

**PROCEDURES MANUAL OF THE  
AMERICAN GI FORUM OF THE UNITED STATES  
Founded: March 26, 1948**



**PROCEDURES MANUAL OF THE**

**AMERICAN GI FORUM OF THE UNITED STATES (AGIF-US) AND STATE, LOCAL,  
REGIONAL, DISTRICT, AND AT-LARGE ORGANIZATIONS  
AGIF ORGANIZATION(S) (AGIF ORGANIZATIONS)**

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**AGIF-US AND AGIF ORGANIZATION(S)**

# PROCEDURES MANUAL

Membership in the organization is not a constitutional right, it is simply a privilege. It is a privilege which may be accorded or withheld. It is not a right that can be gained independently or enforced. Hence, the courts cannot compel the admission of an individual into the organization. If application for membership is refused, he/she is entirely without legal remedy no matter how arbitrary or unjust the exclusion. (For further explanation, see American GI Forum Membership document.) (Bylaws, Appendix E)

The National Board shall make ordinary and administrative type decisions at the national level on a final basis **without** National Conference approval. The National Board shall make decisions such as those affecting fundamental procedures or basic policy.

## SECTION 1. POWERS OF THE AGIF-US AND AGIF ORGANIZATION(S)

The National Board shall act as an ultimate judicial organization of the American GI Forum of the United States (AGIF-US), as appeals taken under these Bylaws, (2, H,) on which a vote is taken, which shall carry by a two-thirds (2/3) vote of the National Board present.

## SECTION 2. SUSPENSION, REMOVAL FROM OFFICE OR EXPULSION PROCEDURES

(The Commander and Chairwoman shall appoint a standing Ethics Committee to address some of the issues under Complaint) Establish committee guidelines and how appointments are made. A Conflict-of-Interest Document shall be signed by **all** AGIF members annually, as well as, new members. (Bylaws, Appendix F)

### A. COMPLAINT—All complaints should be resolved at the level where the complaint was initiated; mediation or arbitration at the next level.

National Officers, members of the National Board, AGIF Organizations Officers, and any AGIF members may be accused, charged, suspended, and/or removed from office and/or expelled from the State, Local, Regional, District, and At-Large Organizations (AGIF Organization(s)) for the following reasons:

1. Misconduct in National, State, Regional or Local Chapters which is unreasonably disruptive or harmful of any AGIF Organization(s), AGIF member, or misrepresent the AGIF- in any capacity.
  - a. Fights
  - b. Disruptive meeting outbursts
  - c. Calling other members inappropriate names

Progressive Discipline for the following: (all discipline actions will be acted upon by the Commander and/or Chairwoman with all parties involved, documented and kept on file)

1. Verbal Warning
  2. Written Warning
  3. Suspension from Chapter for 6 months
  4. Membership termination from Chapter
- d. Threatening a member
  - e. Assaulting a member
  - f. Dereliction of Duty

Progressive Discipline for the following: (all discipline actions will be acted upon by the Commander and/or Chairwoman with all parties involved, documented and kept on file).

1. Ask member to leave by Sergeant of Arms
2. Any member witnessing the action shall call the appropriate authorities and file a report/charges and then notify the Commander or Chairwoman (chain of succession)
2. Disloyalty to the United States, to AGIF-US or AGIF Organization(s) and violating the constitution and bylaws manifested by either open and obvious or overt actions or statements or by covert methods; in either case, such actions or statements as are calculated to be treasonable conduct, as well as for callous disregard for, and/or disobedience of, the terms of this Procedures Manual, when such conduct is calculated to diminish, stymie and/or undo any AGIF Organization.
  - a. Filing lawsuits against AGIF-US or a member of the AGIF Organization(s) where they are named as a defendant
    1. Member privileges suspended until case is adjudicated
    2. Member not in good standing until further notice
3. Failure to provide financial, membership, and all AGIF Organization(s) records within 30 days of elections
  - a. Provide all receipts, bank statements and AGIF transmittals
    1. Past officer(s) deemed a member not in good standing
    2. Past officer(s) will be fined \$100 a month for each month past the 30 days
    3. Past officer(s) membership will be suspended until records are produced
    4. Suspend that person's chapter from the organization until AGIF Organization(s) provides documentation of a diligent attempt to provide records or records to be reproduced
    5. Past officer(s) will lose the privilege of running for office
4. Misappropriation of funds
  - a. Spending money for personal gain
    1. Automatic suspension from organization
  - b. Using designated donations/money inappropriately
    1. Automatic suspension from organization
5. Embezzlement of funds
  1. Make report to appropriate authorities (police department and others)
  2. Upon conviction member is automatically terminated
6. Notorious, improper or immoral conduct which bring shame or disruption or is destructive of any AGIF Organization
  - a. Election fraud
  - b. Destruction of property
  - c. Slander and libel (defamation of character)
7. CRIMINAL OFFENSES—Conviction by Federal, State, or Local authorities of a felony class criminal offense
  1. Upon conviction member is terminated
  2. If acquitted, member is reinstated (documentation must be provided)

3. If a person has a felony prior to joining the AGIF; the Ethics Committee reviews the applicant to ascertain appropriateness of eligibility of membership to the AGIF Organization(s)
8. Member found guilty of sexual harassment within the AGIF structure guided by State standards wherein the accused resides and/or by Federal standards.
  1. The accuser must give notice
  2. Follow complaint process
  3. Upon conviction member is terminated

#### **A. PRESENTATION of CHARGES**

1. In any case, where charges are presented to AGIF-US or AGIF Organization(s), they must be presented as a written Complaint and must be specific, particular, clear, written or typed, dated, and signed by the Complainant, under oath in front of the Ethics Committee. The specific charges must contain which of the violation(s) under this Procedures Manual, above and on page 2, are applicable in the case.
2. In any case, under this Procedures Manual, the charge(s) against the allegedly responsible person or entity shall be brought within two (2) years or the statute of limitations within the jurisdiction of said complaint of the alleged occurrence; otherwise, same shall be barred by limitation, except in fraud or embezzlement cases charges can be filed upon discovery of the fraud or the embezzlement (anytime).

#### **B. AGIF ORGANIZAITONS' CHAPTER'S COMPLAINTS**

1. Complaints at this level will be delivered to the Local Commander and/or Local Chairwoman who will forward complaint to the Ethics Committee.
2. Local Commander and/or Local Chairwoman and the Ethics Committee will meet with the accused and complainant to determine if complaint has merit.
3. If the complaint has no merit, the complainant and accused will be sent a letter with explanation of findings.

#### **C. INVESTIGATION of CHARGES: MEDIATION**

1. The AGIF-US or AGIF Organization(s) shall have an investigation of the charges and shall appoint an Investigative Committee of three (3) AGIF members from three (3) different AGIF Chapters or States level for the purpose of investigating the complaint/charge. After such investigation, the Investigative Committee findings will be reviewed with the National/State Commander, the National/State Chairwoman and the National/State Youth Chair, with the aid of the National Office Manager or National Commander Designee. They will determine whether or not the complaint has merit.
2. Should the complaint be filed against the National Commander, Vice-Commander or the National Chairwoman or the National Youth Chair, then the next succeeding National Officer shall be one of those reviewing the findings.
3. The National Office Manager or National Commander Designee, as necessary, shall seek legal counsel from the National Legal Advisor and the National Parliamentarian, both of

whom shall be considered eligible to sit in on any aspect of the decision-making process regarding these matters; they shall have a voice but **no vote**.

4. When it is determined that the complaint lacks sufficient evidence to support the allegations and the complainant is unable to furnish additional supportive evidence within a reasonable time, not to exceed 45 (forty-five) days, the complaint will be dismissed as without merit. All parties concerned will be notified about such event in writing by the National Office Manager or National Commander Designee.
5. When it is determined that a complaint has merit and the nature of the complaint warrants Mediation to help resolve or settle the controversy involved in the complaint, efforts should be made at Mediation before a formal hearing is scheduled. The National Legal Advisor and the National Parliamentarian and a third member of the AGIF appointed by the National Commander shall serve as the Mediation team. If Mediation is successful, the matter shall be considered closed.
6. When settlement at Mediation fails, the National Office Manager or National Commander Designee shall immediately schedule a hearing prior to the start of business of the following Mid-Year Conference or the National Conference, whichever comes first. The National Office Manager or National Commander Designee shall notify all parties of the date, time and location of said hearing.
7. Before any hearing at any level is held for the purpose of having any party respond to charges of any violation under this Procedures Manual, the charged party shall be given a 30-day written notice of the charge(s) and of the hearing date, time, and place hand-delivered by the Commander and/or designee with witnesses or by registered mail that requires a signature. To appear or answer, the charged party shall be given a 30-day period to respond to the allegations. If the whereabouts of the charged party cannot be determined on reasonable inquiry, the written notice shall be sent to his/her last known address in the manner referred to above. The charged party may answer through a representative or by a written plea. Whether the charged party appears or not, the hearing committee shall proceed with the hearing as scheduled and dispose of the case at any phase of the proceeding.

#### **D. STATE COMPLAINTS**

1. Unresolved Local complaints or complaints filed against AGIF Organization(s) Chapters' Officers will be delivered to the State Commander and/or State Chairwoman and the Ethics Committee.
2. State Commander and/or State Chairwoman and the Ethics Committee share the complaint with the State Board; an Investigation Committee is appointed by the State Commander and/or State Chairwoman which consists of three (3) members from local chapters in the state. The State Investigation Committee reports findings to the State Commander and/or State Chairwoman whether the complaint has merit within thirty (30) days.
3. If the complaint has no merit, the complainant and accused will be sent a letter with explanation of findings. If it is determined the complaint has merit the complainant and accused are scheduled for mediation to resolve the controversy. When settlement fails, the State Commander schedules a hearing within sixty (60) days; informing the parties of time and place, the hearing shall **never** be scheduled during a State Conference or National

Conference Agenda. All hearings shall be scheduled prior to the conference or after the conference.

4. Before any hearing at any level is held for the purpose of having any party respond to charges of any violation under this Procedures Manual, the charged party shall be given a 20-day written notice of the charge(s) and of the hearing date, time and place hand-delivered by the Commander and/or designee with witnesses or by registered mail that requires a signature. To appear or answer, the charged party shall be given a 30-day period to respond to the allegations. If the whereabouts of the charged party cannot be determined on reasonable inquiry, the written notice shall be sent to his/her last known address in the manner referred to above. The charged party may answer through a representative or by a written plea. Whether the charged party appears or not, the hearing committee shall proceed with the hearing as scheduled and dispose of the case at any phase of the proceeding.
5. When the Complainant is a Local Chapter member, State Chapter member or National Officer or member of the National Board, the Complaint shall be filed directly with the National Office Manager or National Commander Designee who shall thereupon furnish the accused and members of the Board with a copy of the complaint.
6. When a Complaint is filed by an ordinary member against a National Officer or National Board member, it must be filed with the respective AGIF State Organization of the complainant. It shall then be submitted to the National Office Manager and National Commander Designee who will review and submit the information to the proper channel.
7. If the accused National Officer or National Board member is a member of the same AGIF State Organization as the complainant, the complaint shall be filed with National Office Manager and the National Commander Designee who will review and submit the information to the proper channel.
8. The Hearing Committee shall determine validity of the charges and will make recommendation to the Executive Committee with the Executive Committee being the final arbiter and disposition of the charges

#### **E. INVESTIGATION of CHARGES: MEDIATION**

1. The AGIF-US and AGIF Organization(s) Chapters shall have an investigation of the charges and shall appoint an Investigative Committee of three (3) AGIF members from three (3) different AGIF Chapters or States level for the purpose of investigating the complaint/charge. After such investigation, the Investigative Committee findings will be reviewed with the National/State Commander, the National/State Chairwoman and the National/State Youth Chair, with the aid of the National Office Manager or National Commander Designee. They will determine whether or not the complaint has merit.
2. Should the complaint be filed against the National Commander, Vice-Commander or the National Chairwoman or the National Youth Chair, then the next succeeding National Officer shall be one of those reviewing the findings.
3. The National Office Manager or National Commander Designee, as necessary, shall seek legal counsel from the National Legal Advisor and the National Parliamentarian, both of whom shall be considered eligible to sit in on any aspect of the decision-making process regarding these matters; they shall have a voice but **no vote**.

4. When it is determined that the complaint lacks sufficient evidence to support the allegations and the complainant is unable to furnish additional supportive evidence within a reasonable time, not to exceed 45 (forty-five) days, the complaint will be dismissed as without merit. All parties concerned will be notified about such event in writing by the National Office Manager or National Commander Designee.
5. When it is determined that a complaint has merit and the nature of the complaint warrants Mediation to help resolve or settle the controversy involved in the complaint, efforts should be made at Mediation before a formal hearing is scheduled. The National Legal Advisor and the National Parliamentarian and a third member of the AGIF appointed by the National Commander shall serve as the Mediation team. If Mediation is successful, the matter shall be considered closed.
6. When settlement at Mediation fails, the National Office Manager or National Commander Designee shall immediately schedule a hearing prior to the start of business of the following Mid-Year Conference or the National Conference, whichever comes first. The National Office Manager or National Commander Designee shall notify all parties of the date, time and location of said hearing.

## **F. THE HEARING**

1. The National or State Commander shall appoint a Hearing Panel and appoint its Chair, composed of National or State Board members of no less than five (5) in number. The appointed Panel and its Chair shall conduct the hearing. The National or State Legal Advisor and/or the National or State Parliamentarian may be present for the duration of the Hearing. He/She or they shall advise the Chair and the Panel **but shall not have a vote**.

### **2. Hearings At All AGIF Levels**

All AGIF hearing committees, panels or bodies shall be governed by the strict rules of evidence as is observed in American (U.S.A.) jurisprudence and hearings whether at the AGIF-US or AGIF Organization(s) levels. Ordinary law court procedures or delayed tactics used to prevent a timely hearing and/or ruling shall not be allowed.

All hearing proceedings; however, shall be reduced to writing as much as practical, particularly decisions and other crucial aspects of all proceedings so that if an appeal is taken to the higher (appellate) AGIF authority may be able to review lower-level proceedings totally.

The National or State Legal Advisor shall represent the interests of the AGIF Organizations. The National or State Legal Advisor and the National or State Parliamentarian shall not represent the personal interests of a National or State Officer or National or State Board member unless the complaint is from outside the AGIF Organizations.

The Charging Party shall present his/her testimony and the Panel shall allow for Charging Party's witness(es) testimony and all other evidence to be considered. The members of the Panel have a right to question the Charging Party and his/her witness(es).

The Charging Party shall have a right and the option to legal representation.



The Accused shall have the right and the option to legal representation and both parties shall be free to present live witness(es), documents, affidavits, pictures, videos, etc., in the way of evidence.

The Charging Party and the Accused shall each have the right to object and remove one Hearing Panel appointee prior to the hearing. The appointees being so challenged (removed), the National Commander shall appoint another member in their place. The appointed member shall not be related to any of the Hearing Committee; Commander, Charging Party, and Accused.

At such hearings, the parties, the Panel and the respective legal representative(s) shall have the right to cross examine the witness(es) and the Parties.

In all hearings under this Procedures Manual, the charging party shall have the burden of proof and so shall have the right to open argument and close, with the charged party sandwiching in between. If either party does not argue, the right to do so is waived and the case shall move on to conclusion.

## **G. FINAL DETERMINATION – APPEAL**

1. Based on the evidence and the results of such a Hearing, the Hearing Panel with the counsel of the National or State Legal Advisor and any assistant of his/her choice, shall make a determination of “guilty” or “not guilty” by a two-thirds (2/3) vote of the Panel.
2. The Panel shall also decide whether the accused shall be reprimanded, suspended for a period of time, removed from office and/or expelled from the AGIF-US Organization or shall be imposed a combination thereof pursuant to the pleading and findings. The Hearing Panel, Hearing Committee or any hearing body under this Procedures Manual, may deliberate before rendering its written decision and shall render same within a reasonable time after all the evidence was presented and arguments concluded. The decision shall be served on the accused with enough time as to afford the accused ample opportunity to comply with the appeal timetable.

Timetables in any proceeding under this Procedures Manual always being of the essence, they shall always be reasonably observed, otherwise the party failing to meet any deadline shall forfeit the right to proceed with the case.

3. Appeal shall be available to either party involved in a case for valid legal reasons, to dissipate local in-built bias and to offer an opportunity to object to substantial procedural error, which might have developed in the originating site of the charge. The appeal shall lie with the entire National or State Board of Directors. In all cases, a written notice of appeal shall be filed with the National Office and with the Chair of the Hearing Panel within fifteen (15) days from the date when the written decision is served on the accused by registered mail requesting a return receipt at their last known address. The National or State Board shall not only review all the evidence and findings at its current or next meeting but may choose (though not obligated) to rehear any new evidence the parties may choose to present. After presenting evidence, the parties or their representative(s) or legal counsel shall be given sixty (60) minutes each for argument.

A quorum of the National or State Board shall make the final decision on a simple majority vote, after which there cannot be any further appeal. The National Office and the Chair of the Hearing Panel shall furnish a copy of the written decision to the parties.

In the event of a “not guilty” verdict, the Accused shall continue in office and shall be restored to all rights and privileges of office and membership in the AGIF and in the event of a “guilty” verdict, the Accused shall receive the particular penalty pronounced by the National or State Commander that he/she is found guilty of.

## **H. SUSPENSION, REMOVAL FROM OFFICE, EXPULSION OF AGIF ORGANIZATION(S) OFFICERS AND MEMBERS**

The reprimand, with possible suspension and/or removal from office and/or expulsion procedure set forth in II of this Procedures Manual shall also be applicable below. Otherwise, a Standard Grievance Procedure is hereby adopted which will be applicable to State AGIF Officers (other than at the national level) and to all Local or ordinary AGIF Chapter members as follows:

1. The purpose of this procedure is to provide an opportunity to any State or Local Officer or ordinary member to file a misconduct complaint which must be signed under oath in front of the Ethics Committee.
2. Charges against a State Officer shall be filed with the State Board of Directors or State Board, whatever the state designation shall be for such body. Charges against a Local Chapter Officer or member or of an At-Large Chapter Officer or member shall be filed with the particular Chapter Board of Directors or Chapter Board.

The AGIF Organization(s) Boards shall be constituted as referred to in the Bylaws of the AGIF-US or this Procedures Manual. In proceedings under Section 2, D, 3, the State Legal Adviser and/or State Parliamentarian, if any, may attend, but are not obligated to do so, any hearings pursuant to proceedings under this Section and if in attendance shall have a voice at any hearing but **no vote**.

3. A member of a Chapter acting independently, jointly, collectively or in common with their Chapter members may file a complaint against a member of a separate Chapter. When this is done, the complaint shall be filed with and investigated and heard by the particular State Board of Directors. Charges against a chapter may be filed in accordance with the provisions in this Procedures Manual.
4. Any active member within the same Chapter may file charges against any other member. When this is done, the charges shall be filed with the Local Chapter Board.
5. The complaint shall be delivered by certified return receipt mail to the charged party and to the Local or State Commander, Local or State Chairwoman or Local or State Youth Chair, whichever is applicable.

The presiding officer shall announce receipt of the complaint at the next regularly scheduled meeting if held within thirty (30) days from receipt of the complaint, otherwise, the announcement will be by mail to all members in the particular Local AGIF Organization.

If the complaint involves a State level officer, it shall be served on the party as hereinabove provided and mailed to the State office and to any State AGIF officer, either of whom shall immediately mail copies to the members of the State Board of Directors.

When complaint is processed timely at the Local or State level, the Local Commander, or Chairwoman and their respective Executive Board, or the State Commander, and State Chairwoman or At-Large Chapter Chair, as the case may be, shall be assigned to the Ethics Committee.

The Hearing Committee Chair and four (4) other members will serve on a Hearing Committee of five (5) with representatives from each chapter.

If the Commander or Chairwoman is the one charged, then the officer in succession shall appoint the Hearing Committee. The accused shall have right to object and remove one appointee as provided in Section 2, G, 3.

If any complaint delivered, as set out above, is not acted upon within forty-five (45) days from the date of actual delivery at the Local or State level, then it may be filed directly with the National Office which in turn shall forward copies to the National Commander and the National Board of Directors. It shall process fully under the provisions for charges filed and determined involving National Officers and members of the National Executive Board.

#### **6. The Hearing Committee:**

The Hearing Committee shall meet and proceed to investigate the alleged violation(s). If the complaint is determined to be without merit, charges will be dismissed. The committee shall write a decision stating all facts and the decision shall be delivered to the interested parties within sixty (60) days from the filing of the complaint.

An appeal from a dismissal of the charges shall be available to the Complainant under the provisions of (Section 3, H Appeal), and with the added provisions that the National Board of Directors may also hear the matter as a new trial with a new committee and decide the case on a final basis. On the other hand, if the charges appear reasonable and may result in disciplinary action, the Hearing Committee Chair shall notify the parties in writing in any form set out in Section I and the notice shall include a text of the charge(s).

If the notice is not sent out immediately, then the case shall be handled as if it were an appeal from a dismissal as provided for in (Section 3, H), with the added provision that either party may avail itself of the remedy.

7. Upon notification, the Accused shall have fourteen (14) days from the date of receipt of the notice to proceed with formal hearing to respond and request a hearing date, place and time convenient to all parties. If the Hearing Committee Chair receives no response within the fourteen (14) day period, the Hearing Committee will schedule a hearing time, date and place. In any event, the hearing place, date and time reasonably convenient to both sides, shall take place not more than four (4) weeks after the response time has ended
8. The Accuser and Accused may represent themselves or be represented by counsel or by anyone of their choosing. Both sides may present live witness(es), affidavits, supporting written documentation, pictures, and videos, which address the specific allegation(s).

9. Neither party need be present at the hearing, which absence is not to be interpreted as an admission of guilt or as evidence that the case is frivolous.
10. The decision of the Hearing Committee will be based upon testimony, supporting documentation and all other evidence presented. If found guilty of the charges, the Committee Chair will submit the findings of the Committee to the State or Chapter Commander or Chair, whichever is applicable, who in turn shall impose the penalty. The penalty shall be imposed at the next regularly scheduled meeting (Mid-Year or National) of the body.
11. The Hearing Committee is charged with maintaining written documentation of each phase of the case as proof of its compliance with this grievance procedure. This includes the charge(s), responses, evidence, hearing notes/minutes, ruling, and opinions. All documentation must be available for copying by the Accused.
12. The Hearing Committee is duly-bound to be objective in its decision-making process and will conduct its meetings and hearing in a spirit free from prejudice or bias. It shall at all times make prudent and reasonable decisions.

13. **THE APPEAL:**

An AGIF State Board and/or a Local Chapter Board has an unfavorable decision or ruling against either party may be appealed in writing, directly to the National Board of Directors, by mailing same via certified mail return receipt requested to the National Office.

The National Office Manager shall forward copies to the National Commander and the rest of the National Board and shall in either instance, be governed by the procedures thereof as set out in any applicable provisions of this Procedures Manual, observing the most direct and practical appeal route guarded with ample notice and other procedural safeguards to the parties.

Either party in the controversy (the Accused or Accuser, Complainant or Respondent), may appeal in an effort to remove State or Local bias at any decisive phase of the proceedings on a complaint, such as dismissals or other ultimate holdings or also on failure of the Local/State AGIF authorities to act on a complaint within forty-five (45) days from the date of its filing.

Appeal shall be in writing and, if applicable, shall be filed within the time provided for in in this Procedures Manual, otherwise it shall be filed within thirty (30) days from the date on which the Chair imposed its ruling in writing which shall have been presented at the regular Local or State board meeting next after the ruling if the adverse party is present at the meeting; if not, then the thirty (30) days shall start to run from the date when the written notice/decision is physically delivered by courier with receipt or is mailed to the party by certified, return receipt mail at the last known address of the party and is either actually received by the party or the letter notice is returned as undeliverable.

Unless otherwise provided for in this Procedures Manual, appeal is interpreted to mean that the National Board not only reviews the documentation and written evidence from the originating Chapter/State, but may hear live, any evidence presented in the lower hearing body it chooses and may hear any additional new evidence either party may decide to present. The National Board presiding officer shall set the case for review at its nearest

meeting in terms of date and time, and notify the parties involved in accordance with provisions in this Procedures Manual.

Each side may present any old evidence, may request the National Board to re-hear some of the evidence and shall be given sixty (60) minutes to present arguments on their case after which the National Board may issue its ruling to either “affirm the decision” or rule that the charges were either unfounded or not proven and thereby issue a finding of “not guilty.”

In any case, a simple majority of the National Board shall govern. In the case of intended complete expulsion from the AGIF and in such cases only, if a substantial procedural error is found to have been committed by the Hearing Committee in the case, same shall be reversed and heard in a new case in the originating AGIF Organization. A written copy of the decision shall be provided to the parties involved. In any case; however, where the National Board does not find substantial procedural error and the Board affirms a finding of “guilty,” with its imposed penalty or “not guilty,” there shall be no further appeal and such decision shall be final.

14. The National Office shall receive a written document of any reprimand, suspension, removal from office or expulsion of an officer and/or member from the AGIF. In such event, the National Office shall maintain a record of said decision and in the event of an expulsion, remove the name/names from the active files and assure that said member’s applications are not transferred to another chapter.

#### **I. REINSTATEMENT TO THE AGIF ORGANIZATION**

Review the complaints and establish rules for reinstatement based on each complaint.

### **SECTION 3. CHARTERS, ASSESSMENTS, LOSS OF CHARTERS, REPORTS AND RECORDS**

#### **A. CHARTERS**

1. All charters for the GI Forum Chapters, GI Forum Women, GI Forum Youth Chapters, as well as, all At-Large American GI Forum Organizations shall be issued nationally by the National Office and shall be signed by him/her and the National Commander.

Any Forum wishing to petition the AGIF-US for a charter shall have eight (8) qualified Veteran members, submit the application along with designated fee set by the National Board to an AGIF State Office or State Officer who shall expediently certify to the National Office Manager the group is in compliance with Constitution (Article II Section 4).

The Women and Youth applying groups shall have eight (8) qualified members and shall be affiliated with an AGIF Chapter in good standing. Should the State AGIF office or State Officer certify that the group is not in compliance, the National Office Manager with the advice and consent of the National Commander, shall review the application.

2. An At-Large group wishing to petition for an AGIF-US charter shall file directly with the National Office Manager and he/she will ensure whether the applying group has met all the qualifications set out in the Bylaws as may be applicable and whether the At-Large group is in compliance or not with Bylaws (Section 2 Memberships). Should the National Office Manager certify that the applying group is in not compliance with the Bylaws, there shall be an automatic appeal to the National Executive Board. A majority vote of the National Executive Board shall determine in final form whether the group is in compliance with the

Bylaws or not. Any group certified as being in compliance shall receive a charter immediately.

AGIF Local Organizations shall be required to submit all documents relating to charter applications or renewals and/or membership dues; and signed Conflict of Interest Documents which will be forwarded to the AGIF State Treasurer.

Failure to do so shall prevent the particular chapter from remaining in good standing, receiving membership cards and from voting on AGIF issues and elections. It is understood that At-Large Chapters, by their nature not having an AGIF State Organization or State Officers, shall send their Papers directly to the AGIF National Office.

3. **Chapter Names:** All chapters shall be free to add a particular name to their chapter, whether it is the name of a city, an individual or any other distinguishing name if given permission by the individual or family member. No GI Forum, GI Forum Women or GI Forum Youth and At-Large Chapter shall be permitted to use a name identical to that of an existing Chapter within a given community. Any Chapter wishing to change or alter its name shall petition for a new charter and pay the appropriate Charter fee.

## **B. FAILURE TO FORWARD CHARTER APPLICATIONS**

1. Any Chapter in compliance with the Bylaws denied its right to have its Documents forwarded to the National Office Manager for thirty (30) days by an AGIF State Treasurer may appeal to the National Office Manager who, with consent of the National Commander, shall order the person in question to forward the Documents. Thereafter, failure to immediately forward all the documents to the National Office shall cause the person to respond to the National Executive Board. All communications and/or appearances in such regard may be in person or by mail or telephone to construe the failure. If the National Office Manager determines that the failure is not reasonable, the Documents shall be issued to the Chapter immediately, provided that the Chapter applying has met all qualifications as may be applicable. The retrieving of the charter, funds, and membership cards may be accomplished by whatever means later.

All State AGIF Organizations and/or State Officers shall abide by the National Executive Board's decision and recognize the validity of any such Documents and status conferred thereby issued by the AGIF-US. Meanwhile, if the National Executive Board determines that the conduct of the officer or person who failed to forward Papers was arbitrary and/or capricious, the officer or person in question may, at the discretion of the National Executive Board, be charged by the National Office Manager, processed under the appropriate provisions in this Procedures Manual and suffer any possible consequences. The charge(s) shall be filed with the National Board of Directors directly and the case shall be heard in full and final form by said Board in accordance with the most applicable procedures set out in this Procedures Manual.

2. There shall be no provisions for a Commander's Chapter.

### **C. CHARTER RENEWAL FEES**

All local GI Forum, GI Forum Women, GI Forum Youth Chapters and At-Large Chapters once duly chartered, shall be required to renew their charters during January of each calendar year upon payment of a fee to the National Office Manager in an amount established by the National Conference in conformity with the cost of living of the times. Should any AGIF Organization fail to pay its Charter renewal fee and/or appropriate dues, its charter shall be suspended but, if paid within 30 days from the end of January of the year in question, its charter shall be automatically reinstated. If not so paid, there shall be a penalty of not less than ten dollars (\$10.00) a month or in an amount determined by the National Board for the ensuing two (2) months. If the Chapter has failed to pay during such period, then the group may apply for a new Charter in accordance with the provisions of this Section.

### **D. OTHER CONTRIBUTIONS OR ASSESSMENTS**

With the exception of the Charter fee and dues as provided in this Procedures Manual, neither the Board nor the National Conference shall have the power to levy or impose upon a particular AGIF Organization(s), any additional dues, charter fees or other contributions without the consent of the particular AGIF Organization, provided that any fee which is connected with and made a part of any revenue producing contest terminating at the national AGIF level shall not be covered by the Procedures Manual.

### **E. REPORTS TO NATIONAL OFFICE**

All AGIF Organization(s) for the purpose of reporting to the U.S. Internal Revenue (IRS), and for other necessary purposes, shall submit such reports, financial reports, status reports, or other similar reports at such time or times as are required by government agencies and/or requested, for good cause, by the National Office to be sent to it. Failure to provide such papers to the National Office and/or to file the proper reports in connection with IRS and other government agencies when it is required to comply with the rules and regulations of such agencies, shall authorize the National Office to suspend the Charter of the delinquent AGIF Organization involved and/or to file charges against all AGIF Organization(s) and individuals failing to comply. Hearing procedures shall be processed as outlined in this Procedures Manual (Section 3, G The Hearing).

All AGIF Organization(s) applying for corporate status as 501(c)(3) or any similar type non-profit corporations shall first obtain authorization to do so from the National Office.

Any AGIF Organization(s) which organizes its own corporation and gains 501(c)(3) status or any other such status under the identity of the American GI Forum, shall comply with this Procedures Manual and shall represent the members on the Board of Directors of said corporation. The corporation shall provide equal employment opportunity to all persons and shall so provide as stated above in the Corporate Charter, Constitution, and Bylaws of said corporation.

All AGIF Organization(s) holding corporate status as 501(c)(3) corporations (or similar at law, should the number designation change) shall report to the National Office as requested by same, information as to the state of incorporation, corporate charter number, employer's identification number and provide copies of the Internal Revenue Service letter granting

501(c)(3) or similar status, the annual IRS Form 990, corporate minutes, the annual treasurer's report and other requested pertinent information.

## **F. LOSS OF CHARTER**

An AGIF Organization may also lose its Charter for group misconduct as set out or outlined in this Procedures Manual as determined by the National Board alone and on its own motion, but suspension may occur only after a full hearing before the National Board whose simple majority ruling shall be final. The accused AGIF Organization shall have the right of representation by Counsel and shall have the right to present all evidence in the way of documentation, witnesses, pictures, videos, etc., and an opportunity for argument not to exceed sixty (60) minutes. The Board shall have equal representation, introduction of evidence and argument rights. Should the AGIF Organization Charter be suspended, it shall remain until the Chapter displays proof to the satisfaction of a majority of the National Board before it can be eligible to have a new Charter issued to it. The amount of cost of reinstatement of the Charter shall be fixed by the National Board.

## **G. RETENTION OF RECORDS**

All AGIF Organizations shall retain and properly store their records to comply with the time limits determined by the Internal Revenue Service, Department of Labor and other governmental agencies, as well as, by the AGIF-US.

Outgoing AGIF officers, at all levels, shall pass all records to the new elected officer(s) within thirty (30) days of the election; failing to comply, charges shall be filed, as well as, an assessment fee of \$100 a month for the Chapter of the officer until all records have been passed to the new elected officers. In addition, the officer shall not be in good standing until all records have been passed.

All AGIF Organization(s) must provide a place for safe and proper storage of their records.

Consider All AGIF Organization(s) setting up an electronic account and utilizing technology for information sharing and storage.

## **4. NATIONAL EXECUTIVE DIRECTOR**

### **A. Expertise Needed:**

1. Position must be held by a Veteran and US citizen (What about DACA individuals or Veterans that are not citizens)
2. Preferred college graduate or Experience Commensurate with position
3. National Executive Director will interview for the position
4. National Executive Board will select national executive director by majority vote
5. National Executive Director will shall refrain from any involvement in campaigns for electing National or State AGIF officers
6. The National Executive Director will be subject to supervision and control by the National Executive Board
7. The National Executive Director may be paid in any amount the National Executive Board
8. In the event the entire Board cannot be convened for an urgent selection, a committee of the Board appointed by the National Commander will interview candidates and then submit a written report thereon to all Board members. The National Board will then select a National Executive Director by majority vote through a written mailed ballot.



9. The Executive Director at National and/or State AGIF Organization levels and any staff, shall refrain from any involvement in campaigns for electing National or State AGIF officers, National and/or State Boards or elements thereof.
10. The National Executive Director will be subject to the supervision and control of the National Board, shall be answerable to said Board at all times and shall abide by all rules, regulations and policies laid down by said Board and/or by the National Conference. The holder of the position may be paid in any amount the National Board may determine.
11. The same or similar provisions on selection, conduct and dismissal of Executive Director(s) applicable in the National AGIF level shall be applicable at the State AGIF level.
12. The performance of the Executive Director shall be reviewed yearly but the National Commander and National Chairwoman.

## 5. NATIONAL OFFICE MANAGER

When National Executive Director's position is not filled, all information will be sent to the National Office where the National Office Manager reviews, forwards and submits the information to the proper channel.

The position of the National Office Manager is appointed by the National Commander.

## 6. AGIF – US MEETING PROCESSES

**AGENDA:** The commanders and chairwoman, at the national, state, and local chapters will work on the agenda with the secretary. Once the agenda is completed it should be sent to all state commanders and chairwomen. If any of the commanders and/or chairwomen want to add something to the agenda they will have an opportunity to see what is on the agenda and let the secretary know.

When working on the agenda, review the minutes of the last meeting to see if there is any unfinished business that might need to be addressed.

**INCLUDE:** Reports from all commanders, chairwomen and committee chairs. Let them know that they will be on the agenda so that if they are not going to attend the meeting they can send a representative. They will need a letter or electronic message from the state chairwoman that she is sending a representative to present to the secretary for the record.

**CORRESPONDENCE:** The secretary goes over all correspondence and summarizes it as a report for the next meeting.

**NEW BUSINESS:** Check on all new business that has come up since the last meeting. Make time for any new business that might come from the floor and general discussion.



## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the flag of the United States of America shall be recited by all members of This Organization. It shall be recited at every meeting of This Organization at all levels immediately after the Official Prayer.

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible with liberty and justice for all".

## **DAY TO DAY DUTIES**

### **COMMANDER – NATIONAL, STATE, AND LOCAL**

- Work with the Secretary to prepare the agenda.
- Preside over local meetings; Keep the chapters moving towards their goals and objectives. Include a calendar of events and meetings.
- Be the official representative at any function where the organization is asked to participate. If unable to attend send a representative in her place. Send a letter to the secretary for the record.
- Make all appointments (Chaplain, Historian, etc.)
- Appoint chairs for special committees to carry out specific assignments. This is an ADHOC committee and when their assignment is finished the committee is dissolved. (Local Chapters don't need to make these appointments if meeting with Forum Chapter)
- Lead orderly discussions – be tactful and enforce the rules allowing every member the opportunity to speak.
- The Commander cannot participate in the discussion but serves as an impartial referee.
- When a motion is on the floor the Commander needs to explain each motion before it is voted on. The Commander only votes if there is a tie. He will break the tie.
- Sign or co-sign all orders with the treasurer.
- Do not allow personal feelings – or – outside pressure influence her actions.

### **NATIONAL, STATE, AND LOCAL COMMANDER REPORTS (Commander report)**

All Local Commander's Reports are sent to State Commander, who summarizes for State Report sent to National. State Commander's Reports are to be sent to the National Secretary ten (10) days prior to said midyear or national conference and bring with them enough copies for each State Commander or their representative and for members attending. .

When preparing their reports for the midyear and/or national conference, State Commanders need to include reports from their local chapters so that other States can know the activities going on within each State and are able share their activities which could benefit other chapters. A State is as strong as its chapters, and we should never forget that those chapters help making that State shine.

Each State Commander should provide a Calendar of Events of upcoming activities within the State and local Chapters.

- Contact all chapter Commanders from their state for the report that will go to the Mid-year and National conference.
- Exercise other duties and functions within the scope of the office – or – as specified in the Robert's Rules of Order, Revised.

## **VICE – COMMANDER**

- Assume, conduct and handle the organizational business meetings in the absence of the chairwoman.
- Aid and assist the chairwoman with organizational business.
- Have the same leadership qualities and good relations with members of the organization as the Commander.
- Exercise other duties and functions within the scope of the office – or – as specified in the Robert’s Rules of Order, Revised.

## **SECRETARY**

- Keep the official minutes of all local and special meetings.
- Keep a roster of all officers, committees and meeting times and places.
- Issue notices of meetings and agenda after consulting with the chairwoman.
- Have charge of all records and papers of the organization except for those assigned to others.
- Draw and sign with the commander or treasurer all orders on the treasury.
- Prepare a written report for all local meetings and the annual state conference.
- Exercise other duties and functions within the scope of the office – or – as specified in the Robert’s Rules of Order, Revised.

## **TREASURER**

- Keep account of all income and disbursements of the organization.
- Keep accurate records of all monies received and/or spent.
- Be responsible for all the organizations financial business.
- Make regular financial reports to the Board of Directors and the membership on the condition of the accounts and transactions.
- For purpose of transparencies all items should be line items
- Co-sign with the commander or chairwoman all checks for disbursement of funds authorized by the board.
- Participate in annual financial review.
- Exercise other duties and functions within the scope of the office – or – as specified in the Robert’s Rules of Order, Revised.

## **SERGEANT-AT-ARMS**

- Must have the same qualifications as the Commander.
- Shall recite the Pledge of Allegiance at the meetings.
- Will be responsible to maintain order and enforce the commands under the direction of the Commander or presiding officer.
- Will arrange for facilities and pass out material to the membership.

## **CHAPLAIN**

- Shall recite the official prayer and invocation at the meetings.
- Shall look after the spiritual welfare of the members of the chapter and shall give all counsel and guidance possible within the competence of his office.

**In the event a vacancy occurs in any appointed position the Commander shall appoint another person to fill that position for the remainder of the term.**

### **CHAIRWOMAN – NATIONAL, STATE, AND LOCAL**

- Work with the Secretary to prepare the agenda.
- Preside over local meetings; Keep the chapters moving towards their goals and objectives. Include a calendar of events and meetings.
- Be the official representative at any function where the organization is asked to participate. If unable to attend send a representative in her place. Send a letter to the secretary for the record.
- Make all appointments (Chaplain, Historian, etc.) Appoint chairs for special committees to carry out specific assignments. This is an ADOC committee and when their assignment is finished the committee is dissolved. (Local Chapters don't need to make these appointments if meeting with Forum Chapter)
- Lead orderly discussions – be tactful and enforce the rules allowing every member the opportunity to speak.
- The Chairwoman cannot participate in the discussion but serves as an impartial referee.
- When a motion is on the floor the chairwoman needs to explain each motion before it is voted on. Chairwoman only votes if there is a tie. She will break the tie.
- Sign or co-sign all orders with the treasurer.
- Do not allow personal feelings – or – outside pressure influence her actions.

### **NATIONAL, STATE, AND LOCAL CHAIRWOMEN REPORTS**

All Local Women's Reports are sent to State Chairwoman, who summarizes for State Report sent to National. State Women's Reports are to be sent to the National Women's Secretary ten (10) days prior to said midyear or national conference and bring with them enough copies for each State Chairwoman or their representative and for members attending. .

When preparing their reports to for the midyear and/or national conference, State Chairwomen need to include reports from their local women's chapters so that other States can know the activities going on within each State and are able share their activities which could benefit other chapters. A State is as strong as its chapters, and we should never forget that those chapters help making that State shine.

Each State Chairwoman should provide a Calendar of Events of upcoming activities within the State and local Women's Chapters.

- Contact all chapter chairwomen from their state for the report that will go to the Mid-year and National conference.
- Exercise other duties and functions within the scope of the office – or – as specified in the Robert's Rules of Order, Revised.

### **VICE-CHAIRWOMAN**

- Assume, conduct and handle the organizational business meetings in the absence of the chairwoman.
- Aid and assist the chairwoman with organizational business.

- Have the same leadership qualities and good relations with members of the organization as the chairwoman.
- Exercise other duties and functions within the scope of the office – or – as specified in the Robert’s Rules of Order, Revised.

### **SECRETARY**

- Keep the official minutes of all local and special meetings.
- Keep a roster of all officers, committees and meeting times and places.
- Issue notices of meetings and agenda after consulting with the chairwoman.
- Have charge of all records and papers of the organization except for those assigned to others.
- Draw and sign with the chairwoman or treasurer all orders on the treasury.
- Prepare a written report for all local meetings and the annual state conference.
- Exercise other duties and functions within the scope of the office – or – as specified in the Robert’s Rules of Order, Revised.

### **TREASURER**

- Keep account of all income and disbursements of the organization.
- Keep accurate records of all monies received and/or spent.
- Be responsible for all the organizations financial business.
- Make regular financial reports to the Board of Directors and the membership on the condition of the accounts and transactions.
- For purpose of transparencies all items should be line items
- Co-sign with the commander or chairwoman all checks for disbursement of funds authorized by the board.
- Participate in annual financial review.
- Exercise other duties and functions within the scope of the office – or – as specified in the Robert’s Rules of Order, Revised.

### **SERGEANT-AT-ARMS**

- Must have the same qualifications as the Chairwoman.
- Shall recite the Pledge of Allegiance at the meetings.
- Will be responsible to maintain order and enforce the commands under the direction of the Chairwoman or presiding officer.
- Will arrange for facilities and pass out material to the membership.

### **CHAPLAIN**

- Shall recite the official prayer and invocation at the meetings.
- Shall look after the spiritual welfare of the members of the chapter and shall give all counsel and guidance possible within the competence of her office.

### **HISTORIAN**

- Shall keep a manual archive on all the activities of the chapter and try to keep an up-to-date history of the Women’s chapter using pictures, newspaper clippings, etc.

- Shall prepare and release all news items, relating to the beliefs and philosophies expounded by the American GI Forum.

**In the event a vacancy occurs in any appointed position the Chairwoman shall appoint another person to fill that position for the remainder of the term.**

## **ATTENDANCE**

It has been a policy for many years that when a State Chairwoman is unable to attend a Midyear Conference or National Conference that a letter be sent to the National Commander informing the Commander who is going to represent her.

The National Commander and Chairwoman also need to receive a copy of said letter as to representation.

**Remember, that said person must be part of said State's Executive Board.** This is why when States have elections; the State Secretary or the Women's Secretary should provide a copy of the newly elected State Executive Board and the Women's Executive Board so that the National Commander, National Chairwoman, National Youth Chair and the AGIF-US National Office have a copy of the same.

**Numbers of meetings that can be missed by an elected officer before they are asked to resign are three.**

## **GOALS**

- The Executive Board (both National and State) should meet at least 4 times a year to prepare for the quarterly meetings
- The Mission Statement needs to be worked on in the first meeting of your state.
- Goals should be the main discussions when the women of both National and State meet for the first time.

## **ACTIVE MEMBERS – DEFINITION**

- In order to be considered an active member and eligible to vote in any AGIF Organization, all members must pay their dues as provided in this Constitution and other dues and/or assessments that may be levied through appropriate action of the National Conference, as well as pay such local and state dues and/or assessments as may be imposed by their respective local and state AGIF Organizations, and thereafter take the Oath of Members.
- All members must report any change of their address to their respective Local, State, At-Large and National AGIF Organizations.

## **OATH OF MEMBERS**

As stated in the constitution ALL members, (veterans, non-veterans, women and youth) of this organization, active and/or honorary, shall take the following oath when they join the American GI Forum. Such oath once taken does not ever have to be retaken.

## Oath of Members

**“I do solemnly promise and swear that I will uphold the Constitution and honor the Flag of the United States of America and of my state, that I will abide by the Constitution and By-Laws of the American GI Forum and that I will neither wrong nor harm, in any way, shape or form, the same, nor a member thereof SO HELP ME GOD”**

The oath of office is part of this because it is very important that everyone be reminded of what the oath says. All members shall take the following oath when they join the organization.

**Local and State Chapters are responsible for their by-laws. However, they must stay consistent with our National Constitution.**

## TRANSFER OF MEMBERSHIP

- Any member in good standing of any AGIF Chapter may request transfer of his/her membership to any other Chapter in any other state by notifying the local Chapter Secretary, whose duty it shall be to notify the proper chief local, state and national officer(s) of such transfer, except that such transfers shall not be authorized to a member residing in a state where a State AGIF Organization exists, unless the member involved shall be domiciled in the state he/she wants the membership transferred to.
- It is permissible, however, to transfer membership from one AGIF Chapter to another within the same state.

## COMMITTEES

The purpose for this policy and procedure is to standardize guidelines for establishing committees, responsibilities and duties of committee chairs and participants role within the committee. This will ensure effective and fair decision-making for the betterment of the organization.

This policy and procedures manual includes the following committees:

- Constitutional Amendments
- Awards
- Credentials
- Finance
- Nominations
- Resolutions

In addition, the State Commander will appoint Education (HEF) and Veteran representatives.

All Committee Chairs only have a vote to break a tie and members from each chapter will be allowed per committee.

**Committee Chair Appointments: How to change language to include National**



The State Commander and State Chairwoman will be responsible for selecting the Chairs for each committee. The State Commander and State Chairwoman will work collaboratively to appoint committee chairs and will have the authority to remove any appointed member who fails to perform their duties.

Only one member per chapter will be allowed to participate in each committee. (male or female)

### **Committee Chair Responsibility**

The Chair of each committee (he/she) is responsible for writing a short report. The Chair will sign and submit the report to the National or State Commander.

Chair must brief all the committee participants and provide a hard copy of the guidelines.

The Chair will:

- State the purpose of the committee (Why it was created)
- List the name of all members serving on your committee
- Document what action the committee has taken to carry out its assignment
- Explain the problems and/ or successes of the committee
- Lastly, the committee recommends the specific action the organization should take

The membership will vote on accepting or rejecting the committee's report. If the report is accepted, the organization must carry out the recommended action.

### **Amendments Committee Responsibility**

Article IX Amending Procedure (2013 State Conference Vote to follow National Constitution)

Section 1: Procedure

Proposed amendments to this Constitution, which has reference to piecemeal amendments or to the adoption of an entire document, (Text), must first, be submitted to the National Legal Advisor, State Parliamentarian, and National Commander. The first three (3) named officers shall determine whether the proposed Text is stated in proper form. They shall be free to suggest and/or aid in re-writing, if necessary.

Next, within 30 days from submission to the named officers or from the re-writing, whichever is later, but in any event in not later than 60 day from the date of submission to the officers, the Text shall again be immediately submitted to the National Executive Director who shall forthwith send a copy of the Text to all legally constituted Chapter of the AGIF-US for their review.

Thereafter, an AGIF State Board of Directors must adopt the Text in principle by simple majority vote.

Next, the Text shall be sent forthwith to each member of the AGIF National Executive Board of Directors at least thirty (30) days before a

meeting thereof called by the National Commander. The members of the National Board shall consider and debate the Text and vote on adoption or rejection in part or in whole. Adoption must carry by 2/3 vote of such Board.

Finally, the Text shall be presented to the ensuing AGIF National Conference, which shall forthwith consider the Text. Upon approval of the Text in part or in whole by 2/3 vote said National Conference, the National Commander shall pronounce the Text as approved in final form.

Steps for submitting amendments should be in the following form:

1. Must write the Article and Section would like to change. Draw a line through the text that is being changed with changed text next to it in red bold, then highlight the entire paragraph.

### **Awards Committee Responsibility See Appendix A for award documents**

The Awards Committee must have one member per chapter (male, female or youth) and if there is a member from a chapter who has submitted an applicant that member cannot vote.

The committee has the responsibility to:

1. Create the criteria for selecting a recipient for the award
2. Review all the applications submitted
3. Submit a recipient for each award

Categories for Awards selection are:

- Outstanding Forumeer of the Year
- Outstanding Woman of the Year
- Outstanding Youth of the Year
- Outstanding Chapter of the Year
- Outstanding Women Chapter of the Year
- Outstanding Youth Chapter of the Year
- Dr. Hector P. Garcia Award will submit to the National Award committee

4. After selecting recipients for each of the awards the Committee Chair must submit a short, written report to the National or State Commander and National or State Chairwoman.
5. Next, the State Commander and State Chairwoman must write a cover letter with signatures of final approval regarding the selected recipients to be submitted to the National Awards Committee.
6. The State Commander and State Chairwoman will appoint the representatives for National Awards Committee with the understanding they will submit a written report at the next State Board meeting

### **Resolutions Committee Responsibility**

The resolutions committee must have a copy of all resolutions submitted for review. The Legal Advisor will assist the committee for any legal recommendations. Next, the committee will make a decision for approval or disapproval for each resolution with explanations of acceptance or rejection. All resolutions must be submitted 30 days in advance; prior to the State Conference being called to order.

The Chair of the committee must submit a written final report for all the resolutions either accepted or rejected. Next, provide all the resolutions to the State Commander and State Chairwoman for signature approval, which will be submitted to the National Conference.

### **Credentials Committee Responsibility**

The State Treasurer will chair the Credential Committee and he/she will provide a report of membership's status working collaboratively with Colorado State Conference treasurer. The committee must create a form to show the number of votes each chapter is entitled and provide a copy to **only** State Officers, Local Commander, Local Chairwoman and Local Youth Chair. Committee Chair must verify all delegates attending the conference are in good standing. Next, a copy of a final credentials report must be submitted to the Nominations Chair.

### **Nominations Committee Responsibility**

The committee Chair must:

1. Have a copy of the credentials report that will be shared with committee members
2. Ask for volunteer to be in this committee one (1) member per chapter
3. Verify "if" "the candidates meet the qualifications established in the AGIF-US National Constitution for the nominated position

The committee must:

1. Create a Nomination Form for all elected positions
2. Interview all candidates for the nominated position
3. Accept additional nomination from the floor
4. Allow all candidates nominated for the elected position three (3) minutes to address the delegates

Nomination forms will be submitted for the following the elected positions:

- |                         |                          |
|-------------------------|--------------------------|
| 1. State Commander      | 1. State Chairwomen      |
| 2. State Vice-Commander | 2. State Vice-Chairwomen |
| 3. State Secretary      | 3. State Women Secretary |
| 4. State Treasurer      | 4. State Women Treasurer |
| 5. State Sgt-at-Arms    |                          |

Note: A secret ballot will be cast for the State Commander and State Chairwoman. The State Commander and State Chairwoman will have the right to appoint any elected State Officer's position that becomes vacant.

### **Finance Committee Responsibility (Review)**

The State Treasurer will chair the committee with three (3) members. The Finance Committee will review all State bank accounts and will present report at the State Conference. The State Commander and State Chairwoman will appoint the three (3) members for this committee. The Chair of the committee must provide a written report to the State Executive Board of Directors and will present the report to State Delegates.

## 8. PROCEDURES MANUAL

The Procedures Manual shall be developed and or revised as needed by a Procedures Committee appointed by the National Commander and the National Chairwoman, with approval by the National Executive Board. The Procedures Manual shall be reviewed annually by the Procedures Manual Committee, appointed above.

## 9. AMENDING PROCEDURE

This Procedures Manual shall be reviewed by the Procedures Manual Committee on an annual basis and they will be responsible for minor revisions. Any proposed minor revisions will be submitted and voted upon at the Mid-Year Conference by the National Board.

Proposed additions/revisions to this Procedures Manual, must first be submitted to the National Legal Advisor, the National Parliamentarian, the National Commander and the National Office. The first three (3) named officers shall determine whether the proposed Text is stated in proper form. They shall be free to suggest and/or aid in rewriting, if necessary.

Next, within thirty (30) days from submission to the named officers or from the rewriting, whichever is later, but in any event, not later than sixty (60) days from the date of submission to the officers, the Text shall again be immediately submitted to the National Office who shall send a copy of the Text to all legally constituted Chapters of the AGIF-US for their review.

The AGIF State Board of Directors must adopt the Text in principle by simple majority vote.

Next, the Text shall be sent to each member of the AGIF National Executive Board of Directors at least thirty (30) days before a meeting called by the National Commander. The members of the National Board shall consider and debate the Text and vote on adoption or rejection. Adoption must carry by a two-third (2/3) vote of such Board.

Finally, the Text shall be presented to the ensuing AGIF National Conference, which shall consider the Text. Upon approval of the Text by a two-third (2/3) vote of said National Conference, the National Commander shall pronounce the Text as approved in final form.

## 7. ENACTING AND REPEALING PROVISION

At such time as this Procedures Manual is approved, this Procedures Manual supersedes past Constitutions or Bylaws of the National Board of Directors or National Conference or AGIF Organizations in the past in conflict shall stand automatically repealed.

All previous existing Constitutions and Bylaws are null and void upon approval of the proposed Constitution, Bylaws, and Procedures Manual.

**ADOPTED by the AGIF-US** on this \_\_\_\_\_ day of \_\_\_\_\_ at AGIF-US National Conference

gathered at \_\_\_\_\_.



**AMERICAN GI FORUM OF THE UNITED STATES**  
National Veterans' Family Organization

**OUTSTANDING AMERICAN GI FORUM MEMBER**

The State Organizations have awarded certificates of merit to their outstanding members. At the National Conference, one person will be awarded a certificate of merit. The one person selected will be known as THE OUTSTANDING MEMBER OF 20\_\_.

Any member of the Forum, Women, or Youth Forum is eligible. The only persons not eligible are the National Officers and National Chairman of the Board.

Members nominated are expected to attend the National Conference.

State and local officers are eligible.

Please fill out the following nomination form and mail it to the National Office.

Name \_\_\_\_\_

Address \_\_\_\_\_

Organization \_\_\_\_\_  
(Forum, Women, Youth)

Number of years of active membership \_\_\_\_\_

Offices held in the American GI Forum \_\_\_\_\_  
\_\_\_\_\_

State or Local GI Forum awards received \_\_\_\_\_  
\_\_\_\_\_

(Example: Scholarships, Mr. or Miss AGIF contests, most members recruited, outstanding local membership award, most work contributed, most Forums organized, etc.)

Give one or two Outstanding accomplishments of the member during the past year. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Example: Responsible for important piece of legislation, headed a voter registration drive, represented the GI Forum before courts, boards, or commissions on issues affecting the Spanish speaking people; conducted an outstanding conference; conducted a successful Mr. or Miss AGIF contest, etc.)

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
State Commander/Chairperson



**AMERICAN GI FORUM OF THE UNITED STATES**  
National Veterans' Family Organization

**OUTSTANDING CHAPTER**

At the National Conference one Chapter for each group (Forum, Women, and Youth) will be awarded a certificate of merit. The one chapter selected will be known as THE OUTSTANDING CHAPTER OF THE YEAR\_\_\_\_\_.

All Chapters competing must have their state endorsement and must have competed at State Level.

Please fill out the following nomination form and mail to the National Office thirty (30) days prior to the National Conference or immediately after your State Conference.

Chapter's Name \_\_\_\_\_

Address \_\_\_\_\_

State Organization \_\_\_\_\_

Forum-Women-Youth

Year Chartered \_\_\_\_\_ Number of Members \_\_\_\_\_

Dates of State Awards Won \_\_\_\_\_

\_\_\_\_\_

(Example: Scholarships, Queen Contests, Most Members Recruited, Most Work Contributed.)

List the Outstanding Accomplishments of the Chapter During the Year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Example: Responsible for important piece of legislation, headed a voter registration drive; represented the GI Forum and/or members before courts, boards or commissions on issues affection the Spanish-speaking people; conducted an outstanding conference; conducted a successful queen contest, etc.) Submit supportive documentation.

Certification: \_\_\_\_\_ Date: \_\_\_\_\_  
(State Commander/Chairperson)



**Dr. Hector P. Garcia**

**Founder, American GI Forum**

**January 17, 1914 - July**

**261996**

**DR. HECTOR P. GARCIA/FOUNDERS' AWARD:** This award is presented in honor of the late Dr. Hector P. Garcia, Founder of the American GI Forum. Through his efforts the American GI Forum became the Champion of the Hispanic Veteran and their families, thus ensuring their Civil Rights under the Constitution of the United States.

The Dr. Hector P. Garcia Award is the highest recognition given by the American GI Forum of the United States. It recognizes the extraordinary commitment and extended service of ordinary people who by spectacular involvement, dedication, and perseverance have demonstrated extraordinary commitment, service or contribution to alleviate human suffering and improve the lot of disadvantaged individuals at all levels.

The award is given to volunteers, GI Forum members, community leaders, or any person who at great sacrifice to themselves and without regard for personal reward, have preformed services to the American GI Forum and to their communities above and beyond what was expected.

**DR. HECTOR P. GARCIA AWARD**  
**CRITERIA**

Without regard for personal sacrifice or reward this individual must have performed above and beyond what was expected of a Forumeer. Must stand head and shoulders above his peers in service to the Forum.

By spectacular involvement, dedication, and perseverance, this person must have demonstrated extraordinary commitment, service, contributions to alleviate human suffering and improve the lot of disadvantages individuals.

**SELECTION OF HONOREE**

- ▶ Decision of the Awards Committee if final. All entries must be received at the American GI Forum National Office on or before the first day of this National Conference. State Commanders may hand carry nominations and present them to the Committee Chair one day prior to the convening of the Awards Committee.
- ▶ All nominations must be complete in one package, when submitted. Separate letters and other accompanying statements and documents received later will not be considered.
- ▶ All material submitted may be used for publications.
- ▶ Do not submit scrap books, films, tapes, cassettes, etc. Only written material on paper will be considered.
- ▶ All material submitted with the nomination form becomes the property of the American GI Forum of the United States and will not be returned.

Entries may be mailed to: AGIF National Office:

# AMERICAN GI FORUM OF THE UNITED STATES

National Veterans' Family Organization

## Dr Hector P Garcia Award Continued



# AMERICAN GI FORUM OF THE UNITED STATES

National Veterans' Family Organization

## OFFICER NOMINATION FORM

Position you are seeking nomination for: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Chapter Name: \_\_\_\_\_ Year Joined: \_\_\_\_\_

Veteran \_\_\_\_\_ Branch of Service: \_\_\_\_\_

Employment Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

AGIF Leadership Positions: \_\_\_\_\_

\_\_\_\_\_

Community Service Involvement: \_\_\_\_\_

\_\_\_\_\_

Position Qualifications: \_\_\_\_\_

\_\_\_\_\_

What can you contribute to the AGIF: (special skills, knowledge, contacts?): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you travel 6 or more times a year for meetings? \_\_\_\_\_

Any additional information you would like to have considered: \_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_