

## **Standing Rules of American Legion Auxiliary Brownsburg Unit 331**

1. Requested charitable memorial or small floral arrangement shall be sent upon the death of a member's immediate family; spouse, children, step children, step parents, parents or significant other in residence with member. Chaplain will use her discretion on the monetary amount to be spent.
2. Floral arrangement or requested charitable memorial shall be sent on the death of a Unit Member. The chaplain will use discretion on the monetary amount to be spent.
3. A card will be sent on the hospitalization of a participating member.
4. Members are allowed to consume two (2) alcoholic beverages, but may not leave during the meeting to purchase beverages.
5. Funeral dinner expenses shall be “within reason” at the discretion of the Funeral Dinner Chairman. Food donations may be requested from Auxiliary members when possible. The Auxiliary will pay the expenses for the dinner of their own paid members.
6. Since the purpose of the Auxiliary is to support the aims of the American Legion, no independent projects or special events will be initiated by any Auxiliary member without being discussed with the Post Commander through the proper forms.
7. Any Officer missing four (4) consecutive meetings without notifying the President of the reason can be removed from office. **The officer** shall be notified in writing and given fifteen (15) days to present just cause in writing to the Executive Committee. If it is felt the reason is without just cause, the officer will be removed from office. A new officer will be approved and appointed by a majority of the Executive Committee for the remainder of the term.
8. The Unit will pay all necessary expenses for the delegates and alternates to attend the convention and conference if the Treasury has sufficient funds.
9. The chairperson of a function may be advanced \$100 with all receipts to be presented to the treasurer at the next meeting for approval of payment.
10. Smoking and E-cigarettes shall be prohibited during business meetings. **Page 2**

11. All donation requests of \$500 and over will be voted on with paper ballot. Individuals or groups present at the meeting making requests shall be excused from the meeting before discussion or voting. Request should be in writing to the **Executive Board**.
12. Minutes and Treasurer Report from the previous month will be distributed through email for review or dispersed at the meeting if requested. Corrections will be made at the next regularly scheduled meeting.
13. The membership dues for past presidents of the Unit will be paid by the Unit as long as the past president **completes their term and remains a member in good standing** of the Brownsburg Unit 331 Auxiliary.
14. The dues for the current President, Treasurer, Secretary and Honorary Life Members of the Unit will be paid by the Unit each year.
15. These Standing Rules may be added to, deleted or changed at any regular meeting, providing they are approved by 2/3 vote of those members present and voting.
16. Standing Committees shall be appointed annually by the Unit President. It will be the responsibility of those appointed to oversee programs assigned to them, to complete any reports and submit them before the due dates for submission to District. Vacancies may be filled at any time unless otherwise stated. The approved committees are:

#### Americanism

To promote patriotism and responsible citizenship so we may fulfill our purpose.

#### AEF-Auxiliary Emergency Fund

Designed to assist members who are eligible and have suffered financial setback. Assistance is provided in a discrete manner free from embarrassment.

#### Children & Youth

To promote programs that protect, care for and support children and youth, especially those of our military and veterans.

#### Community Service

Letting the community know who we are, what we do and why we matter within our localities through our help and commitment to community, state and nation by being visible and active.

## Constitution/Bylaws/Resolutions

Inform members about having proper governing documents at all levels. This is to ensure operation is according to our agreed-upon rules.

## Creative Arts

To recognize veterans for their creative accomplishments and to educate and demonstrate to communities throughout the country the therapeutic benefits of the arts with the National Veterans Creative Arts competition and festival.

## Donations

All requests for donations shall be submitted to the **Auxiliary Executive Board** for review to determine and present to membership for discussion if requests for donations meet the desired wishes of the unit.

## Education

To promote quality education for children and adults through classroom activities, literacy programs, scholarship promotion and support of education beyond high school.

## Finance

Three members for preparing a budget, auditing the Treasurer's accounts when needed, and at the close of books, then making a report of the audit to the Unit at the next meeting.

## Hoosier Girls State (HGS)

To provide an educational opportunity that instills basic ideals and principles of our government through training programs.

## Indiana Veterans Home

To remember and honor veterans and spouses that are residents at IVH.

## Junior Activities

Promote active participation, conduct meetings, teach leadership, and instill confidence and poise in members 17 years of age and under. Make them aware of Veterans and their sacrifices to keep our freedom.

## Leadership

To raise awareness of development opportunities to promote the unit; skills to use in service to veterans; enhance knowledge, history and organization; encourage use of reference documents and materials; utilize knowledge and experience of members that have served as leaders beyond the unit.

## Legislative

Provide information and assistance to advocate for the legislative agenda to influence legislation of benefits to veterans, current military personnel, community and nation.

## Membership

To receive all dues of the members; to deliver all monies to the Treasurer and send all forms and checks to state; and to keep a record of names and addresses of the members showing the source of the eligibility. **The Chairperson** shall notify any member who is delinquent in dues and has been suspended.

## Merit

To track programs participation; events attended; donations to Auxiliary programs

## National Security

Maintain and promote strong national defense by strengthening and supporting military service members and families.

## Nominating Committee

Three (3) Unit members assigned in March. Committee nominations and open nominations shall be only during April meeting with elections and results at the May meeting.

## Past Presidents Parley

The objective is the promotion of the activities of the Auxiliary with special consideration given to female veterans.

## Poppy

Designed to promote and educate people about the poppy, collect donations for veteran programs and to make the public aware of the sacrifices of our veterans.

## Public Relations

Promote who, what and why we matter through publication of our events and programs. To create, implement and support a proactive communications network that advances objectives and programs.

## Service to Veterans

To focus on enhancing lives of veterans, military and families outside of VA medical facilities. Compile a list of volunteers, hours and expenses to provide the services.

## Veterans & Rehabilitations

Promote programs and services that assist and enhance the lives of veterans and their families. Recruit volunteers for VA healthcare facilities.

17. The annual membership dues for American Legion Auxiliary Unit 331, Brownsburg, IN shall be thirty dollars (\$30) for Senior members and five dollars (\$5) for Junior members effective July 1, 2019.

18. The regular meetings of the Brownsburg Auxiliary Unit 331 shall be held on the second Monday of each month and shall be called to order at 7:00 PM Any Unit 331 ALA member in the post at the time of or during a membership meeting must attend the meeting or leave the canteen area and will not receive food or beverage service until the meeting is completed.

19. Any Unit 331 ALA member in the post canteen at the time of or during a membership meeting must attend the meeting or leave the canteen area and will not receive food or beverage service until the meeting is completed.

These Standing Rules were read and revised at the Unit 331 regular meeting on:

Date: January 13, 2020

President: Candy Coffman, President

Committee: Roxanna Bayliss, Chairperson  
Kim Lambdin  
Dottie McIntyre  
Carol Kragerud

**American Legion Auxiliary  
Brownsburg Lincoln Unit 331**

**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 per cent Americanism; to preserve the memories and incidents of our associations **in 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 The American Legion Auxiliary, Brownsburg Lincoln Unit #331, Department of Indiana.

**ARTICLE II – NATURE**

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

Sec. 2. The American Legion Auxiliary shall be absolutely non-political and shall not be used for the dissemination of partisan principles, nor for the promotion of the candidacy of any person seeking public office or preferment.

## **ARTICLE III – OBJECT**

The object of the American Legion Auxiliary, Brownsburg Unit #331, Department of Indiana, shall be as stated in the Preamble to the Constitution.

## **ARTICLE IV – 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 (2) classes of membership, Senior and Junior.**

- (a) Senior membership shall be comprised 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 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.**
- (c) Junior membership shall be comprised of members under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen (18) years, Junior members shall automatically be admitted into senior membership with full privileges.**
- (d) Dues of both classes shall be paid annually or for life.**

**Section 3. There shall be no form of membership except active membership.**

**Section 4. No person may, at any time, be a member of more than one (1) Unit.**

**+ Membership in the American Legion Auxiliary shall be limited to the:**

- (1) Grandmothers, mothers, sisters, spouses and direct and adopted female descendants of members of The American Legion; and**
- (2) Grandmothers, mothers, sisters, spouses and direct and adopted female descendants of all men and women who served in either of the following periods:**

**April 6, 1917 to November 11, 1918 and any time after December 7, 1941, who being a citizen 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 either eligibility periods and died in the line of duty or after honorable discharge;**

- (3) 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 either of the following periods: April 6, 1917 to November 11, 1918; and any time after December 7, 1941 who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and**
- (4) To those women who of their own right are eligible for membership in The American Legion.**

## **ARTICLE V – OFFICERS**

Sec. 1. The unit officers shall be President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Chaplain, Historian and Sergeant At Arms.

- a. The offices of the two Secretaries may be combined upon vote of 2/3 of the Unit.
- b. The office of Treasurer and Recording Secretary shall be bonded.

## **ARTICLE VI – EXECUTIVE COMMITTEE**

Sec. 1. a. Between meetings, the government and management of the Unit shall be entrusted to the Executive Committee; proceedings of said Committee shall be presented to the next Unit meeting for approval.

b. This committee shall consist of the elected Unit Officers, retiring Unit President and two (2) additional members-at-large elected by the Unit.

c. One third (1/3) of the members of the Executive Board shall constitute a quorum.

d. This committee shall meet at the call of the President or on written request of at least three (3) members of said Committee.

e. The Parliamentarian shall be ex officio, a member without vote.



## **ARTICLE VII – FISCAL YEAR**

The fiscal year of the unit shall be the same as that of Department.

## **ARTICLE VIII – AMENDMENTS**

Sec. 1. This 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.

Sec. 2. This Constitution shall be automatically amended to conform to the National and Department Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

This Constitution was read and revised at the Unit 331 regular meeting on:

Date: January 13, 2020

President: Candy Coffman

Committee Chair: Roxanna Bayliss

**CONSTITUTION**

**BY-LAWS**

**STANDING RULES**

**AMERICAN LEGION AUXILIARY  
BROWNSBURG, INDIANA  
LINCOLN UNIT #331**

**REVISED**

**Constitution**

**October 8, 2018  
January 13, 2020**

**By-laws**

**August 10, 2015  
October 8, 2018  
January 13, 2020**

**Standing Rules**

**April 13, 2015  
August 10, 2015  
September 14, 2015  
March 12, 2018  
April 9, 2018  
October 8, 2018  
July 8, 2019  
August 12, 2019  
January 13, 2020**

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