

Dignam-Whitmore

Unit 526

Fairborn, Ohio



Standing Rules

and

Floor Decorum

STANDING RULES

The Constitution and By-Laws Committee will review standing rules every six months.

CHAIRMEN (pertains to all chairmen)

1. Chairmen will not promote a program or project without prior approval from the Executive Committee.
2. If working funds are necessary, they will not be given until approval has been attained from the Executive Committee and the General Membership.
3. The Executive Committee will be notified of any changes prior to implementation of program or project.
4. All reports due May 1 will be filled out, narratives written and turned in to the Secretary or President by April 15. The Secretary or President is to purchase enough postcards to include with each report or narrative that advises the Department or District Chairman has received it. Postcards all to be addressed back to the President. Junior Report to be mailed by March 20 and Poppy immediately following Poppy days.

CHRISTMAS FRUIT BASKETS

1. Christmas Fruit Baskets will no longer be distributed due to being cost prohibitive (to begin 2008).
2. Christmas cards will be sent to any Auxiliary member who is a life member or VIM that was receiving a basket with a brief note explaining that it is no longer possible for us to financially support this program and wish them Happy Holidays". Such members living outside of the Fairborn area will receive the Christmas card without the note.

COMMUNITY SERVICE

1. Reservations for the Community Service Birthday Dinner are required. The Community Service Chairman will determine how reservations will be taken and advise membership. It could be by phone, form or email.
2. A current membership card will be required for admittance into the Community Service Birthday Dinner. There will be a charge for the dinner for non-members that will be determined by the Unit Executive Committee.

FINANCES

1. The annual membership dues of this Unit will be \$25 for Seniors and new Senior Applications and \$7 for Juniors. This is to commence with the 2006 dues.
2. The sunshine Chairman will give a gift, or flowers not to exceed \$15.00 to a member who is hospitalized when she is notified. The chairman must be notified within two days of the hospitalization or she is not required to send other than a card.
3. The Sunshine Chairman will be allowed a beginning-working fund of \$25 at the start of the Auxiliary year.
4. A member celebrating her 50th wedding anniversary will receive a gift of \$25, if the Sunshine Chairman is notified.
5. At the death of a member of the Unit, or her immediate family (husband, children or significant other) if living permanently in the home, the Unit will send a \$10 contribution to an organization, charity or fund of the family's choosing.
6. Outgoing Treasurer will help new treasurer balance books the first month as the bank statement comes in after installation.
7. Quarterly (August, November, February, May) General Membership meeting the decorating fund will be divided as follows: \$500.00 balance to remain in fund; of the remainder: 60% will be transferred to the General Fund and 40% will be transferred to the Poppy Fund.

GIFTS (ONLY AS STIPULATED)

1. Past Presidents pin or equal amount of money if outgoing President has a pin be available for installation each year.
2. Junior Auxiliary Past President pin or equal amount of money (if the outgoing President has a pin) is given to outgoing Unit Junior Auxiliary President.
3. The Third District President (a member of Unit 526) shall receive a Homecoming gift of \$100.00.
4. Outgoing Third District President (a member from 526) shall receive an Honorary Life Membership.
5. The Third District Commander (a member of Post 526) shall receive a Homecoming gift of \$100.00.
6. The Department President (a member of Unit 526) shall receive a Homecoming gift of \$100.00.

7. The Department Commander (a member of Post 526) shall receive a Homecoming gift of \$100.00.
8. The Third District Junior President (a member of Unit 526) shall receive a Homecoming gift of \$25.00.
9. The Honorary Department Junior President (a member of Unit 526) shall receive a Homecoming gift of \$50.00.
10. The Third District SAL Commander (a member of Squadron 526) shall receive a Homecoming gift of \$25.00.

MEETINGS

1. The time for the Executive Committee meetings and the regular meetings of the Unit will be 6:30 PM on the days designated.
2. Ten (10 days previous notice shall be given of all special meetings of the Unit to members within a twenty mile radius of the Post Home.

MEMBERSHIP

1. Membership applications shall be verified, signed, and dated by the Post Commander, First Vice Commander, Adjutant, or Finance Officer.
2. The applications for membership must also have the name of the sponsoring member.
3. A life Membership shall be given to Unit members who reach 70 years of age and have a minimum of 10 years continuous membership at the October General Membership meeting.
4. Junior promotion to Senior membership shall be held at the October General Membership meeting.
5. All members shall wear their membership pin to each meeting or be fined 10 cents.

PAST PRESIDENTS PARLEY

1. Supplies for initiation be purchased and maintained by Past Presidents Parley.
2. Parley members taking part in Initiation and installation ceremonies shall wear dark blue or navy.

PRESIDENT

1. Purchase two tickets for the annual Chamber of Commerce Banquet for the President and First Vice President to represent the Unit.
2. Piano to be tuned at least once a year.
3. Nameplates to be purchased for Past Commanders and Past Presidents pictures and boards.

SECRETARY

1. Immediately following installation, the Secretary will give the Officers and Lounge Manager a list of the Officers and their phone numbers for the notebook.
2. Every member shall furnish to the Secretary an address to which all notices may be sent.

UNIFORM GROUP

1. If you do not participate for one (1) whole year as a member of the Auxiliary Marching Group, you must turn in your whole uniform - including hat insignia or pay the Unit.
2. An organizational meeting will be held each April to go over upcoming Parades and Events. Uniforms and any concerns will be discussed
3. The Marching Group Chairman will keep a precise record of all marcher's hours and inventory of equipment. A list of what each Marcher has as a uniform will be kept. This information will be turned over to the next Marching Group Chairman.

VA & R

1. The annual "Salute to Post 526 Veterans" began in November 2005. This dinner shall continue with the same menu of individual meatloaves, Don's green beans, mashed potatoes and gravy, roll and dessert.

DECORUM OF THE FLOOR

1. Three raps of gavel mean stand; one rap to sit.
2. Pledge of Allegiance is given with your right hand over your heart in this manner. Left hand should be free of all articles and at your side.
3. While the Star Spangled Banner is being played, stand and face the flag, your right hand over your heart and your left hand at your side until completion of the national anthem.
4. When colors are posted at a meeting, do not walk between the podium and the American Flag, go to the side of the Auxiliary Flag or in back of the table.
5. When a person wishes the floor to speak, stand, address the chair as "Madam President", wait to be recognized, then proceed.
6. There will be no smoking during the opening and closing of the meeting.
7. No alcoholic beverages in the meeting room during the meeting.
8. The Junior members are required to learn the American Legion Auxiliary Preamble, therefore, so should Senior members. This is printed on the membership card and on the front page of the Constitution and Bylaws.
9. When special guests are escorted to the podium it is customary to stand. Guests are to be escorted on Sergeant-At-Arms right arm.
10. When wearing your membership pin, always wear it over your heart.