

**STANDING RULES
AMERICAN LEGION AUXILIARY
THIRD DISTRICT**

PREAMBLE

The Third District American Legion Auxiliary, Department of Minnesota, is governed by the official Constitution/By-Laws of the Department of Minnesota, which covers all the rules concerning officers, their election and duties, District Convention regulations, selecting and electing delegates and such rules and regulations as are common to all Districts so that they are uniform under one Constitution. The District may adopt rules and regulations that are pertinent only to the management of District affairs and that instruct and regulate the Units within its own District. These rules will also apply to the District functions and officers' duties. These rules must not be in conflict with the Constitution/By-Laws or Standing Rules of the Department of Minnesota or the Constitution and Standing Rules of the National Organization.

The Third District American Legion Auxiliary Department of Minnesota, recognizing its limitations within the Minnesota Constitution, but noting its need to set up Standing Rules governing its own conduct of District business, does hereby set up the following rules of order as permanent **"THIRD DISTRICT STANDING RULES"**.

ARTICLE I

ELECTION AND DUTIES OF THE DISTRICT OFFICERS AND CHAIRMEN

SECTION 1. THE DISTRICT OFFICERS AND EXECUTIVE COMMITTEE

A. The new District Officers automatically become the custodians of all District property and the retiring officers are charged with the duty of turning over to their successors, no later than Department Convention, such property as records, official correspondence and Convention proceedings which includes such items as the minutes, folders, and names of award winners. The Treasurer would turn over their books after the last completed audit.

B. The members-elect of the District Executive Committee must approve appointments within (30) thirty days following the annual election of officers. The approved appointments will be ratified by the District Executive Committee at a meeting to be held after the Department Convention.

C. The District Executive Committee and the District Treasurer shall be the District Budget Committee. They shall meet following the Department Convention and budget all District monies, with the approval of the Executive Committee, and allocate the monies to their proper use.

SECTION 2. THE DISTRICT PRESIDENT

A. Will transmit all communications pertaining to District business between the Units and the Department. The President will issue District newsletters whenever the President deems necessary and will be responsible for their distribution prior to the first of the month to a selected member from each unit of the Third District, Third District Officers, Chairmen, Committee Members, District Past Presidents, the other nine District Presidents, Department President, Department Office, Honorary District Junior President, District SAL Commander and District Commander. One copy of the newsletter shall be

emailed per unit to a selected member. Any member may request a mailed subscription paid in advance for the year of an annual fee of fifteen dollars (\$15.00).

B. Will be responsible for assembling and distributing a Book of Annual Reports to the District Officers, Chairmen, Representatives, Committee Members, District Past Presidents, Honorary District Junior President, District SAL Commander, District Commander, Unit Presidents, Department Executive Committee, Department Office, and Distinguished Guests at the Convention.

C. Will have up to three Executive Committee meetings: The first one within (30) thirty days following the Department Convention. The President may call for a second meeting to be scheduled during the Midwinter Conference and the third at District Convention. Zoom meetings may be called at any time at the request of the Executive Committee or the President. The President may also sponsor and budget for a Third District “Family Gathering” (joint membership with the American Legion and the Sons of the American Legion) during the year.

- a. Electronic meetings, including teleconferences and electronic or email, may be held for all Committees. The meetings must be properly authorized and be treated as though they were a meeting at which all members who are participating are actually present. The minutes will be recorded by the District Secretary or the appointed Committee Secretary as usual and include, date, time, source of communication, items of discussion, members present/absent, who made motions and seconds and the method of taking/verifying the vote. (Article 8, Section 5 of the Department of Minnesota Standing Rules.)

D. THE DISTRICT PRESIDENT SHALL APPOINT

1. The Audit Committee will be a three (3) person committee of two Past District Presidents and a Unit member. The District President will appoint a three-year member to the Audit Committee who are not from any District Officer’s Unit and excluding the second and third signers on the financial accounts. The member serving their last year on the committee will automatically become its’ chairman. The Audit Committee will review all financial transactions and policies and procedures. The auditing of the District’s finances is to be completed at least one week prior to the first Third District Executive Committee meeting. If any of the members of the Auditing Committee are unable to attend, it is their responsibility to notify the President so a replacement may be found. The treasurer is not a member of this committee because it is the treasurer’s records that are reviewed; the treasurer will attend to present the bank statements (for checking, savings, if applicable, and CDs, if applicable) and checkbook, and answer questions. The task of this Auditing Committee is to answer these two questions: 1. Are the records accurate, in other words does the treasurer’s financial statement for the District agree with the bank records? 2. Have the per capital funds been disbursed according to the budget approved by the executive committee and have the protected funds been allocated to the designated programs?

2. A one year three (3) member Nominating Committee. The District for this purpose, shall be divided into three sections: North and East-Washington, Dakota, and Goodhue Counties; West-Carver, Nicollet, McLeod and Sibley Counties; and South-Rice, Scott and Le Sueur Counties. One Nominating Committee member will come from each of these divisions. The President will designate which member will be the Nominating Committee Chairman. It will be the Committee’s duty to prepare a slate of officers to be presented to the Convention which would in no way bar nominations for the various offices to come from the Convention floor. This would serve to assure ready and willing candidates a place to file and assure the

Convention that the offices would be filled. One copy of each endorsement for a District Office must be sent to the District Secretary for distribution to the Nominating Committee and District President and to be reported in the District Newsletter. Each endorsement must be signed by at least two Unit Officers.

3. A Secretary, Treasurer, Parliamentarian, Sergeant-at-Arms, Historian, Chaplain (who may be the immediate Past District President), Memory Book Curator, St. Peter Regional Treatment Center representative, an Armed Forces Service Center representative, a one year three (3) member Standing Rules Committee with the District Parliamentarian being the Chairman and a Chairman for each of the following programs: Americanism, Auxiliary Emergency Fund, Children and Youth, Community Service, Education, Girls State, Junior Activities, Leadership, Legislation, Membership, National Security, Past Presidents Parley (they will serve in the order they served as president, or if the one behind them cannot serve, they will maintain the chairmanship until the next one can serve), Poppy, Public Relations, Veterans Affairs and Rehabilitation.

4. Two members in good standing will act as second and third signers on all financial accounts of the Third District with the Treasurer being the primary signer. The Treasurer will be the only signature on checks, unless the treasurer becomes incapacitated or expires, and then the second signer will be the signature on checks. This will enable the District to have access to the funds until the Treasurer is able to resume their duties or until the President appoints a new Treasurer.

SECTION 3. ENDORSED CANDIDATE'S APPOINTMENTS Candidate (s) for President may begin the selection of their prospective officers, chairmen and committee members after the first of January.

SECTION 4. THE DISTRICT JUNIORS

A. The District Junior Activities Chairman will set up an Advisory Committee meeting one half hour prior to the District Junior Conference. It will consist of the District Junior Activities Chairman, Honorary District Junior President, Vice Presidents, Secretary, Unit Junior Activities Chairmen and Junior Group Presidents. The District President, First Vice President, Secretary, Treasurer and Parliamentarian may attend and assist the Juniors. The Honorary District Junior President will conduct this meeting and the agenda will include any suggested changes to the District Junior Standing Rules.

B. The District Sergeant-at-Arms may attend the District Junior Conference and assist the District Junior Sergeant-at-Arms with their duties: advancement and retirement of colors and presenting of distinguished guests.

SECTION 5. DISTRICT CHAIRMEN AND REPRESENTATIVES

A. Each District Chairman will preside at any call of their respective committee before or during the District Convention. In order to receive the allowed expenses for the District Convention, the Chairmen and Representatives must present the following items: at least one report during their year to the District Secretary to be published in the District Newsletter, an oral or written report at the Midwinter Conference and a narrative to the District Secretary prior to May 1st for the District Book of Annual Reports. They cannot incur any expense not budgeted or approved by the District Executive Committee. They may not sponsor a money-raising project without the approval of the Executive Committee. They must also return

an updated District Committee Chairman Binder to the District Secretary at the Convention in order to receive their per diem.

B. If a District Chairman or Representative does not send an annual report or review Unit reports, it will be the responsibility of the District President or a designee to review the Unit reports and award certificates of merit and trophies, if appropriate, at the District Convention. The President or designee will send eligible reports on to Department for judging. The District President or designee will compose a short narrative for the Book of Annual Reports.

C. Memory Book Curator will not receive budgeted expenses until authorized by District President upon receipt of Memory Book.

D. The Chaplain will be in charge and chairman of the Memorial Program. The Historian will be chairman and write the District History. The Treasurer will be the Finance Chairman. The Public Relations Chairman and the Secretary will be the Website Coordinators.

SECTION 6. TERMS OF OFFICE AND TIME OF SERVICE

A. The District President, First Vice President and Second Vice President may not hold the same position more than one year in a row. Executive Committee members may hold the same office not to exceed two years.

B. Eligibility to serve as an officer of the District will be based solely upon the membership in good standing of a Unit of the District and the requirements of the District Constitution, Article IV, Section 1: Each District, at its annual Convention meeting of Delegates, will elect by plurality, a President, a First Vice President, a Second Vice President and two members of the Executive Committee. The Parliamentarian will attend the District Executive Committee meetings in an advisory capacity.

ARTICLE II

FINANCES

SECTION 1. THE DISTRICT DUES WILL BE FOUR DOLLARS (\$4.00) PER SENIOR AND JUNIOR MEMBER BASED ON THE DEPARTMENT MEMBERSHIP BULLETIN POSTED IN JULY FOR THE PREVIOUS YEAR AND TO BECOME EFFECTIVE IN 2026.

SECTION 2. DISTRICT DUES MUST BE REMITTED TO THE DISTRICT TREASURER NO LATER THEN DECEMBER 1ST. Only those units which have remitted their entire District dues thirty (30) days prior to the District Convention shall be entitled to representation at the District Convention. New units receiving their Charter shall be permitted to cast a ballot at the District Convention without paying per capita dues for the year following the receipt of their Charter.

SECTION 3. JUNIOR FINANCE FOR EVENTS

A. The following shall be paid from the fund referred to as Hosting Department/District Junior Events:

1. Department Junior Conference expenses when held in the 3rd District.
2. Girls State Tea when it is the 3rd District's turn to host.

SECTION 4. PER DIEM AND MILEAGE (Attendees of an electronic meeting are not eligible for a per diem.)

- A. One day per diem will be twelve dollars and fifty cents (\$12.50); and round-trip mileage will be paid if stated at forty cents (\$.40) per mile.
- B. Mileage and per diem will be paid as follows:
 - 1. One day per diem with mileage will be paid to the Executive Committee, Treasurer, Parliamentarian and Sergeant-At-Arms, for up to two District Executive Committee meetings. Excluding the Mid-Winter Executive Committee meeting (if needed).
 - 2. Executive Committee, Parliamentarian, Treasurer and Sergeant-At-Arms will be allowed one day per diem for day of Convention. Executive Committee members not in attendance for the Executive meeting shall receive mileage for District Convention.
 - 3. District Chairmen and Representatives (Article 1, Section 2. D. 1. 2. And 3.) and the session Pianist shall be allowed a one day per diem and mileage for the day of the convention.

SECTION 5. THE DISTRICT EMERGENCY FUND IS AN ESCROW ACCOUNT This fund will be used **ONLY** to operate the District for one year in the event our membership should decrease, and our District budget could not be met.

SECTION 6. THE THIRD DISTRICT BUDGET COMMITTEE WILL BUDGET THE FOLLOWING:

- A. The Executive Committee will set the amount of the District President's travel budget and additional expenses upon the recommendation of the Finance Chairman. The "additional expenses" will include the expenses the Executive Committee will set for the amount of the District President's "Family Gathering" meeting of the President requests to sponsor that event.
- B. The Executive Committee will set the amount of the Treasurer's additional expense.
- C. The Executive Committee will budget the amount of the Sergeant-at-Arms expense upon recommendation of the Finance Chairman.
- D. The Executive Committee will set the amount of the Secretary's additional expense upon recommendation of the Finance Chairman.
- E. The Executive Committee will set the amount of the Membership Chairman's expense upon the recommendation of the Finance Chairman.
- F. The District will pay for the Past President's pin not to exceed one hundred dollars (\$110.00) and the past Secretary's and past Treasurer's pin not to exceed twenty-five dollars (\$25.00) each. These officers may pay the difference between the monies allowed and the cost of a desired pin. Year pins may be substituted for the Secretary's and Treasurer's pin.
- G. The Auditing Committee and Standing Rules Committee, consisting each of three (3) members, with each member receiving ten dollars (\$10) per diem for a one-time meeting.

H. The District Auxiliary will assume the following District Convention expenses:

1. Room and board for the District President and District Secretary.
2. The expense of the banquet tickets will be reimbursed to the District President elect, Chaplain, and Installing Officer.
3. When hosting distinguished guests, the Sergeant-At-Arms will secure any registration and banquet tickets needed for the Distinguished Guest(s) and their escort.
4. Engraving of the Third District Trophies will be paid for by the Third District unless specified in the Third District American Legion Auxiliary Financial Report under Third District Funds specifying the donations from the plaque donor or sponsor for the engraving of said plaque.
5. Large poppies for the Memorial Service as budgeted.
6. Certificates of Merit, instead of cash prizes, will be awarded to recognize program excellence of the Units. One certificate will be given to each Unit whose report has been submitted to Department for consideration of merit. These certificates will be prepared by the District Secretary, put into envelopes (one envelope per Unit) and presented to the Unit Presidents after they have given their reports at the District Convention.
7. There will be a cash prize and a Certificate of Award given to each 1st place, 2nd place and 3rd place winners for all Senior contests approved by the Executive Committee, unless otherwise stated. These will be awarded at the Third District Convention. Awards will only be awarded to those units who follow the contest rules.
8. There will be a cash prize plus a Certificate of Award to the 1st place and 2nd place winners of the Senior History Scrapbook and Book of Prayers. Rules to be used for judging are to be published in the District Newsletter early in the year. The prizes and certificates will be awarded at the Third District Convention.
9. The District Book of Annual Reports, which will be distributed to all persons listed under Article I Section 2 B.
10. If there should be special honoree(s) invited by the District President attending the Third District Convention, the Executive Committee will budget luncheon monies for the honoree(s) and one chaperone, if one is needed to attend the convention.
11. The Executive Committee's unbudgeted spending limit will be \$500 per meeting with receipts. Unbudgeted monies being any item(s) not included under Finance in the Standing Rules.

SECTION 7. THE THIRD DISTRICT EXECUTIVE COMMITTEE WILL BUDGET FUNDS FOR THE DELEGATES TO THE NATIONAL CONVENTION

- A.** The designated Delegates to the National Convention will be the Third District President and the

newly elected Third District President. The incoming District President will be paid at 50% not to exceed \$1000 on the same basis as allowed by the Department Finance Committee for the Department Executive Committee members.

B. The names of nominees for the other delegates and alternates will be submitted in writing to the Third District Secretary at least thirty (30) days prior to the Third District Convention. No more votes may be cast for a delegate or alternate than the Unit has delegate strength. Delegates and alternates will be elected by plurality votes cast at the District Convention. Ranking will be by the number of votes cast for each candidate. Method of ballot will be by written ballot. The election will take place five (5) minutes after the morning session is recessed until 1:00 PM in a place to be announced.

C. The additional delegates to the National Convention will be paid at 50% not to exceed \$1000 on the same basis as allowed by the Department Finance Committee for the Department Executive Committee members to help defray their expenses to the National Convention. All paid delegates must attend all assigned National Convention sessions, meetings, and caucuses. When an alternate replaces a delegate for any length of time, they must be compensated by the delegate.

D. A reimbursed delegate who attends the National Convention will be required to present an oral/written report at the Mid-Winter Conference which will be published in the District Newsletter.

SECTION 8. DISTRICT JUNIOR CONFERENCE

A. The District Executive Committee will budget each year for the operation of the District Junior Activities Program and to partly defray the expenses of the District Junior Activities Chairman and the District Honorary Junior President or their representatives to attend the Department Junior Conference.

1. There will be a cash prize and a Certificate of Award given to each 1st place and 2nd place winners, for all Junior contests approved by the Executive Committee, unless otherwise stated. These will be awarded at the Third District Junior Conference.
2. There will be a cash prize plus a Certificate of Award to the first place and second place winners of the Junior Scrapbook and Book of Prayers. Rules to be used for judging are to be published in the District Newsletter early in the year. The prizes and certificates will be awarded at the Third District Junior Conference.

SECTION 9. FUND RAISING The Third District President, during their term of office, may sponsor a fund raiser with the approval of the Executive Committee.

SECTION 10. THIRD DISTRICT PROPERTY

A. The Third District Senior and Junior property to be replaced if lost or worn are: flags, poles, standards, carriers, gavel, gavel bell, office equipment, media storage, Pages's, and Sergeant-at-Arms' ribbons, memorial shelves, flag and banner cases, standard cases, and the POW-MIA chair cover.

B. When property is lost, the District will assume the cost of replacement ONLY when unable to identify the individual losing the property.

C. The first Executive meeting following the Department Convention, the incoming District Officers must sign forms acknowledging receipt of pins. If an officer's pin is lost or misplaced, that officer will be responsible to pay for the replacement.

ARTICLE III

DISTRICT CONVENTION

SECTION 1. CONVENTION APPOINTMENTS The District President will appoint the following Convention committees and special appointments: Credentials (3), Rules (3), Resolutions (3), Book of Prayers (3), Scrapbook (3), Press Book (3), Poppy Contest (3), Judge of Elections (1), Tellers (2), Personal Page (1), Floor Pages (2), Timekeeper (1), Pianist (1), District Color Bearers for Session (2), and Memorial Service (2). At the discretion of the Third District President, an installation of officers may be held at the close of the Third District Convention Session on Saturday.

SECTION 2. GOLD STAR EXPENSES The Units must assume all expenses for their respective Gold Star Mother or Gold Star Member.

SECTION 3. HOST AUXILIARY RESPONSIBILITIES The Host Auxiliary Unit must furnish:

A. Two Floor Pages at the Convention Session. Their names to be printed in the Convention booklet (total of four Floor Pages, see Section I).

B. A corsage will be provided for each of the following: District President, Department President, and Honorary District Junior President.

SECTION 4. DISTRICT TRAVELING AWARDS The following awards will be returned (in the protective cover) to the District Secretary at Midwinter Conference for engraving and then re-awarded at the District Convention, unless otherwise stated. If an award is lost or misplaced, the Unit that received it must be responsible for its replacement. At the discretion of the Executive Committee and the donor, damaged plaques could be replaced with a certificate, or the donor may replace the plaque. New awards must have the approval of the Executive Committee. Award donors may present the award. If they are not present at the Convention, the District President will present the award.

YOUTH AND DEVELOPMENT POD

A. SHIRLEY HAMRE CHILDREN AND YOUTH PLAQUE (Shirley Hamre, St. Paul Park, District President 1982-1983): To the Unit reporting the best overall Children and Youth Program. A narrative must be sent to the District Chairman. At the request of Shirley Hamre, donor: when the plaque is full, it will be retired to St. Paul Park Unit 98.

B. LUVERNE B. MARIER PLAQUE (Luverne Marier, Hugo, District President 1968-1969): To the Junior Group having the best program. This plaque was first awarded in 1970.

C. PAT KERBER JUNIOR MEMBERSHIP PLAQUE (Pat Kerber, Chanhassen, District President 1993-1994): To the Unit signing up the highest percentage of new Junior members. Units apply for this plaque by sending in their total membership (Seniors & Juniors), plus the number of new Juniors signed up. **ENTRY FORM:** Number of Unit Membership (Seniors & Juniors), Unit name and number, Membership Chairman and number of new Juniors enrolled. The Honorary Junior President will present the Plaque to the winning Auxiliary Unit after they address the Convention body. If they do not present, the Junior Activities Chairman will present the plaque. Send to: Teri Richardson, 200 Hallam Avenue, Mahtomedi, MN 55155.

VETERAN/MILITARY SUPPORT AND ADVOCACY POD

D. LEGISLATION PLAQUE (ANONYMOUS DONOR): To the Unit reporting the best overall legislation program. A short narrative must be included with the Unit's annual report form. A maximum of four pictures and articles may be included. The Legislation Chairman will be the final judge for this award.

E. BARBARA STUSSY NATIONAL SECURITY AWARD (Barbara Stussy, Pine Island, District President 1989-1990): To the Unit that submits the most outstanding narrative of 500 words or less to the District Chairman. The District National Security Chairman will judge and select the winner.

F. DOLORES FINK POPPY PLAQUE (Dolores Fink, Apple Valley, District President 1988-1989): To the Unit reporting the most outstanding Poppy Program.

G. SAVAGE POPPY PLAQUE AND CERTIFICATE: To the Unit who has the overall winning entry in the Poppy Contests at the Third District Convention with the decision made by the contest judges.

H. LOIS WENZ VETERANS AFFAIRS AND REHABILITATION PLAQUE (Lois Wenz, Chaska, District President 2003-2004): To the Unit (150 and over members) submitting the most outstanding narrative. The winner will be selected by the District Chairman.

I. LOIS WENZ VETERANS AFFAIRS AND REHABILITATION PLAQUE (Lois Wenz, Chaska, District President 2003-2004): To the Unit (under 150 members) submitting the most outstanding narrative. The winner will be selected by the District Chairman.

FAMILY SUPPORT POD

J. DOLLY HURON AND DARLENE WONDRA SERVICE TO VETERANS CERTIFICATE OF AWARD (Dolly Huron, Red Wing, District President 1984-1985 and Darlene Wondra, Montgomery, District President 2001-2002): To the Unit submitting the best Service to Veterans Program. A narrative report of no more than 500 words to be sent to the District Veterans Affairs and Rehabilitation Chairman.

K. SIEG & ANN SCHMIDTKE AMERICANISM CERTIFICATE OF AWARD (Ann Schmidtke, Morristown, District President 1966-1967): To the Unit, regardless of size, contributing the most to an outstanding Americanism Program. This program of activities is identified in the Unit Guide. The final selection will take into consideration the use of the Girls State Representative and the Junior Members of the Unit in Unit, Post, and Community functions. It is the hope of the donor that the Units will strive to seek a very well-rounded Americanism Program in a strong effort to better our America. The District Americanism Chairman will be the final judge of the Unit Program Summary. They may, if they wish, have a panel of selectors to aid in the final judgment. (This is not a traveling award).

L. THAYER AMERICANISM EDUCATION PLAQUE (Tamara Thayer, Elysian, District President 2024-2025): To the member of Unit submitting a 500 word or less essay for the best Americanism Education presentation. The class may be for any age including pre-k through adults. It may be held at an "in-school", "home-school" or community setting. A maximum of four pictures and articles may be included. The District Americanism Chairman will be the final judge for this award.

M. EDUCATION CERTIFICATE OF AWARD (anonymous donor): To the Unit reporting the best overall Educational Program. A short narrative must be sent to the District Chairman. Pictures may be included.

N. JUANITA LUTZ COMMUNITY SERVICE CERTIFICATE OF AWARD (Juanita Lutz, Hugo, District President 1964-1965): To the Unit having the best Community Service Program.

O. LEMKE MEMORIAL CERTIFICATE OF AWARD (Nancy Lemke, St. Paul Park, District President 1995-1996): To the Unit reporting the best overall Memorial Program. A narrative to be sent to the District Chairman.

MEMBERSHIP DEVELOPMENT POD

P. FORCIEA-DIXON MEMORIAL MEMBERSHIP PLAQUE (Viola Forciew, Stillwater, District President 1953-1954 and Lorraine Dixon, Stillwater, Past Unit President): To be presented by the Membership Chairman to the first Unit (in case of a tie) that shows the greatest member increase in membership using the final Department membership bulletin distributed in July of the previous year. In comparison to the Unit membership bulletin published on or before April 15th of the current year. This plaque will remain a plaque until the donated funds shown in the 3rd District funds from the Stillwater Unit run out.

Q. AUDREY TOLZMANN LEADERSHIP AWARD (Audrey Tolzmann, Nicollet, District President 1987-1988): To the Unit Leadership Chairman reporting the best all around Leadership Program. Send a narrative to the District Leadership Chairman.

R. MARGARET LONERGAN COMMUNICATION CERTIFICATE OF AWARD (Margaret Lonergan, Bayport, District President 1973-1974): To the Unit who submits the most outstanding Press Book and Public Relations Program Summary at the District Convention and truly does transmit to the public the aims and accomplishments of the American Legion Auxiliary.

ORGANIZATIONAL SUPPORT POD

S. CHARLES-HALE PAST PRESIDENTS' PARLEY PLAQUE (Ida Mae Charles, Hastings, District President 1974-1975 and Mary Ellen Hale, Hastings, District President 1986-1987): To the Unit submitting the best report of the Past Presidents Parley. Send a narrative to the District Past Presidents' Parley Chairman.

T. THIRD DISTRICT HISTORY PLAQUES FOR PROGRAM EXCELLENCE (anonymous donor): For the most Outstanding Unit participation as reported on the Unit's History Report. The categories are 10-50; 51-100; 101-200; 201 & over. The reports shall be judged, and plaques presented by the District Historian.

U. THIRD DISTRICT AUXILIARY MEMBER OF THE YEAR FRAMED CERTIFICATE (Past Presidents Parley 2015-2016): To an outstanding American Legion Auxiliary Member of the Year. Each Unit is eligible to submit one nomination per year (500 words or less) postmarked by March 1st. The nomination is required to have two signatures from Unit Officers from the nominee's Unit, personally signed and dated with phone numbers and addresses. Information is to include how this nominee has made continuous outstanding contributions to your Unit. No pictures, newspaper articles or clippings are allowed. A narrative only, will be accepted. Nomination letters will remain on file and

active for three years. Please notify the District Secretary if the nominee is deceased. After three (3) years the Unit will need to re-submit an updated nomination letter. The Award recipient is determined by vote of the previous recipients of the Elaine Hein Auxiliary Woman of the Year Award and the recipients of the Third District Auxiliary Member of the Year. The administrative duties will be done by a committee of previous recipients. The name of the coordinator will be announced early in the year to receive the nominations.

ARTICLE IV

GIFTS TO THE DISTRICT BY PAST PRESIDENTS

- A. GAVEL** by Mrs. Henry (Mary) Monkemeier.
- B. GAVEL BELL** by Mrs. Frank (Ida Mae) Charles and Mrs. Peter (Blanche) Coppa.
- C. THIRD DISTRICT OFFICERS' PINS** by Mrs. Warren (Elaine) Hein. Pins are: President, First Vice President, Second Vice President, Executive Committee Members (2), Treasurer, Chaplain, Historian and Sergeant-at-Arms. The newly elected District President will present them to the officers. These pins are to be worn when representing the Third District. The Secretary's pin was purchased and presented to the District by Mrs. Philip K. (Jeanne) Olson during her term as District Secretary. The Chaplain's pin was replaced by Mrs. David (Diane) Mackenthun. Mrs. Peter (Blanche) Coppa purchased and presented the District with an Honorary Junior President's pin to be worn while in office.
- D. LEATHER FLAG CARRIERS-DOUBLE STRAP** by Mrs. Ken (Dolores) Goettl. These carriers are to be used by the District Color Bearers when carrying the District Flags in parades.
- E. TWO ATTACHE CASES** by Mrs. Robert (Mary Ellen) Hale. These attaché cases are to be used by the current District President and the District Membership Chairman. Which have been retired.
- F. SERGEANT-AT-ARMS'S AND PAGES' RIBBONS** by Mrs. ElRoy (Betty) Schlueter. These ribbons maybe used at each District Convention.
- G. FLAG AND BANNER CASES AND STANDARD CASES** by Mrs. David (Ann) Bode and Mrs. Alloyd (Elaine) Schilling.
- H. POW-MIA CHAIR COVER** by Mrs. Romaine (Nancy) Lemke. This chair cover is to be used at each District Midwinter Conference, each District Convention, and the District Caucuses at Department Convention.
- I. TWO EXTENDABLE FLAG POLES, TWO EAGLES AND ONE AMERICAN FLAG** by Agnes (Aggie) Berg.

ARTICLE V

DISTRICT FLAGS

- A.** The District Flags, during the National Convention, are the responsibility of the outgoing District President who will appoint two Colors Bearers to carry the Flags in the National Convention Parade.

- B.** It will be the privilege of the District President to appoint Color Bearers, who will carry the District Colors at the District and Department Conventions, Conferences and in the Parades.
- C.** The retired District Colors will precede the Third District Past Presidents when they are presented at the District Convention. These Colors are the responsibility of the current Past Presidents Parley Chairman.

ARTICLE VI

DISTRICT RULES OF ORDER

Robert's Rules of Order, Newly Revised shall govern all matters not covered by the Department Constitution/By-Laws and National Constitution and Bylaws and the Third District Standing Rules.

ARTICLE VII

REVIEW OF STANDING RULES

- A.** These rules will be reviewed completely each year, at which time it will be determined if any changes or additions are necessary. Any changes should be submitted to the morning general session of the District Convention. Changes must receive two-thirds (2/3) of the vote of the Delegates at the afternoon general session.
- B.** Each incoming District Officer, Chairman, Representative, Committee member and the Department Office will receive a copy of the approved Standing Rules. Third District Units will receive a copy upon request.
- C.** Each incoming District Senior and Junior Officer, District Junior Activities Chairman and Unit hosting the Junior Conference will receive a copy of the approved Third District Junior Standing Rules. Each Unit President with an Honorary Unit Junior President and Unit Junior Activities Chairman will receive a copy upon request.
- D.** The District Secretary will distribute copies of the Standing Rules when requested.