



## **Tellico Lake American Legion Auxiliary Unit 256 Standing Rules**

### **I. Units**

1. 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 their own Unit Constitution and/or Bylaws which shall not conflict with the National Constitution and Bylaws, National Standing Rules, National rules and policies, Department Constitution and Bylaws, or Department rules and policies. Units may refer to the Unit Guide, the Manual of Ceremonies, and other publications of the National and Department organizations for guidance in the conduct of their programs and the administration of Unit activities.
2. Units of the American Legion Auxiliary have the authority to set annual Unit dues. Annual dues collected by the Unit shall include Department and National dues. Units shall send Department and National dues according to the policies adopted by the National Executive Committee.
3. As provided in the National Bylaws, the minimum membership of a Unit shall be ten (10) Senior members. A Department Headquarters Unit shall have no minimum membership requirement.

No person may, at any time, be a member of more than one Unit.

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 after the National Convention may be given by their Unit full membership rights, privileges, and benefits from the date the dues are received through December 31 of the following year.

A member who is not subject to suspension or membership revocation under due process 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.

Evidence of paid membership includes:

- American Legion Auxiliary membership card.
- Verification of membership by ALA Department or National Headquarters membership records.
- Other documentation verifying payment of current or immediate past year membership dues such as a cancelled check or receipt; or
- When verifying documentation is not available, a sworn statement that the member's membership dues payment was tendered.

A member whose dues are paid up-to-date and who is not subject to suspension or membership revocation under due process shall be considered in good standing and the member shall be entitled to full membership rights, privileges, and benefits in the new Unit.

4. A valid American Legion Auxiliary membership card shall reflect the member's current pertinent membership information, and may either be:

- a) A preprinted Auxiliary membership card conveyed by a Unit or Department.
- b) A preprinted Auxiliary membership card mailed via the United States Postal Service or couriered via a professional delivery service.
- c) An 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 system; an official American Legion Auxiliary membership card printed online must bear the electronic signature of the American Legion Auxiliary national secretary and be hand- signed by the member.

An American Legion Auxiliary membership card electronically printed online as described above in subsection 4(c) carries all the American Legion Auxiliary rights and privileges the same as does a pre-printed stock Auxiliary membership card as described above in subsections 4(a) and (b).

5. Legion post has no authority to regulate a Unit and vice versa.

6. The Unit has the responsibility for the discipline of its members. A member disciplined by the member's Unit may appeal the Unit's disciplinary action in writing to the Department Executive Committee.

7. Disciplinary actions against members, including membership suspensions, are not appealable to the National Organization. All discipline must be imposed following the principles of due process and equal protection. A Department may discipline a Unit for failure to discipline a member.

8. When a Unit ceases to function, or its charter has been revoked or canceled, the charter and all Unit records and funds shall be immediately sent to Department Headquarters which has no obligation to assume any of the Unit's debt or other obligations.
9. A Unit whose charter has been suspended, canceled, or revoked by its Department without the Unit's consent may appeal the Department's decision to the National Executive Committee as provided in these Standing Rules.

## **II. Meetings**

1. Meetings of the Unit will be held 9:00 AM on the first Thursday of each month with the exception of July and December.
2. Meetings of the Unit will be held at in the Ayers Lounge at the Rarity Bay Country Club, 403 Rarity Bay Parkway Vonore 37885.
3. Smoking and alcoholic beverages are not permitted during a meeting.
4. Thirty three percent of the membership will constitute a quorum.
5. An Executive Committee meeting can be called by any member of the Executive Committee whenever deemed necessary. The Executive Committee meeting may be in-person or via Zoom.

## **III. Dues**

1. For Senior ALA members National ALA 2025 dues, effective July 1, 2024, is \$18, Department of Tennessee dues is \$17. Unit dues are \$10.
2. For Junior ALA members National ALA 2025 dues, effective July 1, 2024, is \$2.50, Department of Tennessee dues is \$2.75. Unit dues are \$5.

## **IV. Elections**

1. The election of officers of this Unit will be held at an annual meeting in June.

## **V. Committees**

1. Community Service  
Support of community service projects of The American Legion post is a first responsibility of the American Legion Auxiliary Unit. In almost every American Legion project there will be phases in which the post and the Unit can work together as The American Legion Family. The Unit may collaborate with other organizations on practical, worthwhile projects for community improvement, and ask for their

cooperation with ALA projects as well. The chair of the Community Services Committee will be responsible for the annual report to the Department.

2. Poppy

The Poppy Committee educates our membership and the public concerning the poppy's significance and the financial benefit for veterans, service members, and their families through distribution of poppy funds. The committee also organizes the donation of poppies at one or more locations on Poppy Day, the Friday before Memorial Day. The chair of the Poppy Committee will be responsible for the annual report to the Department.

3. ALA Girls State

The purpose of the ALA Girls State is to provide an outstanding, unique, and coveted educational opportunity for young women of Tennessee and to instill the basic ideals and principles of American government and good citizenship. Unit 256 interviews candidates from Greenback and Sequoyah High Schools and chooses one delegate to Volunteer Girls State from each school. An alternate delegate is also chosen in the event that the chosen delegate cannot attend. The chair of the Girls State Committee will be responsible for the annual report to the Department.

4. Finance

The purpose of the Finance Committee is to oversee the administration, collection and disbursement of the financial resources of the Unit. The committee ensures budgets and financial statements are prepared and that proper reports are received, checked and shared appropriately. The Unit should have an annual audit and must file an annual tax return.

Revenue from the distribution of poppies should be carried as a separate item in the books; such revenue is to be used solely for the programs benefitting veterans and their families.

By provision of the ALA National Constitution and Bylaws, Unit officers having custody of organization funds shall be bonded. The National Organization keeps a blanket position bond whereby all Unit officers are bonded.

5. Membership

The purpose of the Membership Committee is to promote the benefits of the American Legion Auxiliary membership and to retain and recruit a diverse, active membership to carry out the American Legion Auxiliary mission and programs. The chair of the Membership Committee will be responsible for the annual report to the Department.

6. Nominating

A Nominating Committee consisting of three members of the general membership will be appointed two months before annual elections. The Nominating Committee

will ensure that at least one candidate will be on the slate for the May elections of President, Vice President, Secretary and Treasurer. This committee will be thanked for their effort and will be disbanded after presentation of the slate of officers to the membership in the May meeting.