

**STANDING RULES
OF THE
AMERICAN LEGION AUXILIARY
(INSERT YOUR UNIT NAME same as on CBL) UNIT No. _____
DEPARTMENT OF OKLAHOMA**

The name of this organization shall be exclusively known as American Legion **(insert your unit name & number)** Department of Oklahoma. Hence forth pertains throughout the entirety it's constitution, bylaws, standing rules, protocols, policy and procedure governing documents as the "Unit".

PREFACE

The Unit Standing Rules are adopted by the appropriate governing body of the Unit to provide guidance to the Unit. Standing Rules have the same importance as the American Legion Auxiliary and the American Legion Auxiliary Department of Oklahoma Constitution and Bylaws and may be amended as frequently as needed.

A Standing Rule may be amended or rescinded by a two-thirds (2/3) vote of the Unit Executive Committee, or, if notice has been given, by a majority vote. In addition to these Standing Rules, supplementary policies or rules may be adopted as they are needed from time to time by the Unit Executive Committee.

Mission Statement

In the spirit of *Service Not Self*, the mission of the American Legion Auxiliary is to support The American Legion and honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace, and security.

Vision Statement

The vision of the American Legion Auxiliary is to support The American Legion while becoming the premier service organization and foundation of every community providing support for our veterans, our military, and their families by shaping a positive future in an atmosphere of fellowship, patriotism, peace, and security.

Purposes

In fulfillment of our Mission, the American Legion Auxiliary adheres to the following purposes:

- To support and advocate for veterans, military, and their families.
- To support the initiatives and programs of The American Legion.
- To foster patriotism and responsible citizenship.
- To award scholarships and promote quality education and literacy.
- To provide educational and leadership opportunities that uphold the ideals of freedom and democracy and encourage good citizenship and patriotism in government.
- To increase our capacity to deliver our Mission by providing volunteer opportunities within our communities.
- To empower our membership to achieve personal fulfillment through Service Not Self.

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Values

Our statement of values is predicated on the founding purposes:

- Commitment to the four founding principles: justice, freedom, democracy, loyalty.
- Service to God, our country, its veterans, military, and their families.
- Tradition of patriotism and citizenship.
- Personal integrity and family values.
- Respect for the uniqueness of individual members.
- Truthful, open communication in dealing with the public and our members.
- Adherence to the adopted policies and rules.

Code Of Ethical Conduct

Service Not Self is a concept that governs everything we do for the American Legion Auxiliary. The ALA exists to support The American Legion and to honor the service of our veterans, military, and their families. The organization has pursued that mission for over a century, and during that time has learned that achieving these goals requires a strong focus on our core values of integrity, honesty, fairness, openness, responsibility, and respect.

This Code of Ethical Conduct (“Code”) provides a framework for how we apply these core values in our service. The Unit Executive Committee is composed of Unit Officers and At-Large Member(s) elected by the Unit. The Code is the defining document explaining the culture of our organization, and we require that all Unit Executive Committee members read it, understand it, and apply its principles in all their service for the American Legion Auxiliary.

It is in the best interest of the Unit to actively address all violations of this Code, which is only possible if concerns are raised clearly and quickly. For this reason, The Unit strongly encourages prompt reporting of concerns using the reporting channels described in the Ethical Conduct Review Policy; all reports will be treated with the same standards described in this Code. The Unit prohibits retaliation against anyone for making a good faith report of suspected wrongdoing. A report is made in good faith if it is made with honest intentions, not malicious or for personal gain, and the information in that report is true and complete to the best of your knowledge.

The Code provides a framework with guidance and support. The Unit is committed to integrity, honesty, fairness, openness, responsibility, and respect as the Unit 60 continues to work as together to enhance the lives of veterans, military, and their families, both at home and abroad.

Ethical Conduct

All Unit Executive Committee members and the Unit membership are expected to uphold and follow the governing documents of the National American Legion Auxiliary and American Legion Auxiliary Department of Oklahoma Constitution, Bylaws, and Standing Rules, as well as all national and department policies and procedures. Conduct that is suspected to be a violation of these governing documents or detrimental to the best interest of either the national or department organization may be referred to the Ethical Conduct Committee. While it is not possible to provide an exhaustive list of all potential ethics violations, some key examples include the following but not limited to:

- Violations of national, department, district, or Unit Constitution, Bylaws, Standing Rules, or other policies and procedures.
- Violations of federal, state, or local laws resulting in a conviction.

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- Conduct, whether past or present, that presents potential liability risk, reputational risk, or hinders the mission of the National American Legion Auxiliary, the American Legion Auxiliary Department of Oklahoma or the Unit.

Diversity, Equity, and Inclusion

We are proud of our organization’s diversity. We are strengthened by the range of backgrounds and beliefs represented by our membership, and we believe that we do our best work in an atmosphere of mutual respect for the worth and dignity of our members, those eligible to become members, and those we serve. We do not discriminate on the basis of race, sex, national origin, religion, disability, age, sexual orientation, marital status, parental status, medical condition, or any other legally protected characteristic.

Corporate Governance

As Unit Executive Committee members have an obligation to carry out the following legal duties:

1. **Duty of Care:** Duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of care that an ordinary prudent person would exercise in a like position and under similar circumstances. This means that you have a duty to exercise reasonable care when you make a decision as a steward of the Unit.
2. **Duty of Loyalty:** You must give undivided allegiance when making decisions affecting the Unit. This means you must act in the best interests of the organization and must place the interests of the department above your own personal interests.
3. **Duty of Obedience:** You are obligated to obey applicable laws and National American Legion Auxiliary, the American Legion Auxiliary Department of Oklahoma, the American Legion Auxiliary Department of Oklahoma First District and the Unit governing documents and policies and may not act in a way that is inconsistent with their mission or goals.

Maintaining law and order is part of our values as an organization, and we are committed to compliance with all applicable federal, state, and local laws and regulations, including but not limited to laws and regulations related to nonprofit administration and governance, labor and employment, financial accountability, taxation, fundraising, trademark protection, and licensing.

As members of a board of directors of a nonprofit organization established as a non-incorporated entity in the State of Oklahoma, Unit Executive Committee members do not need to be experts in the law but do need to familiarize themselves with the laws that apply to their service and are responsible for seeking the advice and knowledge needed to stay reasonably informed. In addition to the basic duties that exist under the law, Unit Executive Committee members must:

- Promote a culture of integrity by making ethical decisions and reflecting our core values in its actions.
- Ensure that the Unit conducts all communication, business, and transactions with honesty and transparency.
- Ensure that all The Unit policies are in writing, clearly articulated, officially adopted, regularly reviewed, fairly and consistently enforced, and effectively communicated to everyone governed by them.
- Periodically review the Unit’s structure, procedures, and programs, and determine whether any policies or practices should be changed to comply with applicable laws, National American Legion Auxiliary, American Legion Auxiliary Department of Oklahoma, and American Legion Auxiliary Department of Oklahoma First District policies and values, or general best practices.

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- Attend The Unit Executive Committee meetings and any board-related training sessions unless the absence is excused at the discretion of the Unit President.

Responsible Stewardship

Our success as an organization depends not just on the strength of our programs but on our ability to use our resources wisely. Theft, misappropriation, carelessness, and waste have a direct impact on our culture, our reputation, our integrity, and our ability to carry out our programs, so all The Unit Executive Committee members are required to ensure that our assets are used efficiently, and only for legitimate purposes. Specifically, the Unit Executive Committee must ensure that:

- The resources of the organization are responsibly and prudently managed; and
- The organization has the capacity to carry out its programs effectively.

Openness and Disclosure

The Unit's reputation depends on maintaining trust with the public. For this reason, the Unit Executive Committee is responsible for ensuring that the unit organization provides comprehensive, timely, and appropriate information to the public, the media, and its members, and is responsive to reasonable requests for information, and that all information about the department organization fully and honestly reflects the policies and the practices of the National American Legion Auxiliary, the American Legion Auxiliary Department of Oklahoma, District 1 and the Unit.

Conflict of Interest

As nonprofit board members, the members of the Unit Executive Committee have a legal duty to act in the best interests of the National American Legion Auxiliary, the American Legion Auxiliary Department of Oklahoma, District 1 and the Unit to avoid conflicts of interest as detailed in our Conflict of Interest Policy. Evaluating whether a conflict of interest exists can be difficult, and may involve a number of considerations, which is why you are required to annually disclose all potential and actual conflicts of interest of which you are aware, disclose any time you become aware of a conflict, and abstain from voting on such matters.

Fundraising

The Unit deeply values its relationships with individual and corporate donors. As detailed in national and department policy, all The Unit Executive Committee members are required to protect the privacy of American Legion Auxiliary donors, and to ensure that funds are always expended in a manner that is consistent with donor intent.

I. UNIT ORGANIZATION

Section 1: The American Legion designated the birth date of the American Legion Auxiliary as November 10, 1919.

Section 2: The American Legion Auxiliary shall coordinate with The American Legion on all similar governance and program matters and conduct itself at all times in a manner that ensures harmony.

Section 3: Units of the American Legion Auxiliary are separate entities that operate independently as affiliates of the American Legion Auxiliary National Organization. Units shall be governed by its own Constitution, Bylaws and Standing Rules which shall not conflict with the National Constitution,

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Bylaws, and Standing Rules, the Department of Oklahoma Constitution, Bylaws and Standing Rules, or the Department of Oklahoma First District Constitution, Bylaws, and Standing Rules.

The Unit may refer to the ***Unit Handbook, the Manual of Ceremonies***, and other publications of the National and Department organizations for guidance in the conduct of its programs and the administration of Unit activities.

Section 4: Each Unit of the American Legion Auxiliary shall be responsible for verifying eligibility and deciding the 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 5: The Unit shall have the authority to establish annual Unit dues. Annual dues collected by the Unit shall include: National, Department, First District, and Unit dues. The Unit shall remit the National and Department portion of the dues collected to the Department Headquarters as established by National and Department. The First District portion of dues collected shall be remitted to the American Legion Auxiliary First District Treasurer as set forth in the First District governing documents. All dues for National, Department, and District shall be remitted in a timely manner, but at least once per month. The remaining portion of dues collected shall remain in the treasury of the Unit to cover operating and program expenses.

Section 6: No person may be a member of more than one unit at a time.

Section 7: Only a person who is a member in good standing of a Unit may be given full membership rights and privileges, including holding office, chairing a committee, or voting.

Section 8: Unit members who are legally authorized to handle money or financial transactions for the unit shall be bonded.

Section 9: A new member joining the American Legion Auxiliary prior to the annual National Convention must pay full current annual dues to be eligible for full membership rights, privileges, and benefits.

A new member joining the American Legion Auxiliary after the National Convention may be given full membership rights, privileges, and benefits from the date the dues are received through December 31 of the following year and by majority vote of the unit membership.

Section 10: A member who is not subject to suspension or membership revocation under the principles of fundamental fairness which includes notice and an opportunity to be heard is eligible to transfer membership to another Unit if the member has paid 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 the member wishes to transfer.

Transfer is final upon verification of eligibility, evidence of paid membership, and majority vote by the Unit membership in attendance of a regular unit meeting in which the transferee is presented for the membership confirmation vote.

Evidence of paid membership includes:

- A. American Legion Auxiliary membership card.
- B. Verification of membership by ALA Department or National Headquarters membership records.

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- C. Other documentation verifying payment of current or immediate past year membership dues such as a cancelled check or receipt; or,
- D. When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered.
- E. A member whose dues are paid up-to-date and who is not subject to suspension or membership revocation under the principles of fundamental fairness which includes notice and an opportunity to be heard shall be considered in good standing and the member shall be entitled to full membership rights, privileges, and benefits in the new Unit.
- F. Membership eligibility through the service of a deceased veteran may be established by certification by the Post Adjutant or other Post official of the deceased veteran's proof of military service. Joining online requires an affidavit of eligibility; the Unit may request a copy of the veteran's proof of military service. Eligibility for membership in a Unit without a Post may be established by certification by the Department Adjutant.
- G. A Unit member can challenge the membership eligibility of a current member or a person being considered for membership. Eligibility decisions by the Unit may be appealed to the Department Executive Committee, which shall have the final authority.
- H. A valid American Legion Auxiliary membership card shall reflect the member's current pertinent membership information and may either be:
 1. A pre-printed Auxiliary membership card mailed via the United States Postal Service or couriered via a professional delivery service.
 2. A pre-printed Auxiliary membership card electronically or digitally printed from a new membership generated online or a renewed membership paid online or by phone via the American Legion Auxiliary website online membership site; an official American Legion Auxiliary membership card printed online must bear the electronic signature of the American Legion Auxiliary Secretary and be hand-signed by the member.
 3. An American Legion Auxiliary membership card electronically printed as described above in subsection (h)(ii) carries all of the American Legion Auxiliary rights and privileges the same as does a pre-printed stock Auxiliary membership card as described above in (h)(I).

Section 11: As required by United States trademark laws and the American Legion Auxiliary National Bylaws, all Units and Unit subsidiary organizations of the American Legion Auxiliary shall be subject to regulation by action of the American Legion Auxiliary.

Section 12: The Unit has the responsibility for the discipline of its members. A member disciplined by their unit may appeal the unit's disciplinary action in writing to the Department Executive Committee. The Department Executive Committee shall review the appeal and respond, as it deems appropriate. The action of the Department Executive Committee is final. Disciplinary actions against members, including membership suspensions, are not appealable to the National Organization. All discipline must be imposed in accordance with the principles of fundamental fairness. A department may discipline a unit for failure to discipline a member.

Section 13: An American Legion Post has no authority to regulate a Unit and vice versa.

Section 14: The National organization may provide blanket insurance coverage for Unit members handling Unit funds in amounts as recommended by the national Risk & Compliance Committee as approved by the National Treasurer. Participating Departments will be bill for Unit Coverage by the National Organization. Participating Departments may include the cost of this blanket insurance

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coverage in its mandatory fees assessed to each of its Units. Failure on the part of the unit to pay this insurance assessment may result in the unit being declared not in good standing; consequences as adopted by the Department Executive Committee may then be applied to the unit until such time as the unit takes the necessary steps to return to good standing status with the Department.

Section 15: When a Unit ceases to function, or its charter has been canceled, the charter, all unit records, assets, and funds shall be immediately forwarded to the Department Headquarters. The Department has no obligation to assume any of the Unit's debts or other obligations.

Section 16: A Unit whose charter has been suspended, canceled, or revoked without its consent may appeal the Department's decision to the National Executive Committee as provided in the National Standing Rules. A Unit whose charter has been suspended, canceled, or revoked shall adhere to the unit closing procedures as stated in these Standing Rules.

II. UNIT CLOSING PROCEDURES

Section 1: When the Unit recognizes that it is no longer able to sustain its charter, the following steps should be implemented:

- A. A meeting of all Unit members shall be called by the Unit President. This should be a written call that details the purpose of the meeting, and should be mailed via trackable means through the United States Postal Service. It is highly recommended that a copy of this letter also be sent to the District President and to Department Headquarters.
- B. A vote should be taken to get consensus of the membership whether they wish to surrender the charter or attempt to revitalize. At the point the decision is made to surrender the charter, the Unit is no longer in control of its bank account(s) or assets, which should be frozen.
- C. At the point the decision is made to surrender the charter, the following action should be taken immediately:
 1. A certified letter shall be sent to the District President and to Department Headquarters informing both of the Unit's decision to surrender its charter so necessary arrangements can be made with the assistance of the District President and Department.
 2. A letter must be sent to each member listed on the Unit's ALAMIS membership roster informing the member that a decision to surrender the unit charter has been reached and offering the member the opportunity to transfer to another unit.
 3. Unit officers should begin to gather **all** records, including, but not limited to current and historical records, financial/bank records, minutes, all assets i.e., flags, bell, small appliances, and anything the Unit purchased to use for its operations. Arrangements should be made to turn over all of those items to the Department Headquarters at the earliest time possible.
 4. The Internal Revenue Service should be notified that the Unit has ceased operations and the final 990-N filed.

Section 2: Should closure of a Unit come as a decision made by the Department Executive Committee, there shall be communication between the Department, District, and the Unit leadership. Upon determination that the unit cannot be salvages and revitalized, the steps set forth in Section 1 outlining the procedures for a voluntary surrender of the charter shall be followed.

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III. UNIT EXECUTIVE COMMITTEE

Section 1: The Unit Executive Committee (UEC) shall be as established in Bylaws Article I.

Section 2: Unit members who are not members of the Unit Executive Committee (UEC) but who serve as a Committee Chair shall have the privilege to make motions on behalf of the committee they chair to the Unit Executive Committee (UEC).

Section 3: The Unit Executive Committee (UEC) shall make determinations regarding the election, eligibility, conduct, and capacity of Unit officers and Unit Committee members in executive session pursuant to the principles of fundamental fairness.

Section 4: In the event the Unit President, Vice President, Secretary, Treasurer (or Secretary/Treasurer), Historian, or Chaplain become incapacitated or otherwise unable to discharge the duties of their office, the Unit Executive Committee (UEC) may declare the position vacant.

Section 5: The Unit Executive Committee (UEC) shall adopt the annual budget, adopt policies and standing rules, unless otherwise noted in the Unit Constitution and Bylaws, review financial statements, accept the annual Unit Review report, ratify committee and other appointments, confirm the appointment of officials not otherwise provided in the Constitution and Bylaws, levy assessments as needed, receive the filing of reports and other duties and responsibilities that are the normal function of a corporate board of directors.

IV. DUES AND ASSESSMENTS

Section 1: The annual per capita dues for Senior Members collected beginning the 2025 membership year by the Unit shall be **what your unit determines Dollars (\$__.00)**. This includes the National annual per capita amount of Eighteen Dollars (\$18.00), Department annual per capita amount of Fourteen Dollars (\$14.00), First District annual per capita amount of one Dollar (\$1.00), and Unit annual per capita of seventeen Dollars (\$17.00). The Unit Treasurer will transmit to Department Headquarters a total of Thirty-Two Dollars (\$32.00) for National and Department annual per capita. The Unit Treasurer will transmit to the First District Treasurer a total of one Dollar (\$1.00) per capita.

The per capital (dues) for Senior Members shall include a complimentary subscription to the American Legion Auxiliary National magazine.

Section 2: The annual per capita dues for Junior Members collected beginning the 2024 membership year by The Unit shall be ten Dollars (\$10.00). This includes the National annual per capita amount of Two Dollars and Fifty Cents (\$2.50), Department annual per capita amount of Three Dollars (\$3.00), First District annual per capita amount of one Dollar (\$1.00, and Unit annual per capita of three Dollars and fifty Cents (\$3.50). The Unit Treasurer will transmit to Department Headquarters a total of Five Dollars and 50 Cents (\$5.50) for National and Department annual per capita. The Unit Treasurer will transmit to the First District Treasurer a total of one Dollar (\$1.00) per capita.

Section 3: Membership dues are to be submitted to the Department and to District 1 in a timely manner, but at least once a month. Failure to forward dues in a timely manner creates a grave legal liability to the Membership Chair and to the Unit.

Section 4: The per capita dues for Senior and Junior members shall require a two-thirds (2/3) vote of the Unit membership present and voting in the affirmative.

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Section 5: Dues shall be payable annually for the succeeding calendar year, or may be paid for life via a Paid Up For Life (PUFL) membership.

Section 6: A member failing to pay such annual dues by January 31st of the current membership year shall be delinquent and suspended from membership privileges.

A member deemed delinquent for failing to pay dues by December 31st of the current membership year shall be classified as expired. Such expired member may rejoin as an active member under the member's original join date without interruption of continuous years of membership and membership privileges reinstated, by payment of all past dues.

A member deemed expired for failing to pay dues by December 31st of the current membership year may rejoin, with a new join date, at any time in the future by re-establishing eligibility and making application as a new member. Membership cards will reflect the most recent join date.

Section 7: When the Unit Membership Chair received membership payments, transmittal reports are prepared for both Department and District. A check for the total of National and Department dues payable to the ALA Department of Oklahoma shall accompany the transmittal report sent to Department Headquarters or may pay dues through ALAMIS and provide the District Treasurer with current unit rosters quarterly and as needed.

A check for the total of First District dues payable to the ALA First District shall accompany the transmittal report sent to the First District Treasurer.

Section 8: National Headquarters will mail the first dues renewal notice between September 1st and September 15th in order to allow Departments adequate time to process end of year payments. A second renewal notice will be mailed by National Headquarters no later than February 1st.

Section 9 The Unit is required to annually report to National Headquarters the total amount of annual per capita dues the Unit will be collecting, even if there is no change in the amount, as well as who the Unit's Membership Chair is and where dues are to be remitted. This makes it possible for National to include all that information on renewal notices.

Units that fail to submit this required membership dues information to the Department prior to the declared deadline, or that late decide the need to amend their dues shall be assessed a fee to make a change, plus, the renewal notices mailed to members may not reflect the change(s) made.

V. UNIT MEETINGS

Section 1: The Unit shall meet on the second Monday of each month at 6 p.m. CT/CDST to conduct its monthly business meeting. The American Legion Auxiliary **Your unit name** Unit No. _____ Department of Oklahoma shall be located at _____, Oklahoma (**zip code**).

Section 2: The second Monday of April at 6pm shall be the annual business meeting of The Unit for the purpose presenting the financial review report and elections of officers.

- A. Should an officer miss (2) two consecutive meetings, said office shall be considered vacant and filled according to the Unit Constitution and Bylaws.
- B. Excused absents shall include but not be limited to death of an immediate family member or medical emergencies supported by a note from a physician.

Section 3: As provided in Bylaws Article IV, Unit Meetings, the American Legion (insert your unit name & number)has authorized the use of alternative methods and technology to hold meetings and

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conduct business. *Robert's Rules of Order Newly Revised 12th Edition, Section 9:33*, advises that whenever electronic meetings are authorized, it is advisable to adopt additional rules pertaining to the conduct of such meetings.

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Traditionally, business decisions are made by the Unit membership at either the regular monthly business meeting, or the annual business meeting; however, between meetings, the Unit Executive Committee (UEC) is authorized to make decisions. There are also situations that require Committees to meet. As experienced in 2020, there could be unsurmountable situations beyond the control of anyone that prevents in-person meetings making the ability to conduct business through virtual technology necessary, or it could be a matter of operational efficiency that would necessitate the use of virtual meetings

Section 4: VIRTUAL MEETINGS:

- A. Determine who needs to be present at the meeting
- B. Determine how quickly the meeting needs to be held
- C. Determine which type of meeting and/or technology best meets the needs of the meeting and its participants.
- D. Set the date, time, and how the meeting will be conducted.

Section 5: SET UP THE MEETING AND NOTIFY PARTICIPANTS:

- A. The Unit President, Unit Secretary, or in the case of a Committee, the Committee Chair, shall send an e-mail to every person invited to the meeting.
- B. The notification should be sent thirty (30) days prior to the meeting unless it is a dire emergency. In the event of a dire emergency, the e-mail should give as much notice as possible and followed up with a phone call to make sure everyone received notice.
- C. The notice should contain the following information:
 - 1. The date and time of the meeting.
 - 2. The physical location of the meeting if a physical location is being utilized.
 - 3. The URL and codes necessary to connect to the internet meeting.
 - 4. As an alternative and backup to the audio connection included with the internet service, the phone number, and access codes the member needs to participate aurally by telephone.
 - 5. A copy of, or a link to, these rules shall be included.
- D. **Log-in-time:** The individual calling the meeting shall schedule the internet meeting service availability to begin at least fifteen (15) minutes before the start of each meeting.
- E. **Signing In or Out:** Members shall identify themselves as required to sign into the internet meeting service, shall maintain internet and audio access throughout the meeting whenever present, but shall sign out upon any departure from the meeting before adjournment.
- F. **Quorum Calls:** The presence of a quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members. As established in these Constitution and Bylaws, a quorum shall be the number of members present at a meeting since they represent the membership at that time.
- G. **Technical Requirements and Malfunctions:** Each member is responsible for their own equipment, audio, and internet connections; no action shall be invalid on the ground that the

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loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

- H. **Forced Disconnection:** The Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minute.
- I. **Assignment of the Floor;** To seek recognition by the Chair, a member shall follow the internet meeting service's procedure to ask for the floor. Upon assigning the floor to a member, the Chair shall clear the online queue of members who had been seeking recognition. To claim preference in recognition, another member who has been seeking recognition may promptly seek recognition again, and the Chair shall recognize the member for the limited purpose of determining whether that member is entitled to preference in recognition.
- J. **Interrupting a Member;** A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the feature provided by the internet meeting service for so indicating and shall thereafter wait a reasonable time for the Chair's instructions before attempting to interrupt the speaker by voice.
- K. **Motions in Writing:** A member intending to make a main motion, to offer an amendment or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the Secretary/Office Director or designated Recording Secretary or their assistants, for the meeting proceeded by the members name, office or Unit number and city/town of the Unit. There shall also be a number displayed corresponding to the number of written motions the member so far posted during the meeting (e.g., SMITH 3; FRANCES JONES 2). Use of the online area designated by the Secretary/Office Director or designated Recording Secretary or their assistants, for this purpose, shall be restricted to posting the text of intended motions.
- L. **Display of Motions:** The Secretary, or designated Recording Secretary or their assistants, shall designate an online area exclusively for the display of immediately pending question and other relevant pending questions (such as the main motion or the pertinent part of the main motion when an amendment to it is immediately pending); and, to the extent feasible, the Secretary or any assistants appointed by them for this purpose, shall cause such questions or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
- M. **Voting:** Votes shall be taken by the anonymous voting feature of the internet meeting service, unless a different method is ordered by the Unit Executive Committee, or the Committee holding the meeting, or that is required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The Chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
- N. **Video Display:** The Chair, the Secretary, the designated Recording Secretary or their assistants shall cause a video of the Chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak or report.

Section 6: Rules for Telephone or Speakerphone Meetings With or Without Internet Support.

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- A. The Unit Secretary, or in the case of a Committee, the Committee Chair, shall send an e-mail to every person invited to the meeting.
- B. The notification should be sent out at least thirty (30) days prior to the meeting unless it is a dire emergency. In the event of a dire emergency, e-mail should be followed up with a phone call to make sure everyone received notice.
- C. The notice should contain the following information:
 - 1. The date and time of the meeting.
 - 2. The physical location of the meeting if a physical location is needed.
 - 3. The URL and codes necessary to connect to the internet meeting service.
 - 4. As an alternative and backup to the audio connection included with the internet service the phone number and access codes the member needs to participate aurally by telephone.
 - 5. A copy of or a link to these rules shall be included.
- D. **Call-In Time:** The Secretary/ or the Committee Chair shall schedule a telephone conference call, using a free service that provides each user a unique access code, to begin fifteen (15) minutes before the start of each meeting. The Secretary shall also establish accounts with a free online survey tool that supports anonymous surveys, and with a free file-hosting service.
- E. **Technical Requirement:** For the purpose of electronic ballot voting and file sharing, members shall maintain internet access during the meeting.
- F. **Arrival Announcements:** Members shall announce themselves at the first opportunity after joining the telephone con member. Such a demand may be made following the departure of a member. As stated in these Constitution and Bylaws, a quorum shall be the number of members present at the meeting since they represent the membership at that time.
- G. **Departure Announcements:** Members who leave the telephone conference call before adjournment shall announce their departure but may not interrupt a speaker to do so.
- H. **Quorum Calls:** The presence of a quorum shall be established by a roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of a member. As stated in these Constitution and Bylaws, a quorum shall be the number of members present at the meeting since they represent the membership at that time.
- I. **Obtaining Floor:** To seek recognition by the Chair, a member shall address the Chair and state their name.
- J. **Motions Submitted in Writing:** Members may submit motions to the Chair in writing by uploading them to the file-hosting service and notifying the Chair of the URL or download link need to access the file.
- K. **Voting:** All Votes shall be taken by roll call unless required under the rules or ordered by the Committee to be taken by ballot. When a vote is taken by roll call, only the number of votes on each side and the number of members present but not voting shall be entered in the minutes, unless the committee requests a fully recorded roll-call vote. Ballot votes shall be taken electronically, as follows:
 - 1. The Secretary or the designated Recording Secretary and their assistants shall post the questions using the online survey tool.
 - 2. Additional information shall be provided upon a member's request.
 - 3. The Chair shall notify the members that the polls are open, providing any additional information that members need to cast their votes online.

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4. The polls shall be closed not less than two (2) minutes after they have been opened by the Chair. Business may also be conducted by unanimous consent.

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- L. **Technical Malfunctions:** Each member is responsible for their own connection to the telephone conference call and to the internet; no action shall be invalidated on the grounds that the loss of or poor quality of a members individual connection prevented participation in the meeting.
- M. **Forced Disconnections:** The Chair may order the Secretary or the designated Recording Secretary or their assistants to disconnect or mute a member's connection if it is causing undue interference with the telephone conference call. The Chairs' decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

Section 7: Some Members Participate By Phone in An Otherwise Face-to-Face Meeting:

- A. The Unit Secretary, or in the case of a Committee, the Committee Chair, shall send an e-mail to every person invited to the meeting.
- B. The notification should be sent at least thirty (30) days prior to the meeting unless it is a dire emergency. In the event of a dire emergency, the e-mail should be followed up with a phone call to make sure everyone received the notice.
- C. The notice should contain the following information:
 - 1. The date and time of the meeting.
 - 2. The physical location of the meeting if a physical location is needed.
 - 3. The URL and codes necessary to connect to the internet meeting service.
 - 4. As an alternative backup to the audio connection included with the internet service, the phone number and access codes the member needs to participate aurally by telephone.
 - 5. A copy of, or a link to, these rules shall be included.
- D. **Call in Time:** The Secretary or the Committee Chair shall schedule a telephone conference call, using equipment provided by a free service, to begin fifteen (15) minutes before the start of the meeting.
- E. **Meeting Room Equipment:** The Unit shall provide a speakerphone at each meeting, which the Secretary or the Recording Secretary or their assistants shall connect to the telephone conference call at least five (5) minutes before the start of the meeting.
- F. **Location of the Chair:** The Chair of the meeting must be present in the meeting room.
- G. **Arrival Announcements:** Members who participate in the meeting by phone shall announce themselves at the first opportunity after joining the telephone conference call but may not interrupt the speaker to do so.
 - H. **Departure Announcements:** Members who leave the telephone conference call or the meeting room before adjournment shall announce their departure but may not interrupt a speaker to do so.
- I. **Quorum Calls:** The presence of a quorum shall be established by roll call at the beginning of the meeting and on the demand of any member. Such a demand may be made following the departure of any member. As stated in these Constitution and Bylaws, a quorum shall consist of the number of members present since they represent the entire membership at that time.
- I. **Obtaining the Floor:** To seek recognition by the Chair, a member shall address the Chair and state their name, Unit number and town in which their Unit is located.

- J. **Motions Submitted in Writing:** Members who participate in the meeting by phone may not submit motions in writing during the meeting but are entitled to make Motions orally. Members may, however, submit motions in writing by sending them at least twenty-four (24) hours before the meeting to the Secretary or the Committee Chair who shall send any such pre-submitted motions by e-mail to all members in advance of the meeting and shall provide copies to the members present in person at the meeting.
- K. **Voting Methods:** All Votes shall be taken by roll call. Unless the Body orders a fully Recorded roll call vote, only the number of votes on each side and the number of members present but not voting (including members participating by phone) shall be entered into the minutes. Business may also be conducted by unanimous consent.
- L. **Loss of Meeting Room Connections:** Any business transacted while the meeting room speakerphone is disconnected from the telephone conference call is null and void, except that the members present in the meeting room at such a time may take those actions that are in order in the absence of a quorum.
- O. **Other Technical Malfunctions and Requirements:** Each member is responsible for their own connection to the telephone conference call. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- P. **Forced Disconnections:** The Chair may order the Secretary or the Recording Secretary or their assistants to disconnect or mute a member's connection if it is causing undue interference with the telephone conference call. The Chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

VI. COMMITTEES

Section 1: Unit Standing Committee shall be but not limited to per discretion of the residing Unit President:

- A. **Americanism:** shall be but not limited to assisting The American Legion Milam-Stanley Post 60 with placing of the flags on veteran's gravesites and downtown for Memorial Day, Flag Day, 4th of July, Labor Day, Veterans Day and the Americanism essay contest.
- B. **Community Service:** Participating in (**YOUR UNIT Project's**) Blood Drive, Food Pantry, Trunk or Treat.
- C. **Constitution and By-Laws:** Annual review to ensure compliance with National, Department and District changes or additions to the ALA Constitution and By-Laws
- D. **Education:** Provide ALA information to area elementary, junior high and high schools regarding ALA
- E. **Finance:** Perform annual review of treasurer's accounting.
- F. **ALA Girls State:** Advocate **Your Town/City** area that "all" high school junior girls participation and sponsorship is available.
- G. **History:** Coordinate with Area Historical Society for possible future exhibits of historical Unit documents on an 'as loan basis' to be returned to the unit on a given date.
- H. **Junior Activities:** Coordinate with The American Legion Post **Number** in the development of Junior Activities Program and the Sons of the American Legion.
- I. The Unit shall work with the your **local Public School District**, for the purpose of promoting the ALA Junior Programs, Poppy Program, Americanism Program and ALA Oklahoma Girls State.

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- J. **Leadership**
- K. **Legislative**
- L. **Membership**
- M. **National Security**
- N. **Poppy**: Adopt a Veteran for Christmas, participation in the poppy poster contest and district poppy contest with flower arrangements
- O. **Public Relations**: Liaison between the (Your Unit) City governments, CEDA, Project (Your Unit) and the (Your Unit) Area Chamber of Commerce.
- P. **Risk and Compliance Committee**: Ensure American Legion Auxiliary Unit non-profit 990n3 is completed accurately and timely.
- Q. **Veterans Affairs and Rehabilitation**: Provide continued support to the Claremore Veterans Hospital Bingo activities, Valentine Cards.

Section 2. There shall be no limited debate or discussion during committee meetings.

Section 3: Committee Chair and Committee Member Responsibilities

- A. The Committee Chairs shall act as a secretary and submit written reports to the membership regarding the committee activities and functions during the next Unit meeting.
- B. A final report utilizing the “Event Worksheet Form” shall be submitted to the membership during the next Unit meeting after any scheduled event by the acting Committee Chair
- C. In order that there may be no interference with the Unit membership having the benefit of its committees’ matured judgement, motions to close or limit debate are not allowed in committees.
- D. Committee members are to conduct themselves in accordance with parliamentary procedure as indicated in the governing documents. A breach of order or disorderly conduct will not be tolerated. The disrupting Unit Committee member may be asked to leave the meeting room for the remainder of the meeting.
- E. The Chair will be responsible for reporting any misconduct which requires removal from a committee meeting to the Unit President.
- F. It is highly recommended that committee members attend at least 7 of 10 Unit meetings throughout the year.

Section 4: Girls State Chair and Committee Member Responsibilities

- A. The Girls State Chair shall assume a leadership role with the responsibility for ensuring recruitment and fundraising for **your local** Public School District.
- B. The Girls State Chair is directed but not limited to have at least one unit member from the local (insert name of) Public Schools District area and one from each outlining school districts, whom will be having attendees going to Girls State.
- C. The Chair is responsible organizing and coordinating with Public Schools in the fall semester for the Open House Night event to encourage meeting and recruiting juniors for Girls State.
- D. The Chair along with committee members are responsible for securing funding from their given outlying school districts for their attendees. Such as but not limited to: **(name the different schools your unit maybe working with)**
- E. The Chair is to provide both a verbal and written report during the Unit membership meeting regarding the committee actions throughout the school year for recruitment and fund raising.

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- F. It is highly recommended that committee members attend at least 7 of 10 Unit meetings throughout the year.
- G. The Chair and committee members representing American Legion Auxiliary Department of Oklahoma Unit shall work cooperatively with school administrators, counselors, educators from area school district(s), High School Junior girl students may be selected to attend the ALA Oklahoma Girls State. The Unit may elect to solicit donations from local area businesses, civic organizations, or patriotic citizens to fund the scholarships provided for the _____ school district(s), students to attend ALA Oklahoma Girls State. These funds can only be used to fund the sponsorships to the Oklahoma Girls State event.
- H. Whereas, traditionally, **Name the school districts within your area** Public School District or organizations within that community such as but not limited to PTO, 4H, FFA may assist with funding to cover the cost of scholarships to send ALA Oklahoma Girls State selectees from their given school district.
- I. The selected students to attend ALA Oklahoma Girls State from these outlying school districts may be funded by either the Unit, or by fundraising efforts along with Unit funds or the funds may come from the student.

Section 5: The Unit may from time to time make adjustments to the Committees and Programs its members support.

VII. FINANCE

Section 1: As stated in Bylaws Article II, it is the duties of the Unit Treasurer to receive money belonging to the Unit and to account for same.

Section 2: The Treasurer shall be covered by a bond that shall be paid from the Unit Treasury.

Section 3: The Treasurer shall pay all authorized expenses, which may be through:

- A. An affirmative vote recorded in meeting minutes.
- B. An adopted policy
- C. It shall be the policy of the Unit "if funds are available" to allow the Treasurer to purchase office supplies, copy paper, printer toner, and/or stamps but not limited to expenses of the Unit's daily operation not to exceed (\$300.00) three hundred dollars per year. When the amount of (\$300.00) three hundred dollars has been reached the treasurer shall present all additional expenses for a vote of approval by the membership.
- D. It shall be the policy of the Unit "if funds are available" to provide "Emergency Assistance" up to but not to exceed \$100.00 for catastrophic events which occurred in Oklahoma to assist Veterans, active military and their families.

Section 4: Both the President and the Treasurer are authorized to have a debit card drawn on the Unit's regular bank checking account.

Section 5: Payment for expenses may be by check, debit card, or on rare occasions, cash.

Section 6: Receipts for all payments are required.

Section 7: Prior to the Department Convention, National Convention, Fall Conference, or Mid-Winter Conference, a vote may be taken by members at a duly convened Unit meeting to determine how much of each Delegate's expenses will be covered by the Unit. This amount may vary from

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year to year and shall be based upon the availability of the funds. Receipts for out-of-pocket reimbursement for each Delegate must be presented to the Treasurer for reimbursement. (might add "not to exceed", pay registration fees etc)

Section 8: Based upon the availability of funding, the Unit may vote to defray Delegate expenses to attend First District Meetings. Receipts must be presented to the Treasurer for reimbursement.

Section 9: When funding is available The Unit will annually offers one or more scholarships to outstanding students for college or certified trade school 2 year or longer program in the (Name your area) school districts it works with. The number of scholarships may vary from year to year as well as the amount of the scholarship awarded. (we left this in and later developed our scholarship pgm; this way we did not have to re-invent the wheel)

Preference is given to any American Legion Auxiliary Junior Member, or descendent of a veteran. Because the American Legion Auxiliary was originally designed for mothers, grandmothers, wives, daughters, and granddaughters of eligible veterans, the Unit gives preference to female scholarship applicants. Second preference shall be given based on the applicant's need. All applicants must have at least a 2.5 GPA in order to be considered.

The scholarship is awarded half for semester one (1), and half for semester two (2). The distribution is designed to encourage the student to remain in school and not drop out.

In order to claim the scholarship fund each semester, the selected student **MUST:**

Show proof of enrollment in a school of higher education, a technical school, or trade school. This **must** include the schedule of classes and number of credit hours per class.

- A. The student must attend an Oklahoma institution.
- B. The student must provide instructions as to whom the check should be payable to, and the address to which the check should be mailed.
- C. Students who fail to meet these requirements could forfeit the scholarship.

Section 10: It is a customary for the Unit, that when a member passes, the Unit purchases a flower arrangement to be sent the funeral home for the Unit member's family.

Section 11: The Unit may provide food for a member's family when a member passes. This expense may be shared with The American Legion Post (the post you are connected with) Authorization for the expenditure shall be given by either the Unit Executive Committee (UEC) or the members at a regular business meeting

VIII TREASURER'S DUTIES AND REQUIRED DOCUMENTATION

Section 1: The Treasurer shall prepare and present a verbal and written Financial Report during the monthly membership meeting.

- A. Written copies of the Treasurer's report shall be provided to unit members during the monthly membership meeting.
 1. This written report shall be a include but not limited to the current status from the first of the month to the last day of the month for the General Operating Fund Account, Poppy Fund, Girls State, deposits and any expenditures.
 2. Each report shall be detailed as to the date, source of income, amount received, and the purpose for which it was received. The report shall also detail by date, vendor, amount

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and purpose all expenditures. The Financial Reports shall be balanced to the bank account(s) and check book ledger.

Section 2: The Treasurer shall reconcile the monthly bank statements with the ledger beginning with the first of each month to the last day of the month. These monthly reconciliations shall then be filed in the working treasury book, along with all deposits and receipts.

Section 3: The Unit books shall be annually reviewed by at least three (3) Unit members who are not involved in financial transactions. It is recommended that this review be initiated after the March meeting then completed, and the report presented to the Unit no later than the April membership meeting of each year.

A. The Treasurer shall maintain a bookkeeping system that covers the first day of the month to the last day of the month and reconciled with the monthly bank statement of date and placed in a 3-ring binder in date order with monthly dividers. Due to the volume of paperwork there shall be two designated as “Treasurer’s Master Notebook and Working Treasurer’s Notebook”. The following will be placed and maintained in the “Treasurer’s Master Notebook”:

1. Copies of deposit slips and checks received.
2. After deposit is made, ensuing printed bank receipt of those particular funds shall be taped to the printed bank receipt and filed according to date order.
3. When membership dues are paid the Treasurer shall provide a copy of the deposited funds with printed bank receipt to the Membership Chair.
4. All receipts shall be taped to an 8.5x11 sheet of paper and filed in date order, by month in the Master Treasurer’s Files.
5. A section for all donations received shall be included in the Master Treasurer’s notebook in date order.
6. The Treasurer shall document on the “Donor Receipt Form” for all events, projects, fundraisers, 50/50 split back to the Unit; noting item donor whether cash donation, in-kind donation, name of donor, address, email, phone number indicating whether a thank you card/letter has been sent to individuals, businesses and organizations who make donations, whether monetary or in-kind to support the mission of the Auxiliary.

B. The Treasurer shall maintain a “Working Treasurer’s Notebook” This notebook shall be organized with dividers and in date order containing the follow:

1. The monthly Transaction Ledger.
2. Documentation of each deposit transaction shall be noted with supporting documentation such as deposit received by “Jane Doe; membership” on the transaction ledger.
3. All donations will be noted on the Unit’s Transaction Ledger what the donor intends for the monies donated such as “PF for Poppy Fund, GS for Girls State
4. Copies of the monthly Finance Report with supporting bank statement in date order.

C. The Unit will purchase a receipt book with 2 carbon copies for the office of treasurer’s use.

D. The Treasurer shall coordinate with and provide the Committee Chair the monies for approved by the membership fund raiser start up cash in the minimum amount of \$25.00 for all American Legion Auxiliary Unit fundraisers.

E. The Treasurer and Committee Chairperson of each fund raiser event shall sign off on a receipt for the amount of monies provided for the event fund raiser start up cash.

F. The Committee Chairperson is responsible for returning the fund raiser start up cash funds and event monies earned to the treasurer for deposit in ALA Unit 60 checking account. The

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Treasurer shall provide a receipt of all monies received with the signature of the event Chairperson and Treasurer for yearend accounting and bookkeeping.

- G. Two signatures shall be required on all ALA Unit expenditures.
- H. The Treasurer and Membership Chair shall be the two required signatures on all expenses incurred and approved by the membership. The President shall be the third person signature approved to sign for expenses incurred and approved by the membership should either the Treasurer or Membership Chair is unable.
- I. If the Unit President is unable to fulfill the required signature expenditure duty the First Vice-President shall assume that responsibility as the third signature.
- J. Treasurer shall coordinate with the Membership Chair when submitting membership due payments to Department and District. The transmittal form will be completed with the member's name, member ID number, noted whether it is a new or renewing membership and the type of membership.
 - 1. The Treasurer shall make not of members who are "Paid Up For Life" (PUFL) and collect District dues from "members who are PUFL.
 - 2. The Treasurer shall provide a copy of the membership transmittal form which will be given to the Membership Chair.
- K. The Treasurer may purchase copy paper for the purpose of printing off officers and chair reports, ink for the printer, stamps and other office supplies to maintain the Treasurer's working and master notebooks without the vote the membership or UEC may not to exceed \$150.00. All purchases must have a receipt and identified as the reason for the purchase documented on the receipt and placed in the Treasurer's Master Notebook in date order.

IX. MEMBERSHIP CHAIR

Section 1: The Membership Chair shall maintain a working "**Membership Notebook**" with dividers in alphabetical order with the following but not limited to the individual's ALA application, their signed "Code of Conduct and Ethics" membership agreement form, and copies of remittals, transfer requests, payments, and transmittals.

X. RECORDS

Section 1: American Legion Auxiliary records and assets, at all levels of the organization, are the property of the American Legion Auxiliary, not to any one individual. Therefore, whenever there is a change in officers, chairs of committees, the out-going officer or chair shall surrender all Auxiliary records and assets to their successor as soon as possible, but not more than 1 months' time. Should there be extenuating circumstances that makes this timeframe impossible, close communication between both out-going and in-coming officers/chairs is highly recommended to avoid conflict and a smooth transition from one officer to another.

Section 2: There shall be two Unit members who are authorized to have access to the National ALAMIS system. Unit President and Membership Chair.

XI. MEMBER DUTIES AND RESPONSIBILITIES

Section 1: Membership application shall be made according to the ALA National and State of Oklahoma ALA Department membership policy.

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- Section 2:** American Legion Auxiliary standard membership form must be completed, signed by the American Legion Post 60 Adjutant Officer according to American Legion Auxiliary National Policy and be accompanied with the total amount including National, State Department, District and Unit dues in one payment.
- Section 3:** Membership term is concurrent with ALA National and State operating year.
- Section 4:** Voting Unit privileges are granted only to those individuals who are 18 years or older as of January.
- Section 5:** Memberships which are delinquent in payment are considered to be outstanding and shall not have voting privileges until the following meeting of said application for renewal was made.
- Section 7.** It is highly recommended Unit members participate / assist with three (3) auxiliary events.
- Section 8.** Unit members giving of their time, talent or a contribution of \$25.00 shall be determined as to be assisting and helping at an auxiliary fund raiser.
- Section 9:** Unit members must be present or during an arranged virtual or audio meetings to vote on any motions which have been made according to "Robert's Rule of Order".
- Section 10.** All Unit members are responsible for completing membership application forms and payment of annual membership fees timely to the Unit Membership Coordinator or Treasurer as indicated under membership and dues of Unit Constitution and By-Laws.
- Section 11.** Unit members who fail to timely pay membership dues shall cease to a member of the Unit having no privileges of membership, be able to hold office or unit voting rights until membership dues are paid in full.
- Section 12.** It is recommend for membership to wear ALA branded clothing for events and / or functions.
- Section 13.** Unit members will conduct themselves in accordance to Robert's Rules of Order during meetings. Unit shall encompass Personal and Professional Integrity acting with honesty, integrity, and openness in all their communication, business and transactions as representative of the American Legion Auxiliary (organization). This organization promotes an environment that values fairness, honesty, integrity and commitment of the organization's founding principles and demonstrates respect for others.
- Section 14.** The Unit members will adhere to the ALA Code of Conduct and Ethics includes but not limited to:
- A. Honesty, Truthfulness, and Integrity when interacting with membership and officers which includes National, Department, District and Unit members while performing ALA National, Department, District or Unit responsibilities and duties.
 - B. Demonstrates fairness in all interactions with all American Legion Auxiliary membership.

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- C. Demonstrates professional behavior with the public and ALA membership while performing Unit duties.
- D. Demonstrates the professional skills expected for the American Legion Auxiliary National, Department, District, and Unit Committee Chair positions or Office held.
- E. Demonstrates Social Respectfulness of American Legion Auxiliary membership.
- F. Environment of care for American Legion Auxiliary National, Department, District and the Unit but not limited to the following: records, documents, historical items, or American Legion **(Name of your Post & Number)** property.
- G. Each member shall be required to sign the Code of Conduct and Ethics agreement form at the initial time of approved membership Unit.

Section 15: Disruptive behavior which interferes with the daily functions, activities or events of the American Legion Auxiliary National, Department, District and Unit and the use of elicited profanity while participating in daily functions, activities or events of the American Legion Auxiliary shall be considered a violation of the Code of Conduct and Ethics.

Section 16. All members shall uphold the Code of Conduct and Ethics for American Legion Auxiliary National, Department, District and the Unit while performing their duties and responsibilities as a member and / or officer of Unit _____.

Section 17. Each member must review the Code of Conduct and Ethics, agree and sign the Code of Conduct and Ethics Statement to remain a member in good standing.

Section 18. Violation of this code can result in serious disciplinary actions taken by the Unit Executive Committee. The different degrees of disciplinary actions that may be taken but not limited to are the following:

- A. May be determined not to be a member in good standing.
- B. Removal from office if said member holds office.
- C. If a member has been removed from office then they are determined to be ineligible to hold any position, chair or office of the Unit.
- D. Banned from Unit membership for 3 years.
- E. Loss of "Unit" membership.
- F. Potential legal repercussions.

XI. ANNUAL ELECTION ELIGIBILITY

Section 1: A Senior Unit member must be in good standing in order to run for office.

Section 2: It is highly recommended that the President and Treasurer is not blood related.

Section 3: To be eligibility to hold office the unit member must be current in National, Department, District and Unit dues.

These Standing Rules were adopted by a vote of the American Legion Auxiliary **(your unit name)** Executive Committee Unit No _____. Department of Oklahoma during the Executive Committee Unit Meeting held in **(your town)**, Oklahoma.

Date Adopted

American Legion Auxiliary Dept of OK Unit ____ President

Date Signed

American Legion Auxiliary Dept of OK Unit **(No. ____)**
Constitution and Bylaws Chair

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Adopted on: _____