

STANDING RULES 2024-2025  
AMERICAN LEGION AUXILIARY UNIT 1776  
APPLE VALLEY, MINNESOTA

A. UNIT GENERAL

1. The regular Unit meetings shall be called to order at 7:00PM on the 3rd Tuesday of each month, (except in December and July), unless otherwise ordered by a two-thirds (2/3) vote of the members present and voting.
2. Eight (8) members shall constitute a quorum at any meeting of the Unit.
3. Senior dues shall be thirty dollars (\$30.00) and ten (\$10.00) for Junior members. The dues of the Unit President shall be paid by the Unit for the year they are President.
4. The Unit Treasurer shall pay the district dues two dollars (\$2.00) per member (this is a one-time payment, based on paid member count as of 7/31/24) no later than December 1st to the Third District Treasurer.
5. The Unit shall establish and maintain a Certificate of Deposit Emergency Fund. This Emergency Fund will be established for the Unit's operation only in the event of a disaster.
6. Audit should be completed before the Department Convention in July before first general meeting which is in August and will be presented to the General Membership for approval at 1<sup>st</sup> General meeting
7. Sergeant-At-Arms shall report the number of members and guests present at each membership meeting as requested by the President.

B. EXECUTIVE COMMITTEE

1. Upon written request of (5) members, The Executive Committee shall have the power to call a meeting of the Unit. The Executive Committee consists of President, 1st Vice President, 2nd Vice President, Treasurer, two members of the Executive Committee and the Junior Past President. Any member may attend the Executive Committee meeting as an observer. The observer will remain silent during the meeting only to speak if asked a questions by the Executive Committee.

2. Four (4) members shall constitute a quorum of the Executive Committee
3. Any purchase or project costing up to one hundred ( \$100.00) must be approved by Executive Committee before purchase or project beginning. This will be recorded in the minutes.
4. All new fundraisers shall be presented to the Executive Committee and the Executive Committee will bring to the General Membership for approval by the Unit. Between meetings the government of the Unit shall be entrusted to the Executive Committee, and all proceedings of said committee shall be reported, and copies of report available at the next Unit meeting.
5. Any new group, organization or individual requesting non-budgeted funds for their project must present their individual request in person or writing before the Executive Committee. All requests will then go to the Unit for approval.
6. Proposed budget and Standing Rules review will be completed in July before first general meeting which is in August and will be presented to the General Membership for approval at the first General Meeting.
7. If Executive Committee meeting is cancelled, membership will be notified.

#### C. CHAPLAIN

1. Chaplain shall have a One hundred twenty five dollars \$125.00 working fund at the start of new fiscal year for cards, stamps and minor items.
2. Cards will be sent to Auxiliary members who are ill or hospitalized. The Chaplain shall also sends cards for ill spouses, dependent children and immediate family members
3. A sympathy card will be sent to the family on the death of an Auxiliary member, and a twenty-five dollar (\$25.00) gift will be made to the "Auxiliary Emergency Fund" in memory of the deceased member.
4. The chaplain will have a Memorial Service at the May General Membership meeting to remember our deceased members.
5. The Membership Chair and Chaplain will complete the Annual District and Department Memorial Report which is due to Department the end of April.

#### D. DISTRICT & DEPARTMENT CONVENTIONS

1. Eligibility to be delegated to District and Department (State) conventions are:

- a. Must be a member in good standing with current dues paid.
  - b. Delegates shall be President, 1st Vice President, 2nd Vice President, if possible. The remaining delegates shall be elected by General Membership.
2. Registration fee for District and Department (State) convention shall be paid for each delegate. Each delegate shall be paid up to one hundred dollars (\$100.00) per day expenses for traveling distances of fifty (50) miles or more from the Post, one (1) way. Mileage allowance is sixty seven cents (.67) per mile.

Fall Conference: 2 days

Third District Convention: 2 days

Department Convention: 3 days

- a. 3rd District Convention, each delegate must attend the complete session for the day.
- b. Department Convention, each delegate must attend appointed caucuses and sessions each day
- c. Fall Conference and Mid-Winter Conference registration fees shall be paid for interested members attending.
- d. Compensation will be given only after the report on Conference or Convention is given to general membership.
- e. If a Unit member is compensated by the District and/or Department, they will not be reimbursed by the Unit.

#### E. FUNDRAISERS

1. At least two (2) Auxiliary members shall be present to count money after each fundraiser.
2. Poppy donations shall be counted and addressed on envelopes provided in bucket. Each Poppy volunteer shall be responsible for their own bucket.
3. Money for any and all fundraisers must be counted at the end of each day of the event and kept in a secured area.
4. Copies of a written financial report of each event shall be available to all

members at the following General Membership Meeting.

5. The chairperson of the event shall be responsible for completing financial report required by the Gambling Control Board immediately after each event and provide a copy to the Treasurer.

6. All monies received for fundraisers and correspondence, letters, etc. must be sent to Apple Valley American Legion Unit 1776, 14521 Granada Drive, Apple Valley, MN 55124.

7. All expense reimbursement must have the approval of committee chairman, 2<sup>nd</sup> Vice President or Unit President prior to payment.

#### F GIRLS STATE

1. One or more representative will be Girls State representatives shall be selected from a list of eligible high school juniors who attend public or private school, or are home schooled and selection of girls are to be made by a committee of two auxiliarmembers selected by the Unit Girls State Chairman.

#### G. MEMBERSHIP AND NEW MEMBERS

1. Auxiliary members shall wear their Auxiliary membership pin or patch to every meeting. A fine of \$1.00 will be issued if not followed.

#### H. NOMINATING COMMITTEE

1. There shall be a Nominating Committee consisting of at least three (3) Past Presidents in good standing.

2. The Committee shall make its first (1st) report in April.

3. The election of Officers shall be held in May.

4. Installation of Officers shall be held in June, with the outgoing President making the arrangements.

#### I. SCHOLARSHIPS

1. Three (3) one thousand dollar (\$1,000,00) scholarships shall be awarded to high school seniors who qualify as follows:

a) Parents or Grandparents must be a member in good standing (at least 2 years) of the Apple Valley American Auxiliary, Post, SAL

Squadron 1776.

b) If funds permit, an additional one thousand dollars (\$1,000.00) can be awarded.

c) Deadline for applications is April 30th.

d) There shall be a committee of the Unit Education Chairman and two Auxiliary members to review and select the recipients to receive scholarships.

#### J. STANDING RULES

1. The Junior Past President will schedule a meeting to be held prior to the August General Membership Meeting each year, to review and make recommended changes to the Standing Rules. The committee shall consist of at least three Past Presidents, the incoming President, 1st and 2nd Vice Presidents. Recommendations will be presented to the General Membership for Unit approval.

Approved at General Membership Meeting on August 20, 2024