

## HOW TO WRITE STANDING RULES

Standing Rules addresses issues that relate to the details of the administration of the organization and which can be adopted or changed the same way as any other act of the assembly. They are a separate section of your governing documents. Standing rules can be suspended by a majority vote for the duration of the session, preferably with previous notice, but not for longer. They should provide details about provisions in the Bylaws, and often are developed as the need arises. They can be amended as frequently as needed to keep the organization up to date.

Keep good records of when changes are implemented and update the official governing document on a regular basis. This is a corporate record. All members, not just the leadership, are entitled to access to the governing documents, so it's a good idea to make these easily available to your membership.

When updating Standing Rules, please add the following ending to this governing document:

Standing Rules are adopted by a majority vote and may be amended by a two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.

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Date Approved

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President or Secretary

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Constitution & Bylaws Chairman

## Standing Rules of (Name of Unit)

1. Conferences and Conventions
  - a. Delegates-selection of and reimbursements/allowances for delegates
  - b. Department Convention
  - c. Spring Conference
  - d. ALA In The Know Workshops
  - e. Report on business/learning opportunities at conferences/conventions
2. Unit Activities
  - a. Memorial Day- parade activities, assisting post activities
  - b. Veterans Day- activities at unit; dinner for veterans hosted by unit
  - c. Flag Disposal- assistance to Post
3. Gifts and Donations
  - a. Past President's pin shall be presented to the outgoing President
  - b. Donation made to ALA Foundation in memory of deceased member
  - c. A gift value of \$\_\_\_ shall be presented to Gold Star Families on Memorial Day
4. Poppy Program
  - a. 20% of profits shall be forwarded to Department Headquarters before June 1.
  - b. Donations to the Poppy program shall be used for .....
5. Veterans Affairs & Rehabilitation Program
  - a. List duties of the chairman
  - b. Donations to support VA facilities and VA's baby showers
6. Children and Youth Program
  - a. List duties of chairman
  - b. The unit shall send two girls to ALA BGS from MyTown High School
7. Membership
  - a. Indicate person(s) responsible for processing membership
  - b. Other directives relating to membership drive or dues
  - c. Dues will be \$5.00 above the rate assessed by Department
8. Annual Reports
  - a. The president, secretary, and program chairman shall fill out the annual reports and submit to Department Headquarters by the due date
9. Hospitality
  - a. Provisions for meeting hostess, refreshments/ pot luck arrangements
  - b. Sunshine Chairman- get well/ sympathy/ congratulation cards
10. Miscellaneous
  - a. Anything else related to the administration of the unit
11. Standing Rules are adopted by a majority vote and may be amended by a two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote.

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Date Approved

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President or Secretary

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Constitution & Bylaws Chairman