

Guidelines for Writing Unit or Council Standing Rules

Every set of Standing Rules needs to be preceded with the following statement:

“ _____ (Unit or Council name and number) of _____ (town, state) American Legion Auxiliary hereby adopts the Unit/Council Constitution and Bylaws as prescribed by the American Legion Auxiliary, Department of Pennsylvania.

This Unit/Council (whichever applies) shall be governed by the articles of the National, Department and Unit/Council Constitution and Bylaws and current edition of Robert’s Rules of Order Newly Revised.”

Listing of Standing Rules:

Following is an outline or guide for units and councils to write or update Standing Rules. Not every item will apply to everyone and some things that concern your unit or council may not be listed.

1. State the time (day and hour) of meetings, place of meetings and information on notification of meetings. Do you meet every month?
2. Dues – Senior, Junior, Gold Star Mothers, Life Members
3. Process for selection of Life Members
4. Election
 - a) When is election held?
 - b) Secretary and/or Treasurer. Elected or appointed?
 - c) Nominating Committee. Yes or No? If yes, elected per Robert’s Rules of Order Newly Revised.
5. Election of delegates for Department Convention, council meetings and representatives to any conferences. When are the elections held and how are the delegates selected.
6. Installation of Officers. When, where, who is to be in charge?
7. Standing Committees – The President may create and discharge additional Special Committees as may from time to time be needed, subject to ratification by the Unit/Council.
8. Equipment. Rules for loaning, maintenance, etc.
9. Finances:
 - a) Rent
 - b) Utilities
 - c) Working funds for officers, chairmen, Poppy purchases, Girls State, VA&R, etc.
 - d) Annual gifts for Unit/Council and retiring officers.
 - e) Flowers and/or gifts (i.e. illness, death, etc.)
 - f) Expenses for delegates to Department/National Convention, Council meetings, etc. (i.e. Registration fee, mileage, per diem)
 - g) How bills are paid. Who signs checks?
 - h) Contest Prizes (i.e. Poppy awards, essay contest, etc.)
 - i) Department/ Council dues
 - j) Arrangements for special dinners (i.e. funerals, etc.)
 - k) Annual donations to special programs and charities.
10. The fiscal year of this unit/council will be August 1st through July 31st inclusive.
11. Audit. When and by whom? (Realizing that most units/councils do not have a legal audit, but have their books reviewed.)

12. The following 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. These rules shall become effective only after approval of the Department Constitution and Bylaws Chairman, in order that the unit/council is operating with proper Standing Rules.”

13. The dates of the Unit/Council meeting at which the Standing Rules were approved **MUST** be shown. **Also:** Signatures of the Unit/Council Constitution and Bylaws Chairman and the Unit/Council President or Secretary **MUST** appear on the bottom of the document. Plus Committee members who worked on these Standing Rules.

Updated Standing Rules as approved by your membership should be mailed to Department Constitution and Bylaws Chairman for her review. These Standing Rules should be returned to the Unit with either corrections or approval. Please provide her with the name and address of your contact person.