



Francis Scott Key Unit 11  
American Legion Auxiliary  
Standing Rules

1. The dues of the Unit shall be \$20.00 for Senior members and \$3.00 for Junior members, as set in accordance with By-Laws, Article III, Section 1.
  - a. The Unit shall pay the dues, to Department, of any Gold Star Mother or Member, or Member with fifty (50) consecutive years of membership with Francis Scott Key Unit 11, upon verification of eligibility. Said payment of dues shall not be paid by a PUFL (Paid Up for Life Membership), nor shall they be considered as an Honorary Life Membership.
2. That flowers or a memorial are to be sent upon the death of auxiliary members in good standing. In the event no flowers are sent and no memorial requested, the memorial donation will be to the Unit Children and Youth fund.
3. That sympathy cards only, are to be sent a member of Francis Scott Key Unit, upon the death of an immediate family member, with the exception of the death of an immediate family member of the current President and Commander, in which case flowers shall be sent.
4. That the Chairman of the delegates to Department Convention, bring a written report of the convention to the regular meeting of the Auxiliary, following the convention, and this report shall be filed with the Unit Secretary.
5. Nominations shall be announced at the May meeting and closed at the June meeting, just prior to elections.
6. That newly elected and appointed officers and committee chairmen shall automatically become the custodians of all Unit property, records and correspondence, and retiring officers and committee chairmen shall be charged with the duty of transferring all such property as may be accrued to their office.
7. That all committee chairmen submit a written report for the past year at the April meeting, this report to be filed with the designated Department Chairmen and copy to the Unit President.
8. That all committee/fund-raiser chairmen submit all income for deposit, and expenses to be paid to the Unit Treasurer. Each chairman must keep a record and report to the Unit with a written statement of all proceeds, expenses, and net funds realized.

9. If the Unit elects to participate in an Awards Program with The American Legion and Sons of The American Legion, the President shall appoint a chairman and two members to plan the event. The date and function type to be determined by the January meeting. Scheduling must be coordinated to accommodate Auxiliary Program Chairmen so they may plan accordingly (Americanism, Education, Girls State, Poppy, and any other Auxiliary Programs with awards or recognition to be presented. Funds for the Awards Program shall be as approved in the Unit Budget, unless otherwise approved at a regular Unit meeting.
10. That a member serving as Unit President for one (1) year, be presented a Past President's 10K Gold Pin with pearls, or Ring, at the end of her term. If she serves a second term, a gift will be given at the discretion of the Unit, not to be less than the value of the Past President's pin or ring.
11. To be a compensated delegate to convention, a member must attend a minimum of six (6) Unit meetings or combination of Unit Meetings and/or working fund-raisers/projects (ie: specific time donated, not including ticket sales).
12. The Unit President shall appoint a Chairman to the Honorary Life Membership Committee, which consists of the current Honorary Life Members.
  - a. The Committee Chairman will call a meeting for nominations, review of accomplishments and possible selection of new Honorary Life Membership recipients.
  - b. Each nominee must have at least twenty (20) years of active service as a member of Francis Scott Key Unit 11.
  - c. There is no requirement to select a life member each year. The Committee is authorized to make the selection for any new recipient(s) of Honorary Life Membership for the Unit.
13. That any officer, in good standing, that is hospitalized during her term of office be sent flowers from the Francis Scott Key Unit 11, as an expression of our devotion to mutual helpfulness.

As approved at the January 18, 2011 Unit meeting.

---

Deborah Cline, President

---

Dolores Green, Secretary