**Standing Rules Examples**

A standing rule relates to the details of the administration of a society, and which can be adopted or changed the same way as any other act of the deliberative assembly. Standing rules can be suspended by a majority vote for the duration of the session, but not for longer. Examples of standing rules include wearing name badges, signing a guest register, or using recording devices.

**Sample Standing Rules**

1. Units of the American Legion Auxiliary are separate entities that operate independently as affiliates of the American Legion Auxiliary National Organization. Units shall be governed by their own Unit Constitution and/or Bylaws which shall not conflict with the National Constitution and Bylaws, National Standing Rules, National rules and policies, Department Constitution and Bylaws, or Department rules and policies. Units may refer to the Unit Guide, the Manual of Ceremonies, and other publications of the National and Department organizations for guidance in the conduct of their programs and the administration of Unit activities.
2. Units have the authority to set annual Unit dues. Annual dues collected by the Unit shall include Department and National dues. Units shall send Department and National dues according to the policies adopted by the National Executive Committee.
3. As provided in the National Bylaws, the minimum membership of a Unit shall be ten (10) Senior members. A Department Headquarters Unit shall have no minimum membership requirement.

No person may, at any time, be a member of more than one Unit.

A new member joining the American Legion Auxiliary prior to the annual National Convention must pay full current annual dues to be eligible for full membership rights, privileges, and benefits.

A new member joining after the National Convention may be given by their Unit full membership rights, privileges, and benefits from the date the dues are received through December 31 of the following year.

A member who is not subject to suspension or membership revocation is eligible to transfer membership to another Unit if the member has paid membership dues to the current Unit for either the current year or immediate past membership year. A member transferring to a new Unit must pay current year dues to either the current Unit or to the Unit into which the member wishes to transfer.

1. A valid American Legion Auxiliary membership card shall reflect the member’s current pertinent membership information.
2. A Legion post has no authority to regulate a Unit and vice versa.
3. The Unit has the responsibility for the discipline of its members. A member disciplined by the member’s Unit may appeal the Unit’s disciplinary action in writing to the Department Executive Committee.
4. Disciplinary actions against members, including membership suspensions, are not appealable to the National Organization. All discipline must be imposed following the principle of fundamental fairness. A Department may discipline a Unit for failure to discipline a member.
5. When a Unit ceases to function, or its charter has been canceled, the charter and all Unit records and funds shall be immediately sent to Department Headquarters which has no obligation to assume any of the Unit’s debt or other obligations.
6. A Unit whose charter has been canceled by its Department without the Unit’s consent may appeal the Department’s decision to the National Executive Committee as provided in these Standing Rules.
7. The regular meetings of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Unit \_\_\_\_\_\_\_\_ shall be held on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of each month and shall be called to order at \_\_\_\_\_\_\_\_\_\_\_\_o’clock.

Amended:

President:

Secretary:

Date:

**\*\*End Sample Standing Rules\*\***