

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

Revised March 18, 2023, at District Junior Conference Stewartville, Minnesota

- I. **NAME:** The combined Junior groups of the First District shall be known as First District American Legion Auxiliary Juniors, Department of Minnesota.
- II. **OFFICERS:** The elected officers shall be: Honorary Junior President, Honorary First Vice President and Honorary Second Vice President. The Honorary Junior President shall appoint a Secretary/Treasurer (may be same person), Chaplain and Sargent-at-Arms.
- III. **TIME AND PLACE OF DISTRICT JUNIOR CONFERENCE:** A District Junior Conference shall be held annually on a Saturday or Sunday at least two (2) weeks before the Department Junior Conference.
 - a. The place of the District Junior Conference will be designated by the District Senior President and the District Junior Activities Advisor by allowing units to volunteer to host the conference. The volunteer host must contact the past host unit by February 1 with a confirmation of commitment. The District Junior Activities Advisor along with the District Honorary Junior President and the District Senior President shall set the date.
 - b. Registration and display set-up shall be at 9:00 A.M. with the Conference beginning at 9:30 A.M. with a recess for lunch and judging of the entries and awards. If the junior Activities Chairman and Honorable Junior President would prefer an afternoon session, this would be permitted. Business sessions must be done as well as activities for the juniors.
 - c. Junior Activities Advisor shall be appointed by the First District President, and if possible, should be from the same city as the upcoming District Junior Conference. The District Junior Activities Advisor should work with the host unit in setting up the District Junior Conference.
 - d. A quorum of Four (4) is required.
- IV. **REPRESENTATION AT JUNIOR CONFERENCE:** Each group shall be represented by two (2) delegates with two (2) votes at the Conference, plus an additional delegate for each fifteen (15) members or major fraction thereof. Delegate strength shall be determined thirty (30) days prior to the District Junior Conference.
 - a. In order to compete for District Junior trophies or awards, a written narrative of their activities must be in sent or given to the District Junior Activities Advisor by the time of the District Junior Conference.
 - b. Items for competition in the categories as recommended by the Department may be brought to the Conference. A prize of \$10.00 for 1st place and \$5.00 for 2nd place will be awarded to the winners of all the categories.
- V. **ELIGIBILITY OF OFFICERS:** Any Junior member in good standing may serve as a District Junior Officer.
 - a. Any Officer may hold the same office two (2) consecutive years.
 - b. Honorary President and First Vice President shall be of high school age. If no members are eligible the next oldest members may run for the office position.

- c. Any endorsements should be sent or given to the District Junior Activities Advisor prior to the Conference.
 - d. As to social media waiver form, it needs to be signed annually.
- VI. **ELECTION:** Nominations may be called from the floor. Where there is more than one (1) nomination voting shall be by secret ballot.
- VII. **INSTALLATION OF OFFICERS:** Installation of newly elected Officers shall take place immediately following their election and the District Senior President or her designated representative shall be in charge of the installation.
- VIII. **PAST PRESIDENT'S PIN:** A Past District Honorary Junior President pin shall be presented to the outgoing District Honorary Junior President at the District Junior Conference.
- IX. **FLAGS AND PROCESSIONAL:** The host unit will post the colors. If the host unit wishes to have a processional they may do so.
 - a. The District Junior Sergeant-at-Arms and a color bearer from the host unit shall advance and retire the colors at the District Junior Conference.
 - b. Navy-blue skirt or slacks and plain white shirt shall be worn by all color bearers.
 - c. The District Senior Junior Activities Chairman shall be responsible for the care and storage of the District Junior colors.
 - d. The District Junior Activities Advisor shall be responsible for the care and storage of the District Junior desk flags, the District Junior gavel and the Gavel Bell trophy (if not awarded).
- X. **MINUTES/RECORDS:** The District Honorary Junior President with assistance from the District Junior Activities Advisor shall appoint an adult Secretary to record the minutes of the Advisory Committee meeting and the District Junior Conference. Said minutes shall be sent to the District Senior President for permanent record they shall also be filed in the District Junior Activities records.
- XI. **ADVISORY COMMITTEE:** This committee shall be comprised of the First District Junior Activities Advisor and the Junior Activities Advisor from each First District Junior group and the District Parliamentarian.
 - a. The District Junior Activities Advisor shall call a meeting of the Junior Activities Advisory Committee along with the District Honorary Junior President before the start of the District Junior Conference.
- XII. **CONFERENCE COMMITTEE APPOINTMENTS:**
 - a. The First District Honorary Junior President along with the 1st Vice President, 2nd Vice President and District Junior Secretary and with the approval of the Advisory Committee shall appoint the following committees: balloting, credentials and any other committees needed at the Conference.
 - b. The District Junior Officers shall lead the Pledge of Allegiance (2nd Vice President), Preamble to the Constitution of the American Legion Auxiliary (1st Vice President), and Prayer (Junior Chaplain) at the start of the Conference. The First District Honorary Junior President shall select the judges for the Junior Conference. The judges for the District Junior Conference shall be two (2) Junior members for each category plus a Past Honorary Junior President or a Senior member. The categories consist of those declared by the Department Honorary Junior President. The immediate Past Honorary Junior President shall be Chairman of the judges. Other appointments shall be distributed among other group members present.

XIII. FINANCE:

- a. Each senior unit shall contribute a minimum of \$10.00 annually to the District Treasurer; this will help with expenses for the District Junior Conference.
- b. Junior units that have not paid the annual fee of \$10.00 shall not be allowed voting privileges at the District Junior Conference or to compete for trophies and awards and endorsement for a District Junior office. Said fee should be paid thirty (30) days prior to the District Junior Conference.
- c. A registration fee of \$5.00 per member shall be charged at the District Junior Conference with a maximum of \$10.00 per family.
- d. The District Junior Activities Advisor's expenses incurred in connection with preparing for the District Junior Conference i.e.; stamps, telephone calls etc. shall be paid from the District Junior Conference registration, with the remaining balance going to the host unit to defray expenses.
- e. The host unit shall charge \$5.00 per person for lunch.
- f. Host unit shall pay for the following: Registration and lunch for five (5) distinguished guests (Department President, Department Honorary Junior President, First District President, First District Honorary Junior President and First District Junior Activities Advisor); corsages for District Junior Officers and guests; programs and name tags; door prized if desired.
- g. The following shall be paid for from the District Junior funds;
 1. Prizes and awards for the District Junior Conference as listed in rule IV B.
 2. An Honorary Junior Past Presidents pin. Two (2) pins may be ordered at the same time to have available.
 3. An allowance to match the Department rate per mile round trip shall be paid to the District Junior Activities Advisor and the Honorary Junior President to attend the First District Junior Conference.
 4. A rate to match the Department rate per mile for the Honorary Junior President to attend the American Legion Auxiliary District Convention, **if invited.**
 5. An allowance to match the Department rate per mile for the **Department Honorary Junior President** to attend the First District Conference.
 6. A \$20.00 gift shall be presented to the District Honorary Junior President at the District Junior Conference and to the Department Honorary Junior President if she attends the District Junior Conference.
 7. At the discretion of the Juniors attending the District Junior Conference and with funds being available a donation will be made to the District and Department Honorary President in the amount of Fifty (50) dollars each.
 8. If we have a speaker, pay them Forty (40) dollars to offset expenses to go in effect immediately.
- h. The delegate to the Department Junior Conference shall be the outgoing District Junior President if she is unable to attend the incoming District Honorary Junior President shall be the delegate. An allowance to match the Department rate per mile, registration and lunch for the delegate and the Junior Activities Advisor shall be paid from the District Junior Treasury. A one (1) night hotel room accommodation shall also be paid from the District Junior Treasury for the delegate

and her chaperone (District Junior Activities Advisor or other adult) because of travel distance.

- i. The cost of engraving the name of the winning Junior Group on any trophies awarded at the District Junior Conference shall be paid for by that winning Junior Unit.

XIV. STANDING RULES: The District Junior Activities Advisor shall appoint three (3) Senior members to review and update the District Junior Standing Rules each year before the District Junior Conference with one member being the District Parliamentarian who will be the Chairman.

- a. The District Junior Standing Rules may be amended at the District Junior Conference by a majority vote of the Junior members present provided the proposed changes have the approval of the Advisory Committee. The District Junior Standing Rules as amended at the District Junior Conference shall be ratified by the District Executive Committee at the District Pre-Convention meeting.
- b. A copy of the District Junior Standing Rules and Newsletter shall be available upon request by the Junior Group Activities Advisor, the President of each Junior Group, the District Junior Officers and District Unit Presidents by the District President in October of each year.

XV. ROBERTS RULES OF ORDER (NEWLY REVISED), SHALL BE THE PARLIAMENTARY AUTHORITY IN ALL MATTERS NOT COVERED IN THE STANDING RULES.

XVI. TROPHIES AND AWARDS:

- a. The **GAVEL BELL**: To be known as the Bidy Anderson Trophy has been presented to the First District by Mrs. Hazel Olson in honor of Bidy Anderson of Houston a Past District President and Past Department Chaplain. It is her wish that this trophy be presented to the First District Juniors to be used at their Conference and be awarded annually to the Junior Group attaining the greatest increase of members by the time of the District Junior Conference.
- b. The **ARDELLA BERGENE TRAVELING TROPHY**: This is to be awarded annually at the District Junior Conference to the Junior Group with a membership of 1-20 for the most outstanding overall program. A certificate will be given instead of the trophy.
- c. The **MILDRED HOLTZ TROPHY**: This shall be presented annually at the District Junior Conference to the Junior Group with the most outstanding rehabilitation program carried on throughout the year. A certificate will be given instead of the trophy.
- d. The **LAVONNE DRAPER TROPHY**: This shall be presented annually to the District Junior Group with the highest percentage of Juniors attending the District Junior Conference.
- e. If any trophy, including the **GAVEL BELL**, is not awarded at the District Junior Conference it shall be kept with the District Junior Activities Advisor.

(RULES ARE SUBJECT TO CHANGE IN ACCORDANCE WITH THE DISTRICT AND DEPARTMENT RULES AND WILL BE CHANGED AT RESPECTIVE CONVENTION)