

Note: To delete the word SAMPLE, right click on it with your mouse and then select Cut.



SAMPLE

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF TEXAS**

**NAME AS IT APPEARS ON THE CHARTER  
UNIT NUMBER  
CITY, STATE**

**CONSTITUTION, BYLAWS  
AND  
STANDING RULES  
20\_\_**

**Insert the year in which you revise them.**

The margins in the "SAMPLE" C&B are 1" on each side and .80" top and bottom. Also, please note that numerous "notes" have been inserted in the Constitution, Bylaws, and Standing Rules to help you update your unit C&B. The notes will help you explain to your members the changes that were made. After your C&B has been approved by your membership, you may delete the notes by placing your cursor anywhere in the box/table, and then under Table Tools, click on Layout, Delete, and then Delete Table. You may then move everything up where it belongs.

# CONSTITUTION

# SAMPLE

## Preamble

In order to conform to the National C&B,  
everything below must stay as you see it.

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during the Great Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

## Article I – Name

The name of this organization shall be American Legion Auxiliary (insert unit name) Unit No. (insert #), Department of Texas.

## Article II – Nature

In order to conform to the National C&B,  
everything below must stay as you see it.

Section 1. The American Legion Auxiliary is a civilian patriotic service organization of women that supports the mission of The American Legion.

Section 2. The American Legion Auxiliary shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

## Article III – Eligibility

In order to conform to the National C&B,  
everything below must stay as you see it.

Section 1. Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, wives, and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, wives, and direct and adopted

female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917 to November 11, 1918; December 7, 1941 to December 31, 1946; June 25, 1950 to January 31, 1955; February 28, 1961 to May 7, 1975; August 24, 1982 to July 31, 1984; December 20, 1989 to January 31, 1990; August 2, 1990 to the date of cessation of hostilities as determined by the Government of the United States; all dates inclusive, or who being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion.

Section 2. There shall be two classes of membership, Senior and Junior.

- (a) Senior membership shall be composed of members age eighteen (18) and older; provided, however, a member eligible under Section 1 of this article and who is under the age of eighteen (18) years and married shall be classified as a Senior member.
- (b) Junior membership shall consist of that group under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
- (c) Dues of both classes shall be paid annually or for life.

#### Article IV – Unit Officers

You may insert the positions you actually elect and then say, “Additional unit officers may also be elected, a (insert the positions not listed, i.e. Chaplain, Historian, etc.). All shall serve until their successors are duly installed, etc.” Or, if you want, you may insert “ALL” possible positions, which includes members-at-large, and then say, “**as unit membership numbers support and dictate**, who shall serve until their successors are duly installed or as otherwise provided.” This will guarantee that you will not have to make revisions as you grow. Show the Secretary and Treasurer as two positions, even though they may be combined. According to *Roberts Rules of Order*, you must have a minimum of three officers, a President, Secretary, and Treasurer. If one person serves as both the Secretary and the Treasurer, you should also elect a Vice President.

The Unit shall have the following officers: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and three members-at-large, who shall serve until their successors are duly installed or as otherwise provided. All shall be Senior members in good standing within their Unit. The offices of Secretary and Treasurer may be combined and called Secretary/Treasurer.

#### Article V – Executive Committee

Under Section 3, if you have only one Vice President, take out the word “First.”

Section 1. Between Unit meetings, the Executive Committee shall serve as the governing body of the Unit with fiduciary, policy, and strategic responsibility of the Unit.

Section 2. The immediate past Unit President may be a member of the Executive Committee with voice but no vote.

Section 3. The Unit President and First Vice President shall serve as Chairman and Vice Chairman of the Unit Executive Committee respectively.

### **Article VI – Amendments**

In order to conform to the National C&B, everything below must stay as you see it.
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Section 1. The Constitution may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed Amendments shall have been read at the previous meeting.

Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

Section 3. This Constitution shall be automatically amended to conform to the National and Department Constitution.

# BYLAWS

# SAMPLE

## Article I – Unit Organization

In order to conform to the National C&B, everything below must stay as you see it.

Section 1. Units of the American Legion Auxiliary are separate entities that operate independently as affiliates of the Department Organization. A Unit shall be governed by their own Unit Constitution, Bylaws, and Standing Rules, which shall not be in conflict with the Department or National Constitution, Bylaws and Standing Rules.

Section 2. The qualifications and process for establishing and existing as a Unit in good standing shall be as provided in the Unit Standing Rules.

Section 3. The Unit shall be responsible for verifying eligibility and deciding its own membership, subject to the restrictions of the national governing documents. No person who is a member of an organization which has for its aim the overthrow of the United States Government or who subscribes to the principles of any group opposed to our form of government shall be eligible to become or remain a member of the American Legion Auxiliary.

Section 4. The Unit shall be required to adopt a Unit Constitution, Bylaws, and Standing Rules. These documents are to be reviewed annually by the Unit and all changes approved by the Department Constitution and Bylaws Committee prior to their becoming effective. Thereafter, one approved copy shall be filed in Department Headquarters.

## Article II – Election of Officers

List all the positions as shown in the Constitution, Article IV, Unit Officers, and then say, “Additional unit officers may also be elected, a (insert the positions not listed, i.e. Chaplain, Historian, etc.). Or, if you want, you may insert “ALL” possible positions, which includes members-at-large, and then say, “**as unit membership numbers support and dictate.**” This will guarantee that you will not have to make revisions as you grow.

Section 1. An annual meeting of the Unit shall be held each year for the purpose of electing Officers. The election of the following officers shall be by secret ballot after nomination from the floor: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and three (3) members-at-large. Elections shall be by ballot unless there is only one candidate for an office when a voice vote may be used. A majority of the votes cast shall be necessary to elect.

Section 2. All elected Officers shall be in good standing in their local Unit.

### Article III – Duties of Officers

What you see below are the basic duties of officers that were taken from the *Unit Guide Book* and from the previous sample unit C&B. Additional duties of officers may be found in the Standing Rules. Under Sections 2 and 4, if your unit elects only one Vice President, change the wording. A unit should have a minimum of three signatures on file at the bank.

Section 1. Duties of the Unit President: It shall be the duty of the President to preside at all meetings of the Unit and the Unit Executive Committee; to enforce strict observance of the Constitution, Bylaws and Standing Rules; to appoint members of the Standing Committees; to create such other committees and appoint members thereof as she deems advisable, including a Parliamentarian; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for. She shall serve as ex-officio member of all committees, with the exception of the Nominating Committee; and shall perform such other duties as are usually incident to the office.

Section 2. Duties of the Unit Vice President: The First and Second Vice President, in the order named, shall be the presiding officer at a meeting of the Unit in the absence of the Unit President; shall perform such other duties as the President directs; and shall succeed her in office in case of death, resignation, or removal.

Section 3. Duties of the Unit Secretary: It shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit; to act as custodian of all books, papers and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to conduct the correspondence of the Unit; to keep on file in a comprehensive manner copies of all correspondence sent and received; and perform such other duties as shall be required by the President.

Section 4. Duties of the Unit Treasurer: It shall be the duty of the Unit Treasurer to receive and account for all monies belonging to the Unit; and to handle each fund set up in the Unit in such a manner as may be approved for auditing purposes. She shall pay all obligations of the Unit by check. The signatures of the Unit President, First Vice President, Secretary, and Treasurer shall be on file at the financial institution on record for the Unit. Two signatures shall be required on every paper check issued by the Unit. She shall maintain a minimum of two separate funds, namely a general and a rehabilitation fund. All poppy donations shall be placed in the rehabilitation fund and be used to assist the veteran and his/her children. She shall keep an accounting of her receipts and expenditures, and make reports as may be deemed necessary by the Unit Executive Committee. Her accounts shall be audited, at a minimum, annually. She shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to her successor. The Treasurer shall be bonded in an amount sufficient to cover current revenues.

Section 5. Duties of the Unit Chaplain: It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting; to mail sympathy and get-well cards, and to perform such other duties as the President directs.

Section 6. Duties of the Unit Historian: It shall be the duty of the Unit Historian to compile historical records of the Unit and to make an annual report to the Department Historian.

Section 7. Duties of the Unit Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit; to properly care for the Unit Colors and for their advancement and retirement at Unit meetings; and to perform such other duties as may be directed by the President.

#### **Article IV – Executive Committee**

Everything below should stay the same, with one exception. Under Section 3, if your unit elects only one Vice President, change the wording accordingly.

Section 1. The location, date and time of Executive Committee meetings and the number of members that constitute a quorum may be found in the Standing Rules.

Section 2. Between meetings, the Executive Committee shall serve as the governing body of the Unit with fiduciary, policy, and strategic responsibility for the organization. It shall be their duty to ensure that the Unit has adequate resources to fulfill its mission and to articulate the Unit’s mission, accomplishments, and goals to the public and to Department. All proceedings and recommendations of said committee shall be presented to the membership for action at a regular membership meeting.

Section 3. A vacancy existing in the Executive Committee from any cause other than the expiration of a term shall be filled by the majority vote of the members present at a regular membership meeting. Exception: A vacancy in the office of President shall be automatically filled by the First Vice President, and the Second Vice President shall become First Vice President. A person elected shall hold office for the unexpired term of the member whom she succeeds.

#### **Article V – Membership Meeting**

Everything below must stay as you see it.

Section 1. The location, date and time of regular membership meetings and the number of members that constitute a quorum may be found in the Standing Rules.

Section 2. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request of three (3) Senior members of the Unit to dispose of a stated item of business.

#### **Article VI – Finance**

Everything below must stay as you see it.

Section 1. The annual membership dues of this Unit may be found in the Standing Rules.

Section 2. All persons handling funds shall be bonded through Department Headquarters by a reputable, solvent bonding and surety company; or shall be covered by the fidelity/crime insurance in an adequate amount as determined by the Unit.

### **Article VII – Committees**

Everything below must stay as you see it.

Section 1. The Unit President may appoint committees as she deems advisable to further the mission of the organization.

Section 2. An Auditing Committee composed of three (3) members shall be appointed by the Unit President for the purpose of auditing the Treasurer’s accounts at the close of each term, and for making a report of the audit to the Unit.

### **Article VIII – Parliamentary Authority**

In order to conform to the National C&B, everything below must stay as you see it.

The rules contained in the current edition of *Roberts Rules of Order, Newly Revised*, latest edition, shall govern this Unit in all cases in which they are applicable and in which they are not inconsistent with applicable state statutes, the Department of Texas’ Constitution, Bylaws and Standing Rules, or the National Constitution, Bylaws and Standing Rules.

### **Article IX – Amendments**

In order to conform to the National C&B, everything below must stay as you see it.

Section 1. These Bylaws may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous Unit meeting.

Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

Section 3. The Department Constitution and Bylaws Committee must approve all amendments to this Unit Constitution, Bylaws, and Standing Rules before they become effective.

Section 4. These Bylaws shall be automatically amended to conform to the National and Department Constitution, Bylaws, and Standing Rules of the American Legion Auxiliary.



**Article X – Authority**

In order to conform to the National C&B, everything below must stay as you see it.

The authority under which all Departments, Units, and affiliated entities of the American Legion Auxiliary shall function is vested in the National Constitution and Bylaws and in such Standing Rules as have been adopted. Any provision of any Department or Unit Constitution or Bylaws, or affiliated entity’s bylaws, or any regulation of any Department, Unit, or affiliated entity in conflict with the foregoing authority shall be void.

Insert unit name, number and date approved below.

The Constitution and Bylaws were voted on and approved at the regular membership meeting of (insert Unit name and number) on (insert date).

Note that the sentence above MUST be on the same page as all the signatures below.

\_\_\_\_\_  
Unit President or Unit Secretary

\_\_\_\_\_  
Unit C&B Chairman

\_\_\_\_\_  
Department C&B Committee Member or Chairman

\_\_\_\_\_  
Date Approved [To be completed by a member of the Department C&B Committee.]

# STANDING RULES

# SAMPLE

## Preface

In order to conform to the National C&B, everything below must stay as you see it.

Standing Rules are rules and regulations for the guidance of an assembly. A Standing Rule may be amended or rescinded by a two-thirds vote; or if notice has been given, by a majority vote.

The CODE OF ETHICS as per the National Standing Rules shall apply for the Unit in regard to the following: Personal and Professional Integrity; Legal Compliance; Governance; Responsible Stewardship; Openness and Disclosure; Conflict of Interest; Fundraising; Grant Making; Inclusiveness and Diversity; Ethics Violations; and Whistleblower Protection.

What you see in the Standing Rules are “samples only.” Some may not apply to your Unit, as each Unit does things a little bit differently. Do NOT delete your “current” Standing Rules unless you feel they no longer apply or are duplicates of what you see in the sample. Find a place where your current Standing Rules would best fit and insert them. If you can’t decide where they would best fit, you may add a category called “Local Rules.” When you make a change to a Standing Rule or add a Standing Rule, it is important that at the end of the Standing Rule, you include the date it was added or changed, e.g. (09252016).

## Standing Rules of (insert Unit name) Unit No. (insert number):

### I. Organization

This should stay, as it creates a culture of good will.

A Unit is chartered by virtue of its attachment to a Legion Post; however, the Post does not control the Unit or vice versa. The relationship between the Post and the Unit should be one of cooperation and respect.

### II. Elections

Under number 2, note that Nominating Committees are elected, not appointed.  
If your unit does not elect a Nominating Committee, delete number 2.  
If you want to include more information about the election process, i.e. nominations, common rules for ballot votes and election by majority vote, check out the Department Unit Management Guide, Section 1, Election of Officers.

1. An annual meeting of this Unit shall be held the (first, second, etc.) (insert day) in (insert month) each year for the purpose of electing officers. Following the elections, the Certification of Officers form and the Unit Bonding Fee must be transmitted promptly to Department Headquarters.

2. A Nominating Committee composed of three (3) members shall be elected for the purpose of presenting a slate of Unit Officers for the ensuing year. The President may not serve on this committee.
3. Any Unit member in good standing is eligible to run for an office and may be nominated from the floor on election night. Elections shall be by ballot unless there is only one candidate for an office when a voice vote may be used. A majority of the votes cast shall be necessary to elect.

### III. Officers

This is where you may add additional duties of Officers. See numbers 4-7. They are samples only and may be reworded. Delete them if they do not apply to your unit.

1. It shall be the prerogative of the Unit President-elect to choose an installing officer who meets the qualifications set forth in the Manual of Ceremonies in *the Unit Guide Book*.
2. Newly elected Unit Officers shall assume the duties of their office the month following the annual Department Convention.
3. Each Unit officer, at the close of the administrative year, must pass on to her successor all records, officer pins, and materials pertaining to her office.
4. The First Vice President shall serve as Membership Chairman of the Unit. She shall certify the accuracy of each application. She shall be responsible for the upkeep of all membership books and any paperwork or documentation pertaining to membership; and to keep a record of names and addresses of the members, showing the source of their eligibility. All monies will be given to the Treasurer for deposit. She shall also serve as chairman of the Annual Membership Drive by coordinating the Auxiliary activities.
5. The Second Vice President shall be Chairman of Ways and Means. Her responsibilities are to provide entertainment and to initiate other fundraising projects for the Auxiliary's General Account.
6. The Chaplain shall be responsible for food calls, if one is requested; and for asking members to provide food on a voluntary basis upon the death of a member or her immediate family. Immediate family shall consist of husband, children, parents, grandparents, grandchildren, and great-grandchildren of an Auxiliary member. She shall also be responsible for Auxiliary funeral services, when asked by the family, and for draping the Unit charter upon the death of a member.
7. It shall be the duty of the Historian to compile a scrapbook for the Unit and to make an annual report to the Department Scrapbook Chairman. She shall be responsible for taking pictures at all Auxiliary functions and other functions involving Auxiliary members.

#### IV. Executive Committee

Number 1: Fill in the blanks. If the unit does not have monthly Executive Committee meetings, number 1 could be worded as follows: “An Executive Committee meeting of (insert Unit name) Unit No. (insert number) may be held at the call of the President or by a majority of the Executive Committee at Post (insert number).” If you do not have a Post home, insert where you do meet. Number 2: Insert your quorum. The number should be a “majority” of those elected. Number 4 is an option only. For free conference calls, go to the Internet and insert [www.freeconferencecall.com/](http://www.freeconferencecall.com/).

The Secretary would take minutes of the recommendations made by the Executive Committee during the conference call.

1. The Executive Committee meeting of (insert Unit name) Unit No. (insert number) shall be held at (insert time) the (first, second, etc.) (insert day) of each month at Post (insert number).
2. (Insert number) members of the Executive Committee shall constitute a quorum.
3. An officer or member of the Executive Committee who misses three (3) consecutive meetings or does not fulfill the duties of her office in the manner befitting the Unit will be asked to resign her office by certified letter. If no written response is received by the Unit within ten (10) business days, the office shall be declared vacant. The vacant office shall be filled by election by the membership at the next regular meeting immediately following the meeting where the vacancy has been declared.
4. In an emergency, as determined by the President, a vote by email, telephone call or conference call may be taken between regular membership meetings. A two-thirds vote in the affirmative of the total Executive Committee shall be necessary to take action. The results of the action taken shall be made a part of the minutes of the next meeting.

#### V. Meetings

Do not change. Fill in the blanks.

1. The Regular Membership meeting of (insert name of Unit) Unit No. (insert number) shall be held at (insert time) the (first, second, etc.) (insert day) of each month at Post (insert number). [Or location other than a Post.]
2. (Insert number) members shall constitute a quorum at any regular or special meeting of the Unit.
3. A member may request a written ballot on any motion on the floor.

## VI. Committees

Do not change. If you want, you may add detailed duties of Committee Chairmen for various ALA programs such as Education & Scholarships, Girls State and Junior Activities. This information may be found in the *Unit Guide Book*. If you add anything under this category, you will need to number them.

It is recommended that each Unit activity committee chairman prepare a mid-year and year-end report to show what the Unit accomplished throughout the year (April 1 through March 31). This information shall be given to the Unit President to use in compiling figures for the Unit Year-End Impact Numbers Report. This report must be sent to her respective District President prior to April 15 of each year. In addition, narratives from each activity committee chairman should be sent to their respective Department Committee Chairman. Due dates may be found in each activity committee Program Action Plan.

## VII. Membership

Number 1: If you want, you may reword it by showing the exact amount, i.e. \$26.00 or \$5.00, or whatever amount you collect for membership dues. Number 2: If you do not give a discount, delete it. Numbers 3 and 4: Do not change. Number 5: You cannot “make” a member pay their dues, but you can encourage them to pay. Number 6: This should stay, as it fosters good will. Number 7 may be reworded or deleted if it does not apply to your unit.

1. The annual membership dues of this Unit shall be five dollars (\$5.00) above the Department and National per capita for Seniors and one dollar and fifty cents (\$1.50) above the Department and National per capita for Juniors, paid annually or for life.
2. A discount shall be given to Senior members who renew their dues for the following membership year by November 11. The discount, which applies to renewals and not new members, shall be determined by the Executive Committee at a meeting in June. After November 11, the membership dues will revert to the amount which will be five dollars (\$5.00) above the Department and National per capita dues.
3. Membership dues shall be transmitted within ten (10) business days to Department Headquarters in Austin, Texas.
4. A member failing to pay annual dues, which includes the Unit, Department, and National assessments by January 31, shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31 of the year of delinquency shall be automatically dropped from the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility

and making application as a new member. Payment of back dues will not constitute continuous membership.

5. All in-coming elected members of the Executive Committee are urged to pay their membership dues for the in-coming year within two (2) weeks after being elected.
6. It is important that the Unit foster an appreciation for those members who only want to belong to support the organization and not to attend in-person Unit meetings. They are members with full privileges regardless of how active – or inactive – they are.
7. Honorary Life Membership may be conferred upon outstanding members who support the mission of the American Legion Auxiliary. The criteria are as follows: a) ten years or more of continuous membership; b) active in the programs of the Auxiliary; c) attendance at Unit meetings; d) the ability to take on Unit activities and see them to their completion; and e) leadership. Special note: Honorary Life Memberships may not be transferred from Unit to Unit, Department to Department, or from one member to another member.

#### **VIII. Transfers**

Everything in this section must stay as you see it.

1. No person may, at any time, be a member of more than one (1) Unit.
2. Transfer of membership from one Unit to another shall be upon application of the member to, and acceptance by, the other Unit, in conformity with the National Constitution and Bylaws.
3. A member who is not subject to suspension or membership revocation under due process is eligible to transfer her membership to another unit if she has paid her membership dues to her current unit for either the current year or immediate past membership year. A member transferring to a new unit must pay current year dues to either her current unit or to the unit into which she wishes to transfer.

Evidence of paid membership includes: 1) American Legion Auxiliary Membership Card; 2) Verification of membership by ALA Department or National Headquarters membership records; 3) Other documentation verifying payment of current or immediate past year membership dues such as a cancelled check or receipt; or 4) When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered.

#### **IX. Conventions**

This must stay, but you can add to it.

1. Delegates and Alternates to the Department Convention shall be elected at a Unit meeting duly called for that purpose not less than four weeks prior to the Convention. Following the election, the Certification of Delegates and Alternates for the Department Convention shall be transmitted promptly to Department Headquarters and received at least ten (10) working days prior to the Department Convention.

2. A Unit registration fee of ten dollars (\$10.00) shall accompany the list of Delegates and Alternates mailed to Department Headquarters and must be received at least ten (10) working days prior to the Department Convention.
3. Only Unit delegations in good standing shall be seated at a Department Convention. To be a Unit in good standing, the Unit must: a) have a minimum of ten (10) members with current dues paid and recorded at Department Headquarters two weeks prior to the convening of said convention; and b) be current in their payments of the Christmas Assessment and the Bonding Fee.
4. Delegates and Alternates to District and Division Conventions shall be elected at a Unit meeting duly called for that purpose not less than fifteen (15) days prior to said conventions.
5. The Unit President shall serve as delegation chairman at conventions. If not present, the next highest-ranking officer shall be chairman as outlined in the *Unit Guide Book*.

#### **X. Special Guests**

This may be reworded.

1. Courtesies for special guests and their spouses shall include the Unit, District, Division and Department Presidents and Commanders and other distinguished guests as shall be designated by the Unit Distinguished Guest Chairman.
2. When entertaining an official visitor and party, the Unit shall provide a gift and/or welcome basket if staying overnight; and complimentary tickets to all social functions.

#### **XI. Finance**

Number 1 may be reworded. This eliminates having to say, “if funds are available throughout.” Number 2 is a sample only. Your fiscal year is when you file your IRS 990, which may be different than Department’s fiscal year. Check with your Treasurer to find out the deadline. If the deadline is January 15, your fiscal year is the same as Department; if it is May 15, it is a calendar year, January 1 through December 31; and if it is something other than those above, note that the IRS 990 deadlines are always the 15<sup>th</sup> day of the fifth month after the close of your fiscal year.

Numbers 3 and 4 are mandatory, which means that motions are not needed to take action. Under number 5, insert an amount. It may also be reworded. Under number 6, change it to show how it is shown in the Bylaws under Duties of Officers, Treasurer.

You must have a minimum of three authorized signatures. Number 7, insert an amount. Number 8 may be reworded or deleted if it does not apply to your unit.

Under number 9, insert how often you conduct an audit. A unit **MUST** have a minimum of one audit a year. Numbers 10 and 11 protect the unit, so leave them alone. Number 12 is important because you wouldn’t want a member to do something that could cast a bad image on the Auxiliary.

1. All unit funds spent are contingent on funds being available.
2. The fiscal year shall be the same as that of the Department, September 1 through August 31.
3. The Unit's Christmas Assessment, an obligatory payment, shall be promptly submitted to Department Headquarters upon notification of the amount due prior to December 1.
4. The Unit Bonding Fee, an obligatory payment, shall be transmitted promptly to Department Headquarters upon notification of the amount due and no later than when submitting the annual Certification of Officers after the new officer elections.
5. Any funds to be used for Unit functions must be approved by the Executive Committee. Any expenditure for functions in excess of (insert \$) must be approved by the membership. Receipts for all expenditures must be turned into the Treasurer to meet the requirements of the IRS.
6. All checks of the Unit shall be signed by two (2) of four (4) authorized signatures, those being Unit President, Vice President, Secretary, and Treasurer.
7. No more than (insert \$) a month will be allowed for stamps, envelopes, cards, checks and other supplies needed for the administrative work of the Unit.
8. A Memorial Contribution in the amount of (insert \$) shall be made to the American Legion Auxiliary Cancer Research Fund, the VA&R General Rehabilitation Fund, or the Department Education Scholarship Fund upon the death of a member. If a family member of the deceased requests that the Memorial go toward a different Auxiliary program, the request shall be granted.
9. The members of the Audit Committee, with the Treasurer, shall meet (insert quarterly, biannually, or annually) to audit the financial records. The Audit committee chairman shall give a report of their findings at the next regular membership meeting.
10. A Post cannot require a Unit to give them money unless there is a signed agreement stating the terms under which money is to be paid – e.g. rent, contracts for jointly held conferences and such.
11. Any agreement with Post (insert number) shall be in writing and signed by one (1) of the following: Auxiliary President, Secretary, or Treasurer AND one of the following: Post Commander, Adjutant or Finance Officer.
12. Any fundraisers held to benefit the Auxiliary, on or off the Post premises, shall be approved by the general membership.



## XII. Discipline

Do not change. Even though it is worded in a simpler way, it still lets the unit know where to go if a more formal disciplinary process to address inappropriate behavior is necessary. If you wish, you may “add” the formal disciplinary process that may be found in the Department C&B or the *Unit Guide Book*. If you decide to include the formal disciplinary process, you will need to delete the sentence below that tells you where to find the formal disciplinary process (#3, 3<sup>rd</sup> paragraph, sentence #2) and insert the formal disciplinary process. In addition, the numbering will have to change. For instance, numbers 4 and 5 would become numbers 6 and 7. Do not change the content of numbers 4 and 5 below, as they protect the unit.

1. In keeping with the best practices of high performing nonprofit organizations, a Unit has the responsibility of developing clearly written governing documents that foster good will by setting standards for conduct and stating the responsibility and manner for addressing inappropriate behavior.

Members are expected to comply with the Unit’s governing documents and behave in such a manner according to the Code of Ethics, which serves as a guide for conduct acceptable within a Unit. They are expected to abide by all laws and demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, responsibility, and respect.

2. Member discipline is the responsibility of a Unit, and the Department is the final authority for appeal of a disciplined member.
3. All matters of discipline shall be referred to the Unit President and taken care of by the Unit Executive Committee.

It is suggested that when addressing inappropriate behavior that is contrary to the standards and values of the American Legion Auxiliary, the Unit should first begin with a conversation by informing the member of her inappropriate behavior and listening to her response, as there might be a different perspective. If the member admits that she erred, then ask for her commitment not to continue the inappropriate behavior.

If that is not successful and the Unit sees a continual disregard for the standards of the Auxiliary, then the Unit may need to use a more formal disciplinary process to address the behavior. This disciplinary process may be found in the Department Constitution and Bylaws and in the *Unit Guide Book*, which is issued by National Headquarters.

4. Neither this Unit nor any member thereof shall publicize something by distributing leaflets or notices to any other Unit or member thereof without the consent of the Unit Executive Committee.
5. No member or group of members shall subject this Unit to liability without authorization of this Unit.

Insert unit name, number and date approved.

The Standing Rules were voted on and approved at the regular membership meeting of (insert Unit name and number) on (insert date).

Note that the sentence above MUST be on the same page as all the signatures below.

\_\_\_\_\_  
Unit President or Unit Secretary

\_\_\_\_\_  
Unit C&B Chairman

\_\_\_\_\_  
Department C&B Committee Member or Chairman

\_\_\_\_\_  
Date Approved [To be completed by  
a member of the Department C&B  
Committee.]