

DISTRICT 28
STANDING RULES



SALINAS UNIT 31
MONTEREY PENINSULA UNIT 41
HOLLISTER UNIT 69
GONZALES UNIT 81
CARMEL UNIT 512
CECIL M. ANDERSON UNIT 589
SEASIDE UNIT 591
PRUNEDALE UNIT 593
MONTEREY CYPRESS UNIT 694

Revised September 17, 2023

1. Members desiring to present installation gifts to the new President shall discuss their desire with the Installing Officer. It is preferred that any gifts be presented either before or after the installation.

Installations: Individual Units shall be responsible for corsages at the Department and District Installation for their respective officers: District President, Jr. Past President, District First and Second Vice Presidents. All units are encouraged to provide corsages at Unit expense for any officer (elective or appointed) being installed.

- a. Units shall notify the District President of the date and time of election and installation including the name of the Installing Officer.
2. When installing the District those eligible to install are Past District Presidents, Past and current Department Presidents, and Past and current National Presidents. Units are encouraged to request one of those previously named as Installing Officer.
 3. The Installing Officer should contact individuals and not assume enough will arrive to assist. All Past District Presidents should first avail themselves to assist the current District President when requested.
 4. The District shall finance all prizes and citations for awards approved in the Budget.
 5. All District funds shall be processed through the District Treasurer. The office of Treasurer shall be bonded, bond paid by the District.
 6. The District will assess each Unit a fee in accordance with their membership standings as shown in the recent convention Book of Reports as follows: Up to 100 members, \$25; 101 through 200 members, \$30; 201 through 300 members, \$35. For each 10 members over 300 add \$5. This contribution will be placed in the General Fund and used to finance District expenditures. The Treasurer will also include the District per capita at \$.50 per member and notify each Unit prior to the first District Meeting. (August 2023)
 7. Provisions shall be made for the purchase of a Past District President's pin or lug from the General Fund as soon as possible after the first District Meeting. (The District Treasurer shall confer with the District President as to her their choice prior to ordering.)
 8. The District Treasurer will provide the Host Post the cost of lunch(es) for any guest speaker invited by the District.
 9. District Officers shall wear their Badge of Office (if one is available); all others shall wear Auxiliary pins to all District Meetings. Members will pay \$1.00 if badge or pin is

not worn and credited to the General Fund. The Sgt-At-Arms is responsible for collecting the fine. (September 2023)

10. If the District President desires theme pins for her "Special Project", the Treasurer may pay in advance for the cost if funds are sufficient.
11. Opportunity Drawings at District Meetings shall be allowed for the benefit of the District of the Hostess Unit. No other exceptions apply unless brought before the members of the District and approved.
12. New District Constitution/Bylaws and Standing Rules shall be provided to the President, Parliamentarian, Constitution/Bylaws Chairman and each Unit (cost borne by the District). Others desiring copies shall pay a fee of \$1.00 for Const/Bylaws and \$1.00 for a copy of the Standing Rules.
13. Elected or appointed Officers or Chairmen who fail to attend two consecutive meetings without just cause and notification to the District President prior to the meeting, shall relinquish her office or chairmanship provided notification has been sent by the District Secretary.
14. It shall be the duty of all retiring officers and chairmen to provide a Procedure Book to their replacements at the end of the last District Meeting. Information relative to the office or program received at Convention shall be provided prior to the District Executive Board Meeting.
 - a. History Books are to be presented no later than December 31st to the Junior Past District President.
 - b. District Officers shall turn in their Badge of Office to the President at the end of the last District Meeting except for the current District President and Vice Presidents. If badge of office is lost it must be replaced immediately at the loser's expense.
 - c. All books relative to finance (Treasurer, VA&R, and D&M Fund) must show itemized receipts if not budgeted and books shall be audited annually prior to the end of August. (2012)
15. Rosters or a list of Officers and Chairmen shall be made available to all Units, District Officers and Chairmen at the first District Meeting.
16. The Host Unit shall notify the District President and District Secretary of the location of the Auxiliary's District Meeting if the location is different from The American Legion. Each individual Unit must be notified by the District Secretary.

17. Monetary memorials for Past District Presidents or District Officers shall not exceed \$25.00. The wishes of the individual Unit shall be considered first. The District Chaplain shall be responsible for any memorial.
18. The District President will notify the Past District Presidents of any recently deceased Past Department President. District President will notify Past Department Presidents of recently deceased Past District Presidents. (Information can be found in any Convention Book of Reports and then by matching the year, using the current District Roster.)
19. Each Unit shall invite the District President to at least one Regular Business Meeting during her term of office.
20. The District President shall appoint a committee of three Past District Presidents to work with a Unit in the event that Unit may be placed on probation and prior to the cancellation of a Unit Charter.
21. The Bylaws and Standing Rules shall be revised annually at the District Executive Board Meeting and changes only presented at the first District Meeting. (The District Constitution/Bylaws Chairman shall assume the responsibility.)
22. Each Unit shall be notified in writing by the District Membership Chairman (or President) of the goal for the ensuing year as soon as the information is received from Department. Unit goals will be announced at the first District Meeting.
23. To qualify for the "Miss Poppy Award" the contestant must make an appearance at a District Meeting.
24. In the event housing accommodations are required for the Department President's Official Visit, the District President will ensure reservations are made and prepaid by the District as budgeted.
25. Department allocates 80 pins to District 28 with the following distribution to Units: 50 members or less – 5 pins and 51 and up – 10 pins. (2019)
26. In the event a member's cell phone rings during a meeting the member shall be assessed a fine of \$5.00. (September 2023)

Changes to these Standing Rules require a majority vote of those present and voting provided a quorum is present.