

Standing Rules Sample with Code Of Conduct Verbiage

Unit Legal Name

District No.

Unit No.

Standing Rules

1. The American Legion Auxiliary promotes an atmosphere of mutual respect for the worth and dignity of our members, volunteers, staff and those we serve. Participation in the Auxiliary or its programs is subject to the observance of the organization's rules and procedures. Anyone associated with the American Legion Auxiliary as a member, volunteer, staff or program participant who violates this Code of Conduct is subject to discipline up to and including removal from the program. The activities outlined below are strictly prohibited.
 - Failing to cooperate with a supervisor, leader or mentor.
 - Discourteous, rude or abusive language towards a staff member, volunteer to another participant.
 - Verbal, physical or visual harassment of a staff member, volunteer or another participant.
 - Violent outbursts, actual or threatened violence toward any individual or group.
 - Screaming, bullying or taking unfair advantage of others.
 - Conduct endangering the life, safety, health or well-being of others.
 - Possession of dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items on the American Legion Auxiliary or Department of Veterans Affairs property.
 - Possession or use of alcoholic beverages or illegal drugs or participating while under the influence of drugs or alcohol, on the American Legion Auxiliary or Department of Veterans Affairs property.
 - Failure to follow any policy or procedure.

2. It is the policy of the American Legion Auxiliary, Department of Wisconsin, to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the business and services of the organization.
 - Members and volunteers with the American Legion Auxiliary Unit xxxx shall Maintain the confidentiality of any information concerning legal, sensitive business, and personal matters and shall not disclose such information that maybe directly or inadvertently become known to them without express prior permission.

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 My Town 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/ potluck arrangements
 - b. Sunshine Chairman- get well/ sympathy/ congratulation cards
 10. Miscellaneous
 - a. Anything else related to the administration of the unit
 - b. Code of Conduct *
 - c. Confidentiality Agreement*
 - i. Copy of ALA Department of WI Code of Conduct and Confidentiality Agreement is listed on the Department of Wisconsin website (amlegionauxwi.org) under the programs tab > Standing Rules button.
- This is a sample of how units can write their Standing Rules, each unit is unique as to how their governing documents are written to best serve their unit and its members.
- Questions regarding the role of Districts, please refer to the Department of Wisconsin Red Book 2025-2026 under Standing Rules page 70, item 18.
- Regarding units' responsibility for disciplinary actions, please refer to American Legion Auxiliary Unit Guide Book Revised October 2024; can be downloaded from the Department website or ordered from American Legion Flag & Emblem Sales (item # 355.200) for \$9.99 each