

# **STANDING RULES**

## **DEPARTMENT ORGANIZATION**

### **AMERICAN LEGION JUNIOR AUXILIARY**

## **DEPARTMENT OF ALASKA**

Adopted 1999 - Amended 2005, 2011, 2013, 2015

### **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A Standing Rule may be amended or rescinded by a two-thirds vote, or if notice has been given, by a majority vote.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.

1. DEPARTMENT JR. ACTIVITIES CHAIRMAN DUTIES
2. DEPARTMENT MEETINGS
3. ELECTING OFFICERS
4. APPOINTING OFFICERS
5. OFFICERS DUTIES
6. FINANCES
7. PROGRAMS
8. ANNUAL SCHEDULE
9. INSTALLATIONS / INITIATIONS
10. NATIONAL CONVENTION DELEGATES

## STANDING RULES - AMERICAN LEGION - JUNIOR AUXILIARY - DEPARTMENT OF ALASKA

1. Department Junior Activities Chairman must make all arrangements for the Junior Auxiliary Meetings. Arrange for meeting rooms, and activities. She is to plan for all of their programs and may have an assistant to help in the promoting of Auxiliary programs.
2. Juniors will elect Honorary Department Officers while in their meetings/portion of the Department Meetings. Electing Honorary Junior President and other Officers to conform to the Constitution and By-Laws of the American Legion Auxiliary Department of Alaska.
3. Juniors may elect Honorary Officers at their Units and at their Department Meetings.
4. Juniors at Department and Units may appoint Honorary Officers to fill their slate at the beginning of Meetings. Place new members in positions if possible so all Juniors may have the opportunity to learn.
5. Department Honorary Officers duties are the same as Honorary Unit Junior Officers. They are as specified in the Junior Auxiliary Handbook.
6. Juniors are to learn how to plan their expenditures and prepare their own Budget, during their first meeting annually which must be approved by the Finance Committee of their Unit or Department.
7. Auxiliary programs are to be conducted at the Junior Auxiliary level according to the Junior Handbook. Senior Auxiliary Chairman must explain their programs to them.
8. Annual Schedule to be prepared by the Advisor one month prior to all Meetings and confirmed by the Department President.
9. All arrangements for Initiations or Installations “MUST” be presented to and have the approval of the Unit and/or Department President before commitment.

10. Each Honorary Junior Auxiliary National Officer attending the National Junior Meetings from the Department of Alaska shall receive up to but not exceed \$1,500.00 to attend the National Junior Meetings from the Department of Alaska. The Retiring Honorary Junior Department President shall receive up to but not exceed \$1,500.00 to attend the National Junior Meetings, but will be limited to one \$1,500.00. The Department of Alaska Junior Auxiliary members attending the National Junior Meetings will receive up to but not exceed \$300.00. No Junior Auxiliary member can combine National Junior Meetings attendee's amounts and will be limited to one National Junior Meetings attendee's amount.