

**East Palo Alto Unit #472
American Legion Auxiliary
Standing Rules**

1. All Unit officers are urged to pay their dues by the Early Bird deadline.
2. The budget shall be proposed and voted on at the May meeting. The budget shall take effect July 1. Once a budget for the year has been accepted, it shall be the responsibility of the Unit as a whole to raise the expected income to cover the expenses. (3/12/09)
3. If a chairman holds a Unit-approved fund raiser/raffle for a specific purpose outside of established programs, the funds raised shall be listed as a segregated line item in the financial statements. Funds will be released upon a vote of the Unit and must be spent within 6 months of the designated project's completion.
4. The Treasurer is responsible for placing all orders with National Emblem Sales to make sure that membership and Past Unit President's pins are ordered. She will be responsible for retrieving all officers' pins prior to installation of the new officers.
5. If an officer wishes to obtain her past officer pin(s), she is at the liberty to order them through National Emblem Sales personally.
6. The unit will present honor guards (year bars) to members in increments of every 10 years of continued service.
7. The Secretary shall provide a copy of the Unit meeting minutes to the President within one week of the meeting past. She shall give a copy of the Executive Board recommendations to the President at least one day before the next Unit meeting.
8. The newly elected President shall plan her own installation, which is not to say that she must do it alone, only that she plans it.
9. Each newly elected President shall be provided with a current manual of ceremonies at the time of her installation. The Past Unit President is responsible for turning over a procedure book from her year as President to the newly elected President.
10. In the event of a Unit member's death, a memorial in the amount of \$20.00 will be sent for either a floral arrangement or monetary donation to a fund of the family's choice.
11. In the event of a Unit member's illness, the Chaplain will be responsible for sending a card of cheer to the member.
12. The Treasurer shall forward all District financial obligations to the District Treasurer by the September Unit meeting.
13. All Department President's Pins that are accepted by the Unit shall be paid for in full by the December Unit meeting, with a check being sent to the District Treasurer.
14. A District President making her official visit during a physical meeting will receive a corsage and traveling expense not to exceed \$20 total. A District President making her official visit during an online meeting will receive a \$20 gift card at the discretion of the President. An official from Department will also receive the same courtesy if attending as an invited Unit guest.
15. Meetings will begin at 6:30pm Pacific Time and end no later than 8:30pm Pacific Time on regularly schedule meeting dates. (3/07)