

# AMERICAN LEGION AUXILIARY

## DEPARTMENT OF MICHIGAN STANDING RULES

*Amended June, 2026*

### 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A Standing Rule may be amended or rescinded by a two-thirds (2/3) vote, or, if notice has been given, by a majority vote. Standing Rules are usually adopted from time to time as needed in the form of resolutions.

The Department Executive Committee may adopt supplementary rules and regulations and shall be designated as Standing Rules. These shall include Standing Rules governing the annual convention, which may be supplemented by rules for each annual convention adopted by convention delegates at such meeting.

All changes or additions to the Department Standing Rules will take effect immediately following their adoption.

### 1. CODE OF ETHICS

American Legion Auxiliary members are expected to comply with the organization's governing documents and to comport themselves in accordance with the Code of Ethics adopted by the National Executive Committee.

This Code of Ethics serves as a guide to acceptable conduct within the American Legion Auxiliary.

As a matter of fundamental principle, the American Legion Auxiliary will adhere to the highest ethical standards to earn and protect the public's trust in our performance in carrying out the Auxiliary's mission, upholding rigorous standards of conduct, and being good stewards of our resources.

The American Legion Auxiliary, as witnessed through the conduct of its Department governing body, officers, staff, and volunteers, must earn the public's trust every day and in every possible way. Department leaders are expected to abide by all laws and demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, responsibility, and respect.

The American Legion Auxiliary strongly recommends that all chartered entities and affiliated

organizations at all levels adopt a Code of Ethics and conduct themselves accordingly.

In keeping with the best practices of high-performing nonprofit organizations, the American Legion Auxiliary expects its Department business standards, operations, and conduct to conform to the following Code of Ethics.

## **2. PERSONAL AND PROFESSIONAL INTEGRITY**

All members, volunteers, and staff of the American Legion Auxiliary act with honesty, integrity, and openness in all their communication, business, and transactions as representatives of the American Legion Auxiliary (organization). The organization promotes an environment that values fairness and commitment to the organization's founding principles and demonstrates respect for others.

Department officers, board members, staff, and volunteers shall conduct their personal and professional lives in a manner befitting the organization's mission and values, recognizing that their actions reflect upon the credibility and reputation of the American Legion Auxiliary.

Department officers, board members, staff, and volunteers shall work to positively influence their environment to build respect for, credibility of, and the strategic importance of our organization among the public, our members, and the communities we serve.

## **3. LEGAL COMPLIANCE**

The American Legion Auxiliary is knowledgeable about and complies with all applicable federal, state, and local laws and regulations, including, but not limited to, those related to human resources, financial accountability, taxation, fundraising, trademark protection, and licensing.

Department officers, board members, staff, and volunteers shall exercise due diligence in obtaining information on applicable laws and regulations for their jurisdiction.

Department officers, board members, staff, and volunteers shall recognize that compliance with applicable laws is a paramount standard.

## **4. GOVERNANCE**

The American Legion Auxiliary's Department governing body is responsible for setting the strategic direction of the organization and for oversight of finances, operations, policies, and programmatic performance.

The governing bodies of the American Legion Auxiliary shall:

- Ensure that the organization conducts all communication, business, and transactions with integrity and honesty.
- Ensure that policies of the organization are in writing, clearly articulated, and officially adopted.

- Ensure periodic review of the organization's structure, procedures, and programs to determine what is working well and what practices the organization might want to change to be more efficient, effective, or responsible.
- Ensure that the resources of the organization are responsibly and prudently managed.
- Ensure that the organization has the capacity to carry out its program effectively.

## **5. RESPONSIBLE STEWARDSHIP**

The boards, officers, staff, and volunteers of the Auxiliary are responsible for managing and preserving the organization's assets. Officers, board members, staff, and volunteers are expected to understand their fiduciary responsibilities to ensure that the organization's charitable purposes are carried out and its assets are properly safeguarded and managed.

Officers, board members, appropriate volunteer leaders, and staff shall ensure that:

- Financial reports are created and maintained on a timely basis that accurately portray its financial status and activities.
- Internal financial statements are provided accurately and in a timely manner.
- Annual financial reports are made available to the public when requested.
- Employees, Department leaders, and members are provided a confidential means to report suspected financial impropriety or misuse of its resources.
- Written financial policies governing management and investment of assets and reserve accounts, internal control procedures, and purchasing practices are developed and implemented.

## **6. OPENNESS AND DISCLOSURE**

The American Legion Auxiliary will provide comprehensive and timely information to the public, the media, and its members, and is responsive to reasonable requests for information. All information about the organization will fully and honestly reflect its policies and practices.

## **7. CONFLICT OF INTEREST**

The organization has the right to expect that the decisions made by the Department boards, officers, staff, and volunteers of the Auxiliary are made objectively and in the best interest of the organization.

To avoid the appearance of impropriety by those who could benefit directly or indirectly from any action by the Auxiliary, the organization shall develop, adopt, and implement a conflict-of-interest policy.

Such policy shall include requirements to fully disclose all potential and actual conflicts of interest and prohibitions on activities that conflict with legal, ethical, and fiduciary obligations to the organization.

## **8. FUNDRAISING**

The organization shall ensure that all solicitation materials accurately reflect its mission and the use of solicited funds. The American Legion Auxiliary shall respect the privacy concerns of individual donors and expend funds in a manner consistent with donor intent.

To assure that donors and prospective donors can have full confidence in the organization and the causes they are asked to support, the Auxiliary will respect the following rights of donors:

- To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the organization's most recent financial statement and others on request.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive appropriate acknowledgment and recognition.
- To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing the American Legion Auxiliary will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the organization, or hired solicitors.
- To feel free to ask questions when donating and to receive prompt, truthful, and forthright answers.

## **9. GRANT MAKING**

The American Legion Auxiliary shall have specific stated responsibilities in carrying out grant programs. These responsibilities include the following:

- A formal and consistent application process which includes defined eligibility.
- Fair and equitable selection criteria.
- Assurance of applicant privacy.
- Clear, timely, and respectful communications throughout the application process.

## **10. INCLUSIVENESS AND DIVERSITY**

The organization recognizes the value of the diverse backgrounds and beliefs of its membership. The organization promotes an atmosphere of mutual respect for the worth and dignity of its members, those eligible to become members, and those we serve.

## 11. ETHICS VIOLATIONS

Any member may report a violation of ethical conduct or actions contrary to the governing doctrine without fear of retaliation. The organization considers all inquiries and complaints about members' actions to be strictly confidential.

- **Ethics Query:** An ethics query is a means for inquiring whether or not a practice warrants filing a complaint alleging a violation of the Code. Anyone may register a query of a possible violation of the Code by a member. The organization shall adopt a procedure to administer the ethics query process.
- **Ethics Complaint:** An ethics complaint provides a process for receiving, investigating, and acting on a violation of the Code made against any member or staff and provides a process that is fair, responsible, confidential, and consistent.

## 12. WHISTLEBLOWER PROTECTION

A whistleblower is any member who, in good faith, promptly reports instances of any suspected violation of the Code. The American Legion Auxiliary shall establish and abide by policies to protect the Auxiliary.

Any member who acts maliciously by disclosing information they know or reasonably believe to be false is not a whistleblower and will not be protected under the whistleblower mechanism.

The organization expects improper activity to be reported accurately and will protect whistleblowers from retaliation.

The organization will investigate any allegation that a whistleblower has been retaliated against for disclosing information the whistleblower believed to be accurate.

Any member who believes they have been retaliated against for whistleblowing is expected to report it immediately. If the complaint is validated, the organization may impose disciplinary sanctions on the retaliating member, including termination of membership.

## 13. DISCIPLINE

All American Legion Auxiliary members are expected to uphold and follow the governing documents of the American Legion Auxiliary. These include, but are not limited to, the Department and Unit Constitution, Bylaws, and Standing Rules, as well as the Department and Unit policies and procedures. Conduct that is a violation of its governing documents or detrimental to the best interests of the organization may be referred to the Unit Executive Committee or designated sub-committee for review.

The sub-committee should consist of 3–5 unbiased members, appointed by the Unit President or elected by the Unit body, in accordance with the Unit Standing Rules. The sub-committee

will serve as a Hearing Board to determine statements of fact, attempt remediation, and prepare detailed charges, if warranted. They may interview witnesses from all sides, including the accused, review documentation, and determine if the accusations made should be escalated to a formal disciplinary procedure.

- **(a)** Should the individuals and the Unit exhaust all other avenues of conflict resolution as detailed in the National Unit Guide, the Unit may choose to pursue disciplinary action, based on the finding of fact and recommendation of the Hearing Board.
- **(b) Recommendations of the Hearing Board:** Following the investigation, the sub-committee or Executive Board, as specified in the Unit Standing Rules, shall make a recommendation to dismiss the charges, to amend the charges, or to pursue the charges as originally presented. If the charges remain active, the Hearing Board will refer the matter for a formal trial. If a sub-committee conducted the hearing, the trial may be conducted by the Unit Executive Board with the final recommendations presented to the Unit for ratification. If the Unit Executive Board conducted the hearing, the trial will be held by the Unit body. The appropriate action is contingent on the Unit Standing Rules.

The Unit is responsible for the discipline of its members. All disciplinary actions must be fundamentally fair. Fundamental fairness is defined as:

- **Notice:** The accused must be officially informed, in writing, of the specific charges.
- **Opportunity to be Heard:** The accused must be allowed to present their side of the situation.
- **Record Keeping:** The Unit must permanently keep a record of all disciplinary actions, communications, and meetings regarding the disciplined member.

A member disciplined by the Unit may appeal the Unit's disciplinary action, in writing, to the Department Executive Committee, sent in care of the Department office, certified, return receipt requested. Appeals can only be accepted based on the following criteria:

- **(a) Violation of Member's Rights:** Principles of fundamental fairness: Proper notice and/or the right to be heard.
- **(b) Violation of Governing Documents:** Unit or Department: Improper elections; issues with quorum; Executive Board reporting; external or internal audits; the overstepping of authority.

The appeal process does not consider whether the original decision was "right" or "wrong", only whether it adhered to the proper process. The Department President will appoint a special committee to review the appeal request to ensure it meets the above criteria. The special committee will report their findings to the Department President and the Department Executive Committee. The special committee will consist of three (3) members chosen from the current Department Executive Committee (1 Officer, 1 District President, and 1 Past Department President).

Discipline by a Unit may include punishment ranging from a verbal warning to suspension (up

to 1 year), expulsion, and legal action.

### **Procedure for Formal Disciplinary Action (Trial) of a Member of the American Legion Auxiliary, Department of Michigan**

1. **Process:** The first step in the process of all disciplinary actions against a member of the American Legion Auxiliary, in good standing, shall be the filing with the Unit Secretary of written charges, in triplicate, properly verified by the affidavit of the accuser or accusers. Charges must include specific actions, dates, times, places, and the negative effects of the alleged violations of the Auxiliary Code of Conduct and/or violations of the Unit, Department, or National governing documents, policies, or procedures. All charges must be from personal knowledge.
2. **Notice and Copy of Charges to the Accused:** The Secretary shall deliver to the accused member, by certified mail, return receipt requested, one copy of the charges, as determined by the Hearing Board/Investigative sub-committee, and written notice to appear at a specific time and place to show why the accused should not be subject to disciplinary action. These items will be delivered to the accused at least fifteen (15) days before the scheduled appearance. A member has the right that allegations against their good name shall not be made except by charges brought on reasonable grounds. If thus accused, they have the right to due process—that is, to be informed of the charges and given time to prepare their defense, to appear and defend themselves, and to be fairly treated.
3. **Charges:** The accuser or accusers must be members of the same Unit as the accused, and they must set forth charges of disloyalty, neglect of duty, dishonesty, or conduct detrimental to the reputation, integrity, or community standing of the American Legion Auxiliary, in terms of simplicity and understanding so that the accused may properly prepare for a defense.
4. **Appearance:** Before the accused member defends themselves in person or by counsel, they shall enter a plea, guilty or not guilty, in writing, to the said charges, on or before the date on which they have been summoned to appear. If a guilty plea is entered, the process may advance to the penalty recommendations. If the plea is not guilty, the trial will proceed as scheduled.
5. **Failure to Answer:** If the accused member fails to answer the charges in the manner and form as set forth, a plea of not guilty will be entered, and the trial will proceed as scheduled.
6. **Continuance:** Either party may apply for a continuance, in writing, before the day set for the hearing or for trial. However, it should be accompanied by a written motion and supported by an affidavit of the party applying. Good and substantial cause must exist before said motion is granted. It will be the duty of the Unit Executive Committee to pass upon the motion and determine, from the pleadings, whether or not sufficient cause exists for continuance.
7. **Trial:** The Unit President or their designee shall preside at the trial and shall have the

power and authority to pass upon the material relevance of all evidence presented, and shall have the general power to prescribe necessary rules and regulations for the orderly procedure of said trial, except that no rule or regulation in violation of these rules shall be permitted.

8. **Unit Members to Act as Jurors:** Members of the Unit shall act as jurors, to ascertain the truth of the charges preferred. The Unit Standing Rules should state the number of jurors to be seated. Their province is strictly limited to questions of fact, and within that province they are further restricted to the exclusive consideration of matters proven by the evidence introduced in the course of the trial. At the conclusion of the evidence, the members of the Unit, acting as jurors, shall determine by ballot (two-thirds majority vote) whether or not the accused is guilty as charged, and shall produce their decision, in writing, signed by the President and attested by the Secretary. Each charge must be voted on separately. A separate vote, by the jurors, will make a recommendation on the response level.

Findings and recommended response levels will be based on an assessment of all relevant factors. Depending on the severity of the conduct violation, the response may include any of the following: verbal counseling, written or verbal apology, written or verbal censure from the Unit, probation with corrective terms that encourage restorative justice (e.g., additional training), suspension from participation in or exercising voting rights for a defined period of time (not to exceed one (1) year), or termination of Auxiliary membership. A recommendation for the appropriate level of response shall be presented to the Unit for acceptance, rejection, or modification. This final decision is a separate motion from a guilty or not guilty decision.

Any disciplinary action taken by the American Legion Auxiliary, on a District or Department level, shall only be a result of infractions on that specific level. The response to those charges will not affect a member's standing on a Unit level.

9. **Challenge:** If either party shall make written affidavit that a certain member of the Unit cannot fairly and impartially try the case, and render a fair and impartial verdict, and the individual assigned to oversee the trial shall be satisfied as to the truth of such statement, said member or members shall be challenged for cause and dismissed from service as jurors. An additional appointment as juror shall be made to fulfill the Unit Standing Rules requirement. Neither the accused nor the accuser shall be permitted to sit as jurors.
10. **Amendments:** At any time before the final decision is made by the members sitting as a jury, amendments to the pleading may be allowed by the individual assigned to oversee the trial if such terms are just and reasonable.
11. **Appeal to the Department Executive Committee:** Any member who has been officially disciplined has the right to appeal to the Department Executive Committee.  
Consideration of any appeal must be based on procedural error as defined in the criteria previously referenced. The appeal must be taken by preparation of a record of the proceedings within forty (40) days after the judgment has been communicated, in writing, and sent by certified mail, return receipt requested, to the appellant. Such record packet



shall contain a copy of the charges, all notices to the appellant with return receipts, and a record and copies of all other actions or pleadings introduced, together with a statement of evidence, in substance, to be prepared by the party appealing. The Unit must provide copies of all documents requested. The filing must include the nature of the procedural error the appellant believes to have occurred.

As an alternative, either party may demand a stenographic report, provided that a timely request before trial is made, and provided further that the party requesting the stenographic report shall pay for same. An unedited audio and/or video recording will be accepted to verify disciplinary procedures.

Once an appeal packet has been received in the Department office, the Department Secretary will notify the Department President and begin the appeal contact log. The Department President will appoint a sub-committee of the Department Executive Committee (1 Officer, 1 District President, 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 sub-committee must be appointed within fifteen (15) business days of the receipt of the appeal. The investigation and the presentation of recommendations should be completed within ninety (90) days of the sub-committee's appointment. The Department President may grant the sub-committee a continuance of thirty (30) days if circumstances warrant.

The sub-committee will determine whether the appeal request meets the criteria listed above. The sub-committee will investigate parties on both sides of the appeal. The subcommittee will review all submitted documents. They may conduct interviews with the appellant and any witnesses they might find beneficial to the finding of fact. All interviews will be conducted in the presence of at least two (2) members of the sub-committee. The interviews should be recorded when possible, and detailed, written minutes of the interviews should be kept. Witness statements may be submitted in writing, signed and dated, with follow-up interviews if needed. All statements must be based on personal knowledge. Include the date, time, place, and the names of those present during any interview. Interviews may be conducted in person or by electronic means.

If the sub-committee determines that it does not meet the criteria for appeal, it will notify the Department President and the Department Secretary. The Department Secretary will notify the appellant and the Unit by certified mail, return receipt requested, that the investigation has been completed and no violation of procedure has been found.

Following the finding of fact by the sub-committee, it will prepare a report outlining its findings and recommended remediation or disciplinary actions. If it is determined that a hearing on the appeal, before the full Department Executive Committee, should be held, the Department President will schedule a meeting of the Department Executive Committee, to be held in executive session, not more than forty-five (45) days after the completion of the investigation, to be held at Department Headquarters. The Department Executive Committee is responsible for reviewing and voting on those recommendations.

The Department Secretary will notify the appellant of all pertinent information for the meeting by certified mail, return receipt requested, at least fifteen (15) business days before the meeting. The notification will state that the decision will be based on the record submitted, but the appellant will have the opportunity to present their case and answer clarifying questions from the Board members.

Following the presentation, all non-members of the Department Executive Committee will be excused. The Department Executive Committee will discuss the case and vote to sustain the appeal, reject the appeal, accept the sub-committee's specific recommendations, reject the recommendations, or modify the recommendations.

The Department Secretary will notify the appellant, in writing, sent certified mail, return receipt requested, of the outcome of the appeal hearing. If the appellant is still on the premises, the results may be communicated verbally; however, verbal communication does not negate the need for written notification.

- 12. Notice by the Department Secretary:** When an appeal is taken, as herein provided, it shall be the duty of the Department Secretary to notify all parties of the date, time, and place of the appeal hearing, providing at least a fifteen (15) day notice. The notice shall be sent certified mail, return receipt requested.

Evidence may not be introduced before the Department Executive Committee. However, arguments may be heard, and the evidence as shown by the transcript shall be the only evidence considered by the Department Executive Committee. The Department Secretary will provide the members of the Department Executive Committee with the relevant documents in advance of the hearing.

The Department President or their designee shall preside at the hearing and shall have the power and authority to grant continuance to either party upon just cause being shown and shall have the power and authority to make all necessary and reasonable rules and regulations for the orderly procedure of said hearing.

- 13. No Further Appeal:** The decision of the Department Executive Committee shall be final.

- 14. Effect of Decision:** Where an appeal taken by the accused, at the Department Executive Committee, sustains the appeal, the member automatically becomes a member in good standing of said Unit, and the Unit must reinstate said member upon the Unit membership roll.

After completing a procedure for the expulsion of a member of the American Legion Auxiliary, as outlined in the National Unit Guidebook, National Headquarters requires the guidelines listed below to be followed:

- All Department requests at National Headquarters for expelling a member must come from the Department Secretary. In the event that the member being expelled is the Department Secretary, the request must come from the Department President.
- The written request must include the following:
  - Name and membership ID number of the person being expelled
  - Reason for expulsion

- Effective date of expulsion
- A clear statement that all procedures have been conducted with fundamental fairness and that the Department has written copies of all documentation regarding the expulsion in the Department files.

Departments are required to submit this documentation to the National Secretary's mailbox at ALA National Headquarters at NatlSecy@ALAVeterans.org.

## 14. ELECTRONIC COMMUNICATION AND SOCIAL MEDIA

The Department encourages the use of social media and electronic communications to promote the mission of the American Legion Auxiliary. The purpose of this policy is to protect the ALA brand, reputation, and members, and to provide guidelines for Department, District, and Unit accounts.

### A. Authority and Permissions

1. **Chartered entities:** As a chartered entity, the Department and its subordinate units (Districts and Units) have permission to use the ALA name, emblem, and trademarks in electronic communications without seeking additional permission from National, provided they adhere to the ALA Branding Guide.
2. **Department Programs:** If a chairperson of a department Committee wants to create a social media presence, a written proposal stating the purpose and content must be submitted to the Department Executive Director for approval. The Department Executive Director will consult with the Department President and Public Relations Chairman to approve the request. The committee chairmen are encouraged to use the Department's social media accounts; a process for posting information on the Department's accounts shall be provided to chairmen upon request.
3. **Platform Compliance:** All social media accounts must strictly obey the Terms of Service of the platform being used (e.g., Facebook, Instagram).

### B. Account Administration and Security

1. **Multiple Administrators:** To ensure continuity and security, all Department, District, and Unit social media accounts must have a minimum of two (2) administrators who are members in good standing.
2. **Administrative Rights:** The Department Secretary and a designated Public Relations Chairman or media coordinator should have administrative access to all Department-level official pages.
3. **Transfer of Authority:** Login credentials and administrative rights must be turned over immediately upon expiration of a user's term of office or appointment.

### C. Content Standards

1. **Identification:** All accounts must clearly and accurately identify the entity represented

(e.g., "ALA Department of Michigan" or "Unit 123, City").

2. **Relevance:** Content must be relevant to the ALA Mission, veterans, military, their families, and organizational programs.
3. **Political and Sectarian Neutrality:** Accounts cannot be used to support political parties, candidates, or sectarian viewpoints. The ALA is absolutely non-political and non-sectarian.
4. **Personal Use Prohibited:** Administrators may not use ALA accounts to promote personal projects, businesses, or opinions unrelated to ALA business.
5. **Prohibited Conduct:** Bullying, hate speech, and degrading comments regarding race, religion, culture, sexual orientation, or identity are strictly prohibited.

#### **D. Privacy and Legal Compliance**

1. **Confidentiality:** Administrators must not post private contact information (addresses, phone numbers) or medical information about any individual without their express written permission.
2. **Copyright:** Users must respect copyright laws and not post photos or materials they may not have permission to use.
3. **Charity Gaming:** The promotion of raffles, 50/50 drawings, or games of chance via social media is prohibited unless strictly compliant with Michigan state laws. Administrators are personally responsible for knowing and following these regulations.

#### **E. Moderation and Enforcement**

1. **Monitoring:** The Department reserves the right to monitor District and Unit pages within its jurisdiction to ensure compliance with this policy and the National Constitution and Bylaws.
2. **Sanctions:**
  - Postings violating this policy must be removed immediately.
  - Administrators who violate this policy may be removed from their duties.
  - The Department Executive Committee reserves the right to discipline members or Units for failure to adhere to these standards, in accordance with the principles of fundamental fairness.

#### **F. Branding**

1. All electronic presence must adhere to the American Legion Auxiliary Branding Guide, available on the National website, including the proper use of the Emblem.

#### **G. Enforcement**

Under the National Constitution, Bylaws, and Standing Rules, and the National Electronic Communication Policy, a Department has several mechanisms to enforce social media policies across its Units.

Because Units are separate entities, the Department primarily enforces policy through oversight of the Unit's charter and by holding the Unit accountable for its members' actions.

1. **Direct Social Media Sanctions:** According to the National Electronic Communications, Internet and Social Media Policy, the Department has specific rights regarding non-compliant online behavior.
  - **Prohibition:** Any electronic or social media presence that uses the ALA name or trademarks, but fails to comply with National policy, is "expressly" prohibited.
  - **Removal of Content:** The organization reserves the authority to remove postings that violate laws, regulations, or ALA policy.
  - **Financial Liability:** If the department incurs costs to enforce these laws or policies (e.g., legal fees to remove a trademark violation), those costs may be "sought from the offending entity or individual representative".
2. **Formal Disciplinary Action Against a Unit:** If a Unit refuses to bring its social media channels into compliance, the Department Executive Committee has the authority to discipline the Unit for "good and sufficient cause".

The Bylaws outline a specific escalation of penalties the Department may impose on a Unit:

  - **Warning:** A formal written statement outlining the misconduct (e.g., violating the social media policy) and expectations for future behavior.
  - **Probation:** The Unit retains its charter but must operate under specific terms and conditions for improvement for a period no longer than one (1) year.
  - **Suspension:** The Unit suffers a temporary loss of rights and privileges for a period no longer than one (1) year.
  - **Cancellation of Charter:** For severe or repeated violations, the Department may submit a request to the National Executive Committee to cancel the Unit's charter.
3. **Enforcing the Discipline of Individual Members:** Often, social media violations are committed by specific members rather than the Unit as a whole. While the Unit is responsible for disciplining its own members, the department has a mechanism to ensure this happens.
  - **Failure to Act:** If a Unit allows a member to violate social media policies without consequence, the Department "may discipline a Unit for failure to discipline a member".
  - **Administrative Removal:** Policies may explicitly state that administrators who do not follow the rules "will be removed from Facebook administrative duties" or "removed from the page" entirely.
4. **Required Due Process:** When enforcing these policies, the Department must strictly adhere to the principle of "fundamental fairness". This means the Department cannot simply shut down a Unit or punish a member without providing:
  - **Notice:** The Unit must be officially informed of the violation, in writing.
  - **Opportunity to be Heard:** The Unit must be given a chance to present its side of the situation.
  - **Record Keeping:** The Department must permanently keep a record of all disciplinary actions, communications, and meetings regarding the disciplined Unit.

## **15. COMMITTEE ORGANIZATION**

The Department President shall name such committees as deemed advisable and necessary, subject to ratification by the Department Executive Committee. If possible, there will be no more than one member per District appointed to any Department Standing Committee. The exception is that no two members from the same District shall be appointed to the Finance Committee in the same administrative year.

In the event of a vacancy on a committee, the Department President shall appoint a member to fill the unexpired term, subject to ratification by the Department Executive Committee. When possible, no Auxiliary member shall serve on more than one (1) Standing Committee during the same administrative year, except the National Executive Committee member. When necessary to serve on more than one (1) Standing Committee, there shall be no duplication of expenses.

There shall be the following Standing Committees: Administrative Advisory Board, Americanism, Auxiliary Emergency Fund, Children and Youth, Community Service, Constitution and Bylaws, Education, Finance, Girls State, Junior Activities, Leadership, Legislative, Membership, National Security, Past Presidents Parley, Personnel, Poppy, Public Relations, Resolutions, and Veterans Affairs and Rehabilitation.

## **16. OBLIGATION**

All committees shall actively participate in promoting programs covered by resolutions adopted by the National Organization. Each Chairman shall be responsible for the administration of the program and its budget. All committee appointees shall automatically forfeit the appointment for failure to function without justifiable cause.

Of the Standing Committees named in paragraph 2, the following shall consist of three (3) members, unless otherwise indicated, appointed for one (1) year terms:

Administrative Advisory (5), Americanism, Auxiliary Emergency Fund (1); Children and Youth, Community Service, Constitution and Bylaws (1), Education, Finance (4), Girls State (6), Junior Activities, Leadership; Legislative, Membership (up to 6); National Security, Past Presidents Parley, Personnel, Poppy, Public Relations, Resolutions, and Veterans Affairs and Rehabilitation.

## **17. COMMITTEES**

### **A. ADMINISTRATIVE ADVISORY**

The Administrative Advisory Committee shall be composed of the National Executive Committee member, the Department President, and three (3) Past Department Presidents to be appointed each year. One (1) member will serve as Chairman.

### **B. AMERICANISM**

The Americanism Committee shall consist of three (3) members, to be appointed each year by the Department President, with one (1) member serving as Chairman. There shall be a fund known as the Americanism Fund. This shall be a Unit Mandatory Fund.

### **C. AUXILIARY EMERGENCY FUND**

The Auxiliary Emergency Fund committee shall be composed of one (1) member appointed each year by the Department President.

### **D. CHILDREN AND YOUTH**

The Children and Youth Committee shall be composed of three (3) members appointed for a one (1) year term. One (1) member to serve as Chairman.

### **E. COMMUNITY SERVICE**

The Community Service Committee shall be composed of three (3) members appointed each year by the Department President. One (1) member will serve as Chairman.

### **F. CONSTITUTION AND BYLAWS**

The Constitution and Bylaws Committee shall be composed of one (1) member appointed each year by the Department President.

### **G. EDUCATION**

The Education Committee shall be composed of three (3) members appointed for a one (1) year term. One (1) member will serve as Chairman.

There shall be a Memorial Scholarship Fund. There shall be a Unit Mandatory Fund to be used for scholarships for \$1,500 each, and known as the "American Legion Auxiliary Memorial Scholarship". The number of scholarships awarded shall be determined by the money available.

The Committee shall administer a scholarship for a medical career. There shall be a Unit Mandatory Fund for scholarships of \$1,000 each, known as the Medical Career Scholarship. The number of scholarships awarded shall be determined by the money available.

There will be a Non-Traditional Scholarship Fund to be used for scholarships in the amount of \$500. The number of scholarships awarded shall be determined by the money available.

The committee shall administer an annual scholarship named in honor of Past Department President, Betty Cline. The applicant must be a descendant of a veteran whose service falls within the American Legion eligibility dates. Funding for said scholarship will come from the endowment from Charles A. Hammond Unit #8, Port Huron, Michigan. One (1) scholarship per year, in the amount of, will be awarded as long as funds are available.

The committee members will assist the Chairman in judging the applications as soon as

possible after the closing date—time and place to be designated by the Department President and Chairman.

Expenses for judging shall be allowed from General Funds in accordance with the Standing Rules.

## **H. FINANCE**

The Finance Committee shall be composed of four (4) members. Three (3) of which shall be appointed for a one (1) year term. One (1) member will serve as Chairman. The fourth member shall be a Past Department President appointed each year.

The Department Secretary-Treasurer shall be an ex officio member of this committee. The Finance Committee shall meet at the call of the Department President and Finance Chairman; such meetings to be held at Department Headquarters.

The Finance Chairman shall submit the budget proposed for the current year at the Executive Committee meeting preceding Fall Conference. The Finance Chairman and/or the Department President shall sign all checks with the Department Secretary-Treasurer. The Department President, at her discretion, may authorize an additional Finance Committee member to have check-signing authority if needed.

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 Department Finance Committee shall supervise the general financial policy of the Department organization, subject to the ratification of the Department Executive Committee.

## **I. GIRLS STATE**

The Girls State Committee of the Department of Michigan shall serve as the Board of Directors of the American Legion Auxiliary Girls State.

The Girls State Committee shall be composed of the National Executive Committee member, Department President, Department Secretary-Treasurer, and six (6) members.

The Department Secretary-Treasurer may be in attendance during the entire session, including the two (2) days before the opening meeting, without additional remuneration.

The American Legion Auxiliary Girls State shall function under the jurisdiction of the Department of Michigan, American Legion Auxiliary.

A complete financial statement, the budget, and an outline of the program shall be presented at the Executive Committee meeting preceding the Fall Conference each year.

The Chairman of Girls State may attend the National Girls State Directors Conference with expenses paid from the American Legion Auxiliary Girls State Budget. Should the Chairman be



unable to attend, the Department President shall appoint a representative from within the Committee.

The appointment of a General counselor for the American Legion Auxiliary Girls State shall be left to the discretion of the Girls State Board.

## **J. JUNIOR ACTIVITIES**

The Junior Activities Committee shall be composed of three (3) members appointed each year by the Department President. One (1) member will serve as Chairman.

This committee is responsible for organizing the Junior Conference/Convention, with expenses in accordance with the financial policy.

## **K. LEGISLATIVE**

The Legislative Committee shall consist of three (3) members appointed each year by the Department President. One (1) member will serve as Chairman.

## **L. LEADERSHIP**

The Leadership Committee shall consist of three (3) members to be appointed each year by the Department President—one (1) member to serve as Chairman.

If an instructor from outside the given area is selected and accepted, the mileage allowed shall not exceed that allowed within the area.

The Leadership Committee will be responsible for the judging of the Unit Member of the Year entries.

## **M. MEMBERSHIP**

The Membership Committee shall consist of up to six (6) members, appointed each year by the Department President. One (1) member shall serve as Chairman.

The Membership Committee shall oversee the functioning of the Districts and Units in a manner that attracts and retains members.

## **N. NATIONAL SECURITY**

The National Security Committee shall consist of three (3) members, to be appointed each year by the Department President. One (1) member shall serve as Chairman.

The National Security Committee will judge the Salute to Service member award.

## **O. PAST PRESIDENTS PARLEY**

The Past Presidents Parley Committee shall consist of three (3) members, appointed by the Department President each year; the Chairman shall be a Past Department President.

The committee Chairman shall also serve as the Distinguished Guest Chairman at all called meetings.

## **P. PERSONNEL COMMITTEE**

The Personnel Committee shall consist of five (5) members, each to be appointed for one year. The Department President and Department Finance Chairman by virtue of their office shall be members of this committee. The Department Secretary-Treasurer shall be an ex officio member of this committee with voice only.

## **Q. POPPY**

The Poppy Committee shall consist of three (3) members to be appointed by the Department President—one (1) member to serve as Chairman.

Expenses of the Poppy Committee shall be taken from the Poppy Committee Fund.

Expenses for the Poppy Committee shall be transportation as specified in the Financial Policy for meetings held at Department Headquarters, if authorized, and transportation as specified in the Financial Policy for any authorized visits to the Veterans Hospitals and Homes for Veterans.

## **R. PUBLIC RELATIONS**

The Public Relations Committee shall consist of three (3) members, each appointed for one (1) year.

The AUXILIAIRE shall be published according to The American Legion schedule, if monies are available. The Editor shall be the Department Secretary-Treasurer in Department Headquarters. The Assistant Editor shall be the same as for the Michigan Legionnaire.

## **S. VETERANS AFFAIRS AND REHABILITATION**

The Veterans Affairs and Rehabilitation Committee shall consist of a Chairman, Vice Chairman, and one (1) member. The Department Chairman shall be in charge of the entire program. The Department President shall assign certain portions of the Department Program to individual members of the Committee, with the Hospital Director being named Vice Chairman and the Service to Veterans Director the third member. Homeless Veterans Service Coordinator, VAVS Representatives, and their Deputies are not designated as members of a Standing Committee.

One (1) member of the Department Veterans Affairs and Rehabilitation Committee shall be designated as the Hospital Director, who will visit the hospitals as needed. Expenses shall be allowed for such visits in accordance with the Standing Rules. The Hospital Director shall be allowed mileage and one (1) day per diem to attend the Department Convention; expenses to be paid from the Rehabilitation Committee fund. The jurisdiction of the Hospital Director shall be within the hospitals, and she shall have the additional duty of keeping track of volunteer

hospital workers' hours.

The Service to Veterans Director shall be allowed mileage and one (1) day per diem to attend Department Convention, expenses to be paid from the Veterans Affairs and Rehabilitation Committee budget.

The Department President shall appoint the VAVS Representative in the VA Hospitals, Michigan Veterans Home at Grand Rapids, Michigan Veterans Home, D.J. Jacobetti, and the Michigan Veterans Home at Chesterfield within the State, together with their Deputies. Said Representatives will be in charge of the Volunteer Hospital Workers within each VA Hospital, Michigan Veterans Home at Grand Rapids, the Michigan Veterans Home, D.J. Jacobetti, and the Michigan Veterans Home at Chesterfield.

The Department President shall appoint, upon recommendation of the retiring District Presidents and the retiring Veterans Affairs and Rehabilitation Committee, Hospital Representatives and Deputies in non-VA hospitals under government contract where the Service Basket is passed.

The Veterans Affairs and Rehabilitation Committee may meet for one (1) day only, early in the year, with the VA Hospital, Michigan Veterans Home at Grand Rapids, Michigan Veterans Home, D.J. Jacobetti, and Michigan Veterans Home at Chesterfield Representatives or First Deputies and the non-VA Chairmen or First Deputies called in for a half (1/2) day session.

A Department Veterans Affairs and Rehabilitation School of Instruction shall be held at the time of the Fall Conference. Units sending their Veterans Affairs and Rehabilitation Chairman and their Service to Veterans Chairman may take their expenses from the Unit Poppy Fund.

Expenses for the Veterans Affairs and Rehabilitation Committee shall include transportation for meetings held at Department Headquarters and, if authorized, per diem. All expenses referred to in this section of the Standing Rules are to be financed from the Veterans Affairs and Rehabilitation Fund.

## **18. DEPARTMENT ADMINISTRATION**

Department Headquarters may be located and maintained in the same city in which The American Legion has its headquarters.

The books of the American Legion Auxiliary shall be reviewed or audited annually by a duly accredited accountant. A full audit must be completed at least every three years.

All trophies and awards, when filled with names, etc., shall be retired and stored in the Department Headquarters office. All Department awards will be citations, awarded annually, and, where indicated, monetary award checks.

The Department President may hold a question-and-answer session in the Upper Peninsula at

the time of the Upper Peninsula Mid-Winter Conference.

The Service Department, American Legion Auxiliary, shall be composed of the Children and Youth Committee, the Veterans Affairs and Rehabilitation Committee, the VAVS Hospital Representatives, and the Representatives of the Michigan Veterans Home at Grand Rapids, Michigan Veterans Home, the D.J. Jacobetti, and the Michigan Home for Veterans at Chesterfield.

The Department shall send memorial flowers or Memorial Scholarship cards to the immediate families in the event of the death of: Past Department President, Past Department Commander, spouse of Department President, spouse of Department Commander, and members of the Department Executive Committee.

The announcement of candidates for the Department Office may be circulated through the Department. Addresses may be secured from the Department Secretary-Treasurer. Circulation of any other material must have the WRITTEN authorization from the Department President. Should such authorization be granted to any candidate, all other candidates shall be so notified in writing.

The Unit must pay credential fees for the Department Convention for each Delegate to which it is entitled by virtue of its membership.

Each Delegate-at-large shall pay a credential fee for the Department Convention. All credential fees collected for Department Convention shall be allocated to the printing account to help defray the cost of the Annual Book of Reports.

The members of the American Legion Auxiliary, Department of Michigan, are authorized to wear any one of three (3) styles of hats offered: Wave, Scottie, or Beret. Nothing is to be worn on the hat except the embroidery, and the hat is to be worn properly with the Unit number above the left eye.

Copies of all correspondence from standing committees shall be submitted to the Department President and Department Secretary-Treasurer for information and approval. Any correspondence to National Officers or Chairmen shall be submitted to Department Headquarters and mailed out of that office.

## **19. DISTRICT ORGANIZATION AND BYLAWS**

For 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 (1) District President with the exception that the Eleventh and Twelfth Districts shall be represented by one (1) District President.

Each District shall organize, be chartered, bonded, and compose a Constitution, Bylaws, and Standing Rules in conformity with Department and National Constitutions and Bylaws, which

shall become effective only after approval by the Department Constitution and Bylaws Chairman, to assure that the Districts are operating with proper Bylaws.

County Councils may be organized by three (3) or more active Units, upon approval by the Department Executive Committee, at the recommendation of the District President.

At the annual District Convention before the Department Convention, the District shall elect a District President. She shall represent her District and serve as a member of the Department Executive Committee. One or more Vice Presidents shall also be elected at this meeting. The Vice President(s), in order of precedence, shall serve as the District President's alternate in her absence.

District Presidents and Alternates may be endorsed by their Units by letter to the District Secretary before the elections, which shall be held only after due notice has been mailed and/or emailed to each Unit in the District at least two (2) weeks before election. Department Headquarters must be notified of the names of those elected not more than forty-five (45) nor less than fifteen (15) days before the Department Convention.

Written announcements of candidates do not preclude nominations from the floor for any office. Any member in good standing may run for District office. The term of office and/or re-election shall be controlled by Standing Rules within each District.

The District President may hold a Department appointment as a committee member (not committee chairperson) for all committees, VAVS Representative, or Deputies of Michigan VA Hospitals, Michigan Veterans Home at Grand Rapids, Michigan Veterans Home, D.J. Jacobetti, and Michigan Veterans Home at Chesterfield, or non-VA Hospitals under government contract, except the Department Finance Committee.

The District President shall appoint an acting Secretary in the Department Convention Delegation to take roll, assist in distributing ballots, and distribute materials that are to be handed out.

The District President shall have advisory supervision over the Units within the District; promote the organization of new Units; assist in increasing the membership; and make an annual report of the affairs of the District to the Department President sixty (60) days before the Department Convention.

When a Unit ceases to function and continues to report fewer than the minimum required number of members, the District President shall personally contact the Unit's officers and the Post Commander, making every effort to encourage an active Unit. This Unit shall be given a hearing by the members of the District at a regularly scheduled meeting, with notification sent to all Units. When all efforts fail, and by a vote of the District members, the District Secretary shall advise Department Headquarters, in writing, of the date and results of the District vote.

The District President should make every effort to attend a regular business meeting of each Unit within the District during their term of office.

The Alternate Vice President(s) shall fill the office of a District President should a vacancy occur.

Each District shall elect National Convention Delegates and Alternates with the exception that the Eleventh and Twelfth Districts shall elect one Delegate and one Alternate.

Any member in good standing may be a candidate for Department office. Announcement of such candidate should be in Department Headquarters not less than ninety (90) days before Department Convention.

The announcement of candidates for the Department Office may be circulated throughout the Department. Addresses may be secured from the Department Secretary-Treasurer. Circulation of any other material must have WRITTEN authorization from the Department President. Should such authorization be granted to any candidate, all other candidates shall be so notified in writing.

All campaign material (brochures, promotional items, etc.) shall be distributed to Convention Delegates on Saturday morning before Call to Order. Posters may be placed on easels at any time on Friday in descending order beginning with the candidate for Department President.

All candidates shall observe the rules provided by the host hotels and convention centers regarding posting material; these rules are to be obtained from the Convention Chairman. No individual open house shall be held for any candidate for a Department Office. Competitive candidates shall not campaign throughout the Department. Because of disparities in the financial resources of Units and Districts, candidates should exercise discretion in the expenditure of funds for campaigning.

Upon cancellation of any District of the American Legion Auxiliary, Department of Michigan, the Department Executive Committee is authorized, empowered, and directed by and through its duly authorized agents to take possession, custody, and control of all the records, property, and assets of such District and to take all necessary and proper steps and proceedings to wind up and close the affairs of such District; and the Department Executive Committee may provide for such continued recognition and activities of Units in said District as it may deem proper.

## **20. DEPARTMENT CONFERENCES AND MEETINGS**

The Department Convention may be held at the same time and in the same city as the Department Convention of The American Legion. Meetings of Standing and Convention Committees shall be held at such times as posted by the Department Executive Director/Secretary.

- **Department Executive Committee:** There shall be regular meetings annually: the first immediately following Department Convention; the second preceding Fall Conference; the third at the call of the Department President, if necessary; and the final preceding the Department Convention. Special meetings may be called upon the written request of eleven (11) members, stating the business to be transacted.
- **Fall Conference:** Fall Conference of the Unit Presidents and Secretaries shall be called by the Department President at an early date following the National Convention. Chairmen of Standing Committees, the Girls State Governor from the most recent session, Parliamentarian, Department Officers, and such other persons as the President deems necessary shall be called to the Conference.

## 21. DEPARTMENT FINANCE

The budget will be based on income from dues, interest, and miscellaneous income.

With the exception of the Department Executive Director and such other office assistants deemed necessary in the operation of the Department office, there shall be no salaried officers. Necessary expenses incurred by the Department Officers, Department Chairmen of Standing Committees, the National Executive Committee member, and the Parliamentarian in the exercise of their services and duties to the Department of Michigan shall be paid from the Department Treasury upon authorization of the Department President.

The bonding of the office employees and members of the Department of Michigan, American Legion Auxiliary, shall conform with the system as mandated by the National Organization.

Up to one-sixth (1/6) of the General Funds Budget shall be allowed for expenses from the first of the fiscal year up to the time of the adoption of the new budget.

The Department Executive Committee, by a two-thirds (2/3) vote, may levy an assessment not to exceed twenty-five cents (\$0.25) per member for Department expenditures.

There shall be a National Convention Fund derived from an annual assessment on the Units per Senior member. The offset of expenses allowed delegates to the National Convention will be a flat rate, the amount of which shall be determined annually by the Executive Board based on the recommendation of the Finance Committee. The Delegation Chairman and Secretary shall be paid transportation and actual expenses for attendance, not to exceed seven (7) days. The National registration fee shall be paid by the Department for all Michigan Delegates and the Alternates who attend, including any National Officer and/or Past National President from the Department of Michigan.

Expenses for attendance at the Department Convention and the Final Executive Committee Meeting shall be mileage and an offset of expenses to be allowed Department Officers, Parliamentarian, National Executive Committee members, and Chairmen of Standing Committees, not to exceed four (4) days, except for the Department President and

Department Secretary-Treasurer who shall receive actual expenses.

Expenses for attendance at the Second Department Executive Meeting shall be mileage and an offset of expenses for one (1) day for Department Officers, National Executive Committee members, District Presidents, Parliamentarian, and such other persons as the Department President deems necessary, except for the Department President and Department Secretary-Treasurer who shall receive actual expenses.

Expenses for attendance at the Fall Conference for Chairmen of Standing Committees, Department Vice Presidents, Chaplain, Historian, and National Executive Committee members shall consist of mileage and an offset of expenses for two (2) days. The Department President and Department Secretary-Treasurer shall receive actual expenses.

Mileage shall NOT be duplicated.

Expenses for attendance at the Third Executive Committee Meeting, when called, shall be mileage and an offset of expenses for one (1) day for Department Officers, National Executive Committee member, Parliamentarian, and such other persons as the Department President deems necessary, except the Department President and Department Secretary-Treasurer shall receive actual expenses.

Expenses for the Chaplain to attend the Chaplains Conference in Indianapolis shall be in accordance with the Financial Policy.

Expenses for the Poppy Committee shall be taken from the Poppy Committee Fund.

Expenses for the Veterans Affairs and Rehabilitation Committee shall be taken from the Veterans Affairs and Rehabilitation Fund.

Expenses for Standing and Special Committees not listed in the above paragraphs shall be mileage and offset of expenses if authorized by the Department President.

## 22. MANDATORY FUNDS

There shall be the following Mandatory Funds:

- **Americanism** – derived from an annual assessment per Unit
- **Bonding** – derived from an annual assessment per Unit
- **Auxiliaire Publication** – derived from an annual assessment per Senior member
- **Girls State** – derived from an annual assessment per Senior member
- **Keeney Memorial Scholarship** – derived from an annual assessment per Senior member
- **National Convention** – derived from an annual assessment per Senior member
- **Medical Career Scholarship** – derived from an annual assessment per Senior member

Other Funds shall be:

- **Children and Youth** – derived from the Poppy Fund for the children of active-duty



military and living veterans; from the General Fund for all others

- **Education** – derived from Poppy Funds for the children of active-duty military and living veterans; from the General Fund for all others
- **National Auxiliary Emergency Aid (A.E.F.)** – to be taken from General Funds
- **Veterans Affairs and Rehabilitation** – derived from the Poppy Funds for Committee expense

Transportation for Department meetings and conferences shall be computed from mileage furnished by the Standard Mileage Guide; no meals allowed enroute, with a minimum amount allowed to be determined by the Department Finance Committee.

## NOTES

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