



**AMERICAN LEGION AUXILIARY
DEPARTMENT OF TEXAS**

**HURST EULESS BEDFORD
UNIT 379
BEDFORD, TX**

**CONSTITUTION, BYLAWS
AND
STANDING RULES
2019**

CONSTITUTION

Preamble

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations during all Wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

Article I – Name

The name of this organization shall be American Legion Auxiliary Hurst Euless Bedford Unit No. 379, Department of Texas.

Article II - Nature

Section 1. The American Legion Auxiliary is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2. The American Legion Auxiliary shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

Article III – Eligibility*

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

Section 2. There shall be two classes of membership, Senior and Junior.

- (a) Senior membership shall be composed of members age eighteen (18) and older; provided, however, a member eligible under Section 1 of this article and who is under the age of eighteen (18) years and married shall be classified as a Senior member.
- (b) Junior membership shall consist of that group under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
- (c) Dues of both classes shall be paid annually or for life.

Article IV – Unit Officers

The Unit shall elect annually a President, Vice President, 2nd Vice-President, Third Vice-President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, and three members at large, who shall serve until their successors are duly installed or as otherwise provided. All shall be Senior members in good standing within their Unit. The offices of Secretary and Treasurer may be combined and called Secretary/Treasurer.

Article V – Executive Committee

Section 1. Between Unit meetings, the Executive Committee shall serve as the governing body of the Unit with fiduciary, policy, and strategic responsibility of the Unit.

Section 2. The immediate past Unit President may be a member of the Executive Committee with voice but no vote.

Section 3. The Unit President and Vice President shall serve as Chairperson and Vice Chairperson of the Unit Executive Committee respectively.

Article VI – Amendments

Section 1. The Constitution may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed Amendments shall have been read at the previous meeting.

Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

Section 3. This Constitution shall be automatically amended to conform to the National and Department Constitution.

****Footnote From The American Legion National Bylaws: Article XIII, Section 2 “Membership in The American Legion Auxiliary shall be limited to the grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion, and to the grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during any of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941; or who, being citizens of the United States at the time of their entry therein, served on active duty in the Armed Forces of any of the governments associated with the United States during any of said periods, and died in the line of duty or after honorable discharge; and to those women who of their own right are eligible for membership in The American Legion.”***

BYLAWS

Article I – Unit Organization

Section 1. Units of the American Legion Auxiliary are separate entities that operate independently as affiliates of the Department Organization. A Unit shall be governed by their own Unit Constitution, Bylaws and Standing Rules, which shall not be in conflict with the Department or National Constitution, Bylaws and Standing Rules.

Section 2. The qualifications and process for establishing and existing as a Unit in good standing shall be as provided in the Unit Standing Rules.

Section 3. The Unit shall be responsible for verifying eligibility and deciding its own membership, subject to the restrictions of the national governing documents. No person who is a member of an organization which has for its aim the overthrow of the United States Government or who subscribes to the principles of any group opposed to our form of government shall be eligible to become or remain a member of the American Legion Auxiliary.

Section 4. The Unit shall be required to adopt a Unit Constitution, Bylaws and Standing Rules. These documents are to be reviewed annually by the Unit and all changes approved by the Department Constitution and Bylaws Committee prior to their becoming effective. Thereafter, one approved copy shall be filed in Department Headquarters.

Article II – Election of Officers

Section 1. An annual meeting of the Unit shall be held each year for the purpose of electing Officers. The election of the following officers shall be by secret ballot after nomination from the floor: President, First Vice President, Second Vice President, Third Vice-President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, Assistant Sergeant-at-Arms, and three (3) members-at-large. Elections shall be by ballot unless there is only one candidate for an office when a voice vote may be used. A majority of the votes cast shall be necessary to elect.

Section 2. All Unit Officers, members of the Unit Executive Committee and Unit Activity Committees shall be in good standing in their local Unit.

Article III – Duties of Officers

Section 1. Duties of the Unit President: It shall be the duty of the President to preside at all meetings of the Unit and the Unit Executive Committee; to enforce strict observance of the Constitution, Bylaws and Standing Rules; to appoint members of the Standing Committees; to create such other committees and appoint members thereof as the President deems advisable, including a Parliamentarian; to perform such other duties as custom and parliamentary usage require; and to appoint all officers not otherwise provided for. The President shall serve as ex-officio member of all committees, with the exception of the Nominating Committee; and shall perform such other duties as are usually incident to the office.

Section 2. Duties of the Unit Vice President: The First and Second Vice President, in the order named, shall be the presiding officer at a meeting of the Unit in the absence of the Unit President; shall perform such other duties as the President directs; and shall succeed the President in office in case of death, resignation, or removal.

Section 3. Duties of the Second Vice President: The Second Vice President shall be the presiding officer at a meeting of the Unit in the absence of the Unit President and the First Vice President; shall be

Section 4. Duties of the Third Vice President: The Third Vice President shall be responsible for aspects involving membership; to keep a record of names and addresses of the members, showing the source of their eligibility.

Section 5. Duties of the Unit Secretary: It shall be the duty of the Secretary to record the proceedings and transactions of all meetings of the Unit; to act as custodian of all books, papers and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as are directed by the President; to conduct the correspondence of the Unit; to keep on file in a comprehensive manner copies of all correspondence sent and received; and perform such other duties as shall be required by the President. The office of Secretary may be combined with that of Treasurer and called Secretary/Treasurer.

Section 6. Duties of the Unit Treasurer: It shall be the duty of the Unit Treasurer to receive and account for all monies belonging to the Unit; and to handle each fund set up in the Unit in such a manner as may be approved for auditing purposes. The Treasurer shall pay all obligations of the Unit by check. The signatures of the Unit President, First Vice President, Secretary, and Treasurer shall be on file at the financial institution on record for the Unit. Two signatures shall be required on every paper check issued by the Unit. The Treasurer shall maintain a minimum of two separate funds, namely a general and a rehabilitation fund. All poppy donations shall be placed in the rehabilitation fund and be used to assist the veteran and his/her children. The Treasurer shall keep an accounting of all receipts and expenditures and make reports as may be deemed necessary by the Unit Executive Committee. All accounts shall be audited, at a minimum, annually. The Treasurer shall pay all current bills before transferring all funds, books, and papers belonging to the Unit to the newly elected Treasurer. The Treasurer shall be bonded in an amount sufficient to cover current revenues.

Section 7. Duties of the Unit Chaplain: It shall be the duty of the Chaplain to offer prayer at the opening and closing of each meeting; to mail sympathy and get well cards, and to perform such other duties as the President directs.

Section 8. Duties of the Unit Historian: It shall be the duty of the Unit Historian to compile historical records of the Unit and to make an annual report to the Department Historian.

Section 9. Duties of the Unit Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to preserve order at the meetings of the Unit; to properly care for the Unit Colors and for their advancement and retirement at Unit meetings; and to perform such other duties as may be directed by the President.

Article IV – Executive Committee

Section 1. The location, date and time of Executive Committee meetings and the number of members that constitute a quorum may be found in the Standing Rules.

Section 2. Between meetings, the Executive Committee shall serve as the governing body of the Unit with fiduciary, policy, and strategic responsibility for the organization. It shall be their duty to ensure that the Unit has adequate resources to fulfill its mission and to articulate the Unit's mission, accomplishments, and goals to the public and to Department. All proceedings of said committee shall be presented to the Unit membership for approval at the next regular meeting.

Section 3. A vacancy existing in the Executive Committee from any cause other than the expiration of a term shall be filled by the majority vote of the members present at a regular membership meeting. (Exception: A vacancy in the office of President shall be automatically filled by the First Vice President; the Second Vice President shall become First Vice President, etc.). A person elected shall hold office for the unexpired term of the member who they succeed.

Article V – Membership Meeting

Section 1. The location, date and time of regular membership meetings and the number of members that constitute a quorum may be found in the Standing Rules.

Section 2. Special meetings of this Unit may be called by the President, by a majority of the Executive Committee, or upon written request of three (3) Senior members of the Unit to dispose of a stated item of business.

Section 3. In the event a public emergency or natural disaster makes the holding of an in-person meeting unlawful or impossible, the Unit may conduct its meetings by electronic or other remote access means as reasonably necessary for the duration of the emergency or disaster, see Standing Rules for complete details.

Article VI – Finance

Section 1. The annual membership dues of this Unit may be found in the Standing Rules.

Section 2. All persons handling funds shall be bonded through Department Headquarters by a reputable, solvent bonding and surety company; or shall be covered by the fidelity/crime insurance in an adequate amount as determined by the Unit.

Article VII – Committees

Section 1. The Unit President may appoint committees as deemed necessary to further the mission of the organization.

Section 2. An Auditing Committee composed of three (3) members shall be appointed by the Unit President for the purpose of auditing the Treasurer's accounts at the close of each term, and for making a report of the audit to the Unit.

Article VIII – Parliamentary Authority

The rules contained in the current edition of *Roberts Rules of Order, Newly Revised*, latest edition, shall govern this Unit in all cases in which they are applicable and in which they are not inconsistent with applicable state statutes, the Department of Texas' Constitution, Bylaws and Standing Rules, or the National Constitution, Bylaws and Standing Rules.

Article IX – Amendments

Section 1. These Bylaws may be amended by a two-thirds vote of the members present at a regular Unit meeting, provided the proposed amendments shall have been read at the previous Unit meeting.

Section 2. Amendments not having been previously read may be adopted by the unanimous vote of the members present.

Section 3. The Department Constitution and Bylaws Committee must approve all amendments to this Unit Constitution, Bylaws and Standing Rules before they become effective.

Section 4. These Bylaws shall be automatically amended to conform to the National and Department Constitution, Bylaws and Standing Rules of the American Legion Auxiliary.

Article X - Authority

The authority under which all Departments, Units, and affiliated entities of the American Legion Auxiliary shall function is vested in the National Constitution and Bylaws and in such Standing Rules as have been adopted. Any provision of any Department or Unit Constitution or Bylaws, or affiliated entity's bylaws, or any regulation of any Department, Unit, or affiliated entity in conflict with the foregoing authority shall be void.

The Constitution and Bylaws were voted on and approved at the meeting of Hurst Euleless Bedford Unit 379 on May 20, 2021.

Amended to be in Compliance 10/23/2019.

Unit President or Unit Secretary

Unit C&B Chairman

Department C&B Committee Member/Chairman

Date Approved

STANDING RULES

Preface

Standing Rules are rules and regulations for the guidance of an assembly. A Standing Rule may be amended or rescinded by a two-thirds vote; or if notice has been given, by a majority vote.

Standing Rules of Hurst, Eules, Bedford Unit No. 379:

I. Organization

A Unit is chartered by virtue of its attachment to a Legion Post; however, the Post does not control the Unit or vice versa. The relationship between the Post and the Unit should be one of cooperation and respect.

II. Elections

1. An annual meeting of this Unit shall be held in the month being at least four (4) weeks prior to the Department Convention date each year for the purpose of electing officers. Following the elections, the Certification of Officers form must be transmitted promptly to Department Headquarters.
2. A nomination list shall be posted on the bulletin board 30 days before elections, Unit members in good standing are eligible to sign up for any Officers position or may be nominated from the floor on election night.
3. Elections shall be by ballot unless there is only one candidate for an office when a voice vote may be used. A majority of the votes cast shall be necessary to elect.

III. Officers

1. It shall be the prerogative of the Unit President-elect to choose an installing officer who meets the qualifications set forth in the Manual of Ceremonies in the Unit Guide Book.
2. Newly elected Unit Officers shall assume the duties of their office the meeting following the annual Department Convention.
3. Each Unit officer, at the close of the administrative year, must pass on all records, officer pins, and materials pertaining to that.
4. The Chaplain shall send cards to members and the member's immediate family when hospitalized or when a death occurs in a Unit member's immediate family. Immediate family shall consist of spouse, children, parents, grandparents, grandchildren and great-grandchildren of an Auxiliary member. If a food call is requested, members will be asked to provide food on a voluntary basis.
5. The duties of the 3rd Vice President will be responsible for all aspects involving membership; to keep a record of names and addresses of the members, showing the source of their eligibility.
6. The office of the Unit President shall not exceed two consecutive years.

7. The Treasurer's accounts shall be open to the Executive Committee at all times and shall be audited if the Executive Committee so votes.
8. The Treasurer shall give a monthly report of all financial transactions at each membership meeting.

IV. Executive Committee

1. The Executive Committee meeting of Hurst Euless Bedford Unit 379 shall meet at the Presidents discretion at Post 379. Special meetings may be called by the President or on written request by at least three (3) of the members of the Executive Committee. Uniform notice of such a special meeting shall be given to all members of the Executive Committee; and, except in extreme emergency, shall be given at least forty-eight hours in advance. At special meetings only business specified for said special meeting shall be transacted.
2. One-third of the Officers of the Executive Committee shall constitute a quorum.
3. An officer or member of the Executive Committee who misses three (3) consecutive meetings or does not fulfill the duties of their office in the manner befitting the Unit will be asked to resign their office by certified letter. If no written response is received by the Unit within ten (10) business days, the office shall be declared vacant. The vacant office shall be filled by election by the membership at the next regular meeting immediately following the meeting where the vacancy has been declared.
4. Current Past President will automatically serve for a one year term with the three elected members of the Executive Committee.

V. Meetings

1. The Regular Membership meeting of Hurst Euless Bedford Unit 379 shall be held at 7:00 pm the third Thursday of each month at Post 379.
2. Nine (9) members shall constitute a quorum at any regular or special meeting of the Unit. Of this nine, at least six (6) must be Officers.
3. Special meetings of this Unit may be called by the President or by a majority of the Executive Committee, or upon written request of three Senior members of the Unit to dispose of a stated item of business.
4. A member may request a written ballot on any motion on the floor.

VI. Committees

It is recommended that each Unit activity Committee Chairperson prepare a mid-year and year-end report to show what the Unit accomplished throughout the year (April 1 through March 31). This information shall be given to the Unit President to use in compiling figures for the Unit Year-End Impact Numbers Report. This report must be sent to her respective District President prior to April 15 of each year. In addition, narratives from each activity Committee Chairperson should be sent to their respective Department Committee Chairperson. Due dates may be found in each activity committee Plan of Action.

1. There shall be Unit Committees to correspond to Department Committees and such other committees as the Unit President and Executive Committee shall deem advisable. The Unit President shall be a member of all standing committees by virtue of the office.
2. All vacancies on Committees shall be filled by appointment of the Unit President, subject to approval of the Unit.
3. The Chair of each Committee shall be answerable only to the Unit President.
4. All committees shall be for one (1) year, with the Chair of each Committee working directly with the Unit President.
5. All committees shall be composed of not less than two (2) members.
6. Membership Committee shall be a separate committee and will be responsible for notifying all members of the Unit meeting and activities.
7. The Chair of all committees will turn all bills, expenses, records and receipts to the President for approval at the meeting in the month in which the liabilities occur.

VII. Membership

1. The annual membership dues of this Unit shall be at least \$5.00 above what is transmitted to Department for Seniors and \$3.50 for Juniors, paid annually or for life, and shall include the Department and National per capita.
2. A free Early Bird luncheon will be provided each year for those that have paid their membership by the day of the luncheon. The luncheon will include 1 free drink ticket for each member. The Auxiliary will hold a drawing for an annual honorary life membership, from the members that have paid their dues.
3. Membership dues shall be transmitted within ten (10) business days to Department Headquarters in Austin, Texas.
4. A member failing to pay annual dues, which includes the Unit, Department and National assessments by January 31, shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31 of the year of delinquency shall be automatically dropped from the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member. Payment of back dues may not constitute continuous membership.
5. All in-coming elected members of the Executive Committee are urged to pay their membership dues for the in-coming year within two (2) weeks after being elected.
6. It is important that the Unit foster an appreciation for those members who only want to belong to support the organization and not to attend in-person Unit meetings. They are members with full privileges regardless of how active – or inactive they are.

VIII. Transfers

1. No person may, at any time, be a member of more than one (1) Unit.
2. Transfer of membership from one Unit to another shall be upon application of the member to, and acceptance by, the other Unit, in conformity with the National and Department Constitution and Bylaws.
3. A member who is not subject to suspension or membership revocation under due process is eligible to transfer their membership to another unit if they have paid their membership dues to the current unit for either the current year or immediate past membership year. A member transferring to a new unit must pay current year dues to either the current unit or to the unit into which they wish to transfer.

Evidence of paid membership includes: 1) American Legion Auxiliary Membership Card; 2) Verification of membership by ALA Department or National Headquarters membership records; 3) Other documentation verifying payment of current or immediate past year membership dues such as a cancelled check or receipt; or 4) When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered.

4. Transfers shall be by membership approval.

IX. Conventions

1. Delegates and Alternates to the Department Convention shall be elected at a Unit meeting not less than four weeks prior to the Convention but shall not be advised how to vote. Following the election, the Certification of Delegates and Alternates for the Department Convention shall be transmitted promptly to Department Headquarters and received at least ten (10) working days prior to the Department Convention.
2. A Unit registration fee of ten dollars (\$10.00) shall accompany the list of Delegates and Alternates mailed to Department Headquarters and must be received at least ten (10) working days prior to the Department Convention.
3. Only Unit delegations in good standing shall be seated at a Department Convention. To be a Unit in good standing, the Unit must: a) have a minimum of ten (10) members with current dues paid and recorded at Department Headquarters two weeks prior to the convening of said convention; and b) be current in their payments of the Christmas Assessment and the Bonding Fee.
4. The Unit's highest ranking Officer attending is eligible for their hotel room to be paid to Department and Division Conventions. Consisting of not more than three (3) nights for Department and two (2) nights for Division Conventions – Funds permitting and at the discretion of the Executive Board. In the event the President attends the National Convention, the amount will not exceed \$500.00, funds permitting. All Delegates attending Auxiliary Conventions shall be reimbursed \$50.00 per diem, not to exceed 3 nights for Department and two (2) nights for all other conventions once established that delegates attended all convention sessions – Admin Funds permitting. The National Convention shall not exceed 5 nights.

5. All Delegate and Registration Fees for delegates attending any Convention will be paid by the Auxiliary, with the Secretary mailing required documents in a timely manner.

X. Special Guests

1. Courtesies for special guests and their spouses shall include the Unit, District, Division and Department Presidents and Commanders and other distinguished guests as shall be designated by the Unit Distinguished Guest Chairman.
2. When entertaining an official visitor and party, the Unit shall provide a gift and/or welcome basket if staying overnight; and complimentary tickets to all social functions.
3. Gifts for distinguished guests, Department, Division and District Presidents should not exceed \$30.00 to be given not more than once per year – Administrative Funds permitting.
4. When the Auxiliary cooks for the members of the Post, the Bartender will be served without charge as the Auxiliary's special guest.

XI. Finance

1. All unit funds spent are contingent on funds being available.
2. The fiscal year shall be a calendar year January through December.
3. The Unit's Christmas Assessment, an obligatory payment, shall be promptly submitted to Department Headquarters upon notification of the amount due prior to December 1.
4. The Unit Bonding Fee, an obligatory payment, shall be transmitted promptly to Department Headquarters upon notification of the amount due and no later than when submitting the annual Certification of Officers after the new Officer elections.
5. Any funds to be used for Unit functions must be approved by the Executive Committee. Any expenditure for functions in excess of one hundred dollars (\$100.00) must be approved by the membership. Receipts for all expenditures must be turned in to the Treasurer to meet the requirements of the IRS.
6. A Memorial Contribution in the amount of \$100.00 or flowers shall be made sent in the death of a member, member's spouse, children, or member's mother or father.
7. The members of the Audit Committee, with the Treasurer, shall meet annually to audit the financial records, general fund and bingo fund. The Audit Committee Chair shall give a report of their findings at the next regular membership meeting.
8. A Post cannot require a Unit to give them money unless there is a signed agreement STATING the terms under which money is to be paid – e.g. rent, contracts for jointly held conferences and such.
9. Any agreement with Post 379 shall be in writing and signed by one (1) of the following: Auxiliary President, Secretary or Treasurer AND one of the following: Post Commander, Adjutant or Finance Officer.

10. Any fundraisers held to benefit the Auxiliary, on or off the Post premises, shall be approved by the general membership.
11. The Treasurer shall maintain two (2) accounts; a general fund with allocations for each additional program within that account; with the second account for Bingo monies.
12. The Treasurer will be responsible for the Federal Income Taxes and all other tax forms as deemed by the state.
13. Outgoing President's gift not to exceed \$50.00, unless voted on by membership.
14. Past Officers pins and Continuous years of Membership pins for 25, 30, 40 and 50 and higher years of membership will be purchased by the Auxiliary and presented at the installation ceremony.
15. Gifts for distinguished guests, Department, Division and District Presidents should not exceed \$30.00 to be given not more than once per year at membership discretion.
16. A donation of twenty (.20) cents per member will be paid to the 12th District for the District Assessment, based on prior year's membership on or before September 1st each year.
17. Monthly Allotments will be established for the following offices. These funds will be reimbursed monthly upon presentation of proper documentation.
 - (a) President, \$100.00, set up for the use in case of an emergency between meetings of the Unit, which will be called her Discretionary Fund. The President will also receive \$50.00 monthly to be used for Unit business.
 - (b) Historian, \$100.00, for expenses incurred in preparing the scrapbook, i.e. purchasing and processing film and other supplies as needed. The Unit will purchase the required, regulation scrapbook yearly.
 - (c) Chaplain, \$50.00, for expenses incurred in preparing the meal for bereaved families, purchasing cards, stamps, preparing ceremonies or services, etc.
 - (d) First Vice President, \$50.00, setup for use in case of an emergency when the President is not available between meetings of the Unit, as needed.
 - (e) Treasurer will be allotted \$50.00 quarterly for office supplies, which includes ink and toner.
18. The Treasurer along with the Bingo Chair will be under Special Committee and will have a bingo financial report to the General Membership quarterly which will work with the Auxiliary fiscal year, starting in July.
19. A donation of \$100.00 for the Dallas Veterans Hospital Christmas Gift Shop is payable to Department by November 1st of each year. A donation of \$50.00 for the District Coffee Fund.
20. The Unit will honor all Past Unit Presidents with an Honorary Life Membership to be paid annually as long as they remain a member of this Unit in good standing and are not currently a PUFL, (Paid Up For Life) member.

21. For any returned check, the member will reimburse the Unit for the check and all banking fees incurred. The Unit Secretary will advise the member of the amount total due.

XII. Discipline

1. In keeping with the best practices of high performing nonprofit organizations, a Unit has the responsibility of developing clearly written governing documents that foster good will by setting standards for conduct and stating the responsibility and manner for addressing inappropriate behavior.

Members are expected to comply with the Unit's governing documents. They are expected to abide by all laws and demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, responsibility, and respect.

2. Member discipline is the responsibility of a Unit, and the Department is the final authority for appeal of a disciplined member.
3. All matters of discipline shall be referred to the Unit President and taken care of by the Unit Executive Committee.

It is suggested that when addressing inappropriate behavior that is contrary to the standards and values of the American Legion Auxiliary, the Unit should first begin with a conversation by informing the member of the member's inappropriate behavior and listening to the member's response, as there might be a different perspective. If the member admits that they have erred, then ask for the member's commitment not to continue the inappropriate behavior.

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

4. Neither this Unit nor any member thereof shall publicize something by distributing leaflets or notices to any other Unit or member thereof without the consent of the Unit Executive Committee.
5. No member or group of members shall subject this Unit to liability without authorization of this Unit.
6. No alcoholic beverages will be allowed at the General Membership meeting and that anyone that appears to be intoxicated will be asked to leave the meeting.
7. Any member with an outstanding NSF check to the Auxiliary shall not be considered in good standing and will not be eligible for renewal.

Standing Rules are adopted by a majority vote and may be amended by a two-thirds vote at any meeting, or if notice has been given, by a majority vote.

The Standing Rules were voted on and approved at the meeting of Hurst Euleess Bedford Unit 379 on May 20, 2021.

Amended to be in compliance. 10/23/2019

Unit President or Unit Secretary

Unit C&B Chairman

Department C&B Committee Member/Chairman

Date Approved