



## HOW TO WRITE POLICIES/STANDING RULES

### Contact Information for Questions:

Department Constitution and Bylaws chairmen or [constitution&bylaws@ALAforVeterans.org](mailto:constitution&bylaws@ALAforVeterans.org)

### Step-by-Step Instructions:

- \* Start with a specific need that relates to the administration of your unit (e.g., awards you present, budget for convention attendees, voting body).
- \* Write the Policy/Standing Rule. See “Guidelines for Writing Policies /Standing Rules”.
- \* Present it at a unit meeting.
- \* A policy/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 policy/standing rule requires a 2/3 vote for adoption.
- \* The Policies/Standing Rules document should be kept up-to-date, and each new Policy/Standing Rule should record the date it was adopted.

## GUIDELINES FOR WRITING POLICIES/STANDING RULES

Policies/Standing Rules are those rules and regulations, which relate to the details of the administration of an organization for the guidance of an assembly. Policies/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 Polices/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 \_\_\_\_\_ Unit, 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 Department, (district/unit) Constitution & Bylaws, shall govern this (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, spring district convention.

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, mid-winter 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 dinner - funerals etc. Annual donation to special program 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 Polices/Standing Rules: "Polices/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." Polices/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 Polices/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.

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
President or Secretary

\_\_\_\_\_  
Constitution & Bylaws Chairman