

STANDING RULES

1. The regular scheduled meeting of American Legion Auxiliary ANMCGAF_Unit 383, Inc. shall be held on the second Wednesday of each month, unless otherwise specified and shall be called to order at 6PM. An Executive Committee meeting shall be held in the month of August unless otherwise specified and shall be called to order at 6PM.
2. Ten 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 \$40.00 to include Department and National per capita. The annual dues of the Junior membership shall be \$10.00 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 Presidents Parley, Poppy, and Public Relations.
5. Unit elected Officers, consisting of President, Treasurer and appointed Secretary are authorized to sign checks for disbursement of funds from the Unit treasury. **All checks MUST have two of the three signatures above.**
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. (Specify whether appointed or elected.)
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 permission for each candidate for an office to be presented to this committee. This committee is to form no later than two (2) months prior to election.
9. 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.

10. The Unit shall be guided by the Code of Ethics as published in the National Auxiliary Standing Rules on pages 22-28.
11. In the event of the secretary's absence, the 2nd Vice president shall arrange for the recording of the minutes.
12. The Membership Chairman shall keep updated records of the names and addresses of all members and provide an updated membership roster. The Membership Chairman shall receive all applications for new membership or transfer of membership, deposit membership money, process those applications: deliver all new membership cards, renewals: to unit members, and to transmit all membership dues to Department.
13. Each unit officer shall turn over all records, money, keys, and pins belonging to the unit to her successor at the time of installation of officers for the ensuing year.
14. Members who demonstrate failure or inability to fulfill responsibilities regarding elected or appointed positions are subject to removal from the elected or appointed position at the discretion of the unit, after three (3) consecutive missed meetings can be removed.
15. Every Executive Committee and chairperson shall have a copy of the Department unit guide provided by the unit.
16. Funds will be provided from the unit's treasury to pay for two (2) nights lodging to a department convention and two (2) nights lodging for Fall conference for officers according to rank and must participate in meetings. Reservations will be made at least one month before the Convention or Conference.
17. The post membership chairperson shall be given a list of all suspended and dropped members. The post newsletter editor shall be given a list of all new members and addresses as they are elected. The editor shall also be given changes of addresses as they occur.
18. Officers of the unit shall be installed after Department Convention and at a time convenient to the District President. The installation of new officers may occur singularly with the post installation of officers. The unit will suggest dates and time to the District President.

19. The selection of Girls State delegates will take place in February.
20. The President may obtain permission of three (3) Executive members to act in a special circumstance, such as illness, death, or natural disaster only.
21. Each proposed new member must be present at the meeting when her request for membership is presented for ballot or have a member in good standing function as her sponsor. Either a written or oral ballot may be taken. Two thirds (2/3) majority of the membership present at the general meeting shall be required to elect membership. The applicant will be notified immediately as to the results, and if accepted for membership will be welcomed into the membership of the Auxiliary.
22. No member shall smoke or consume alcohol during a regular unit meeting. All members will be attentive during all meetings of the unit.
23. No purchase of any amount for anything can be made on behalf of the unit without the approval of the majority of the Executive committee. Purchase is paid when a bill or receipt is presented to the unit treasurer.
24. Mail directed to the unit will be delivered to the post office box 1363. The secretary is responsible for picking up the mail. Bulk orders may be delivered to the secretary's home or the post office.
25. It is requested that when addressing the chair/president that you first stand and be recognized before presenting your argument, motion, or comment.
26. It shall be the duty of the Chaplain to send cards to any member of the unit who is ill, and to recognize the death of any member or spouse with a thirty-five (\$35.00) dollar floral arrangement, a memorial or contribution to a favorite charity may be given in lieu of flowers. The chaplain will also send the name of the deceased to the District Chaplain and the Department Chaplain
27. Electronic meetings will be a telephone meeting without an internet support when the President or First Vice President has obtained written consent from a majority of the board members in the case of the need for a special meeting. All votes taken by roll call.

Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.

THESE STANDING RULES WERE READ, VOTED ON AND APPROVED AT OUR REGULAR UNIT MEETING ON JANUARY 11, 2023

-- Jacquelin Phelps -----
Jacquelin Phelps

X Kathy Browne _____
Kathy Browne

Unit President

Unit Secretary

X Deanna Bazar _____
Deanna Bazar

Unit Constitution and Bylaws Chairman