At Department convention, the Unit will pay for a standard room and travel expenses for the outgoing President. At Mid-Winter (Fall Conference) the Unit will pay for a standard room and travel expense for the current President. Should they share their room, the Unit member would reimburse the Unit for half of the room charge. Both events shall be at a maximum stay of 4 nights. (Approved 10/3/18).
10. The Treasurer's books will be audited quarterly by the Audit Committee appointed by the President.
11. The Unit will provide a past President Pin or gift for the outgoing President at the time of the installation of a newly elected President. The Unit will provide a gift for the District President at the time of the Unit's installation. District dues shall be paid at that time and a list of the incoming officers will be given to the District President or District Secretary. A gift will be given to the Department President, upon their visit to the Unit or at a District function attended by Unit members. All amounts approved in the Unit's annual budget.
12. All Unit 347 members present on the premises at the time of the membership meeting will either attend or be requested to leave the premises (Approved 2/16)
13. All bills to be paid by the Unit must be submitted before June 15th to provide for the close of books and the Unit's audit for the fiscal year. No bills will be paid for the previous year, if submitted late, unless there is a vote of approval by the membership. (Approved 10/3/18)
14. The Unit will reimburse drivers, who car pool to the District or Department meetings, 50 cents per mile, (from Post round trip to the Post). Also elected delegates to these meetings will be reimbursed for their lunch, upon receipt, for the actual amount spent, not to exceed \$10.00 per day. Payment of lunch receipts and travel expenses will only be accepted for those delegates attending the full day session. Tolls will also be reimbursed upon presentation of receipts.
15. The Unit shall provide Unit Guides for all officers, the Executive Committee, Chaplain, Historian, Sgt-at-Arms, the following Chairman: Americanism, Children and Youth, Education, Community Service, Constitution and By-laws, Girls State, Leadership, Legislative, Membership, National Security, Past President Parley, Poppy, Public Relations and VA & R. If any of the above hold one or more Chairmanships or Offices, they would receive only one Unit Guide. Unit members may purchase the Unit Guide for the price paid by the Unit.

16. Postage will be provided for the President, Secretary, and Membership Chairman. Postage for all other committees will be paid by presentation of receipts and the proper request form.
17. All new members shall be invited to be initiated at a ceremony held for that purpose. They will receive a Constitution and Bylaws, a copy of the Standing Rules, a small American Flag, a poppy and their American Legion Auxiliary pin. Any member, who has not been initiated, is eligible to attend, provided prior notice is given to the Membership Chairman of their attendance. The Unit will have current copies of the Ceremonies available for all the required Officers.
18. All elected Officers are required to pay their dues for the incoming year prior to the Ceremony of Installation of Office.
19. Executive Committee shall consist of the President, 2 Vice Presidents, Secretary, Treasurer, Chaplain, Historian, Sgt-at-Arms, 7 members at large, 6 elected and one of which will be the immediate Past President, and all Past Presidents, in good standing with voice but no vote. The Executive Committee shall review the annual budget and prepare it for the next membership meeting for approval. (Approved 4/5/23)
20. Unit 347 Honorary membership - The Unit membership will vote on an Honorary Life membership at a regular Membership meeting. The Unit member will have been a continuous member for at least 5 years, and continue their membership in Unit 347. They will have been active and contributed the "extra" mile to the programs of the American Legion Auxiliary and to the betterment of the Unit. Serving as a Unit Officer only, will not qualify them to receive this honor.
21. Chairmen will follow the following procedure in doing a project. They will present and explain (in writing) the project to the Executive Board, for approval before making any arrangements or commitments. (This is for a new project or one not covered in the budget.) If the project is approved, the chairman can ask for a recommendation for funds, explain the venue, if volunteers are needed, etc. After approval by the Executive Committee, the project will be brought before the next Membership meeting. If then approved, the chairman can advise the people involved in the project, not before. Any money spent prior to getting approval will not be reimbursed. (Approved 5/16/19)
22. After the installation of officers, the installed President and Treasurer will change the password in the Unit computer that contains information and changes in the Unit's financial programs (Approved 5/16/19)
23. After election all newly elected Officers and Chairmen will receive a newly revised Unit Constitution and Bylaws. (Approved 5/16/18)

24. When refreshments and/or lunch is in order for the volunteers of a project, an amount of up to \$200.00 may be reimbursed. For the regular Membership meeting, refreshments are not to exceed \$75.00 if necessary (Approved 11/1/23).
25. New and renewal membership dues for dual members of Unit 347 and Post 347 will be paid fully by the Unit. (Approved 1/17/18)
26. Check Requests - All Committee Chairman shall complete a check request form for budgeted items in their committees and all motions passed on the floor regarding their committee. All motions not connected with a Committee shall be the responsibility of the President to complete the check request form. All check requests must be submitted within 30 days of the expense. (Approved 7/5/17)
27. The Unit shall have a "Reserve Cash Account" located in the same bank as the checking account. This account is to be used only in emergency. Withdrawals and/or transfers out of this account will be recommended by the Executive Committee and approved by the General Membership. (Approved 10/7/20)
28. At the end of each fiscal year and in conjunction with the budgeting process, the Executive committee will review The Unit's finances and determine what monies will transfer into the Reserve Account. (Approved 2/3/21)
29. In the event the Unit is unable to conduct an "Annual Scheduled Election," due to circumstances beyond our control and/or an Act of God, The Executive Committee will make an effort in good faith to conduct an Electronic Election. Members are encouraged to provide The Unit office with an E-mail address. This request is being made in order to electronically inform members that have provided valid email contact information about the Offices and Candidates to be included in the Electronic Election. A closing date for voting would be announced. Officers elected through this venue will serve until the next "Annual Scheduled Election" as provided in the Constitution and Bylaws of Unit 347. (Approved 10/7/20)
30. General Meeting minutes will be e-mailed for review to each member that attended that General Meeting. The Auxiliary Secretary will report at the following General Meeting any corrections that were made to those minutes and will read all motions that were made from that General Meeting. Copies of said minutes are available at the General Meeting and are available for viewing upon request at any time as they are filed in The Auxiliary Office. (Approved 4/5/23)

31. The Treasurer shall make a \$100. deposit into the Reserve Account in December. At the end of our fiscal year, which is June, The Treasurer will deduct the \$100. from the designated amount to be deposited into the Reserve Account for that year. (Approved 4/5/23)
32. In the event that a Past President holds an elected office, the President may appoint an additional member at large in order to keep that vote active. The appointment shall be ratified by a majority vote of the Executive Committee. (Approved 6/7/23)
33. Unit 347 General Meetings shall be suspended for the months of July and August beginning with July 2024, and every month thereafter until a change is requested by the General Membership. All day-to-day business transactions during this period, including membership in its entirety, shall be handled by the Executive Committee.
34. Transfer members joining Unit 347 from Post 400 or any out of state Admin. Unit must provide DD214 documentation for their Veteran sponsor. All transfers must be voted in by General Membership.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON MAY 1, 2024.

Unit President

Unit Secretary

Unit Constitution & Bylaws Chairman

Constitution & Bylaws Chairman

Date Approved

