American Legion Auxiliary Unit 694
Standing Rules (Revised May 2025)

Membership

1. Dues for Unit 694 shall be $40.00 for senior members and $10.00 for junior members beginning with the 2023 Auxiliary year. This standing rule requires notification to all senior members as of date, time and place of meetings, two (2) readings and a 2/3 affirmative vote on any change by those present and voting. (2022)

2. There may be an obligation of members at a meeting prior to the annual election of officers for those members desiring obligation. There will not be an obligation on the eve of the annual election unless approval is given by the Executive committee and ratified. Members not obligated prior to the election cannot vote at the annual election meeting.(2022)

3. All officers resigning will turn in all Auxiliary property to the Presiding Officer on the date of resignation. **Upon completion of the President's term, they will receive a past president's pin.** In recognition of their service the Unit will pay the per capita and the officer will pay the balance of the remaining dues. **(2025)**

4. Auxiliary officers, chairmen and honorary life members will have their per capita paid by the Unit. Officers and chairs must have served a full year to be eligible.
    a. Members in rest homes or otherwise incapacitated may have their dues paid by the Unit when voted on by the membership. (Per capita only.) The balance will not be required from the member.
    b. Junior membership applications approved by the membership will have their first-year paid by the Unit if said Junior is between the ages of Birth and 3 Months old when application is presented to and approved by the membership. (February 2008)

c. New Officers will pay current years dues by September 1st. (2018)

Meetings and Attendance

5. All members and officers will sign the attendance book upon arrival for all meetings. The Sgt-at-Arms is responsible for the book and signatures.

6. July will be a dark month, that is, no regular meeting is scheduled.

Financial Donations and Obligations

7. The unit will contribute a minimum of $10.00 to the following programs (A & B) on an annual basis before the first scheduled District meeting:(2018)

a. To Dept. - Children & Youth, Veterans Affairs & Rehabilitation, Education, Americanism Essay, Past Presidents Parley and National American Legion Auxiliary Emergency Fund (AEF).(2018)
b. To District - Veterans Affairs & Rehabilitation, Education, and Department President's Pins. (2022)
c. Local Programs - on an as approved basis.(2018)

8. All delegates and/or alternates accepting funds for the purpose of Convention will attend ALL sessions. Members not in full attendance will forfeit their expense money for the absent period. The Chairman of the Unit delegation can only approve legitimate excuses. Returned funds will be placed in the General Fund at the first Unit meeting following convention.(2018)

9. Unit delegates will each receive $200.00 prior to attending convention, provided the following requirements have been satisfied: (2018)

a. A Unit member holding the office of District President and delegates in their own right who receive mileage from Department will be allowed compensation of $150.00 as part of

the Unit delegation, providing such member meets the requirements of Standing Rule 10.

b. A Unit member must be in good standing in the Unit, that is, dues are current and have no monetary obligations outstanding to the Unit. (2022)
c. A Unit member must have attended at least nine (9) called meetings from July 1 of the previous year through May 15 of the current year to receive full payment. If less than nine meetings were attended then the delegate will receive 1/9th of the amount for each meeting attended. (2022)
d. A Unit member may be excused and yet counted as attending a meeting only if the member is on Auxiliary business. Exception - at the discretion of the Unit President a member may be excluded for one meeting if ill or called to work provided said member has notified the President prior to the meeting.(2022)
e. The current President and President-elect shall be the first nominees and serve as Chairman and Co-chairman of the Unit delegation in that order.
f. Alternates called to serve as delegates to convention shall have the above requirements waived.
g. Housing reservations will be the responsibility of the delegate. (2018)

10. Unit delegates attending the Department Executive Committee (D.E.C.) will receive $100.00 prior to attending the meeting. (January 2003)

11. A District President making their official visit will receive a corsage and traveling expense not to exceed $25.00 total. An official from Department will also receive the same courtesy if attending as an invited Unit guest. (2022)

12. The Education Chairman will annually budget funds (currently $1000) for scholarship allocations. Special consideration will be given to any Auxiliary member or SAL of #694 in applying for any Unit scholarship opportunities. Rules thereby may be waived at the Unit level. (2018)

13. The Unit will provide funds in the budget to split the cost of the installation dinner with the Legion. The dinner will be free for all members and their guests.

14. The Installing Officer will receive a gratuity for $25.00 in recognition of service to the Unit. (2022)

15. The Chaplain is authorized $100.00 petty cash for expenditures.

a. Items for ill members shall be expenses from the Chaplain's petty cash.

16. The only individuals authorized to contact a florist for flowers for funerals are the Chaplain and the President.

a. The Unit shall reimburse the Chaplain or President for this expense.

17. Upon the death of a Unit member the Unit shall donate $25.00 in memory of the deceased member to the "In Loving Tribute" Fund or the charity of the family's choice. (2022)

Committees and Chairmen

18. There shall be a Children & Youth committee which will consist of the Chairman and two (2) appointed members at large. The Chairman may select individuals to serve and submit their names to the Unit President. The Unit President makes the final appointments.

a. The Chairman of the Children & Youth Committee is authorized to spend $100.00 to cover an immediate need for a family without prior approval of the Unit. However, case number (#) must be reported and expenditures must be ratified at the next Unit meeting. (2022)
b. If possible, the outgoing Children & Youth Chairman will serve one (1) year as a member of the Children & Youth committee for the purpose of prior knowledge of cases.
c. Checks are to be made payable to the Unit Chairman or creditor. Receipts for all monies must be given to the Unit

Treasurer within thirty (30) days. At no time shall a check be made payable to the person receiving assistance.

d. In the event additional assistance is needed above $100.00 or assistance is needed for a longer period of time the Chairman must receive approval from the Unit. (2022)

19. The Unit will provide in the budget for an Auxiliary Emergency Fund.

a. The committee will consist of three (3) members, the AEF, Children & Youth and Community Service Chairmen. In the event two (2) or more Chairmanships are held by one individual one (1) member at large shall be appointed by the Unit President to serve on the committee. A majority vote is required to approve applications. (2018)
b. Only a senior member with no minor children shall qualify for assistance. (2022)
c. Three (3) years of consecutive membership in this Unit is required to qualify for assistance. (2022)
d. Assistance is limited to $50.00 per month and cannot exceed three (3) consecutive months. The committee must indicate assistance to be given for the number of months and once approved may expend funds of $50.00 immediately.
e. Name of the applicant will be known only to the members of the committee and presented to the membership as a case number (#). The Chairman must report application amount and case # to the membership at the next meeting for ratification. There will be a 12-month waiting period in applying for additional assistance.

20. The unit VA&R Chairman shall request an amount to be budgeted for use in the rehabilitation of a veteran or his widow at the annual Unit Executive Committee Meeting. Case numbers (#) will be assigned for each case. (2018)

a. The VA&R Chairman and Children & Youth Chairman will serve as a committee.
b. Amount to be granted is at the discretion of the 2-member committee and without approval of the Unit when within the

budgeted amount. The case number must be reported, including the amount granted and ratified at the next Unit meeting. (2022)

21. The President shall appoint three (3) Past Unit Presidents holding Honorary Life Memberships to serve as a standing committee (Honorary Life Members Review Committee). Names of Unit members may be submitted to the committee Chairman no later than April 30th. The committee will review the years of service for each nominee submitted to the Auxiliary and at the May membership meeting the Chairman will announce if a member has been chosen (no names will be stated). The name of the member selected will be ratified by the membership at a regular meeting after installation, when the award is given. (2022)

a. To qualify for this special recognition the nominee must have five (5) years continuous membership and attended meetings regularly, have held offices or chairmanships during the past five (5) years to be considered. (June 2011)
b. Not more than one (1) Honorary Life Membership will be given in any one (1) year.
c. Annual selection is at the discretion of the committee. (2018)

Funds and Reimbursements

22. A Committee Chairman of a special Unit function may request advanced funds not to exceed $400.00 for pre-planning needs for approved function. Receipts must be given to the Treasurer with any remaining funds no later than five (5) days after the scheduled function.

23. No member shall be reimbursed for any purchase made on behalf of the Unit unless prior approval has been granted. (2025)

a. Approval must be obtained by a vote of the membership at a regular or special meeting and recorded in the minutes. (2025)
b. Chairmen have the discretion of spending their allocated program budget without additional approval of the

membership. Should additional funds be needed, membership must pre-approve the increase. (2025)

c. **If urgent circumstances prevent prior membership approval, the member must contact the Unit President, or any officer, before making the purchase. The President shall notify and consult the Executive Committee for consensus. (2025)**
d. **The Executive Committee may authorize emergency expenses up to $75.00. Any such expense must be ratified by the membership at the next regular meeting. (2025)**
e. **Purchases made without prior approval or required authorization will not be reimbursed. (2025)**

Member Conduct and Discipline

24. Code of Conduct (2025)

a. **Each member is expected to:**
    i. **Attend meetings regularly and arrive on time.**
    ii. **Refrain from consuming alcoholic beverages during meetings.**
    iii. **Remain seated until adjournment unless excused by the Chair.**
    iv. **Listen respectfully and allow others their turn to speak.**
    v. **Avoid side conversations and maintain a courteous atmosphere.**
    vi. **Show appreciation, ask questions, and support the business of the Unit.**
b. **Each program year, every member will be provided a copy of the National Code of Conduct and required to sign the pledge.**

25. A member may face disciplinary action for behavior considered unbecoming, improper, or harmful to the Unit or the American Legion Auxiliary. Examples include, but are not limited to: (2025)

a. **Inflicting bodily harm**
b. **Damaging property**
c. **Misuse of Unit funds**
d. **Failing to meet financial obligations to the Unit**
e. **Combative or disruptive behavior**
f. **Use of profanity or loud, boisterous language**
g. **Violating Unit, District, Department, or National Constitution and Bylaws, or Standing Rules**

26. Discipline Procedure (2025)

a. **All complaints must be submitted in writing to the President.**
b. **The accused will receive at least fifteen (15) days' notice of the charges and scheduled hearing. Notice must be sent via certified mail with return receipt or via email if agreed.**
c. **The accused has the right to appear before the Executive Committee before any action is taken.**
d. **While under investigation, the member may not participate in any Unit or Post activities.**

27. Progressive Discipline and Sanctions – The Unit encourages positive behavior through respectful communication and member accountability. When misconduct occurs, the Executive Committee may take appropriate disciplinary action based on the nature and severity of the behavior. Disciplinary actions may include, but are not limited to: (2025)

a. **Verbal warning issued by the Executive Committee and documented in writing.**
b. **Written reprimand and/or suspension from Unit events or activities for a set period.**
c. **Temporary removal from appointed committee or chairmanship duties.**
d. **Restriction of elected officer duties during an investigation or disciplinary action.**
e. **Suspension of all membership rights, including voting and participation in events.**

f. **Expulsion from membership for conduct severely harmful to the Unit or Auxiliary.**

28. **Temporary removal from appointed positions may be made by the appointing authority. Elected officers may not be removed from office without due process. Any act involving bodily harm, property destruction, or financial misconduct may warrant immediate suspension pending investigation. Disciplinary actions recommended by the Executive Committee must be approved by a two-thirds (2/3) vote of the Unit at a regular or special meeting called for that purpose. (2025)**

29. **Notification – Members subject to discipline will be notified in writing of any action taken within seven (7) days via certified mail with return receipt. (2025)**

30. **Fines may be issued during meetings by the Sergeant-at-Arms or assistant and given to the Treasurer. Members will be notified at the time the fine is imposed. (2025)**
    a. ALA membership pins will be worn at all meetings. Any member who has been presented with a pin and who is not wearing it will be fined $1.00. Lost pins will be replaced by the member at their own expense. (2022)
    b. Upon direction of the Unit President the Sgt-at-Arms will request fines from Unit members failing to receive recognition from the Unit President before speaking to the membership. A $1.00 fine is the minimum.(2022)
    c. **Members displaying disruptive behavior will be fined $5.00. (2025)**
    d. **Members whose cell phones are not on silent or vibrate will be fined $5.00. (2025)**

Administrative Procedures

31. The name of the First Vice President will be added as a signatory in order to sign checks in the event of a prolonged absence, resignation or

death of the Unit President. When the Vice President signs checks the membership shall be informed at the next regular meeting.

32. Debit cards may be issued to the President, First Vice President, and Treasurer. (2022)

a. In the event the Membership Chairman is not the First Vice President, the Unit must vote to approve the addition of the Chair to the bank signatory in order to receive a debit card so they may process membership through the ALAMIS system. (2022)
b. Unit 694 debit cards can only be used to purchase postage, office supplies. payment for ALAMIS transmittals. (2022)

33. The Unit will schedule at least a minimum of two fundraising functions per year when and if the Unit has an endorsed candidate for an elective Department office.

34. Constitution & Bylaws and Standing Rules shall be provided to each new member when obligated or initiated. Copies will be provided to the Unit President, Secretary, Recording Secretary, Parliamentarian and Constitution & Bylaws Chairman. (2018)

35. The Treasurer shall provide a copy of the monthly treasurer's report to each officer and program chairman for reporting purposes by the most efficient means for the Treasurer. (2018)

Changes in these Standing Rules require a majority vote of those present and voting, provided a quorum is present.