

# HOW TO WRITE STANDING RULES

## Committee:

Constitution & Bylaws

## Contact Information for Questions:

constitution&bylaws@ALAforVeterans.org or your department Constitution & Bylaws chairman

## Step-by-Step Instructions:

- Start with a specific need that relates to the administration of your department, district or unit (e.g., awards you present, budget for convention attendees, voting body).
- Write the Standing Rule. See “Guidelines for Writing Standing Rules” on the next page.
- Present it at a department, district or unit meeting.
- A standing rule can be adopted with majority vote at any regular meeting with advance notice, unless otherwise stipulated in the bylaws. Without advance notice, a standing rule requires a 2/3 vote for adoption.
- The Standing Rules document should be kept up-to-date, and each new Standing Rule should record the date it was adopted.

## GUIDELINES FOR WRITING STANDING RULES

Standing Rules are those rules and regulations which relate to the details of the administration of an organization for the guidance of an assembly. Standing Rules are usually adopted in the form of a resolution, and require a majority vote to pass with previous notice at any regularly scheduled meeting, and a 2/3 vote in the affirmative to pass without prior notice.

The following points are intended to be a helpful guide for writing or updating Standing Rules. Not every topic or item will apply in every instance, and some things may not be listed.

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

The most recent edition of *Robert's Rules of Order*, in all questions not governed by articles of the National, (department/district/unit) Constitution & Bylaws, shall govern this (department/district/unit).

1. State time (day and hour) of meeting, place of meeting and information on notification of meeting. Are you meeting all twelve (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 the most recent edition of *Robert's Rules of Order, Newly Revised*.
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, ALA Girls State, Veterans Affairs & Rehabilitation, 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)
  - 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 department/district/unit will be \_\_\_\_\_.
10. Audit – when and by whom.
11. This paragraph should appear at the end of your Standing Rules: “Standing Rules are adopted by a majority vote and may be amended by two-thirds (2/3) vote at any 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 meeting at which these Standing Rules were approved MUST be shown. ALSO – The signature of the Constitution & Bylaws chairman and president or secretary MUST appear on the bottom of the list.

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Date Approved

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President or Secretary

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Constitution & Bylaws Chairman