

**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 February 13, 2016, the Department of Michigan Membership Committee shall be comprised of the five (5) elected Department Vice Commanders, a Membership Director, an Assistant Membership Director, an Upper Peninsula Membership Director if the Membership Director is not from the Upper Peninsula, a Lower Peninsula Membership Director if the Membership Director is from the Upper Peninsula, and a Direct Market Solicitation Coordinator (DMS). All Membership Committee positions are to be appointed by their respective zones in accordance with Department Constitution Article X Section 4. The Department Commander will be an ex-officio member of the Membership Committee, without vote or committee expense.

The term of all members of the committee 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 Secretary during the term of office. The Vice Chairman shall assume all duties of the Chairman in the Chairman'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:**

**(Per the Department Bylaws) Article VIII, Section 2: Expenses** - No Department officer or member of any committee shall be paid or reimbursed from the funds of the Department for any travel or other expense incurred upon Department business, unless a travel order or other suitable order, duly Called by the Department Commander or duly signed by the Department Adjutant, shall accompany the order for payment thereof.

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<b>Meeting Schedule:</b>	Member	Chairman
Fall Conference	One day*	Three days
Winter 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, via telephone conference, or internet conference capability (provided all members can hear each member during proceedings), with no mileage nor per diem authorized. Lunch may be provided by committee funds with prior approval of the Department Commander. *(Rev 3.12.17)*

### **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/Personnel 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.

### **Transacting Business:**

The committee may transact business by mail, telephone, e-mail, and other technologies including, but not limited to, Skype, Facetime, conference calls, and webinar/video chat, provided all members see/hear all votes made. 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. Other technical votes include a telephone conference or web conference provided each member can see and/or hear each other members' votes. In the

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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. *(Rev 3.12.17, 6.24.18 Res 18-C-15)*

### **Director:**

The Director shall meet with the Department Commander, Immediate Past Department Commander and the Immediate Past Department Membership Director to evaluate the previous year's program if called upon by the newly elected Department Commander to do so.

The Director shall formulate the programs and incentives for the current year, to be approved by the newly elected Commander, prior to presenting at the Second Meeting of the Department Executive Committee.

The Department Adjutant will make arrangements for the Zone Commanders, District Commanders and Alternate Commander's attendance to the National Membership Workshop, at the Department Commander's discretion.

A monthly column for the Michigan Legionnaire will be prepared by the Director and submitted to the Editor by the 1<sup>st</sup> of each month. The 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 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, September 19, 2009, February 2016, March 12, 2017, June 24, 2018, Feb. 16, 2020*