

**FIRST DISTRICT
AMERICAN LEGION AUXILIARY
DEPARTMENT OF MINNESOTA
STANDING RULES**

REVISED: May 2023 District Convention, Kasson, Minnesota

The First District American Legion Auxiliary operates and functions by the Department of MN and National Constitution and Bylaws. Refer to the Unit Guide/First District Constitution and By-Laws..

GENERAL RULES:

1. Every Unit should ask the District President to attend one meeting or function during the year. These invitations will be accepted in order received and attended as stated in the invitation. This is in addition to any County, District, or Department meetings held by their Post/Unit. These invitations take priority over the President's own unit meetings/functions.
2. The elected officers for the First District American Legion Auxiliary are stated in the Constitution & Bylaws. If no nominations of candidates for officers, the incoming District President will ask for nominations from the floor or appoint a member to fill the seat. An officer may decline moving up the chairs. The District President shall appoint a Secretary, Treasurer, Sergeant-at-Arms, Color Bearer, Chaplain, Historian, Parliamentarian, Musician and the following District Committee Chairman/Committees: Americanism, Auxiliary Emergency Fund, Children and Youth, Community Service, Constitution & By-Laws, Education, Finance Committee (3), Girls State, Junior Activities, Leadership, Legislation, Membership, Memorial, Music, National Security, Nominating Committee (3), Past President's Parley, Poppy, Public Relations, Veterans Affairs and Rehabilitation, and Service to Veterans. The District Executive Committee must approve the list of appointments at their First District Executive Committee Meeting. An elected district officer may succeed themselves in office after serving one full term. They may hold that position for (2) consecutive years.
 - a. The duties of all the First District elected officers shall be as printed in the Department Unit guide (provided by Department). The Finance committee should be a 3-member rotating committee with the 3rd year member acting as chairman. The treasurer shall be invited to the committee meetings. The duties of the Finance Committees are to present a proposed budget to the District Executive committee for their August meeting, to do first audit of the treasurer's books before the District convention and final audit after Department convention. The Nominating Committee is a 3-member rotating committee, one of which should be a past District President, with the 3rd year member acting as chairman. They are responsible to find qualified candidates for office for the coming year should there be no endorsed candidates. Each year the District President will appoint one member to each rotating committee. The Chairman are responsible for presenting their programs to the units through reports and the District Newsletter. In the event of a death or illness of a District President, see Article IV, Section 2b under District Constitution. If unable to do so, it is the responsibility of the First District executive committee to appoint a past District President to assume the responsibility as President.
 - b. The District Executive Committee shall consist of seven members. Refer to the Constitution & Bylaws in the Department Unit Guide. The Treasurer and Parliamentarian attend without the privilege of vote. There shall be a minimum of two District Executive Committee meetings each administrative year. A quorum for these meetings is stated in the Constitution & Bylaws of the District. The District President shall call the first Executive Committee meeting at least two weeks after the Department Convention and before any official District business is conducted. The purpose of the meeting shall be to approve District Chairman appointments, approve the final audit of the Finance Committee and the budget for the upcoming year, proof the revised Standing Rules for accuracy, and other business deemed necessary for the successful operation of the District. A Pre-Convention District Executive Committee meeting shall be called by the District President to be held the day before the District Convention convenes for the purpose of receiving reports and considering recommendations of the standing convention committees, approving minutes of previous Executive Committee meetings, and reviewing the preliminary report of

the Finance Committee. Additional Executive Committee meetings may be called by the District President at Fall Rally, Mid-Winter Conference or such other times that special business is required at no expense to the District. These officers are responsible for the successful operation of the District and should attend all District committee meetings and District functions.

- c. A Unit may endorse any member of their Unit for District office and shall send copies of said endorsement to the Chairman of the Nominating Committee, and the District President for the District Newsletter. An endorsement for office may also be read at District Convention. Such endorsements shall not exceed 3 minutes in length. Should there be no endorsement for one or more of the District offices; the Nominating Committee will be responsible for finding candidates for the unfilled positions.
3. Nominations for District officers shall be held during the first business session (morning) and final (afternoon) of the District Convention. Election of District officers shall be by secret ballot and where there is no opposition, voting shall be by acclamation at the final session. Ballot(s) will be furnished to the chairman of each delegation, District Executive Committee member, or Delegate at Large, with the total number of votes available clearly marked on the ballot.
4. The First District American Legion, American Legion Auxiliary, Sons of the American Legion and American Legion Riders will electronically publish eleven (11) monthly joint newsletters. The Auxiliary President will include the call to District Convention thirty days prior to convention. All chairman reports and items of interest are to be sent to the District President by the 20th of the month to be included in the next newsletter. These newsletters will be sent to Unit Presidents, Secretaries and Membership Chairmen, District Sister Presidents, and the Department Office. Also to County Council Presidents, District Officers, and Chairman, Honorary District Junior President, and Past District Presidents. Electronic mailings will be used whenever e-mail addresses are provided.
5. There should be a Leadership School/School of Instruction for all officers and members to be held in each administrative year. This school shall be held in September or October of each administrative year.
6. The District Sergeant-at-Arms shall be responsible for the storing and care of the District Senior and Junior Colors and the Page and Color Bearer ribbons.
7. The District Memory Book shall become the property of the District President at the conclusion of her year.
8. The resolutions of any Unit should be sent to the District President who will send a copy to the Resolutions Chairman prior to the District Convention for consideration of the District Executive Committee at its Pre-Convention meeting.
9. Any resolution concerning money will have a first reading in the morning with a second reading and vote in the afternoon. All other resolutions will be read and voted on in the afternoon. The courtesy resolution will be acted on at the close of the convention. A copy of all resolutions passed at the District Convention shall be recorded in the minutes in the exact form as passed.
10. The District Treasurer's books shall receive a preliminary audit by the Finance Committee PRIOR to the District Convention and a copy of the Treasurer's report shall be attached to the District Convention minutes for permanent record.
11. The District Treasurer's books shall receive a FINAL audit by the Finance Committee, and the treasurer after the Department Convention and BEFORE the August Executive meeting (per rule 2a) and a copy attached to the Department Caucus minutes for permanent record. The books and funds should be turned over to the new Treasurer no later than August 15th.
 - a. The Secretary's books shall be turned over to the incoming Secretary by the end of Department Convention, with the exception of the Department Caucus minutes. Said minutes be given to the District President 2 (two) weeks prior to the first Executive Committee meeting, who will have copies available for all Executive Committee members.
 - b. With the District Auxiliary file cabinet being permanently stored at the Rochester American Legion Office, the District President shall deliver the rolling briefcase and contents, including a copy of all minutes recorded during her administrative year to the District President-elect by the end of the Department Convention. The District President shall place in the District Auxiliary file cabinet a copy

of all minutes, a copy of the Book of Annual Reports, a copy of The Standing Rules and the changes made at convention, and a copy of the District History by October 1 following her administrative year. There shall be no scrapbooks or memorabilia included in the file cabinet.

12. A trophy awards list shall be published in the first District Newsletter after District Convention by the outgoing President. Any Unit awarded trophies at District Convention and not in attendance is responsible to make arrangements to pick up said trophy/trophies by Fall Rally. If no arrangements are made with the outgoing President, said trophy will not be distributed.
 - a. The awards and trophy list will be sent out annually the month of March and with the rules governing the awards. Move to 3a and 3b
13. Standing Rules, as revised and passed at District Convention, shall be proofread for accuracy by the District Executive Committee at their August meeting prior to printing. They should be preprinted at that time as NO changes can be made except by District Convention.
 - a. The District Secretary shall type the minutes of the District Convention and forward a copy to the 1st and 2nd Executive Committee Members to be read for accuracy no later than two (2) weeks after District Convention. Their report will then become a matter of record and approval during the business sessions at the next District Convention.
14. A candidate for Department or National office will be welcome to visit our District as she wishes. However, said candidate will address the District members on one occasion only, i.e. District membership rallies, Fall Rally, Mid-Winter Conference, or District Convention.
15. All District meetings shall be called to order at the stated time and place by the District President. There will be no smoking or alcoholic beverages consumed during these meetings. Members should extend courtesy to anyone speaking or giving their report by remaining seated until they are finished speaking.
16. Apparel for pages and flag bearers shall be white blouses with dark skirts or slacks and dark, comfortable shoes (no flip flops). No jewelry will be worn except wedding rings, watch, and small earrings.

RULES GOVERNING FINANCE:

1. The District dues shall be \$2.00 based on last year's membership. 80% (\$1.60) of this amount shall go to the general fund. The 80% will then be allocated as follows: 95% (\$1.52 going to the annual budget and 5% (\$.08) going to the unallocated fund. The remaining 20% (\$.40) shall go to the delegates' fund. No money shall be transferred from the delegates' fund to the general fund. Proposed yearly budget will be sent with the Standing Rules in October.
 - a. Registration fees shall be charged at the Fall Rally and Mid-Winter Conference only. Said fees established by the First District American Legion (current \$15.00 registration, \$10.00 luncheon) fees to go to the hostess Unit to defray expenses (AM coffee, juice, rolls, luncheon, etc.).
 - b. A fee not to exceed \$8.00 shall be charged at the Leadership School/School of Instruction. Said fee to go to the Leadership Chairman to defray costs of material provided to attendees. There will be no registration fee at any other function except District Convention, which shall be in compliance with the American Legion District Convention rules.
 - c. All Units shall pay \$10.00 to the District Treasurer for the District Junior dues.
 - d. Any interest accumulated on the District's general fund monies shall be put in the delegates' fund. Any interest accumulated on the Certificates of Deposit shall be compounded.
2. The District President shall receive an amount as set by the District Finance Committee and approved by the District Executive Committee for travel, postage and telephone expenses while covering the District on Auxiliary business. Said amount to be paid in ten (10) equal monthly payments **September through June**.
3. The District Secretary, District Treasurer, Sergeant-at-Arms, and Color Bearer shall attend Fall Conference and Department Convention with expenses reimbursed as allowed in the District budget.
4. As a gratuity, a stipend of \$100.00 shall be paid to the District Chaplain and Parliamentarian.
5. The District President-elect shall be sent as a delegate to the National Convention at District expense. She shall receive the same per diem and travel for the necessary days as set by the Department Finance Committee action.

All delegates and alternates so allocated shall be elected at District Convention and must attend all meetings of the National Convention.

Any First District member in good standing shall be eligible to be a delegate to the National Convention. However, a member may not go as a paid First District delegate for more than two years in a row. This excludes the year a member serves as District President or District President-elect.

6. Mileage will be paid at the same rate as Department pays per mile (round trip) to District Executive Committee members, District Parliamentarian, District Treasurer, and District Chaplain attending the District Executive Committee meeting. Said allowance will be paid only to those with actual automobile expenses incurred.
7. Luncheon for speakers will be provided by the district American Legion Auxiliary. Not to exceed amount fee set by the American Legion.
8. *Two (2) District Chairman, working in a rotation, will be responsible for the speakers at Fall Rally.* Chairman will be informed and work with the District President in setting this up. The District President will announce the programs at the first District Executive meeting in August. The speakers will receive a monetary stipend as provided in the District budget.
9. A sum not to exceed \$50.00 shall be allowed in the yearly budget for the purchase of the Past District President's pin.
10. The sum of \$100.00 shall be budgeted for a gift for the Department President to be presented when she visits the First District.
11. **The cost of engraving the names of the winning Units on trophies awarded at District Convention will be paid by said Unit. Any Unit not engraving the trophy while in their possession forfeits the right to have their name on the trophy. (this section to be removed due to change of trophies rule. Will need to be removed at 2024 convention as housekeeping only)**
12. All checks written on the District shall require two (2) signatures. There should be three signatures on card at bank. Checks may be signed by District Treasurer, District President or First Vice President in absence of the Treasurer or President.
13. The filing of the annual 990N shall be the responsibility of the District treasurer.
14. Upon the death of a Past First District President, a \$25.00 memorial shall be sent to the family, said memorial to be taken from unallocated funds.
15. The Book of Annual Reports will be compiled by the District President. Expenses/receipts of up to \$250.00 shall be paid to District President out of unallocated funds.
16. Supplies for the First District shall be purchased when needed as follows: Department Unit Guide for all new incoming officers and chairman of first District, stationery, envelopes and stamps without any names for officers, chairman, and secretaries or treasurer books, and preprinted checks should all come out of unallocated funds.
17. Certificates of Recognition awarded to Units for their accomplishments for the year are to be paid for from unallocated funds.
18. No withdrawals may be made from unallocated funds without Convention action with the exception of those referred to in Finance Rules # 13, 14, 15, and 16.
19. The District President shall select a project of her choice with Department approval and may solicit funds from the Units. Such projects shall be completed and presented during her administrative year only.
20. Remaining money in current budget shall be placed in the Special Fund.
21. the Special Fund may be used to balance the current year budget or shortfalls for expenses not covered by Unallocated Funds. Any funds dispersed must have receipt and/or approved by the District Executive Committee.

RULES GOVERNING STANDING RULES:

1. The District President shall appoint three members to work/review and update the District Standing Rules prior to each District Convention. The third person shall be the Parliamentarian. The Parliamentarian does not act as Chairman.

2. To the Delegates in the afternoon the day of the convention. The Standing Rules may ONLY be amended or added to at the District Convention by a majority of delegates present and voting.
3. In October of each Auxiliary year, the District Senior and Junior Standing Rules will be published in the District Newsletter and sent electronically. Robert's Rules of Order, Newly Revised, shall be the parliamentary authority in all matters not covered by the Standing Rules.

RULES GOVERNING DISTRICT CONVENTION:

1. See Article V-VIII District Convention, District Constitution & Bylaws.
2. The Convention city shall pay the following: expenses for the Memorial Service if needed, housing, registration, and luncheon tickets for the District President and District Secretary. Registration for the District Executive Committee, District Parliamentarian, District Sergeant-at-Arms, District Color Bearer, District Chaplain, District Treasurer, and District Musician will be paid by the First District American Legion Auxiliary. If prepaid by this member, reimbursement will be done by voucher from the District Treasurer. Payment to be taken from the Unallocated Fund. Registration and luncheon tickets for the distinguished guests shall be designated by the American Legion.
3. Every Unit should bring their flags to the District Convention with the hostess Unit's flags leading the processional. All Unit Presidents will follow in the processional, in alphabetical order by city, behind their flags, if present, followed by the District Officers. The District Colors shall precede the District President.
4. The Joyce Erickson District Gavel is to be used by the current District President during her administrative year and convention.

RULES GOVERNING TROPHIES AND AWARDS:

1. The trophy and award listing will be electronically sent in the March district newsletter.
2. All trophy and awards will be by Certificate of Recognition only, beginning District Auxiliary Convention 2024. All previous trophies will be returned to the recipients who donated them or the units of where the person was a member of. Certificates to be purchased by the District President. Monies to come from unallocated fund.
3. To be eligible for trophies and awards, annual reports and all other entries for competition must be received in the department offices by April 15 and sent to the District Chairman, except where specifically stated.
 - a. A Certificate of Recognition may be awarded annually to a Unit in each of the Auxiliary programs. This can be awarded for a particularly good project or for the overall program but not otherwise eligible for a trophy.
4. There shall be NO CHANGES in the wording or requirements for any changes WITHOUT the express permissions of the person who donated the trophy or if deceased, her Unit or family. If neither one wish to do so the trophy is retired and returned to the donor, her family or the Unit of person who donated it.
5. Unless otherwise stated, all trophies and awards will be awarded based on the annual reports from April 1 to March 31 of each auxiliary year.

AMERICANISM:

1. *The Betty Gartner Memorial Award* is to be awarded at the District Convention to the Unit reporting the best all-around Americanism program each year.
2. *The Miner/Isenberg First District Americanism Award* is to be awarded at the District Convention to the Unit submitting the most all-around Americanism program. This must be a narrative report of 250 words or less on one project only. This must be attached to the annual report. Pictures or clippings may be attached.

CHILDREN AND YOUTH:

1. *The District Child Welfare Gavel Trophy* is to be awarded at the District Convention to the Unit having a membership of from 15 to 75 members judged to have the most outstanding Children and Youth report.

2. The *Myrna Gunderson Trophy* is to be awarded at the District Convention to the Unit having a membership of from 76 to 200 members, judged to have the most outstanding Children and Youth report.
3. The *Cindy Nelson Certificate* is to be awarded at the District Convention to the Unit of the First District judged to have the most outstanding, well-rounded Children and Youth report.

COMMUNITY SERVICE:

1. The *Evelyn Lyke Community Service Trophy* will be awarded to the Unit judged to have the best all-around Community Service project.
2. The *Berenice Smith Community Service Award* is to be awarded annually at the District Convention based on the size of the unit, to the Unit judged to have the most outstanding piece of work in Community Service. A **narrative report** of 500 words or less on this one project is to be attached to the Unit annual report. Pictures and clippings may be included.

EDUCATION AND SCHOLARSHIP:

1. The *Mildred Holtz Gavel Bell Trophy* is to be awarded at the District Convention to the Unit judged to have the best all-around Education and Scholarship report.

HISTORY:

1. The *Irene Martin History Trophy* will be awarded at the District Convention to the Unit that is judged to have the best all-around typed History report.

JUNIOR ACTIVITIES:

1. The *Bev Jardine Trophy* is to be awarded at each annual First District Convention to the Unit which best encourages and supports their junior group. A narrative report describing how the Unit encourages and supports their junior group is to be attached to the Unit annual report. Pictures and clippings may be included.

LEADERSHIP:

The *Cheryl Nymann* leadership award will be awarded to the Unit who has the best all-around Leadership Annual Report.

LEGISLATION:

1. The *Bette Berg and Louella Gusau (B & L) Trophy* will be awarded annually at the District Convention to the Unit judged to have the best all-around Legislative program.

MEMBERSHIP:

1. The *Marie Goede Membership Trophy* is awarded at the District Convention to the Unit attaining the greatest increase in number of members by the previous year; based on the Department Membership Bulletin prior to the district convention.
2. The *Lynette Hillman Wolff Membership Trophy* is to be awarded at the District Convention to the Unit attaining the greatest percentage of increase in Junior Membership of the previous year, as of Wednesday the week of District Convention.
3. The *Carol Kruger Membership Trophy* is to be awarded to the first Unit to reach Goal.

MEMORIAL:

1. The *Audrey Erwin Memorial Trophy* is to be awarded at District Convention to the Unit judged to have the single, most outstanding memorial project for the year. Pictures and clippings may be included, but are not required.

MUSIC:

1. The *Lois Deco Music Trophy* is to be awarded at the District Convention to the Unit who submits the best **narrative report** (not more than 300 words) stating how they used and promoted music within the Unit and community. Report is to be sent to the current First District Music Chairman.

NATIONAL SECURITY:

1. The *National Security Trophy* will be awarded to the Unit who submits the best all-around **narrative report** not to exceed 500 words. Pictures and clippings may be included.

PAST PRESIDENTS PARLEY:

1. The *Pat Johannsen Trophy* is to be awarded at the District Convention to the Unit who submits the best all-around **narrative report** written by the Chairman of the Past Presidents Parley in 300 words or less. Report to be sent to the current First District Past Presidents Parley Chairman.

POPPY:

1. The *Lillian Koch Trophy* is to be awarded annually at the District Convention to the Unit with the greatest percentage of increase over their previous year of poppy proceeds. **To be eligible for this trophy, a unit MUST include the dollar amount of poppies from each of the last two years on the Unit annual report.**
2. The *Marge Schreiber Traveling District Poppy Queen Trophy* is to be presented at the District Convention to the Unit judged to have submitted the most outstanding **narrative entry** for First District Poppy Queen. Entry to be sent to the current First District Poppy Chairman by April 15th.
3. District awards for Poppy posters shall be \$10.00 for first prize, \$5.00 for second prize, and \$3.00 for third prize in each class. The classes for the Poppy Poster contest are as follows:

Class I – Grades 2 and 3	Class II – Grades 4 and 5
Class III – Grades 6 and 7	Class IV – Grades 8 and 9
Class V – Grades 10 and 11	Class VI – Grade 12
Class VII – Students with special needs*	

*Special needs are defined as those students in special education classes or on a waiting list to enter such a class; a student with an identified disability but not in a special education class for reasons other than wait listing.

4. The *Carol Kruger Traveling Poppy Queen Crown* to be used annually to crown the District Poppy Queen at the District Convention. Crown must be returned before the District Convention each year.

PUBLIC RELATIONS:

1. The *Anna Schmitz Public Relations Trophy* is to be awarded at the District Convention to the Unit judged to have the best all-around Public Relations report.

VETERANS AFFAIRS AND REHABILITATION:

1. The *District Rehabilitation Gavel Trophy* is to be awarded at the District Convention to the Unit having membership of 15 to 75 members, judged to have the most outstanding Rehabilitation report. (LOST)
2. The *Gladys Johnson Gavel Bell Trophy* is to be awarded at the District Convention to the Unit having a membership of from 75-200 members, judged to have the most outstanding Rehabilitation report.

SERVICE TO VETERANS:

The *Loretta Lechner Service to Veterans Trophy* is awarded each year at District Convention to the unit that has the best overall report concerning Service to Veterans. A narrative should be written along with pictures of your unit accomplishment(s) to our Veterans.