

**THE AMERICAN LEGION DEPARTMENT OF MICHIGAN  
MEMBERSHIP COMMITTEE  
RULES OF PROCEDURE**

**Authorization:**

This committee was authorized at the Department Executive Committee meeting, September 22, 1978, although the committee had been established at an earlier date.

**Membership:**

Pursuant to Department Executive Committee action of July 16, 1959, the Department of Michigan Membership Committee shall be comprised of the five (5) elected Department Vice Commanders, with a Chairman being elected from within the committee. If a Membership Director is appointed by the Department Commander and ratified by the Department Executive Committee, said appointee shall be the Chairman of the Department Membership Committee.

The Department Commander will be an ex-officio member of the Membership Committee, without vote or committee expense.

The term of the Chairman will terminate not later than the close of the next annual Department Convention unless sooner terminated by removal, death or resignation.

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

**Purpose:**

The purpose of the Membership Committee is to formulate and recommend policies, to oversee the implementation of adopted policies relating to the enrollment of members, the functioning of Zones, Districts and Posts in a manner to attract and retain members and the promotional activities necessary to the foregoing.

**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 set up by the Finance Committee." (Department Executive Committee Action, October 12, 1957, Page 35)

## MEMBERSHIP COMMITTEE – RULES OF PROCEDURE – CONT.:

<b>Meeting Schedule:</b>	Member	Chairman
Fall Leadership Conference	One day*	Three days
Spring Meeting	One day*	Two days
Department Convention	One day*	Three days

\*Vice Commander's meeting authorization, per diem and mileage are covered as members of the Department Executive Committee.

### **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.

### **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 next official proceeding of the meeting, conference 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.

## **MEMBERSHIP COMMITTEE – RULES OF PROCEDURE – CONT.:**

### **Chairman or Director:**

The Chairman or Director shall meet with the Department Commander, Immediate Past Department Commander and the Immediate Past Department Membership Chairman or Director to evaluate the previous year's program. The Chairman or Director shall meet with the Membership Committee to formulate the program for the current year to be presented at the Thirty Day Meeting of the Department Executive Committee.

The Chairman or Director will make necessary arrangements with the Department Adjutant for the Zone Commanders, District Committeemen and Alternate Committeemen's attendance to the National Membership Workshop.

A monthly column for the Michigan Legionnaire will be prepared by the Chairman or Director and submitted to the Editor by the 1<sup>st</sup> of each month. The Chairman or Director may designate a member of the Membership Committee to prepare an article for the Michigan Legionnaire.

An Annual Report is to be written by the Department Membership Chairman or Director and submitted to the Editor by May 1<sup>st</sup> of each year.

### **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 Order Newly Revised."

### **Quorum:**

A quorum shall exist at any meeting of the Membership Committee when a majority thereof shall be present, or shall have replied to mail polling. At no time shall lack of a 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.

**Approved:** Department Executive Committee April 26, 1987

**Amended:** Approved by DEC July 15, 1993, July 8, 2006