



UNIT 376 AMERICAN LEGION AUXILIARY STANDING RULES

The Fort Hill American Legion Auxiliary Unit 376 of the 6th District, Chenango County, American Legion Auxiliary, hereby adopts the Unit **Constitution and Bylaws** as prescribed by the American Legion Auxiliary, Department of New York.

Fort Hill ALA Unit 376 shall be governed by the current edition of Robert's Rules of Order Newly Revised, 11th Edition, in all questions not governed by articles of the National, Department and Unit Constitution and Bylaws.

General Structure

1. The Constitution & Bylaws Committee (or the Unit officers) will meet prior to the September meeting to prepare the Bylaws and Standing Rules (as needed). Printed copies will be provided for distribution to members present at the September meeting and they will also be emailed to members. Additionally, a copy will be pinned to the ALA bulletin board. Any proposed changes will be presented and then posted for thirty (30) days. They must be approved by a two-thirds (2/3) vote of the members present at the regular **October** Unit meeting before they are submitted to Department for final approval.
2. Any member in good standing may seek and hold any Unit officers position.
3. Membership dues for 2018 are currently: \$25.00 - Seniors and \$5.00 - Juniors. 2019 dues will be \$28 (increase of \$3) for Seniors and \$6.25 (increase of \$1.25) for Juniors. We pay the dues for Honorary Life Members (HLMs).
4. Unit 376 Membership Chairman will automatically change a member's category status to Honorary Life Member (HLM) at 40 continuous years (with Unit 376). At that point the Treasurer will pay the dues for all HLMs (for the rest of their lives) and annually send them their membership cards.
5. *Elections*: A nominating committee of three (3) members shall be elected at the April meeting. They will establish a slate of officers for the ensuing year. The election will be held at the following May meeting. The Unit officer's positions are as follows: President, First Vice President, [optional Second Vice President], Secretary, and Membership-Treasurer.
6. Installation of officers will be held at the June meeting. The President will decide who will perform the install. (Usually a past president).
7. Any officer absent from three (3) consecutive Unit meetings shall be asked to resign from said office; exceptions – prolonged personal or family illness.
8. The Unit 376 President shall appoint members annually to each of the Executive and Finance Committees, to add up to three (3) members each. (Usually only one name is needed in the third year position. The other two names move up one place per year.)
9. Unit 376 President shall appoint a Historian, Chaplin, Sergeant-at-Arms, and Field Service/VA and R.
10. The Unit 376 President shall appoint members as Committee Chairpersons who will be responsible for completing and submitting Committee reports 3x/year (Nov. 1, March 1, and May 1).



APPROVED

5/8/18
Joan E. Caccamo, Chairman
Const + By-Laws, Dept of NY ALA

11. The Unit President and Secretary shall be first and second delegates to ALA department convention, (spring/fall) conferences, and district meetings. Other delegates shall be elected as needed/desired, preference to be given to the Unit President Elect if she plans to attend.
12. Chaplain/Sunshine Fund: Cards will be sent to members for new babies, weddings, illness or to extend condolences to the bereaved, signed on behalf of the unit. Cards may also be sent to other persons known to the Unit members and left to the discretion of the Chaplain sending the cards. The Chaplain will be given an up-to-date member roster for mailings. The Unit has to let the Chaplain know about any personal events that pertain. A gift of flowers will be handled by a vote and member donations.

Finance

1. Two (2) people, the Unit Treasurer and an alternate, the Unit President, must be authorized to sign Unit 376 (NBT) checks. *Checks only need one signature.* They are authorized for all three accounts: general checking, savings, and the funeral fund. The President and the Treasurer also must have general fund Visa debit cards. Additionally, the President and the appointed Funeral Luncheon Chairman and Co-chair, must have access to the Funeral Fund with checks and/or a Visa debit card to be used for buying food for the luncheons. The Treasurer must have access to the NBT bank accounts online to check balances and transfer funds if required.
2. Sunshine Fund: A voluntary .25¢ (or more) donation will be made at each regular meeting. The money will go into the general fund, but will be accounted for separately in each Treasurer's report.
3. All donations for the Funeral luncheons, unless otherwise specified by the donor, are to be deposited in the Funeral Fund (FF). This (deposit) can be made by the Treasurer, the President, or the FF Chairman.
4. All donations and fundraising monies (from merchandise sales, raffles, dinners, etc.) are to be deposited into the general fund. At no time will cash be used to pay any debts/invoices/donations from funds raised.
5. *Budget: The Unit 376 American Legion Auxiliary will operate on a yearly budget. This budget will be drawn up by the Treasurer and shall be approved by the membership no later than the October meeting.
6. All expenses over \$20.00, and not in the approved *budget, must be approved by the members of the Executive or Finance Committee before payment or reimbursement is made.
7. The Unit Treasurer will pay all approved bills promptly. Receipts are required for all purchases.
8. The Unit Treasurer will *not* reimburse for mileage.
9. Unit 376 will promptly pay a per capita tax to the County each year in September. (Usually paid at the County meeting). This "tax" shall include .75¢ per member based on the Unit's membership, \$5 Department Day Fund tax, \$150 National Bonding and a \$2 assessment to the County for the Sixth District President's gift given in June.
10. Food expenses, which can not be voted on at the time of purchase, should attempt to stay within budget.
11. The fiscal year for Unit 376 will be August 1st through July 31st each year.

12. The Treasurer may purchase the supplies necessary for operation (postage, paper, envelopes) without the approval of the membership providing the expenses for such do not exceed the line item in the budget.
13. Working funds for officers or chairmen (decorations for events, donations, or any expense not specifically on the budget) will be voted on.
14. Annual Donations will remain the same as per the budget. The Finch Book and Education Fund - \$600, Middle School Best Social Studies students - \$50 (\$25 each boy and girl), and our Unit Scholarship - \$500. Empire Girls' State gift - \$25.
15. A 10% donation from net proceeds of fundraisers will be donated to the Post 376 Legionnaires.
16. The Treasurer will provide postage as needed for the Chaplain to mail cards or the Secretary to mail letters/notices.
17. The Unit will pay luncheon expenses for Officers and Committee Chairperson's only that are required to attend Sixth District Conferences.
18. Expenses will be voted on according to amount in the general fund, for the President or her delegate, to attend Mid-Winter Conference and Department Convention in July, not to exceed \$300.00. The President or her delegate will give a report on the Conference and/or Convention at the next unit meeting.
19. The Unit 376 books will be audited by the Finance Committee each year in August.

Meetings

1. Unit 376 regular meetings will be held nine (9) times a year; in September, October, November, December, February, March, April, May and June. These meetings will be held on the second Tuesday of each month and will begin promptly at 6:30 p.m. Some meetings may need to be rescheduled due to conflicting meetings or weather. Meetings will be held at Post 376, upstairs in the dining hall of 17 S. Washington Ave, Oxford, NY.
2. Members and guests are to sign an attendance sheet at each meeting. If donating to the Sunshine Fund, please indicate the amount given.
3. No alcoholic beverages are allowed at the meetings.
4. The Empire Girls' State (EGS) Chairperson, will arrange for the Girls' State representative(s) to attend a Unit meeting (preferably in September) to say a few words about her EGS experience.
5. All Unit 376 Committee reports prepared by the Committee Chairperson at a meeting, or mailed to the County Chairperson, will provide a copy for the Unit President.
6. All officers are to have ALA Guide Books provided them by the Unit. (Formerly known as the ALA Handbook.) If an officer is not re-elected or re-appointed, she should return her book to the Unit Secretary prior to installation in order for it to be given to the newly elected/appointed officer.

Janice Pollard
Unit 376 President

Trudy Huggins
Secretary

Approved: April 10, 2018