



STANDING RULES PROGRAM ACTION PLAN 2016-17
DEPARTMENT OF WISCONSIN
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What is this program, and why do we have it?

The Standing Rules program informs and educates members of the American Legion Auxiliary on the importance and power of properly written, reviewed and updated documents, policies and procedures. Standing Rules are part of the governing documents that every Unit, County and District should have. Preparing and adhering to updated Standing Rules will provide for a more successfully organizational process, and provide the structure to follow.

What can you do?

All Units, Counties and Districts are asked to review and update their Standing Rules in the 2016-17 administrative year. Even if you recently updated the document, an annual review will insure that all changes that were voted on since the last printing of the document were added and are being followed, and any additions from the National and Department updated Standing rules are incorporated into theirs. Please remember that your Standing Rules cannot be in conflict with the national governing documents.

Ideas for Units, Counties and Districts

- Read the articles on Standing Rules published in the Unit Mailing and *The Wisconsin*.
- Every group should appoint a chairman and committee who are knowledgeable and experienced members to review the current document and recommend changes and updates that reflect how they are operating now.
- If a member is knowledgeable about governing documents and the way their group operates, they should volunteer to be on the committee that reviews the Standing Rules.
- Read the guidelines for successful review and updates published on the Department and National websites.
- When the review is complete, the committee presents the proposed changes at a regular meeting for discussion and approval.
- Questions? Contact the Department Chairman.
- Upon completion and approval at the local level, every group should send a copy of their updated Standing Rules to the Department Chairman for review and approval so that they can be incorporated into their permanent file at Department Headquarters.

Resources available (from Emblem Sales: <http://emblem.legion.org> or on the National website: www.alaforveterans.org or the Department website: www.amlegionauxwi.org)

1. National Constitution, Bylaws and Standing Rules
2. Unit Handbook
3. *Roberts Rules of Order Newly Revised*
4. National C&B program page
5. Department Standing Rules Plan of Action
6. Department Chairman Diana Sirovina, phone: 414-321-1479, email: sirovina@att.net