GUIDELINE FOR WRITING UNIT STANDING RULES

Standing Rules are rules and regulations, which are related to the details of the administration of a society for the guidance of an assembly, which have been adopted, the same as ordinary resolutions, by a majority vote without previous notice.

The following is an outline or guide for units (and districts) when writing or updating their Standing Rules. Not every item will apply to every unit, and some things that concern your unit may not be listed, but we hope this guideline will be helpful.

The (UNIT NAME AND NUMBER) of the _____ District, American Legion Auxiliary, hereby adopts the Unit Constitution & Bylaws as prescribed by the American Legion Auxiliary, Department of _____.

Robert's Rules of Order, Newly Revised, 10th Edition, in all questions not governed by articles of the National, Department and Unit Constitution & Bylaws, shall govern this unit.

1. State time (day and hour) of meeting, place of meeting and information on notification of meeting. Are you meeting all 12 months?
2. Dues – Senior, Junior, Gold Star Mothers, Life Members.
3. Process for selecting Life Members.
4. Election –
    a. When will election be held?
    b. Secretary and/or Treasurer – elected or appointed?
    c. A nominating committee – yes or no? Elected per Robert's Rules of Order, Newly Revised, 10th Edition.
5. Election of delegates for department convention, fall conference, district meetings. When and how selected?
6. Installation of officers. When, where, who is in charge.
7. Equipment – Rules for loaning, maintenance, etc.
8. Finances –
    a. Rent
    b. Utilities
    c. Working funds for officers, chairmen, Poppy purchases, Girls State, VA&R, etc.
    d. Annual gifts for district president's visit, retiring officers, etc.
    e. Flowers and/or gifts for illness, death, etc.
    f. Expenses for delegates to department convention, fall conference, district meetings, etc. (Registration fee, mileage, per diem, etc.)
    g. How bills are paid and who signs the checks.
    h. Contest prizes – how much for poppy, essay contests, etc.
    i. Department and district mandatory funds.
    j. Arrangements for special dinners – funerals, etc.
    k. Annual donations to special programs or charities
9. The fiscal year of this unit/district will be _____.

10. Audit – when and by whom.
11. This paragraph should appear at the end of your Standing Rules: “These Standing Rules may be amended by a two-thirds (2/3) vote at any regularly scheduled meeting, or if notice has been given, by a majority vote.” Standing Rules are usually adopted from time to time, as they are needed, in the form of resolutions.
12. The date of the unit meeting at which these Standing Rules were approved MUST be shown. ALSO – The signature of the unit Constitution & Bylaws chairman and unit president or unit secretary MUST appear on the bottom of the list.

Date Approved: _____

_____
Unit President or Unit Secretary

_____
Unit Constitution & Bylaws Chairman