

**MCCULLOCH/WAGNER UNIT #109
AMERICAN LEGION AUXILIARY
DEPARTMENT OF ARIZONA
CORONA, AZ 85641**

STANDING RULES

1. The Unit President should try to attend all District Post 109 General, Eboard and Scheduling meetings.
 - A. If the President is unable to attend, an alternate representative should be sent.
 - B. As a courtesy, the Unit President should advise the District President of the change.
 - C. The President or alternate should report on the District Meeting at the next General Meeting of the Unit.
 - D. The President must advise their alternate of the content to report to each meeting.
 - E. The President shall submit a written report prior to the District Secretary, prior to the meeting.

2. To insure convenient and timely dispersal of funds:
 - A. The annual audit of the books shall be conducted once a year by a committee appointed by the outgoing President. At the end of the annual audit, all books and records shall be turned over to the incoming Treasurer. In the September General Meeting, membership will approve the annual audit and report any noted discrepancies found during the audit.
 - B. A committee appointed by the incoming president will be responsible for preparing the proposed annual budget to be presented at the September General meeting.
 - C. The annual budget should be read and distributed at the September General Meeting and can be approved by 100% of members present. If it is not approved at the September meeting, it will be approved by a majority vote at the October meeting.
 - D. The budget and Standing Rules can be reviewed and amended by the membership as necessary anytime during the year.

3. A copy of the Constitution, Bylaws, and Standing Rules shall be available to any member by request to the Secretary. All new members at time of initiation shall be given a copy of the Constitution, Bylaws, and Standing Rules.

4. The President will appoint a parliamentarian to advise the presiding officer on questions of procedure and transacting business. She/He shall be present at both Executive and General Meetings. She/He does not have a vote at the Executive Meeting.

5. The following is general policy regarding bereavement:
 - A. When a member or a member's spouse dies, \$75 from the Bereavement fund shall be given to the family to be used as the family sees fit.
 - B. In the event of the death of a Unit member's immediate family (i.e., children, parents, brothers, sisters) \$50 from the Bereavement fund shall be given to the member.

- C. If circumstances warrant, additional bereavement assistance may be considered by the Executive Committee
 - D. The President and the Chaplain will be responsible for draping the Charter as soon as word is received of the member's death. The Draping ceremony will occur at the first General Membership meeting following the death. The Charter shall remain draped for thirty days following the death.
6. For ceremonial occasions (i.e., initiation, installation of officers, memorial services, etc.) Unit members shall dress in a manner that indicates respect for the Unit and the Organization. Language should also indicate respect for the Unit and Organization. Profanity is not acceptable.
- A. Installation of new members will be held in the Fall and Spring.
7. Monthly meetings of the general membership will be suspended during July and August.
8. Official Officer Badges will be assigned to each officer. All badges shall be turned over to the newly elected officers at the beginning of the new term. If badges are lost it will be the responsibility of the outgoing officer to replace them. Each officer will receive a lug for the appropriate office as a memento of the term served, and the outgoing President will receive a Past President's Badge for first term in office and a \$50 monetary gift for each term.
9. The unit will pay dues each year for local Honorary Life members of the Unit from the General Fund.
10. The Executive Committee shall in a thirty-day period have the authority to disburse or expend \$300 of the Unit fund, as deemed necessary, without previous notice or consent of the Unit body. \$150 of the total \$300 to be disbursed may be spent by the President at their discretion. Expenses will be paid from the General Fund.
11. Dual members of Auxiliary and Legion shall have a portion of their dues paid by the Unit with Auxiliary dues not to exceed \$19.
12. Use of the American Legion Auxiliary emblem on items not ordered through National Emblem Sales must be approved before ordered. Application for approval must be made through the Department of Arizona Headquarters office and shall include a copy of the proposed artwork, the name and address of the vendor who will be producing the items and the number of items to be produced.
13. The general membership meeting will be held on the first Monday of each month at 7:00PM with the Executive Committee meeting at 6:30PM
14. The newly elected Executive Committee shall be installed at the June meeting or combined with Legion, SAL and Riders installation and take office at the close of Dept. Convention.
15. The vice-president shall serve as Membership Chairman.
- A. A Membership Committee of 2-3 members will be appointed by the Membership Chairperson to aid in the membership processing.
 - B. Membership transmittals will be prepared and sent to the Department for processing at a minimum of once every two (2) weeks (even if only one).
16. The second vice-president will co-ordinate Unit activities.
17. Standing Rules may be changed or suspended by a majority vote at any regular meeting.

The standing rules have been reviewed as of May 1st, 2023

President, Danielle Krzysik

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Committee Members:

Jessica Bird
Pam Gorecki
Lyn Brown
Lena Johnson

Secretary, Jessica Bird

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