

STANDING RULES

DEPARTMENT ORGANIZATION

AMERICAN LEGION AUXILIARY

DEPARTMENT OF ALASKA

Adopted 1994

Amended 1996, 1998, 1999, 2000, 2003, 2004, 2005, 2006, 2007, 2008

PREFACE

Standing rules are rules and regulations for the guidance of an assembly, which have been adopted, the same as ordinary resolutions, by a majority vote without previous notice.

A Standing Rule may be amended or rescinded by a two-thirds vote, or if notice has been given, by a majority vote. Standing Rules are usually adopted, as they are needed, in the form of resolutions.

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I. CALENDAR

June	15% of Poppy proceeds to Department Flag Day Prepare for July Fourth celebrations Alaska Girls State
July	Unit membership goals are established at the close of the National books 30 days prior to National Convention Send dues transmittals for life members, early remittances
August	Junior Activities National Convention Department Executive Committee Meeting at National Convention
September	Music Department Chairmen receive Plan of Work for Auxiliary year Send dues transmittals at least once a month or oftener
October	Education Constitution and By-Laws Halloween activities Send contributions to VA Hospital Gift Shops Department Executive Committee Meeting
November	Membership Veterans Day activities Order Poppies Thanksgiving activities
December	Veterans Affairs & Rehabilitation - Domiciliary, Veterans Gift Shop Pearl Harbor Day Christmas Day
January	Legislative & National Security January 31, Deadline for National Presidents citation for 100% Unit membership and deadline for maintaining continuous membership year guards.
February	Americanism Southeast District Convention If your Poppies are not ordered - do so immediately! Elect delegates to Western District Convention
March	Community Service American Legion Birthday

	Western District Convention - Department Executive Committee Meeting
March	March 15- Deadline for accepting applications by Unit for - National Presidents Scholarship for Sr. Members; National Presidents Scholarship Jr. members and Agnes Parks Scholarship March 30 th cut-off date for reports to Department Chairmen <u>March 31st - close of fiscal year.</u>
April	Post-convention Department Executive Meetings Children and Youth
April 1 -	\$15.00 Unit Bond/ Minutes, Presidents Gifts etc. to Dept. <u>April 1 - Beginning of fiscal year.</u> Unit scholarship winners certified to Department Unit Elections-list of officers, addresses and ph.# to Department. Elect Delegates to Department Convention Pre-Convention and Post-Convention DEC meetings Department Convention
May	May 15 th - Girl State registration due to the Girls State Chairman Poppy Memorial Day activities

Any unused poppies should be retired with dignity and not discarded to end up in a dump.

The Chairman of Auxiliary Emergency Fund, Cavalcade of Memories, Finance, Leadership, Past Presidents Parley and Public Relations are not assigned duties for a specific month but have programs and activities the entire year.

II. GAMING PERMIT

- A. The Department may place their gaming permit with a licensed operator and the contract with said operator shall be reviewed and renewed annually upon approval at Department Convention. The Department will continue to pay Fairbanks American Legion Baseball 10 percent quarterly on all proceeds from gaming from the placement with the operator. This contract will be renewed annually at Department Convention.

III. TRANSMITTAL OF CONTRIBUTIONS

- A. The following contributions should be sent to the Department Secretary with check made payable to the Department of Alaska:

Auxiliary Emergency Fund
Spirit of Youth Fund
Creative Arts Festival

- B. The following contributions and subscriptions for The American Legion should be sent to the addresses provided.

National Child Welfare Foundation
The American Legion
P.O. Box 1055
Indianapolis, Indiana 46206

National Legislative Bulletin
The American Legion
1608 K Street, N.W.
Washington DC 20006

The American Legion Dispatch
The American Legion
P.O. Box 1055
Indianapolis, IN 46206

- C. Contributions for the following should be sent to the addresses provided.

Chapel of the Four Chaplains
1855 N Broad Street
Philadelphia, Pennsylvania
19122

Freedoms Foundation
P.O. Box 706
Valley Forge, Pennsylvania
19482

National League of Families
(POW/MIA)
c/o 1608 K Street, N.W.
Washington D. C. 20006

Radio Free Europe
1201 Connecticut Ave., N. W.
Washington D.C. 20036

USO World Headquarters
601 Indiana Avenue, N.W.
Washington DC 20004

Statue of Liberty Foundation
P.O. Box 1986
New York, N.Y. 10018

- D. Contributions to the American Cancer Society, Lung Association, Muscular Dystrophy, Special Olympics, etc., should be sent to local chapters.
- E. The retiring National Executive Committeewoman is the Past President Parley Chairman and also Future Development Chairman. Proceeds from the Past Presidents Luncheon will be deposited into the Future Development Fund. These funds are for Department modernization and office equipment. The Chairman must update the Department Memorial Plaque every year.

IV. NATIONAL GIRLS STATE CONFERENCE

- A. The Girls State Director and/or Co-Director will be budgeted to attend the National Girls State Director's Conference in Indianapolis, Indiana, each year. The allowance for this travel will be up to \$1500.00 for airfare to include 2 nights lodging

V. NATIONAL CHILDREN & YOUTH CONFERENCE

- A. The Children & Youth Chairman will be budgeted to attend the National Children & Youth Conference in Indianapolis, Indiana, each year. The allowance for this travel will be up to \$1500.00 for airfare to include 2 nights lodging