



Department of California  
District 28

CONSTITUTION AND BYLAWS  
November 19, 2023

This Chairman has received several inquiries as to what exactly can be included in a Unit's Standing Rules.

Standing Rules are considered to be the administrative policies of the Unit, and they may be changed as the needs of the organization change with 1) prior notice to members, by a majority vote; 2) by 2/3 majority without prior notice.

The following provisions are suitable for addressing in standing rules:

- Meetings – with COVID-19, meetings that were locked into a specific day and time ran into a problem when they were unable to meet. Consider carefully how specific this needs to be. Also can include annual meetings such as state convention here.
- Dues
- Elections (when, how)
- Equipment (rules for loaning, maintenance)
- Finances
  1. What the fiscal year will be
  2. Cash management and check signing procedures
  3. Rent, Utilities
  4. Special funds: poppy, ALA Girls State, VA & R
  5. Gifts (to retiring officers, installing officers, District/Department Presidents))
  6. Flowers/Gifts for funerals, illnesses
  7. Delegate stipends/expenses
  8. Contests and prizes (poppy, essays)
  9. Mandatory funds (for district/departments)
  10. Donations to programs (Unit/District/Department/Other)
  11. Compliance – filing of IRS forms
- Audit of books – who will conduct the audit and when

***Robert's Rules of Order, Newly Revised is the parliamentary authority of the American Legion Auxiliary and will be the authority on issues not otherwise addressed by state law, the constitution/bylaws, or special/standing rules.***

Susan Baker, Chairman