STANDING RULES

ARTICLE I - Newport Harbor American Legion Auxiliary Unit 291

1. All correspondence pertaining to the Auxiliary and the business thereof shall be sent to the American Legion Auxiliary Unit 291, 215 15th Street, Newport Beach, CA 92663. (2024)

ARTICLE II – OBJECT (See Bylaws)

ARTICLE III - MEMBERSHIP

1. Annual membership dues will include an Auxiliary membership card and facilities access card which belongs to that member only. It cannot be loaned or used by any other person regardless of the relationship with that member. An Auxiliary member may bring up to (3) guests to the Post per visit. The Auxiliary member must stay with the guest(s) during their visit.

    a. Any Auxiliary member who, when questioned about the potential misuse of their access/membership card, becomes verbally or physically abusive towards a Post Officer or Post employee, is subject to the discipline procedure as described in Article III - Section 10. Violation of this section may result in the deactivation of the access card as determined by the Executive Board.
    b. All Auxiliary members are required to volunteer a minimum of 10 hours per calendar year (January 1 through December 31) in order to maintain access card privileges. (2025)

2. Membership dues shall be $160 per year for Senior members and $10 per year for Juniors. Dues include National, Department, and District per capita fees. (2025)

    a. New membership cannot be accepted in the month of August. (2024)

3. The initiation fee for new members shall be $250 for Seniors and $20 for Juniors. Members shall be entitled to a membership card and Auxiliary pin. A copy of the Constitution and Bylaws is available on the Unit website. (2023)

4. New members must have a living American Legion Post 291 member in "Good Standing." Only exception, the new member lives in the area of Newport Beach or Costa Mesa, shall follow the National membership guidelines. (2024)

5. The required documentation for new members is:

   a. Current California identification or driver's license.
   b. Proof of kinship to eligible veteran (birth certificate, marriage license, etc.).
   c. DD214 Form
   d. If eligible veteran is alive, copy of their current Post 291 membership card.
   e. If eligible veteran is deceased, death certificate (for Newport Beach or Costa Mesa applicants only). (2024)

6. The total number of Auxiliary members will be based on 25% of the total Post membership (Legion, SAL's, and Auxiliary) and will not exceed 2,000 Auxiliary members. (2024)

7. Membership transfers to the Auxiliary will not be accepted at this time, to support surrounding Auxiliaries. (2024)

8. When transfers are accepted into Unit 291, they will be required to pay the difference in the dues amounts, on a pro-rata basis, when the dues of Unit 291 are higher than those of the former Unit from which the member is transferring. The pro-rata amount will be based on the calendar year. A transfer of $150 will be accessed on the initial transfer.

9. Any member requesting to have their membership card reissued will be required to pay a $10 processing fee. Any member requesting to have their facilities access card replaced will be required to pay a $50 processing fee.

10. Code of Conduct and Course of Action

    a. No member shall harass, degrade, threaten, or harm another Auxiliary member, or disrupt any Auxiliary meeting either vocally or physically at any time. Members shall not conduct themselves in an unruly or argumentative manner towards any other Legion family member, guest, or Legion staff. This includes written, verbal, or electronic communication.
    b. Once written notice of said incident is given to the Auxiliary President, the Executive Committee shall be convened. Upon their recommendation, appropriate action will be taken with the offending member. A written notice will be sent to the offending member describing the incident and what course of action will be taken. The offending member may appeal the Executive Committee's recommendations.
    c. Discipline may include temporary suspension of Post privileges. A member cannot be suspended for more than 12 months. For more serious violations, the member may be declared "Not in Good Standing" with a written notice

requesting expulsion from the Unit sent to the Department of California as outlined in the ALA Unit Guide Book, Chapter 8.

11. No member shall use the kitchen facilities or any part of the American Legion Hall to sponsor, cater, or in any other manner conduct any personal profit-making event.

12. No members of the Unit, regardless of official position within the Unit, shall obligate the Unit in any manner without first clearing said obligation with the Unit.

13. An honorary life membership committee shall be appointed by the President. The person or persons so honored shall be presented with a pin, and membership dues shall be paid for life or until said member transfers to another unit.

14. The Chaplain shall send an appropriate card to each reported sick member and shall notify the District Chaplain of ill or deceased members. The names of the deceased members shall be reported to the Unit Membership Chair, who will submit a Membership Data Form to Department.

15. Upon death of a member, the Unit shall send a monetary donation of $15 to the Loving Tribute Fund or a charity of the family's choice. Upon the death of a member's immediate family, the unit shall send a monetary donation of $10 to the Loving Tribute Fund or a charity of the family's choice.

ARTICLE IV - UNIT OFFICERS

1. At the beginning of their new term each officer shall receive a copy of the Bylaws, Standing Rules, and current Unit Handbook.

2. Resignation of officers shall be submitted in writing to the President and acted on at a Unit general meeting.

3. Dinner for the newly elected Unit Officers at the Installation of Officers Ceremony shall be paid by the Unit. This is a budgeted item.

4. Any Unit member working as an employee of the Post in a regular full-time position (over 24 hours weekly), or any office position (any number of hours weekly) is prohibited from holding office in the Unit.

ARTICLE V - UNIT MEETINGS

1. Unit monthly general meetings will begin at 6:00 p.m. There will be two "Dark Months" (no meetings) of Unit 291 in June and December. The President of Unit 291 may request one additional "Dark" meeting.

2. In the event of severe weather, natural disaster, pandemic, or any other situation in which it would be in the best interest of the Executive Board or General Membership not to meet in person, meeting may be held electronically as long as everyone participating has the opportunity for simultaneous and aural communication.

    a. This would also include meetings held simultaneously in person and electronically. (2025)

3. No collection of any kind or sponsoring of products for other organizations or for personal gain at a Unit meeting or function are allowed.

4. The proposed operating budget will be presented for the upcoming fiscal year in April of the current fiscal year. (2024)

ARTICLE VI - EXECUTIVE BOARD (or Board of Directors)

1. The President or assigned Delegate shall give a convention report at the first Unit meeting following convention.

2. It shall be the duty of each Delegate or Designated Alternate to attend each full session at Department Convention, unless excused by the head of the Unit delegation to attend to other convention business. If not excused, the delegate shall forfeit monies allotted by the Unit for the time absent. Delegates who are attending Convention will receive no more than $250 per day in the event they attend at least three full sessions on the Convention floor. In order to receive this reimbursement, the Delegate must submit receipts for their expenses to the Treasurer of the Unit. (2023)

3. The President of the Unit, or the Executive Committee acting as one, are the only officers who can demand performance from the Chair. The President has the right to ask for the resignation of a non-performing Chair.

ARTICLE VII - COMMITTEES

1. The Membership Chairman shall be appointed by the President. All monies and checks pertaining to membership shall be turned over to the Membership Chairman. The membership roster and membership cards to be processed are to remain at all times in the possession of Membership Chairman.

2. The Community Donation Committee, appointed by the President, shall be required to review all donation requests in excess of $500 before that donation request may come to the Executive Board and the General Membership for a vote. This does not include budgeted donations.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

1. Unit elections shall be held according to the following schedule:

   a. February Meeting – The Nominating Committee shall be elected. The Nominating Committee will consist of three Unit members from the Executive Board and two Unit members from the General Membership. The first person elected to this committee shall be the chairperson.
   b. March Meeting – The Nominating Committee shall present its slate of potential officers. No further nominations may occur until after April 1.
   c. April Meeting – The floor will be open for nominations.
   d. May Meeting – Elections will be held in accordance with Unit Bylaws, Article IV, Section 2.
   e. Immediately following the election of the Unit Officers in May, the Unit Delegates and Alternates to Department Convention shall be elected. The first person elected shall be the retiring President. The second person elected shall be the incoming President unless that is the same person. In that case, the second person elected shall be the Jr. Past President.

2. When there are three or more nominees for one office, unless one nominee receives a majority vote on the first ballot, the nominee receiving the lowest number of votes shall be automatically dropped before proceeding with the next ballot.

3. A majority of all votes cast shall elect a nominee except that in the election of the Executive Committee Members, a plurality shall elect.

ARTICLE IX - AMENDMENTS

1. The Bylaws shall be reviewed and revised in August of each year by a committee appointed by the President. Proposed changes shall be presented to the General Membership in writing and read at the August Unit General Meeting with a second reading with a vote at the September Unit General Meeting.

   a. The Standing Rules shall be reviewed annually or as needed with proposed changes presented to a General Membership Meeting for a vote.

ARTICLE X - FINANCIAL (2024)

1. The District President shall be presented with a monetary gift of $25 at their official visit.

2. A Past President's pin shall be ordered by the Unit Secretary and presented at the Unit installation, or the first General Meeting of the new President. This cost is not to exceed $125. The name of said President should also be added to the Past President's plaque. (2024)

3. All expenditures, budgeted or non-budgeted, must be accounted for by the presentation of receipts to the Treasurer.

4. The Liability and Directors and Officers insurance shall be paid annually by July 1 by the Treasurer. This is a budgeted item.

5. The Treasurer shall pay every three years, the Fidelity Bond after July 1 but no later than the July meeting to the Department of California. This is a budgeted item.

6. The President of Unit 291 shall be reimbursed for tickets to attend American Legion Auxiliary, American Legion, Sons of American Legion, and American Legion Yacht Club events in an amount not to exceed $900 per fiscal year.

7. In the event the President or Treasurer is unavailable to co-sign on the bank account, the Secretary has the authority to be a co-signer. (2023)

Janet duMonceaude Borgendal
Constitution & Bylaws Chairman

Cynthia Minucci Neal
President

Revised February 2026