

AMERICAN LEGION AUXILIARY

DEPARTMENT OF MICHIGAN BYLAWS

Amended June, 2026

ARTICLE I - ORGANIZATION

SECTION 1. The American Legion Auxiliary, Department of Michigan, shall be composed of duly constituted Auxiliary Units within the State of Michigan.

SECTION 2. For the purpose of administration, the local Units of the Department shall be grouped into the same territorial Districts as those of The American Legion, Department of Michigan. Each District is to be represented by one District President, with the exception that the Eleventh and Twelfth Districts shall be represented by one District President and shall be referred to as the Upper Peninsula Association of Auxiliaries.

ARTICLE II - DUES

SECTION 1. The revenue of this Department shall be derived from the annual dues from members, and by such other means as may be determined by the Department Executive Committee.

SECTION 2. The fiscal year of this Department shall be from July 1st through June 30th, both dates inclusive. A member failing to pay annual dues by January 31st shall be classified as delinquent, and shall be suspended from all membership privileges. Dues may be remitted to the Department Headquarters on or after July 1st.

ARTICLE III - DUTIES OF OFFICERS

SECTION 1. The Department President shall preside at all meetings of the Department Convention and the Department Executive Committee, appoint members of Standing Committees, the Parliamentarian, and create such other committees as are deemed necessary, with the approval of the Department Executive Committee; appoint the Convention Chairman (Convention City), Sergeant-at-Arms and Color Bearers for the Department Convention, and perform such other duties that are usually incidental to the office. The President shall be an ex officio member of all committees with a vote, and shall be counted in the quorum on these committees, except on the Joint Legion/Auxiliary Committees.

SECTION 2. The First Vice President shall act for the President in the absence or disability of the President or when called upon by the President. The First Vice President shall accept an appointment to a Department Committee and perform such other duties as may be assigned by the President.

SECTION 3. The Second Vice President shall act in the absence of the President and First Vice President. They shall accept an appointment to a Department Committee and perform such other duties as may be assigned by the President.

SECTION 4. The Department Secretary-Treasurer shall record, or have recorded, proceedings of the Department organization, in Convention assembled, the Department Executive Committee meetings, and keep all records of the Department organization. The Secretary-Treasurer shall transmit reports and calls of meetings; shall be custodian of the funds of the Department organization and shall account for same. The Secretary-Treasurer shall co-sign all checks when disbursing the organization's funds. In the event of the physical inability of the Secretary-Treasurer to sign checks, they may be signed by the Finance Chairman and the Department President. The Secretary-Treasurer shall make reports of the condition of the Department Treasury when called for by the Department President, and shall perform such other duties as are usually incidental to the office. The Secretary-Treasurer shall also be an ex officio member of the Finance and Personnel Committees with voice only.

SECTION 5. The Chaplain shall offer prayer at the daily opening of the Department Convention and all Executive Committee meetings; cooperate with The American Legion in planning the Joint Memorial Service; keep an accurate record of the deaths which may occur among the members of the Units and shall perform such other duties as the Department President may direct.

SECTION 6. The Historian shall compile the historical records of the Department organization, make a report to the Department Convention and shall perform such other duties as the Department President may direct.

SECTION 7. The National Executive Committee member shall attend and report the proceedings of the National Executive Committee.

ARTICLE IV - DEPARTMENT EXECUTIVE COMMITTEE

SECTION 1. All questions affecting the election, eligibility and conduct of Department Officers shall be referred to and determined by the Department Executive Committee.

SECTION 2. The Executive Committee shall have the power to suspend or remove from office, for good cause, any officer of the Department and to expel from membership in the American Legion Auxiliary, any member of any Unit, within its jurisdiction, after a fair and impartial hearing on the charges brought against said officer or member.

SECTION 3. Discipline of Members of the Department Executive Committee: It is the responsibility of the Department Executive Committee to determine all questions of eligibility and conduct of members of the American Legion Auxiliary, Department Executive Committee, Department of Michigan. Such matters shall be determined in accordance with fundamental fairness, which includes notice and the opportunity to be heard.

- **(a)** All questions and/or complaints involving the conduct of a member, or group of members, of the Department Executive Committee shall be submitted, in writing, to the Department office, with a copy directly to the Department President. It must be dated, signed, and include contact information for the complainant. It must include details of the alleged violation, such as the date, circumstances, witness names, and other pertinent information.
- **(b)** The Department President shall designate a subcommittee of the Department Executive Committee (1 Officer, 1 District President and 1 Past Department President minimum, and up to 2 additional members of the Department Executive Committee, at the discretion of the Department President) to investigate and make a written finding of fact and recommendations regarding the matter. The subcommittee is to be appointed within fifteen (15) business days of the receipt of the complaint. The investigation and the presentation of recommendations must be completed within ninety (90) days of the appointment of the subcommittee. If the subcommittee determines that the evidence presented does not support the need for further action, it will inform the Department President, who shall inform interested parties of the completion of the investigation and the determination that no further action is warranted.
- **(c)** All interviews will be conducted in the presence of at least two (2) members of the subcommittee. It should be recorded, when possible, and detailed, written minutes of the interviews should be kept. Witness statements may be submitted in writing, dated and signed. All statements must be based on personal knowledge. Include the date, time, place, and the names of those present during the interview. Interviews may be conducted in person, in writing or via electronic means.
- **(d)** Following the finding of fact by the subcommittee, it should be determined if a full formal hearing and/or trial is warranted. The accused may not be denied a formal hearing. The accused must be provided with a statement of specific charges to be included in any disciplinary procedure. Only the specified charges may be included in the hearing and/or trial. Notification of a hearing and/or trial must be sent to the accused via USPS, registered mail, return receipt requested, at least fifteen (15) business days before the scheduled hearing and/or trial. The hearing and/or trial may be held in person at Department Headquarters, via electronic means, or as a hybrid session, provided that all in attendance can participate in real time.
- **(e)** The hearing and/or trial shall be presided over by the Department President or their designee. The accused may present witnesses and written statements in their defense, as well as any oral statements they wish to make regarding the charges against them. The complainant may also be expected to give evidence as to the facts of their complaint.
- **(f)** Following the hearing and/or trial, the Department Executive Committee will review the recommendations of the subcommittee and approve, reject, or amend the subcommittee recommendations.
- **(g)** Disciplinary actions may include the following:
 - **Warning:** A formal written statement, delivered to the member, outlining the

- misconduct and expectations for future behavior;
 - **Probation:** Membership in the Department Executive Committee is retained under specific terms and conditions for improvement for no more than one (1) year;
 - **Suspension:** Temporary loss of membership in the Department Executive Committee for a term of not more than one (1) year;
 - **Expulsion:** Loss of the right to serve on the Department Executive Committee for severe or repeated violations.
- **(h)** The Department Executive Committee cannot expel a member from the American Legion Auxiliary. Such action falls to the member's Unit.
- **(i)** The accused will be notified via USPS, registered mail, return receipt requested, of the final judgment of the Department Executive Committee.
- **(j)** The determination of the Department Executive Committee is final.

SECTION 4. Discipline of Members of Unit 225: It is the responsibility of the Department Executive Committee to determine all questions of eligibility and conduct of members of the American Legion Auxiliary, Unit 225, Department of Michigan. Such matters shall be determined in accordance with fundamental fairness, which includes notice and an opportunity to be heard.

- **(a)** All questions and/or complaints involving the conduct of a member, or group of members, of Unit 225, shall be submitted, in writing, to the Department office, with a copy directly to the Department President. It must be dated, signed, and include contact information for the complainant. It must include details of the alleged violation, such as the date, circumstances, witness names, and other pertinent information.
- **(b)** The Department President shall designate a subcommittee of the Department Executive Committee (1 Officer, 1 District President and 1 Past Department President minimum, and up to 2 additional members of the Department Executive Committee, at the discretion of the Department President) to investigate and make a written finding of fact and recommendations regarding the matter. The subcommittee is to be appointed within fifteen (15) business days of the receipt of the complaint. The investigation and the presentation of recommendations must be completed within ninety (90) days of the appointment of the subcommittee. If the subcommittee determines that the evidence presented does not support the need for further action, it will inform the Department President, who shall inform interested parties of the completion of the investigation and the determination that no further action is warranted.
- **(c)** All interviews will be conducted in the presence of at least two (2) members of the subcommittee. It should be recorded, when possible, and detailed, written minutes of the interviews should be kept. Witness statements may be submitted in writing, dated and signed. All statements must be based on personal knowledge. Include the date, time, place, and the names of those present during the interview. Interviews may be conducted in person, in writing or via electronic means.
- **(d)** Following the finding of fact by the subcommittee, it should be determined if a full

formal hearing and/or trial is warranted. The accused may not be denied a formal hearing. The accused must be provided with a statement of specific charges to be included in any disciplinary procedure. Only the specified charges may be included in the hearing and/or trial. Notification of a hearing and/or trial must be sent to the accused via USPS, registered mail, return receipt requested, at least fifteen (15) business days before the scheduled hearing and/or trial. The hearing and/or trial may be held in person at Department Headquarters, via electronic means, or as a hybrid session, provided that all in attendance can participate in real time.

- **(e)** The hearing and/or trial shall be presided over by the Department President or their designee. The accused may present witnesses and written statements in their defense, as well as any oral statements they wish to make regarding the charges against them. The complainant may also be expected to give evidence as to the facts of their complaint.
- **(f)** Following the hearing and/or trial, the Department Executive Committee will review the recommendations of the subcommittee and approve, reject, or amend the subcommittee recommendations.
- **(g)** The accused will be notified via USPS, registered mail, return receipt requested, of the final judgment of the Department Executive Committee.
- **(h)** The accused shall be informed of their right to appeal the ruling of the Department Executive Committee and of the necessary procedure to follow to file that appeal. The written request for the appeal must be received in the Department Headquarters, with a copy directly to the Department President, within ten (10) days of the receipt of the decision from the Department Executive Committee. The accused will be notified via USPS, registered mail, return receipt requested, of the date, time, and location (Department Convention) the appeal will be heard. Failure of the accused or their representative to appear will automatically result in upholding the ruling of the Department Executive Committee.
- **(i)** If there is an appeal to the delegates of the Department Convention, the delegates will be provided with a synopsis of the facts as determined by the Department Executive Committee with the date of the hearing and/or trial and a report of the final action taken. The accused or their representative will have a maximum of ten (10) minutes to state their case to the body. A motion will then be made to accept or reject the Department Executive Committee's decision. A majority vote is necessary to determine the outcome. A vote of the Department Convention delegates is final.

SECTION 5. The Executive Committee, after due notice and hearing, may suspend or revoke the charter of a Unit which violates the National or Department Constitution; or when it fails to discipline any of its members for such violations properly; and the Department Executive Committee shall have full power and authority to provide for the government and administration of the Unit during suspension.

SECTION 6. When a mail vote is requested of the Executive Committee members, a reply must be at Department Headquarters within ten (10) business days after receipt of the request, or

the member's vote will be considered void.

SECTION 7. An email vote can be taken from those Executive Committee members with an email address. A response to the notice must be sent to the office that you have received said vote and your vote must be returned to the Department Office no later than four (4) days after the email has been opened or member's vote will be considered void.

ARTICLE V - DEPARTMENT CONVENTION

SECTION 1. Meetings of Standing Department and Convention committees shall be posted by the Department Secretary-Treasurer. Notice of further meetings of Standing Department and Convention Committees shall be posted by the Chairmen of the committees.

SECTION 2. The Credentials Committee shall consist of three (3) members appointed by the Department President. The committee shall be appointed not less than seven (7) days before the Convention. One (1) of the members appointed shall be named Chairman. The Credentials Committee shall make its report at the call of the President. Each member of the committee shall receive three (3) days of expense reimbursement in accordance with the financial policy.

The Department President shall appoint one (1) member to serve as Rules Chairman and one (1) member to serve as Elections Chairman. The Rules Chairman shall be paid one (1) day of expense reimbursement, and the Elections Chairman shall be paid two (2) days of expense reimbursement, per financial policy.

SECTION 3. Any recommendations passed by the Convention shall remain in effect and be binding until modified or rendered void by the Convention body in regular session.

SECTION 4. Triplicate copies of all resolutions, other than amendments to the Constitution and Bylaws, must be in Department Headquarters thirty (30) days before the Department Convention. Exception to this may be made to allow the presenting of emergency resolutions no later than noon of the second day of the Convention. Emergency resolutions are those which arise during the Convention.

ARTICLE VI - UNIT ORGANIZATION

SECTION 1. Units shall be chartered by the National President and National Secretary upon receipt of the Charter application, properly executed, with handwritten signature on original (white) sheet and accompanied by per capita dues and individual membership record forms.

Application for Unit charters shall be signed by the Department President, the Department Secretary-Treasurer, the Commander and Adjutant of The American Legion Post to which the Unit is attached, and said charter shall be closed thirty (30) days after application for same has been signed by the Commander and Adjutant of said American Legion Post. All persons in good standing whose applications were approved before their Unit closed its charter are charter members. The cost of a permanent Unit Charter shall be established by National

Headquarters.

SECTION 2. The minimum membership to charter or recharter a Unit shall be ten (10) Senior members.

- **(a)** The minimum membership to maintain a Unit charter, once granted, shall be not less than five (5) Senior members, which will include, at least, the offices of President, Vice President, Secretary, Treasurer (or Secretary-Treasurer) and Chaplain. The Unit must participate in a minimum of two (2) American Legion Auxiliary-recognized programs, with annual reporting monitored by the District President.

SECTION 3. Each Unit shall bear the same name and number as the American Legion Post to which it is attached.

SECTION 4. Each Unit in the Department of Michigan shall be the judge of its own membership, except that no person who is a member of an organization which has for its aim, the overthrow of the United States Government by force or violence, or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of the American Legion Auxiliary.

SECTION 5. Each Unit in the Department of Michigan will adopt a Unit Constitution and Bylaws, either by writing and approving Unit-specific documents, or by accepting the Uniform Unit Constitution and Bylaws as provided by the Department of Michigan. When a Unit ceases to function from one Department Convention to another, it shall be given a hearing by the members of the District at a regular or special meeting, and, if the Unit then refuses to function, upon a consenting vote of the District, the charter shall be revoked. The District Secretary shall advise Department Headquarters, in writing, of the date and result of the vote. When a charter is revoked or canceled, the District President shall forward all records and funds to Department Headquarters.

SECTION 6. No person may, at any time, be a member of more than one Unit.

SECTION 7. A member who is not subject to suspension or membership revocation is eligible to transfer their membership to another unit, if they have paid their membership dues to the current unit for either the current year or the immediate past membership year. A member transferring to a new unit must pay current-year dues to either the current Unit or the Unit into which the transfer will be made.

SECTION 8. A Unit member may withdraw, provided the current dues are fully paid. Upon withdrawal, however, the member shall be prohibited from joining any other Unit as a new member during the remainder of the current year for which said dues are paid. In the event that a member wishes to transfer the membership from one Unit to another during the current year, it shall be done by transfer, not by withdrawal.

SECTION 9. Each Unit shall have application forms for membership, same to be filled out by

the applicants. This must be countersigned by a Unit Officer or Post Officer certifying the eligibility of the applicant and affiliation of the American Legion member. The original of said form shall be sent to Department Headquarters.

SECTION 10. Membership cards will be distributed to Units through Department Headquarters. Additional membership cards will be sent from Department Headquarters upon request.

SECTION 11. Each Unit Secretary or designated person shall remit to the Department Secretary-Treasurer, at least once a month, all Department and National dues collected, as instructed by the Department Secretary-Treasurer.

SECTION 12. The Secretary and the Treasurer, or the Secretary-Treasurer, shall be bonded in conformity with the system as mandated by the National Organization.

SECTION 13. Members under eighteen (18) years of age shall not be eligible to vote at any meeting of the American Legion Auxiliary, except as provided in Article III, Section 2(a), Department Constitution.

SECTION 14. Each Auxiliary Unit shall adopt Unit Constitution and Bylaws. They may be the Uniform Unit Constitution and Bylaws as provided by the American Legion Auxiliary, Department of Michigan, or the Unit may choose to write their own, Unit-specific, Constitution and Bylaws. Evidence of their adoption shall be filed with Department Headquarters, together with current copies of Unit Standing Rules and amendments thereto; these to be submitted to the Department Constitution and Bylaws Chairman for review. They shall become effective only after review by the Department Constitution and Bylaws Chairman to ensure that the Units are operating under proper governing documents.

SECTION 15. Units in good standing and holding regular meetings shall not lose their membership in the Department because the Post, to which they were attached when chartered, has disbanded.

SECTION 16. All questions of Unit administrative policy which require information or clarification shall be referred to the respective Districts. Districts may refer such questions to the Department if necessary.

ARTICLE VII - NATIONAL CONVENTION DELEGATES

SECTION 1. Department Delegates and Alternates to the National Convention shall be elected at the Department Convention held not less than two (2) weeks before the National Convention. The number of delegates shall be based on paid-up membership in the Department of Michigan and in compliance with the instructions of the National Constitution. The delegation chairman, the National Convention Delegates and Alternates will meet directly following the close of the Department Convention.

SECTION 2. The Department President, Department Secretary-Treasurer, Department President-elect, and Department Secretary-Treasurer elect, by virtue of their office, shall be delegates to the National Convention.

- **(a)** The retiring Department President shall be the Delegation Chairman and the retiring Department Secretary-Treasurer shall be the Delegation Secretary. In the event that the retiring President is unable to attend, the President-elect shall be the Delegation Chairman.
- **(b)** One (1) Delegate and one (1) Alternate shall be elected from each District.
- **(c)** In the event insufficient membership prevents the seating of all the District Presidents, the District Presidents having the lowest percentage of membership shall be declared Alternate Delegates with expenses paid. They shall attend all Convention sessions and make a report of the Convention. The retiring President shall appoint two (2) District Presidents attending the National Convention as pages.
- **(d)** Any Delegate allowed by National in excess of those named in Article VII, Section 2, shall receive registration and expenses, to be paid from the National Convention Fund.
- **(e)** Any National Committee Chairmen and Members, and/or Divisional Chairmen named as Delegates to National Convention shall be delegates with expenses paid the same as District Presidents. National Committee Chairmen and Members, or Divisional Chairmen, shall not receive any duplicate payments. A candidate for National office shall be a delegate to National Convention with expenses paid.
- **(f)** The Department First and Second Vice Presidents-elect shall be delegates to the National Convention with registration and expenses.

SECTION 3. Should any Delegate-elect be unable to attend the National Convention, all information received from the Department Headquarters pertaining to the National Convention together with advance expense money, shall be immediately returned to the Department Headquarters.

SECTION 4. All Delegates to the National Convention must attend all sessions when not in attendance at meetings of National Convention Committees, unless illness prevents. Should this occur, the Delegate must file in writing with the Delegation Secretary the reason for not being in attendance; otherwise, they must forfeit their expenses.

SECTION 5. Each National Delegate representing a District shall furnish each Unit in the District a written report of said Convention within thirty (30) days after the Convention.

SECTION 6. Should both the National Delegate and Alternate representing a District be unable to attend National Convention, the first alternate elected as allowed by National in excess of those named in Article VIII, Section 2(b) and (e), shall represent that District, submitting a report to the District and receive expense money allowed. If more than one District is without representation, the first alternate elected as previously stated shall represent the first District without representation, as listed on the Department list of Districts (First, Second, Third, etc.).

The second alternate elected shall represent the second listed District without representation (exception - see Section 7).

SECTION 7. If an alternate elected as allowed by National in excess of those named in Article VIII, Section 2(b) and (e), is from the District whose Delegate and Alternate are unable to attend National Convention, she will represent that District, submitting a report and receiving allowed expense money.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

SECTION 1. The Department of Michigan, American Legion Auxiliary, shall be governed by the current edition of "Robert's Rules of Order, Newly Revised" in all questions not covered by the Department Constitution and Bylaws.

ARTICLE IX - AMENDMENTS

SECTION 1. These Bylaws may be amended at a Department Convention by a two-thirds ($\frac{2}{3}$) vote of authorized delegates or alternates present and voting, provided the proposed amendments be written in resolution form and have been read in the Convention at a previous meeting or have been distributed to all Units by mailing and/or emailing at least forty-five (45) days before the annual Department Convention.

SECTION 2. Triplicate copies of proposed amendments pertaining to the Bylaws shall be in Department Headquarters not later than sixty (60) days before the opening of the Department Convention for circulation to the Units.

SECTION 3. An amendment not having been previously read or distributed as required in Section 1 may be adopted by the unanimous vote of the Convention Delegates.

SECTION 4. These Bylaws shall be automatically amended to conform to the National Constitution and Bylaws and in such Standing Rules as have been duly adopted and outlined in the Unit Guidebook of the American Legion Auxiliary.

SECTION 5. All changes or additions to the Department Bylaws will take effect immediately following their adoption.

ARTICLE X - OBLIGATION

No Member or group of members shall subject this Department to liability without authorization of the Department of Michigan.

The Department may incur no obligation or liabilities of any kind without approval by the Department Executive Committee.

ARTICLE XI - AUTHORITY

The authority by which all Units and the Department of Michigan, American Legion Auxiliary, shall function is vested in the National Constitution and Bylaws, the Department Constitution and Bylaws, and in such Standing Rules as have been duly adopted and outlined in the Unit Handbook of the American Legion Auxiliary. Any provisions of any Unit Constitution or Unit Bylaws, or any regulation of any Unit in conflict with the foregoing authority shall be void.

NOTES

(This section reserved for future annotations, updates, or cross-references)