

**THE AMERICAN LEGION DEPARTMENT OF MICHIGAN
AMERICANISM AND COMMUNITY SERVICE COMMITTEE
RULES OF PROCEDURE**

Authorization:

This committee was authorized in its present form at Department Convention, July 20, 1975, although the committee had been established at an earlier date.

Membership:

Subject to the Department Commander's discretion and with the approval of the Department Executive Committee the Americanism and Community Service Committee of the Department of Michigan will normally consist of eight (8) regular members, with vote, and two (2) alternate members, without vote, unless they are serving in the absence of a regular member.

One of the regular members will serve as Chairman of the Americanism and Community Service Committee, one will serve as Chairman of the Subcommittee for Law and Order, one will serve as Chairman of Scouting.

"The term of office of all regular members of Department Committees shall be staggered so that the term of one-half of the committee shall expire at the close of the Annual Department Convention each year. Appointments, except when a shorter term shall be necessary to comply with this provision, shall be for a term of two (2) years each." (Article Five (V) Section Four (a) American Legion Department of Michigan Constitution and By-Laws, Revised, July 20, 1975.)

"All committee members shall be appointed and may be removed for cause by the Department Commander with the approval of the Department Executive Committee. The Department Commander shall name the Chairman of each committee to serve until the next Department Convention.

No Legionnaire may be appointed to serve on more than one regular standing appointive Department Committee at any one time. (Article Five (V) Section Four (b) American Legion Department of Michigan Constitution and By-Laws, Revised, July 20, 1975)."

The Department Commander shall appoint all regular and alternate American Legion members of the committee that originate in the Commander's term; the Commander shall fill all vacancies in the committee that occur during his term.

"Alternate members will be appointed to serve a one year term and will be designated as first and second alternate." (American Legion Department Executive Action, April 20, 1974, page 53.)

AMERICANISM AND COMMUNITY SERVICE COMMITTEE – RULES OF PROCEDURE – CONT.:

Membership – continued:

At the first meeting of the new term, the Americanism and Community Service Committee will elect one of its members to serve as Vice Chairman and one to serve as Secretary during that term of office. The Vice Chairman shall assume all duties of the Chairman in that person's absence.

Purpose:

The purpose of the Americanism and Community Service Committee is to develop and coordinate Department activity, promoting understanding and appreciation of American Government and activity in the American way of life through youth activities, community service, instruction of prospective citizens and immigrants, education and education facilities and to combat subversive activities.

Meetings:

"All meetings requesting travel expenses from Department funds, or any funds subject to Department control, or raised for any Department program, shall be upon the call of the Department Commander to qualify for receipt of said funds in manner and form as provided by the Department Executive Committee and within the limitation as set up by the Finance Committee." (Department Executive Committee Action, October 12, 1957, Page 35)

Meeting Schedule:	Member	Chairman
Fall Leadership Conference	One day	Three days
Winter Meeting	None	One day
Department Convention	One day	One day

(Department Executive Committee Action, September 19, 2009)

Special Meetings:

Necessary special meetings may be held at Department Headquarters with no mileage nor per diem authorized. Lunch may be provided by Committee funds with prior approval of the Department Commander.

Per diem and/or mileage:

Per diem and/or mileage, if any, and only upon the authority of the Department Commander, shall be in accordance with current published Department policy as recommended by the Department Finance Committee and approved by the Department Executive Committee.

AMERICANISM AND COMMUNITY SERVICE COMMITTEE – RULES OF PROCEDURE – CONT.:

Minutes:

Written minutes of each meeting shall be recorded by the Secretary and shall constitute the Chairman's report to the Department Executive Committee or the delegates to the Department Convention and will be included in the official proceeding of the meeting, conferences or convention thereby being made a permanent record for retention at the Department office. Minutes of any special meetings, adoption of motions or resolutions approved at any time occurring between Department meetings, conferences or convention shall be incorporated into the next official proceedings. Recommendations and/or resolutions must be presented in proper form to the Department Executive Committee or delegates at the Department Convention.

Mail/E-Mail Vote:

The committee may transact business by mail or e-mail vote. If an e-mail vote is implemented, each response must be forwarded to all members of the Committee. If standard mail, the voting shall be considered closed at the end of seven (7) business days provided a majority of members of the committee have returned to the Chairman their votes by that time, or it shall be considered closed at anytime prior thereto and when all the members have returned their votes. In the event one-third (1/3) members of the committee objects in writing, the matter shall not be decided and will be considered as the first order of business at the next regular meeting or special meeting and the Chairman shall notify the committee of the action taken.

Program Promotion:

Complete information is included in the annual Program Guidepost insert to the October issue of the Michigan Legionnaire. Applications available upon request from Department.

The Chairman and Committee shall plan and implement the program of the Americanism and Community Service Committee to be presented at the Department Executive Committee meeting for approval in the fall of each year.

Chairman:

The Chairman shall prepare the Americanism and Community Service program for the year, including subcommittees on Law and Order and Scouting, with his committee members, to be submitted to the Department Executive Committee at the Fall Leadership Conference.

The Chairman shall be prepared to conduct an Americanism School of Instruction at the Fall Leadership Conference.

An Annual Report is to be written and submitted to the Editor by May 1st of each year.

AMERICANISM AND COMMUNITY SERVICE COMMITTEE – RULES OF PROCEDURE – CONT.:

Procedure:

Parliamentary procedure used to conduct meetings of this committee shall be governed by the Department of Michigan, The American Legion, Constitution and By-Laws. All questions not covered by the Department of Michigan Constitution and By-Laws will be governed by "Roberts Rules of Orders Newly Revised."

Quorum:

A quorum shall exist at any meeting of the Americanism and Community Service Committee when a majority thereof shall be present, or shall have replied to mail polling. At no time shall lack of quorum prevent those present from proceeding with the program, but where there is not a quorum no vote shall be taken.

Amendments:

These procedures may be amended, in content but not in format, by a majority of the members of the Committee; submitted to the Internal Affairs Committee for review and recommendation; and approved by the Department Executive Committee.

LAW & ORDER SUBCOMMITTEE

Authorization:

This committee was authorized in its present form at Department Convention, 1972, although the committee had been established at an earlier date.

Chairman:

The Chairman of the Law and Order Committee shall prepare the program for the year, in consultation with the Americanism and Community Service Committee, to be presented to the Department Executive Committee at the Fall Leadership Conference.

The Chairman shall prepare the Student Trooper Program and oversee the implementation of same.

At least one article for the Michigan Legionnaire shall be prepared and submitted to the Editor through the Chairman of the Americanism and Community Service Committee.

An Annual Report shall be written and submitted to the Editor by May 1st of each year. This report shall be submitted to the Editor through the Americanism and Community Service Chairman.

SCOUTING SUBCOMMITTEE

Authorization:

This committee was authorized in its present form at Department Convention, 1972, although the committee had been established at an earlier date.

Chairman:

The Chairman of the Scouting Committee is to prepare the program for the year, in consultation with the Americanism and Community Service Committee, to be presented to the Department Executive Committee at the Fall Leadership Conference.

An Article for the Michigan Legionnaire shall be submitted to the Editor at least once a year through the Americanism and Community Service Chairman.

An Annual Report shall be written and submitted to the Editor by May 1st of each year. This report shall be submitted to the Editor through the Americanism and Community Service Chairman.

Approved: June 19, 1978

Amended: October 31, 1980, July 19, 1984, June 17, 2006, February 16, 2007, February 21, 2009, June 22, 2009, September 19, 2009