



American Legion Auxiliary

Carol Kottom, Chairman

ckakottom@gmail.com

763-360-6102 (cell)

763-682-3465 landline

Constitution & Standing Rules Unit Mailing #1 2019-20

It's that time again ladies. We need to all sit down and review our governing documents – namely the Unit and District Constitutions and the Unit Standing Rules.

Are you happy with what you have in your standing rules? Do they cover everything they should cover? What should they cover?

Standing Rules:

Standing rules are the rules concerning the administration of the organization. Some of the items you should have in your standing rules are as follows:

- Place, day and time of the meetings
 - A. Do you meet every month?
 - B. Do you always meet at the same place?
- Duties of officers
- How to change the rules
- Chairman and their responsibilities
- All items unique to your unit – do you pay for any members dues? If so, define.

This is just a very rough list. You may have tons more and that's fine!

Constitution:

Unit, District and Department Constitutions are on line and in the Unit Guide at the beginning of each year. Review these documents – make sure you understand them.

Questions – feel free to contact your District constitution and standing rules chairman or you can submit your questions to the Department chairman.

Every year we ask that you send a copy of your standing rules to the Department Office. This isn't so we can criticize or judge, it's merely so we can help should a question arise.

Contact me any time – I'll do my best to answer your questions,

Carol Kottom

Constitution & Standing Rules Chairman 2019-20