

SIXTEENTH DISTRICT STANDING RULES

1. PAST COMMANDER AWARD: Motion was made by Al McMillin and seconded by D. Merrow that the Past District Commander be awarded a pin and/or an addition to the pin rather than a cash award. (Motion made/carried at Executive Committee Meeting on 5-25-69; approved at General Meeting on 5-25-69).
2. AUTHORIZED SIGNATURES: Three signatures be authorized to sign Sixteenth District checks and that those signatures be the Commander, Finance Officer, and Adjutant – any two of the three acting together. (Executive Committee Meeting on 11-26-72; approved at General Meeting on 11-26-72).
3. ORATORICAL CONTEST PROCEDURE: The annual American Legion National High School Oratorical Competition is conducted on five levels: Post, District, Area, Department and National. The Post level shall qualify ONE contestant and an alternate from the high schools within their territorial sphere. The District level shall have no more than one speaker per post The District contest shall be under the supervision of the District Commander and District Oratorical Chairman. District Sixteen, at its September meeting, shall set a date for the District's competition, which shall conform to the competition schedule of the 6th Area competition. This scheduled date, location and time for the competition shall be published on the District's website. Each first place contestant and an alternate for each level shall be qualified and confirmed to the next higher level at least TWO weeks (14 days) prior to the next contest. The form provided by National for confirmation shall bear the signature of the respective competition level (Post or District) Oratorical Chairman. (Approved at General Meeting on 2-04-73) (Approved as Amended on 22 Nov 2015).
4. SIXTEENTH DISTRICT BOOSTER CLUB: The Sixteenth District authorizes the Ways and Means Committee to initiate annually at the Organizational Meeting, the Sixteenth District Booster Club to serve as the Sixteenth District's primary method of fund raising and that the Host Post only be authorized to conduct a voluntary contribution campaign, if desired, on the Saturday preceding the District Meeting on Sunday. (Approved Resolution – Meeting on 9-16-73) (Changes approved by membership on 2-22-94) (Approved on 22 Nov 2015).
5. INSTALLATION OF DISTRICT OFFICERS: We establish a Standing Rule that the Sixteenth District Officers be installed on the Saturday preceding the Organizational Meeting starting

in 1977. (Motion seconded/carried at Executive Committee Meeting on 11-20-76; approved by General Meeting on 11-21-76) (Approved on 22 Nov 2015).

6. OTTO W. HAASE PERPETUAL AWARD: Establishes the Otto W. Haase Perpetual Award for the Outstanding Legionnaire of the Year. The Legionnaire will be selected by a committee of Past District Commanders, one from each County, appointed by the Commander each year, and from applications submitted by each Post on the proper form. This is a perpetual award. The Legionnaire who is chosen will receive a small trophy and his or her Post will receive the perpetual plaque with the Legionnaire's name engraved on it. This Plaque will be brought to the Annual District Meeting each year and turned over to the District Adjutant, along with your candidate's application to be considered for the next year's award. This award will be presented annually at the Installation Meeting of the District. (Motion seconded/carried for establishment of award at 9-09-78 Executive Meeting and 9-10-78 General Meeting. Procedures approved at 11-19-78 General Meeting, as changed at General Meeting on 9-13-81).
7. DISTRCT MEMBERSHIP TROPHIES: Since the District has two membership trophies available, the procedure of awarding same shall be as follows. One will be awarded on the numerical gain system based on the ending total of the previous year and the other will be awarded on a percentage gain over the prior ending membership total. These perpetual trophies will be awarded to each category winner at the Annual District Meeting. Winning Posts shall return these trophies to the District First Vice Commander at the Third District Meeting each year. (Motion seconded/carried at the 11-19-78 General Meeting).
8. JOHN C. DUNN AMERICAN LEGION MEMORIAL FUND: At the adjournment of each District Meeting during the year, a designated sum of money provided for in the Rehab expenses to memorialize, is to be donated to the John C. Dunn American Legion Memorial Fund. (Motion seconded/carried at the 9-09-79 General Meeting, as corrected and approved 11-18-79).
9. POST REIMBURSEMENT: Establishment of policy to reimburse those Posts assigned to the Sixteenth District for any expense incurred in assisting transient veterans and family. This policy will be administered by a committee appointed by the Commander each year, consisting of at least one person from each County. The Posts will submit to the Committee Chairman the name, address, date, and what services were rendered to the individual(s) for review by the Committee and subsequent recommendations to the District Executive Committee. Approved reimbursements will be payable from the District Rehabilitation Fund. To prevent abuse, the Post must thoroughly screen all requests for monies and/or

assistance, and verify actual usage to maximum extent. Local Posts along suspected route of travel should be alerted when and where possible. The recommended dollar limit is: Fifty Dollars (\$50.00). Expenses in excess of stated recommendation may be considered in unusual circumstances. (Motion seconded/carried at 6-05-83 General Meeting) (Approved on 11-22-2015).

10. DISTRICT PURCHASE OF BIRTHDAY CAKES: Birthday cakes can be purchased by the District to celebrate the occasion of a District member only if he/she is in office of District Commander, 6th Area Commander or Department of California Commander. Further, only if the occasion is concurrent with the date of the Sixteenth District Meeting and the member is, or will be, in attendance. Executive Committee approval is required. (Motion seconded/carried at General Meeting on 6-7-87).
11. ELECTION OF DISTRICT OFFICERS: The District elective officers will be elected at the annual meeting and their term of office will correspond with that of the elective department officers. The elective officers will be elected on a rotational basis between the three Counties of the Sixteenth District. (Approved General Meeting 9-10-95).
12. EXECUTIVE COMMITTEE MEETINGS: The Executive Committee shall meet in conjunction with the scheduled District Meetings as outlined in Art VIII, Sec 1. In case of an emergency situation, Art IX, Sec 2, as listed in the by-laws, will prevail. (Approved General Meeting on 9-10-95).
13. DISTRICT PER CAPITA TAX: Those Posts that have not paid the District per capita tax by the designated date of 1 October, current year, and if per capita is not paid by the upcoming Department Executive Committee Meeting will be placed on probation at the DEC. (Approved General Meeting on 9-10-95).
14. DISTRICT COMMANDER VACANCY: Should a vacancy occur in the office of the District Commander, whether such vacancy occurs through death, transfer out of the District or inability to perform the duties of such office it will be filled by nomination and election at the District Caucus where such vacancy is officially recognized. The First Vice Commander will assume the position of Acting Commander until that vacancy is filled.

The Acting Commander will notify the Executive Committeemen from the County of the vacancy, who will then notify the Past Sixteenth District Commanders of that County. The Past District Commanders will make the nomination to complete the term of office. In the event that a Past Sixteenth District Commander cannot be found to fill the vacancy then a

qualified individual from the County will be selected to fill the position. An election will be held at the next District Caucus. (Approved 22 November 1998 as amended).

The newly elected Commander will be installed as prescribed by the Constitution and By-laws. This will maintain the integrity of the system and not jeopardize the rotational selection of Officers.

15. DEATH OF A DISTRICT OFFICER: Upon notification of a death of a District Elected Officer or Past Commander, the District Commander will work closely with the Chaplain and ensure that a floral arrangement or contribution to a dedicated program requested by the family will be complied with. The monies expended will not be in excess of \$100.00 and will be taken from the Rehabilitation Fund of the District. Ensure that fellow District Officers are informed of the time and place of services. (Approved 13 September 1998).