2024-2025

Standing Rules

American Legion Auxiliary Unit 212

Unit 212 of the 6th District, American Legion, Auxiliary, hereby adopts the Unit Constitution & Bylaws as prescribed by the American Legion Auxiliary, Department of Minnesota.

Robert's Rules of Order, Newly Revised, 11th Edition, in all questions not governed by articles of the National, Department and Unit Constitution & Bylaws, shall govern this Unit.

1. **Meetings**
   The regular unit meeting will be held on the 2nd Tuesday of the month, with the exception of July and August when we do not meet, at 6:30 PM or unless otherwise ordered by a 2/3 vote of membership present. Seven (7) members, including the officers shall constitute a quorum.

   The Executive Board will meet at the discretion of the president or may be called by three (3) executive board members with a quorum of five (5) present to conduct business. The executive board will be made up of the president, 1st vice president, 2nd vice president, treasurer, immediate past president, executive board 1 and executive board 2. The secretary may attend as an ex-officio member.

   The executive board will meet prior to the September meeting for the purpose of preparing the proposed annual budget.

   The Standing Rules Committee consists of 3 executive board members and 3 members at large, appointed at the September meeting for the purpose of reviewing the units standing rules prior to the October meeting. Suggestions for changes can come from any member of the unit. Standing Rules will be adopted by the general membership at the October meeting.

2. **Dues**
   Unit dues are $40.00 annually. Dues may be re-visited and changed by membership in the month of February.

   Effective 10/11/2011, the benefit of the unit paying dues for members seventy (70) years of age or older was discontinued. Members receiving this benefit at the time have been grandfathered in and continue to receive their dues paid by the unit. A member of fifty years and has held any type of office with our unit will have their dues paid for life.

   Junior (those under the age of 18) membership dues shall be $10.00 per year.

3. **Elections**
   Election of officers will be held in the month of May. There will be no absentee voting.

   The nominating committee shall consist of four (4) or more members chosen by random drawing at the March meeting and the first person drawn will be the chair for this committee provided they have attended two (2) meetings in the year June-March. The nominating

committee will make their recommendations for the following positions- president, 1st vice president, 2nd vice president, executive board 1, executive board 2, treasurer, sergeant at arms, and membership chair (2 year office) at the April meeting. Nominations can also be received from the floor at this time. Nominations will be closed at the April meeting.

The secretary, historian, chaplain, and parliamentarian shall be appointed by the incoming president prior to installation of officers.

4. **Installation**
June will be the month of installation. The incoming president shall choose the installing officer and sergeant at arms. The incoming president will also arrange for corsages for the offices being installed and make necessary arrangements. Installation may be joint with the post if the incoming president and commander so wish.

5. **Committees/Funds**
Unit committee chairman appointments are made by the president at the October meeting.

The Sunshine Fund is set up to send flowers to the hospitalized auxiliary members, a bouquet not to exceed $30.00. Cards will be sent to post members if notified. It is also used for sending a three (3) yellow roses in a vase to the family of deceased auxiliary members or past post commanders not to exceed $35.00. In lieu of flowers, a memorial may be sent to deceased auxiliary members and past post commander's family, not to exceed $30.00. If a memorial is not specified by the deceased's family a memorial will be given in their honor to the veteran's organization. In the event of extenuating circumstances, the president may call a meeting of the executive board for a vote.

The monetary donations collected from the after meeting luncheon to into the Sunshine Fund.

6. ***Equipment***
There will be no loaning or removal of auxiliary equipment to outside clubs or individuals. Members may borrow items by getting prior approval from the president.

7. ***Convention***
The unit may elect its full quota of district and department delegates and alternatives. Those attending shall make a report to the unit upon returning. The auxiliary will allow payment to those members attending provided they attend a minimum of four unit meetings during the year. Expenses will be paid for: registration, lodging at conventions over fifty (50) miles away and for lodging up to double occupancy rate. Reimbursement will be made upon submission of receipts and attendance.

The fall and winter conferences are primarily a school of instruction for unit presidents, secretaries, and chairman. All members are welcome to attend. These conferences will be compensated as stated above for conventions.

8. Finance
The president and treasurer are authorized to sign checks for the unit.
The treasurer will be responsible for the auxiliary credit card.

An itemized copy of the monthly financial report, prepared by the treasurer, shall be made available to the membership at the meetings and a copy filed with the secretary.

The maximum amount of money any board member or committee chairman may spend is $100.00 on supplies, with receipts, between meetings and without having to call a special meeting.

Gifts for installing officer and sergeant at arms shall not exceed $25.00 each. The outgoing president shall receive a past president pin or a gift worth $30.00, if they already have a past presidents pin and pass the presidents pin to the incoming president. A portrait of the incoming president will be paid for by the Unit.

The president, secretary, treasurer, and membership chairman shall receive $150.00 a year gratuity for their duties, to be paid after installation in June and prior to submitting the books to the post finance officer.

Drink tickets will be given to those attending the regular monthly meeting. "Willing worker volunteer" tickets will be given by the chair of the event for those helping. One (1) ticket for every two (2) hours served. When a member serves as an honor guard or color guard, two (2) tickets will be issued.

District per capita shall be paid to district treasurer in September.

Two (2) unit scholarships of $500.00 each will be awarded in January to any child, grandchild, or great-grandchild of Otto Hendrickson Post, Auxiliary, or SAL member in good standing and who meets the criteria set for in the unit application. A committee consisting of the Education Chairman and two additional members, appointed by the president, will use a scoring sheet for each applicant. The student shall be from Park Rapids, Nevis or Menahga to qualify.

9. Dinners

The unit has adopted the policies of the Post for the following:

Early Bird Dinner (October) and Birthday Cake at the 1st Post Fish Fry of the year. The Food will be paid for by the Post. Veterans Day Dinner (November) food will be paid for by the post gaming. The Auxiliary will plan, as suggested by the Post, prepare and serve the meals, as long as we have volunteers. Drink tickets will be the responsibility of the Unit.

Charges for serving and catering events by the unit shall be as follows:
All bookings will go through the president.

There will be a guaranteed number to base charges on. The exact price to be decided by the event chairman and the president. All bills need to be signed by the chairman, identified what function it was for and given to the treasurer or left in the auxiliary box at the Legion.

10. Fiscal Year

The fiscal year of this unit will be July 1 – June 30.

11. Annual Audit

The treasurer will turn in all financial records to the Post Finance Officer by July 30 for the annual audit.

These Standing Rules may be amended by a two-thirds (2/3) vote at any regularly scheduled meeting, or if notice has been given of a special meeting by a majority vote.

These Standing Rules were approved at the regular meeting of the American Legion Auxiliary Unit 212.

October 8, 2024
Date Approved

Dorothy Perzynski, Pres.
Unit President or Unit Secretary

Lynn Spilman
Unit Constitution and Bylaws Chairman