

SPRINGFIELD AMERICAN LEGION AUXILIARY, UNIT 176
STANDING RULES

1. The regular meetings of the Springfield American Legion Auxiliary (ALA), Unit 176, shall be held on the fourth Tuesday of each month at Post 176 at 7:00pm, subject to change based on conflict. There will be no regular meeting of this Auxiliary during the months of July and August. Auxiliary members will have the option to meet via a virtual platform in lieu of meeting in person. The ExCom will include a virtual platform option with each meeting announcement.
2. The Unit Treasurer will present the books to the Auditor selected by the Executive Committee within two weeks following the close of business of each year's activities. The fee for the audit will be voted on by the Unit membership. After the audit is conducted, the audit report and books shall be delivered to the incoming President and/or Treasurer.
3. Members proposing an Auxiliary function or requesting approved reimbursement:
 - a. Must request advance approval for the function, including estimated funds required and be approved by a majority of the members present at a regular monthly meeting. No expenditure of Unit funds is permitted without this approval.
 - b. May request a cash advance for an approved function provided that the request is approved by a majority of the members present at a regular monthly meeting. The advance may not exceed the amount of funds previously approved.
 - c. Shall not exceed the expenditure of Unit funds previously approved. When additional funds are required, the Unit President shall be notified and the request will be submitted at the next regular Unit membership meeting or a special Executive Committee meeting called for that purpose. A majority of the members present at either the regular monthly Unit membership meeting or the special Executive meeting is required for approval. Expenditure of funds without this approval may result in the function chair being held liable for the additional funds spent.
 - d. Shall, at the conclusion of the function or expenditure, submit to the Unit Treasurer, an expense voucher, to be turned in within 3 months or refunds will be denied (exceptions can be made under certain circumstances). A written report of expenditures along with the original receipts for all purchases made for the function must be included. Profits

and/or losses will be identified in the written report. All monies not expended and all money resulting from profits will be submitted to the Unit Treasurer.

4. The President of Springfield ALA, Unit 176, will also act as Director of the Corporation.
5. A Past President's Pin or other such suitable gift shall be presented to the outgoing Unit President. Prior to ordering a Past President's Pin or other such gift, the membership will be consulted and the price will then be determined. The incoming Unit Vice President shall be responsible for purchasing the past president's gift.
6. The Junior Past President shall assume the Unit responsibilities for the Awards and Recognition Night (Founders Day). If the Junior Past President is unable to assume such responsibilities, the Unit President shall appoint another representative.
7. All Awards presented to the Unit by the ALA 17th District or the ALA Department of Virginia shall be the property of the Unit and any member accepting an award for the Unit shall be responsible for presenting it to the current Unit President at the next regular Unit meeting following receipt of the award. It shall be the Unit President's responsibility to determine where the awards will be displayed and/or retained at the Post.
8. Beginning Auxiliary year 2013-2014 all checks of the Unit will be cosigned by the Unit Secretary and the Unit Treasurer.
9. The Unit Treasurer shall present a written financial report at regular monthly Unit meetings for approval by the Unit membership. A copy of the approved financial report will be given to the Unit Secretary for filing with the Unit meeting minutes.
10. All Unit members will be required to present their current year's Springfield ALA, Unit 176, membership cards in order to participate in the annual election of Unit officers at the May meeting.
11. Members belonging to the Springfield ALA, Unit 176, continuously for 40 or more years shall have their annual membership dues paid by the Unit.
12. Members belonging to Springfield ALA, Unit 176, continuously for 20 or more years and who have been active with the American Legion Auxiliary Programs, e.g., Children and Youth, VA&R, etc., shall be eligible for nomination for Honorary Life Membership, provided, however, that there shall be no requirement that selections are mandatory each year.

Honorary Life Membership may not be transferred from Unit to Unit or Department to Department.

13. There is established, within Springfield ALA, Unit 176, a single bank account at an acceptable Bank consisting of the following sub-accounts to record all deposits and expenditures of Unit funds:
 - a. Membership: This account will record all receipt and expenditure transactions pertaining to Springfield ALA, Unit 176 membership.
 - b. Girls State: This account will record all donations and expenditures pertaining to Girls State.
 - c. VA&R: This is the holding account for all monies collected from the distribution of poppies. Authorized expenditures from this account will be those VA&R and C&Y Programs specified by the American Legion Auxiliary National, Department and/or District.
 - d. Poppies: This account will be used to record all donations specifically made to the Poppy Program, and any expenditure of funds for the sole purpose of purchasing poppies.
 - e. Sunshine: This account will be used to record all expenditures of "Goodwill" for members of Unit 176, i.e., get-well cards, sympathy cards. This account will be established as February 1, 2011, with a transfer of \$100.00 from the "General" account and will be supplemented from additional donations from the Unit membership. It is recommended that the Unit membership donate \$1 at the close of each Unit membership meeting to sustain a viable balance in this account.
 - f. General: This account will contain all financial transactions not specifically established in 12a through 12d above.

14. The Unit President will invite the District President, by written communication, to attend a Unit meeting or social function. A gift, not to exceed \$25.00 and charged to the "General" account, will be purchased for presentation to the District President. Depending on the availability of funds the Unit President will invite the Department President or the Northern Zone Vice President to attend a Unit meeting or social event. Invitations for Department Officers must include the expenditure of funds for meals and lodging.

15. The Unit Treasurer will pay all citations as required, to meet Department of Virginia citations requirements and the American Legion Auxiliary District 17 dues.
The Unit Treasurer shall pay State Incorporation fee annually.
The Unit Treasurer shall file the applicable IRS 990 form or the 990N postcard annually in accordance with the current IRS guidelines.
The Unit Treasurer shall pay the Inter-Service Club Council (ISCC) dues of \$25 annually.

16. Committee chairs will prepare and submit annual reports, as required by Department of Virginia, to the Unit President in sufficient time to meet the citation date.
17. Dues of \$40.00 for Senior members and \$10.00 for Juniors shall be paid annually.
18. Both The American Legion and American Legion Auxiliary do not and never have discriminated against persons of different sexual orientation for membership. Wartime veterans, both heterosexual and homosexual, who otherwise meet membership eligibility criteria, are welcome to join The American Legion. Female wartime veterans are also eligible to join the American Legion Auxiliary - and we proudly welcome our "dual-members". Spouses and female direct relatives of members of The American Legion are welcome to join. The American Legion Auxiliary, the largest patriotic service organization of all colors and faiths advocating for our US military veterans and promoting American values since 1919.
19. A Dentz Fund Committee Charter and set of Standing Rules was established and approved by the Unit's Executive Committee on June 2, 2015 to manage the trust fund bequeathed to Springfield ALA, Unit 176, through the Edwin and Evelyn Dentz Joint Revocable Trust. These documents (Charter, Standing Rules and historical records for the Dentz Fund Governing Committee) will be reviewed and maintained separately by the Unit as needed.
20. Disciplinary Action – a member may be subject to discipline, to possibly include a term of suspension, for actions that are deemed contrary to the current American Legion Auxiliary Code of Conduct (see Addendum A)

A request for disciplinary action against a Unit member may be initiated verbally during a regular membership meeting or in writing and addressed to the Springfield ALA, Unit 176, Executive Committee.

The request must include:

- the offending member's name
- the reporting member's name
- the specific action/offense committed to include the date and time of the action/offense, and the associated Code of Conduct rule.

The ExCom will perform an expedited review (within 30 days of receipt). Per the ALA National guidelines, Robert's Rules parliamentary procedures are to be followed to ensure that each member is treated fairly and has an opportunity to be heard. Once the ExCom has reviewed the complaint –

- The Unit President, with at least one other member of the ExCom present, will have a meeting with the offender regarding the charges or behavior and allow the offender an opportunity to provide their side of the situation. Following this meeting, the ExCom will meet and determine if further disciplinary action is recommended. If not, the Unit President will report back to the initial reporting member and the offender with the resolution and the incident will be documented as closed and will be retained in the Unit's files.
- If further action is recommended, the ExCom will present, at the next general membership meeting, the Unit membership with the collected information and the membership will determine the validity of the accusation and, if valid, will recommend that the member be counselled verbally and in writing. If the accusation is determined to be invalid or sufficiently handled with the meeting between the ExCom and the offender, no disciplinary action will be enforced. This determination will be made by a majority vote by the Unit's membership and the situation will be documented and retained in the Unit's files.
- For repeated or serious offenses that may endanger the Unit's charter, Auxiliary members or members of the American Legion Post family, the Auxiliary membership will determine corrective action which could include a temporary suspension or recommendation to the Department for expulsion. This determination will be made by a majority vote by the Unit's membership and the situation will be documented and retained in the Unit's files.

Revised January 2, 2001

Revised February 1, 2011

Revised November 6, 2012

Revised November 11, 2014

Revised February 3, 2015

Revised November 28, 2015

Revised May 28, 2024

ADDENDUM A
American Legion Auxiliary Code of Conduct

To fulfil the obligations of membership in the American Legion Auxiliary, a member serving in any capacity representing the ALA is expected to pledge to uphold the following standards of conduct:

- To conduct themselves with dignity, always displaying good manners and good morals.
- To respect the dignity of all persons and not bully, nor physically, mentally, or psychologically abuse any other person.
- To demonstrate a high regard for the ALA mission, rendering quality service to veterans, our military, their families, the community, and The Legion Family at all levels.
- To value all members regardless of their ability to participate in ALA meetings, events, or projects.
- To be kind, considerate, and welcoming to members of all ages, ethnicities, and abilities, regardless of their appearance or years of membership.
- To be a good citizen and a good neighbor by obeying local, state and federal laws and regulations.
- To abide by all governing documents of the American Legion Auxiliary.
- To respect the property of the ALA and The Legion Family, their own personal property and the property of others; and to not abuse or tolerate the abuse of property.
- To not abuse or tolerate the abuse of alcohol; to not use illegal drugs or tolerate the illegal use of drugs.
- To honor and fulfil commitments and financial obligations to the American Legion Auxiliary in a timely manner.
- To be honest, helpful, and to not undermine others.

I understand that I represent the American Legion Auxiliary (ALA) and that my behavior will reflect upon the American Legion Family at all levels. I understand and agree to adhere to the highest ethical standards to earn and protect the public's trust in carrying out the Auxiliary's mission and agree to be a good steward of ALA resources.