

American Legion Auxiliary

Unit 490

Constitution, By-Laws & Standing Rules

2020

Constitution

Preamble

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 in all 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 goodwill 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 Unit 490, Department of Texas.

Article II - Nature

- Section 1. The American Legion Auxiliary is a civilian patriotic service organization 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

- Section 1. Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as a footnote to this Constitution for information purposes and shall be updated as appropriate.
- 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.

Footnote from The America Legion National Bylaws, Article XIII, Section 2: "Membership in the American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, spouses, 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; and any time after December 7, 1941; 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 the line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion."

Article IV - Unit Officers

The Unit shall have the following officers: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and three (3) 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 Treasurer/ Secretary.

Article V - Executive Committee

- 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 Chairperson and Vice Chairperson of the Unit Executive Committee respectively.
- Section 4. It shall be the duty of Member-at-Large to attend all meetings with an open mind and express an opinion. However, be prepared to reach a consensus on all matters. Proceed with what is best for the Unit. Take an active part in decision making and disciplinary matters, weighing carefully each decision and making sure the concerns and requests of the members are the primary concern.

Article VI - Amendments

- Section 1. This 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.

BY-LAWS

Article I - Unit Organization

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

Section 1. An annual meeting of the Unit shall be held each year with 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. See Local Standing Rules for Additional Policies on Election of Officers.

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

Article III – Duties of Officers

- 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 the President 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. The President 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 and in the absence of the Unit President; shall perform such other duties as the President directs; and shall succeed the President in office in case of death, resignation or removal. Additional duties of the Vice Presidents may be found in the Standing Rules.
- 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 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. The Treasurer 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. The Treasurer 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. The Treasurer shall keep an accounting of all receipts and expenditures and make reports as may be deemed necessary by the Unit Executive Committee. All accounts shall be audited, at a minimum, annually. The Treasurer shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to the newly elected Treasurer. The Treasurer shall be bonded in an amount sufficient to cover revenues.
- Section 5. **Duties of the 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, to perform other such duties as the President directs. Additional duties of the Chaplain may be found in the Standing Rules.
- Section 6. **Duties of the Historian:** It shall be the duty of the Historian to compile historical records of the Unit and to make an annual report to the Department Historian. Additional duties of the Historian may be found in the Standing Rules.

- 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. In addition, the Sergeant-at-Arms shall be responsible for Auxiliary meeting room materials, for keeping inventory on materials for Initiations, for setting up the room and returning room materials to their original state. In the absence of the Sergeant-at-Arms, the President shall appoint one of the two Assistants as acting Sergeant-at-Arms.
- Section 8. **Duties of the Assistant Sergeant-at-Arms:** The Assistant Sergeant-at-Arms shall help in arranging and restoring the meeting rooms and perform such other duties as directed by the Sergeant-at-Arms.
- Section 9. **Duties of the Members-at-Large:** It shall be the duty of the Members-at-Large to attend all meetings with an open mind and express an opinion. However, be prepared to reach a consensus on all matters. Proceed with what is best for the Unit. Take an active part in decision making and disciplinary matters, weighing carefully each decision and making sure the concerns and requests of the members are the primary concern.

Article IV - Executive Committee

- 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 who they succeed.

Article V - Membership Meeting

- 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

- 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

- Section 1. The Unit President may appoint committees as deemed necessary 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

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

- 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

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.

The Constitution and Bylaws were voted on and approved at the regular membership meeting of American Legion Auxiliary Unit 490 on March 11, 2020.

Robin Lott
Robin Lott
Unit President

Marty Peters
Marty Peters
Department C&B Chairperson

Martha Schiro-Wright
Martha Schiro-Wright
Unit C&B Chairperson

April 13, 2020
March 11, 2020
Date of Approval

STANDING RULES

Preface

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.

Standing Rules of American Legion Auxiliary Unit 490:

I. Organization

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

1. An annual meeting of this Unit shall be held the second Wednesday in April 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. It is the responsibility of the incoming Unit President to send the Certification of Officers form and the Unit Bonding Fee to Department.
2. 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

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. The total purchase price of appreciation gifts presented to the Installing Team at the annual Unit Installation shall not exceed \$30.00.
2. Newly elected Unit Officers shall assume the duties of their office immediately after election. See Local Rules #5.
3. Each Unit officer, at the close of the administrative year, must pass on all records, officer pins and materials pertaining to that office.
4. The First Vice President shall serve as Membership Chairperson of the Unit. The Membership Chairperson shall certify the accuracy of each application. The Membership Chairperson shall be responsible for the upkeep of all membership books and any paperwork or documentation pertaining to membership; 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. The Membership Chairperson shall serve as Chairperson of the Annual Membership Drive by coordinating the Auxiliary activities. The Membership Chairperson shall perform other duties as shall be required by the President.

5. The Second Vice President shall be Chairperson of Ways and Means, whose 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 of the immediate family. Immediate family shall consist of spouse, children, parents, grandparents, grandchildren and great-grandchildren of an Auxiliary member. The Chaplain 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 Chairperson. The Historian shall be responsible for taking pictures at all Auxiliary functions and other functions involving Auxiliary members.
8. It shall be the duty of the Members-at-Large to attend all meetings with an open mind and express an opinion. However, be prepared to reach a consensus on all matters. Proceed with what is best for the Unit. Take an active part in decision making and disciplinary matters, weighing carefully each decision and making sure the concerns and requests of the members are the primary concern.

IV. Executive Committee

1. An Executive Committee meeting of American Legion Auxiliary Unit 490 may be held at the call of the President or by a majority of the Executive Committee.
2. Five (5) 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 their office in the manner befitting the Unit will be asked to resign their office by certified letter. If no written response is received by the Unit within ten (10) 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. At special called meetings, only business specified for said meeting shall be transacted. Special Meetings are open to the Auxiliary General Membership. Notice shall be sent out by the Executive Committee to the General Membership with the date and time of the Special Meeting.
5. In an emergency, as determined by the President, a vote by email, text or telephone call may be taken between regular membership meetings. A two-thirds (2/3) vote in the affirmative of the

total Executive Committee shall be necessary to take action. The results of the action taken by email, text or telephone call shall be made a part of the minutes of the next meeting.

V. Membership Meetings

1. The Regular Membership meeting of American Legion Auxiliary Unit 490 shall be held at 6:30 p.m. on the second Wednesday of each month at Post 490.
2. Eight (8) Senior members shall constitute a quorum at a regular or special meeting of the Unit.
3. A member may request a written ballot on any motion on the floor.

VI. Committees

1. The following activity committees shall have a Chairperson appointed by the President, with the approval of the Unit members and shall serve a one (1) year term that runs concurrent with the election of officers: Americanism, Auxiliary Emergency Fund, Cancer Research, Children & Youth, Community Service, Constitution & Bylaws, Distinguished Guests, Education, Finance/Audit, Girls State, History, Junior Activities, Leadership, Legislative, National Security, Past Presidents Parley, Poppy, Public Relations, and Veterans Affairs & Rehabilitation. Sending care packages overseas fall under National Security, and Veteran Housewarming baskets fall under VA&R.
2. It is recommended that each Unit activity committee Chairperson 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 their respective District President prior to April 15 of each year. In addition, narratives from each activity committee Chairperson should be sent to their respective Department Committee Chairperson. Due dates may be found in each activity committee Program Action Plan located on the American Legion Auxiliary National Website.

VII. Membership

1. Eligibility does not constitute acceptability. The Unit is the judge of their own membership. The Unit membership shall vote on acceptance of new members and transfers who are in good standing with their present Unit.
2. The annual membership dues of this Unit shall be \$30.00 for Seniors and \$8.00 for Juniors effective June 1, 2018, paid annually or for life, and shall include the Department and National per capita.
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.

5. 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.
6. All incoming elected members of the Executive Committee are urged to pay their membership dues for the upcoming year by September 1.
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

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 and Department Constitution and Bylaws.
3. A member who is not subject to suspension or membership revocation under due process is eligible to transfer their membership to another unit if they have paid their membership dues to the 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 the current unit or to the unit into which they wish 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

1. Delegates and Alternates to the Department Convention shall be elected at a Unit meeting duly called for that purpose not less than four (4) 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. If funds are available, the Unit shall pay fifty dollars (\$50.00) per day to each Delegate who attends a Department or National Convention, after submission of original receipts only.
3. Delegates must attend all meetings and business sessions to qualify for reimbursement. They must also be prepared to give a report at the next regular membership meeting.

If a member holds a dual position, for instance, a District position, said person shall be allocated, by District, one hundred dollars (\$100.00) to attend the Mid-Winter Conference in Austin, Texas and one hundred dollars (\$100.00) to attend the Department Convention. In the absence of the District President, the one hundred dollars (\$100.00) to attend the Mid-Winter Conference in Austin, Texas and one hundred dollars (\$100.00) to attend the Department Convention would go to the Vice President of the 22nd District. Members who attend said Conference or Convention will be paid by the Unit or District but not both. Original receipts must be submitted for reimbursement.

4. 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. The Unit registration fee, if paid on site, will be twenty-five dollars (\$25.00).
5. 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 (2) weeks prior to the convening of said convention: and b) be current in their payments of the Christmas Assessment and the Bonding fee.
6. 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. If funds are available, Delegates and Alternates who attend District and Division Conventions shall be reimbursed for the amount of their registration fee.
7. The Unit President shall serve as delegation Chairperson at conventions. If not present, the next highest-ranking officer shall be Chairperson, as outlined in the *Unit Guide Book*.

X. Special Guests

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 Chairperson.
2. When entertaining an official visitor, the Unit shall provide complimentary tickets to all social functions.

XI. Finance

1. All unit funds spent are contingent on funds being available.
2. The fiscal year for Unit 490 is Jan 1 – Dec 31. IRS Form 990 is required to be filed by May 15th and a copy is submitted to Department for their records as well.
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 Certification of Officers after the new officer elections.
5. Any funds to be used for Unit functions must be approved by the General Membership. Expenditures of up to two hundred fifty dollars (\$250.00), if necessary, may be approved in between meetings by the Executive Committee with a quorum vote. Any amounts voted on and approved by the Executive Committee between meetings will be recorded and reported to the General Membership at the next Unit meeting. Any expenditure for functions in excess of two hundred fifty dollars (\$250.00) must be approved by the General Membership. Original 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 three (3) authorized signatures, those being Unit President, First Vice President and Treasurer/Secretary.
7. No more than twenty-five dollars (\$25.00) a month on average shall be allowed for stamps, envelopes, cards, checks and other supplies needed for the administrative work of the Unit, unless voted on and approved by membership.
8. All monies collected at monthly meetings for Cancer Research shall be submitted to Department annually in March.
9. Any fundraisers held to benefit the Auxiliary, on or off the Post premises, shall be approved by the General Membership.
10. Each January, the Executive Committee and all active Committee Chairpersons shall work to create a budget for the various committees and projects based on the bank balance as of December 31 and present it for discussion at the General Meeting. All budgets approved by the membership at the General Meeting will therefore be set for that year. Any additional funds required by a Committee will have to be addressed as needed. Budgets should be and need to be set for standard programs and activities such as Brochures, Supplies for Membership, Girls State, Scholarships, Care Packages, Vet Baskets, Children & Youth Programs, etc.

XII. Local Rules

1. A basic, standard past president's pin will be presented to the retiring Unit President after serving a full term in office. A suitable gift, not to exceed a purchase price of twenty five dollars (\$25.00) will be presented to the outgoing Unit President if they already have a past president's pin.
2. Membership pins, representing each five (5) continuous years of membership, may be presented to those Unit members who qualify for such recognition. This includes 5, 10, 15, 20-year pins, as applicable.
3. In the event of death of a member, or a death in the Immediate family of a Member (spouse, parent, children), flowers will be sent to the family by the Unit Chaplain. A donation of fifty dollars (\$50.00) to the member's choice of a charitable organization may be requested in lieu of flowers, if so desired.
4. Notification of a member's illness should be announced by the Unit Chaplain and a "get well" card in the name of the Unit and membership should be forwarded as well. Flowers not to exceed the cost of fifty dollars (\$50.00) shall be sent once a year to hospitalized members.
5. Elected Officers will assume office immediately after election.
6. Care Packages & Vet Baskets – Each Executive Committee shall appointment a Chairperson for these Committees. It is the Chairperson's responsibility to gather donations or make the Unit aware of the status of Donations so that these can be sent out on an as-needed basis.
7. If the Treasurer resigns from their office before their term expires, an audit will be made of the Unit books and a financial statement and a report will be presented to the membership at the next regular meeting.
8. Should this Unit cease to function, or its charter be revoked or canceled, the Charter and all Unit records and funds will be immediately forwarded to Department Headquarters.

XIII. Discipline

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. This Unit shall follow the Code of Ethics which includes: integrity, honesty, fairness, openness, responsibility and respect and shall serve as our guideline to follow.
2. Members are expected to abide by all laws and demonstrate their ongoing commitment to the Code of Ethics in which the core values are integrity, honesty, fairness, openness, responsibility and respect.
3. Member discipline is the responsibility of a Unit and the Department is the final authority for appeal of a disciplined member.

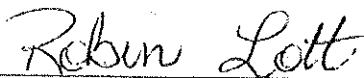
4. All matters of discipline shall be referred to the Unit President and taken care of by the Unit Executive Committee.

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 their inappropriate behavior and listening to their response, as there might be a different perspective. If the member admits that they erred, then ask for their commitment not to continue the inappropriate behavior.

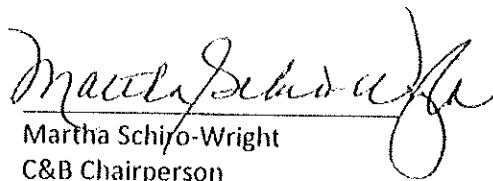
If that is not successful and the Unit sees a continual disregard for the standards of the Auxiliary, then the Unit may need to use a more formal disciplinary process to address the members' behavior. This disciplinary process may be found in the Department Constitution and Bylaws in the Unit Guide Book,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

5. Neither the 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.
6. No member or group of members shall subject the Unit to liability without authorization of this Unit.

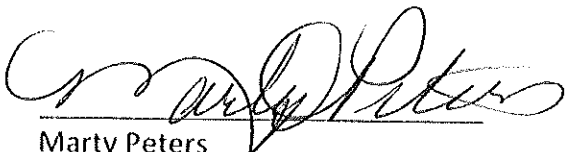
The Standing Rules were voted and approved at the regular membership meeting of American Legion Auxiliary Unit 490 on March 11, 2020.



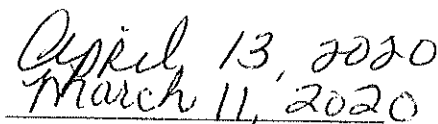
Robin Lott
Unit President



Martha Schiro-Wright
C&B Chairperson



Marty Peters
Department C&B Chairperson



Date of Approval