

ACKNOWLEDGEMENT

The American GI Forum of the United States
on behalf of the Board of Directors
and the Constitution Committee,
would like to extend our sincere gratitude to:

David Rodriguez

former AGIF National Commander,
for his generous donation to the
American GI Forum of the United States,
towards the expense of printing the governing documents
of the organization.

CONSTITUTION

OF THE AMERICAN GI FORUM OF THE UNITED STATES

Founded: March 26, 1948



“Education is our Freedom and Freedom Should be Everybody’s Business”

Copyright © AGIF-US 2022

CONSTITUTION
American GI Forum of the United States
TABLE OF CONTENTS

Preamble.	Page 2
Article 1: Name and Federal Charter	Page 2
Article 2: Powers.	Page 2
Article 3: Purposes	Page 3
Article 4: Motto.	Page 4
Article 4 & 5: Seal, Founder, Service of Process	Page 5
Article 5: Memberships; GI Forum, Women, and Youth Chapters . .	Page 5-6
Article 5: Non-Veterans and Members of Armed Forces	Page 7
Article 5: Oath of Members, AGIF State Organization.	Page 7
Article 5: National Organization, Transfer of Membership.	Page 8
Article 5: Board of Directors.	Page 9
Article 5: Meetings, National Officers, Oath of Office, Officers . . .	Page 10
Article 5: Restrictions: Income, Fundraising, Loans, Stock	Page 10-11
Article 5: Disclaimer, Corporate Status, Corporate Function	Page 11
Non-discrimination	
Article 5: Code of Ethics, Conflict of Interest, Sexual Harassment . .	Page 12
Whistleblower	
Article 5: Liability, Maintenance & Inspection of Records, Audit. . .	Page 13
Article 5: Annual Report	Page 14
Article 5: Reservation of Right to Alter, Tax Exempt Status	Page 14
Article 5: Termination, Definition of State	Page 14
Article 6: Amending Procedure	Page 14
Article 7: Enacting and Repealing Provision	Page 15
Authorization and Adoption	Page 16

CONSTITUTION

of the

American GI Forum of the United States (AGIF-US)

REFERENCE: American GI Forum of United States Federal Charter, August 13, 1998,
Pub. L. 105-231; 112 Stat. 1530; 36 U.S.C. 21001

PREAMBLE

We, the various State GI Forum Organizations, GI Forum Women, GI Forum Youth and GI Forum At-Large Chapters of the American GI Forum, a Congressionally Chartered Veterans Family Organization, in order to better serve our People, our Country, our State and our local Communities, do hereby commit ourselves to the principles of American limited constitutional democracy, to the advocacy of US military service Veterans' rights, education, civil rights and socio-economic equal opportunity by organizing and establishing a national organization; the American GI Forum of the United States (AGIF-US.) Therefore, we as Veterans of the Armed Forces of the United States, and our families, joined together as the AGIF-US, do hereby humbly invoke the blessings of Almighty God for the AGIF-US, and hereby ordain and establish this Constitution.

This Constitution will be followed by National, all State, Local, Regional, and At-Large Chapters including Washington, D.C., and Puerto Rico. All Bylaws and Policies, Practices, and Procedures Manuals at the state and local levels cannot supersede the National documents.

ARTICLE 1 – NAME AND FEDERAL CHARTER

The official name of this organization shall be “The American GI Forum of the United States.” The AGIF-US, a nonprofit corporation organized under the laws of the State of Texas, is recognized as such, and granted a Federal Charter.

ARTICLE 2 – POWERS

The AGIF-US (in the Act referred to as the “corporation”) shall have only those powers granted to it through its Bylaws and Articles of Incorporation filed in the State of Texas and subject to the laws of the State of Texas specifically, Texas

Business Organizations Code, Title 2 Corporations, Chapter 22-Nonprofit Corporations.

- A. The National Conference shall be the supreme legislative and governing body of this AGIF-US and except as restricted by this Constitution, shall have all powers necessary to administer its affairs and to promote the objectives set forth in the Purpose Clause of this Constitution.
- B. The National Conference shall be empowered to make fundamental and basic policy decisions for the AGIF-US and shall have the power to veto or modify any action or decision of the AGIF-US Mid-Year Conference of the Board of Directors. Pursuant to the powers granted, all resolutions and other actions of the National Conference shall be binding upon all officers and members of this AGIF-US, on all AGIF States, on Local Chapters, District and Regional AGIF Chapters and At-Large AGIF Chapters.
- C. Powers of the National, State, Regional, At-Large, District, and Local Boards as specified, the National Board shall function as an ultimate judicial body of the AGIF-US, as appeals taken under the Policies, Practices, and Procedures Manual shall be heard by the National Board and its decision shall be final.
 - 1. Such body shall provide momentum and direction to the AGIF Boards above expressed through any matter on which a vote is taken, which shall carry by a two-thirds (2/3) majority vote of those present.
 - 2. The National Board shall make ordinary, administrative type decisions at the national level using the AGIF-US Bylaws and Policies, Practices, and Procedures Manual.
 - 3. All other decisions of said body, such as, those affecting fundamental change or basic policy, shall be recommended to the National Conference.
 - 4. A motion, rule or vote, that conflicts with the Constitution, if adopted, even by a unanimous vote, is null and void.

ARTICLE 3 – PURPOSES

The purposes of the corporation are those provided in its Bylaws and Articles of Incorporation and shall include the following:

1. To secure the blessing of American democracy at every level of local, State, and national life for all United States citizens or residents.
2. To uphold and defend the Constitution and the United States flag.
3. To foster and perpetuate the principles of American democracy based on religious and political freedom for the individual and equal opportunity for all.
4. To foster and enlarge equal educational opportunities, equal economic opportunities, equal justice under the law, and equal political opportunities for all United States citizens or residents, regardless of race, color, religion (creed), sex, gender identity or expression, sexual orientation, national origin (ancestry), disability, age, marital status, veteran or military status, or reprisal or retaliation for prior civil rights activities.
5. To encourage greater participation of the ethnic minority represented by the corporation in the policymaking and administrative activities of all departments, agencies, and other governmental units of local and State governments and the Federal Government.
6. To combat all practices of a prejudicial or discriminatory nature in local, state, or national life which curtail, hinder, or deny to any United States resident an equal opportunity to develop full potential as an individual.
7. To foster and promote the broader knowledge and appreciation by all United States citizens or residents of their cultural heritage and language.
8. The above purposes will prevail according to current law changes.

ARTICLE 4

Section 1 – Motto

The official motto of the AGIF-US shall be “Education is our Freedom and Freedom Should Be Everybody’s Business.” This motto shall be used in all literature, letterheads, bulletins, and other written material distributed by the AGIF-US at all levels.

Section 2 – Seal

The official seal of the AGIF-US shall consist of a shield with seven red and six white stripes running vertically for two thirds of the depth of the shield and a blue field at the top third with thirteen stars set six on each side and one at top center. Across the blue field will be inscribed the word “American” and rays in a white background will run from the center star to the word “American.” Across the face of the shield wherein lie the vertical stripes will be inscribed the words “GI Forum.” The words, “**Founded on March 26, 1948,**” shall appear on the upper right side of all AGIF-US letterhead at all levels.

Section 3 – Founder

The Founder – Dr. Hector P. Garcia, the revered founder of the AGIF-US, has journeyed in full battle gear to join others of our troops in the Kingdom of Almighty God, but his ideas and ideals should be respected and followed as much as practically possible considering the conditions of the time. However, whatever time, his tireless efforts to achieve social justice, equality of opportunity and a better life for all and for Hispanics specifically, shall keep the fires burning in the hearts of all those who continue to fight for the lofty goals he sought.

ARTICLE 5

Section 1 – Service of Process

With respect to service of process, the corporation shall comply with the laws of the State of Texas and those States in which it carries on its activities in furtherance of its corporate purposes.

Section 2 – Memberships

Except as provided in Article 5, Section 2. D., eligibility for membership in the corporation and the rights and privileges of members shall be as provided in the Bylaws and Articles of Incorporation. The organization has the power to enact laws governing the admission of members and to prescribe the necessary qualification for membership. Admission to the organization is a matter within the complete and exclusive purview of the organization. An organization has the right to select its members. Membership in the organization is not a constitutional right, but simply a privilege. It is a privilege which may be given or withheld.

A. GI Forum Chapters

Membership in GI Forum Chapters shall be constituted by men and by women who may qualify as Veterans and whose residency is in the same state and/or locality. The term Veteran shall be defined as those who have

served honorably or discharged other than dishonorable or are serving honorably for more than one hundred eighty consecutive days in the Armed Forces of the United States of America including other official components for military service by the Armed Forces of the United States, or who have served in such a unit for as long a time as it may be required to qualify as a Veteran as defined by the U.S. Department of Veterans Affairs; shall be eligible for active membership in the GI Forum Chapters of this organization.

B. GI Forum Women Chapters

All Women's Chapters shall be affiliated with an American GI Forum Chapter in their locality. Women who previously belonged to a Women's Chapter that was not affiliated with a Forum's Chapter may join another Women's Chapter in their state that is affiliated with a Forum Chapter. Only one Women's and one Youth Chapter shall be affiliated with a Forum Chapter.

All females who are American citizens or residents with legal status, and who are 18 years of age or older, shall be eligible for active membership in a Women's Chapter by a recommendation of an active member in good standing. A female Veteran may join either a GI Forum or a GI Forum Women's Chapter.

C. GI Forum Youth Chapters

All youth, who are American citizens or residents with legal status, and between the ages of 10 to 18 years, 19 to 21 years old if enrolled in a higher education institution and whose residency is in the same locality shall be eligible for active membership in an American GI Forum Youth Chapter. A Youth Chapter must be recommended by an active forum member in good standing and approved by the GI Forum Chapter to be recognized by the State American GI Forum. Youth Chapters shall be affiliated with a GI Forum Chapter whose residency is in the same locality and not stand alone. Only one Youth Chapter may be affiliated with a local GI Forum Chapter. Voting must follow the Policies, Practices, and Procedures Manual. There shall be at least two (2) Youth Chapters in a State to have State Youth Officers. There shall be at least two (2) State Youth Chapters, from different States present at the National Conference to elect National Youth officers.

D. Non-Veterans and Members of Armed Forces

Any adult person, 18 years of age or older, who does not fulfill the requirements in Article 5, Section 2. A., on Veterans' qualifications, who is of good moral character and whose general reputation in the community in which they reside is good, may be voted into membership, in a particular American GI Forum Chapter. Any adult person's membership must be recommended by an active member in good standing, where membership is solicited and whose residency is in the same locality. Provided, however, that the total non-veteran membership in any GI Forum Chapter must not exceed twenty-five percent (25%) of the total membership except; however, that such percentage once attained, shall not decrease if the percentage of Veteran members decreases.

Furthermore, all GI Forum Chapters must always have at least eight (8) Veteran members. The Veterans' requirements do not apply to Women Chapters and Youth Chapters. Membership in GI Forum Chapters shall also be available to people who are active members of the Armed Forces of the United States, and they shall be counted as Veterans. On leaving the military, for them to qualify as Veterans, they shall have to meet the requirements in Article 5, Section 2.A. Any person so eligible, who is of good moral character, who is disposed to uphold the principles of the AGIF-US, who pays their dues and takes the Oath of Members shall be considered a member of their Chapter, of the AGIF-US, and of any pertinent AGIF Organization(s).

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 Bylaws of the American GI Forum and of my State, that I will neither wrong nor harm, in any way, shape or form the same, nor a member thereof, SO HELP ME GOD."

E. AGIF State Organization(s)

An AGIF State Organization shall be an AGIF Organization found in each of the various states of the United States where three or more Charters have been issued to constitute a State American GI Forum Veteran's Chapter. Only one AGIF State Organization will exist per state. At least three (3)

AGIF Local Chapters are necessary to constitute an AGIF State Organization.

F. National Organization

The AGIF-US shall be a confederation composed of its own autonomy, as well as the autonomy of the various State AGIFs, Local Chapters, District Chapters, Regional Chapters, and At-Large Chapters, as presently existing at the time this Constitution is adopted, plus any new AGIF Organization(s). The autonomy referred to herein is set out merely to insulate fellow (sister) AGIF Organization(s) from exposure to civil liability which might be incurred by a given AGIF Organization and/or by an AGIF member, but all AGIF Organizations and AGIF members shall be strictly bound by the terms of this Constitution.

On the failure of any AGIF Organization(s) or member to be so bound, such as to act outside of the authority of the Constitution on its own motion, after notice and adversarial type hearing before it held in the spirit of procedures set out in the Policies, Practices, and Procedures Manual shall on simple majority vote, suspend the Charter of any AGIF Organization(s) or suspend an individual from membership, if found guilty of failing to operate strictly under the terms of this Constitution, and any guilty Chapter and/or any AGIF Organization(s) and member, shall lose the right to register and be seated at the Mid-Year Conference and National Conference, as well as lose the right to use the GI Forum name.

On failure to abide by such terms, any AGIF Organization(s) and its Commander and/or member, shall be subject to a state civil injunctive action filed by the National Commander in the capital city of the state where any offending entity is/are situated. The finding of the National Board shall be admissible in evidence, and on a court holding against any offending entity, shall be subject to pay attorney fees, court costs, and interest at the legal rate.

G. 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

local, state and national officer(s) of such transfer. Such transfers shall not be authorized for a member residing in a state where a State AGIF Organization exists, unless the member involved is becoming a resident of the state to which he/she wants the membership transferred.

It is permissible; however, to transfer membership from one AGIF Chapter to another within the same state, or if moving, any other state. Dual membership in any Local Chapters or State Organizations is not permitted.

Section 3 - Board of Directors

Except as provided in Article 5, Section 5. G., the composition of the Board of Directors of the corporation and the responsibilities of the board shall be as provided in the Bylaws and Articles of Incorporation of the corporation and in conformity with the laws of the State of Texas.

The National Officers/Executive Board of the AGIF-US shall be as follows:

- a. National Commander
- b. National Vice-Commander
- c. National Secretary
- d. National Treasurer
- e. National Sergeant at Arms
- f. Immediate Past National Commander (Ex-Officio/non-voting)
- g. National Chairwoman
- h. National Vice-Chairwoman
- i. National Women's Recording Secretary
- j. National Women's Treasurer
- k. National Women's Sergeant at Arms
- l. Immediate Past National Chairwoman (Ex-Officio/non-voting)
- m. National Youth Chair

The National Board shall be composed of the National Officers as listed above, plus the State Commander, State Chairwoman, and State Youth Chair of all State AGIF Organizations or their duly designated representative in descending order of office and one representative from each At-Large AGIF Organization.

Section 4 – Meetings

The National Conference shall meet at least once each year at a site specified by the National Board of Directors. The National Board shall meet at least once each year between National Conferences at a place designated at the previous meeting of the Board or by a National Conference. In order for the AGIF-US to remain solvent the National Executive Board shall host and stage the Annual Mid-Year and National Conferences.

Section 5 – National Officers – Elected

All elected positions shall be elected by the delegates present at the National Conference. All AGIF Organizations shall follow the same election procedures.

Oath of Office

“I, (give name) do solemnly promise and swear that I will uphold the Constitution and respect the flag of the United States of America and of my State. I will abide by the Constitution and Bylaws of the American GI Forum of which I am (give position); my conduct and thoughts shall be for the betterment and advancement of said (name of chapter) and the people it serves. I will serve to the best of my ability and will strive for cooperation with all officers, members, and committees of said AGIF Organizations and that I will adhere always to such end and uphold the same to the utmost, SO HELP ME GOD.”

Section 5a - Officers

Except as provided in Article 5, Section 5., the positions of officers of the corporation and the election of members to such positions shall be as provided in the Bylaws and Articles of Incorporation of the corporation and in conformity with the laws of the State of Texas.

Section 6 - Restrictions

A. Income and Compensation

No part of the income or assets of the AGIF-US and its AGIF Organizations may inure to the benefit of any member, officer, or individual during the life of the Federal Charter. Nothing in this subsection may be construed to prevent the payment of reasonable compensation to the officers and members of the AGIF-US and its AGIF Organization(s) or reimbursement for actual and necessary expenses in amounts approved by the Board of Directors.

B. Fundraising

AGIF Organization(s) shall have the power to raise money by dues, projects, and by other lawful means for their own purposes and to set up their own procedures for contests and other fund-raising functions within their jurisdiction and activities.

C. Loans

The AGIF-US and its AGIF Organization(s) shall not make any loan to any member, officer, director or employee of the corporation.

D. Issuance of Stock and Payment of Dividends

The AGIF-US and its AGIF Organization(s) may not issue any shares of stock or declare or pay any dividends.

E. Disclaimer of Congressional or Federal Approval

The AGIF-US and its AGIF Organization(s) may not claim the approval of Congress or the authorization of the Federal Government for any of its activities by virtue of the Act.

F. Corporate Status

The AGIF-US and its AGIF Organization(s) shall maintain its status as a corporation organized incorporated under the laws of the State of Texas.

G. Corporate Function

The AGIF-US or AGIF Organization(s) shall function as an educational, patriotic, civic, historical, and research organization under the laws of the State of Texas.

H. Nondiscrimination

In establishing the conditions of membership in the AGIF-US and its AGIF Organization(s) and in determining the requirements for serving on the Board of Directors or as an officer of the AGIF, the AGIF-US and its Organization(s) may not discriminate based on race; color; religion (creed); sex; gender identity or expression; sexual orientation; age; national origin (ancestry); physical or mental disability; marital status; language; veteran or military status; or reprisal or retaliation for prior civil rights activity. Current law changes will prevail.

Section 7 – Code of Ethics

A. Conflict of Interest

The American GI Forum officers and Board Members are entrusted to avoid the appearance of a conflict of interest. A conflict of interest occurs when a board member allows personal gain (direct or indirect) to influence his/her judgment or action in the fulfillment of their duties and responsibilities.

A board member or officer's conduct shall be fair, impartial, and impersonal. A board member or officer shall act in a manner that is above reproach and always in the best interest of the AGIF-US. A board member or officer who believes he/she may have a conflict of interest shall disclose the situation to the Chair of the Ethics Committee who will take appropriate action to ensure the AGIF-US's best interests are protected. The situation shall be reported to the AGIF-US board for final determination. Nepotism is considered a Conflict of Interest. (Reference: Appendix E)

B. Sexual Harassment

The AGIF-US shall maintain a zero tolerance against sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical or any conduct or other offensive unequal treatment of board members or officers, employees or recipients that would not occur except for the sex of those persons. All sexual harassment incidents shall be reported to the Chair of the Ethics Committee who will forward it to the members of the Ethics Committee for appropriate discipline.

C. Whistleblowers

All reports of abuse by an officer, board member, or member of the AGIF-US shall be reported to the Chair of the Ethics Committee. The Chair of the Ethics Committee shall form a committee of three (3) members of the general AGIF-US membership to review or investigate a complaint. The results of said review or investigation shall be reported to the Ethics Committee for appropriate action. All complaints are confidential. The complainant shall not be subject to any retaliation. (Reference: Appendix I)

Section 8 - Liability

The AGIF-US and its AGIF Organization(s) shall be liable for the acts of its officers, directors, members, and agents whenever such individuals act within the scope of their authority.

Section 9 – Maintenance and Inspection of Books and Records

A. Books and Records of Account

The AGIF-US and its AGIF Organization(s) shall keep correct and complete books and records of account and minutes of any proceeding of the corporation involving any of its members, the Board of Directors, or any committee having authority under the Board of Directors. Financial records will be the responsibility of the AGIF Organization(s) Treasurer. Minutes of all meetings will be the responsibility of the AGIF Organization(s) Secretary.

B. Names and Addresses of Members

The AGIF-US and its AGIF Organization(s) shall keep at its principal office a confidential record of the names and addresses of all members having the right to vote in any proceeding of the corporation. These records will be the responsibility of the AGIF Organization(s) Treasurer and Secretary.

C. Right to Inspect Books and Records

All books and records of the AGIF-US and its AGIF Organization(s) may be reviewed by any member in good standing or by any agent or attorney of such member, for any proper purpose at any reasonable time as specified in the Bylaws. (Reference: Bylaws Article 22. F. Page 27)

D. Application of State Law

This section may not be construed to contravene any applicable State law.

Section 10 – Audits of Financial Transactions

The first section of the Act entitled "An Act to provide for audit of accounts of private corporations established under Federal law," approved August 30, 1964 (36 U.S.C. 1101), is amended by adding at the end the following: "(80) American GI Forum of the United States." The Executive Board will oversee the assigning of the Audit responsibility.

Section 11 – Annual Report

The AGIF-US and AGIF Organization(s) shall annually submit to Congress a report concerning the activities of the corporation during the preceding fiscal year. The annual report shall be submitted on the same date as the report of the audit required by reason of the amendment made in Section 10. The annual report shall not be printed as a public document.

Section 12 – Reservation of Right to Alter, Amend or Repeal Federal Charter

The right to alter, amend, or repeal the Act is expressly reserved to Congress.

Section 13 – Tax-Exempt Status Required as Condition of Federal Charter

If the AGIF-US and AGIF Organization(s) fail to maintain its status as a corporation exempt from taxation as provided in the Internal Revenue Code of 1986 the charter granted in the Act shall terminate.

Section 14 - Termination

The Federal Charter granted in the Act shall expire if the AGIF-US and AGIF Organization(s) fail to comply with any of the provisions of the Act.

Section 15 – Definition of State

For the purposes of this Document, the term “state includes the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and territories and possessions of the United States.

ARTICLE 6 – AMENDING PROCEDURE

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

Next, within thirty (30) days from submission to the named officers or from the re-writing, whichever is later, but in any event not later than forty-five (45) days from the date of submission to the officers, the Text shall again be immediately submitted to the Chair of the Constitution Committee who shall send a copy of the Text to all legally constituted Chapters of the AGIF-US for their review.

Thereafter, an AGIF State Board of Directors must adopt the Text in principle by simple majority (50% plus one) vote of their voting membership present.

Next, the AGIF State Board of Directors shall send the results of their State vote to the Chair of the Constitution Committee within ten (10) days. The Chair of the Constitution Committee will forward the Text and the State vote results to the committee and to each member of the AGIF National Board of Directors at least ten (10) 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 in part or in whole. Adoption must carry by two-third (2/3) vote of such Board present.

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 two-third (2/3) vote of said National Conference, the National Commander shall pronounce the Text as approved in final form.

ARTICLE 7 – ENACTING AND REPEALING PROVISION

At such time as this Constitution is approved under the provisions of the pre-existing or predecessor Constitution of This Organization, the same shall become the supreme law of the AGIF-US and all other constitutional provisions, Bylaws, customs and usage or action of the National Board of Directors or National Conference or State and/or At-Large and Local American GI Forum Organizations in the past in conflict herewith shall stand automatically repealed.

Aug. 3, considered and passed House

Gregory Nichols
AGIF-US National Secretary

NOTES

[illegible]



NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

[illegible]



NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

BYLAWS

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



“Education is our Freedom and Freedom Should be Everybody’s Business”

Copyright © AGIF-US 2022

BYLAWS
American GI Forum of the United States
TABLE OF CONTENTS

Article 1: Official Prayer. Page 2

Article 2: Pledge of Allegiance Page 2-4

Article 3: Active Members -Definition Page 3

Article 4: Member in Good StandingPage 3

Article 5: Other Members.Page 4

Article 6: Membership Denied or Suspended.Page 4

Article 7: Oath of Members. Page 5

Article 8: Dues. Page 5

Article 9: National and Other Conferences or AGIF Gatherings. Page 6-11

Article 10: National Board of DirectorsPage 11

Article 11: State and Local (Regional District) Board of Directors Page 13

Article 12: National Officers – Elected Page 13-26

Article 13: Committees and Boards. Page 26

Article 14: National Office. Page 27

Article 15: National Publication Page 27

Article 16 : FinancesPage 27

Article 17: The Interrelationship of AGIF Organization(s)-Nonprofit
Corporate Requirements-Property Titles Page 29

Article 18: Title to AGIF Property Page 29

Article 19: General Provisions -Nepotism, Conflict of Interest. Page 30

Article 20: Rules of Procedure Page 31

Article 21: Political Endorsement ProhibitedPage 32

Article 22: Powers of State and Local Organization(s) Page 32

Article 23: Bylaws.Page 34

Article 24: Revision ProcedurePage 34

Article 25: Enacting and Repealing Provision Page 35

Authorization and Adoption. Page 35

American GI Forum Glossary Page 37-41

BYLAWS

of the

American GI Forum of the United States (AGIF-US)

ARTICLE 1: OFFICIAL PRAYER

The official Prayer of the AGIF-US, the States, Locals, Regions, Districts, and At-Large Chapters (AGIF Organizations) is the Prayer of St. Frances of Assisi. This prayer shall be recited at the beginning and ending of every meeting of the AGIF-US and the AGIF Chapters.

Prayer of St. Frances of Assisi

LORD, Make me an instrument of Thy Peace.

Where there is hatred, let me sow love.

Where there is injury, pardon.

Where there is doubt, faith.

Where there is despair, hope.

Where there is darkness, light.

Where there is sadness, joy.

Oh, DIVINE MASTER, grant that I may not so much seek to be consoled as to console, to be understood and as to understand, to be loved as to love, for it is in giving that we receive, it is in pardoning that we are pardoned, and it is in dying that we are born to ETERNAL LIFE. Amen.

ARTICLE 2: PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag of the United States of America shall be recited by all members of the AGIF-US and AGIF Organization(s). It shall be recited at every meeting of AGIF-US and AGIF Organization(s) after the Official Prayer.

Pledge of Allegiance

“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.”

ARTICLE 3: ACTIVE MEMBERS – DEFINITION

In order to be considered an active member and eligible to vote in any AGIF Organization(s), all members must pay their dues as provided in the Bylaws 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 AGIF Organization(s), and then shall take the Oath of Members.

ARTICLE 4: MEMBER IN GOOD STANDING

In order to be considered a member in good standing a member must have paid his/her membership dues, and any other assessments as required by the AGIF-US and AGIF Organization(s). They must have promptly returned any AGIF properties or materials upon leaving elected office, appointed office or the general membership. Further, a member considered to be in good standing will abide by the Oath of Membership, will conduct himself or herself with respectful behavior at all AGIF meetings and all AGIF sponsored functions.

Members who are in violation of this section may be removed from the premises and/or will receive a warning letter advising that continued violations will lead to suspension of member privileges with specific time limits, up to and including permanent suspension, as determined by the local AGIF Commander and ratified by a majority vote of the local AGIF membership.

Veterans must display a copy of their DD214 or Veteran’s Administration Identification Card to their Chapter Commander or Vice Commander to verify their veteran status and a log must be kept by the Chapter Secretary (See Appendix M. Veteran’s DD214 Log)

Qualifications for members of all groups of the AGIF-US are found in the AGIF-US Constitution Article 5. Section 2.

Due to the fact that Youth Members are not of legal age, at no time are they to be involved in any legal action that pertains to the AGIF at any level.

ARTICLE 5: OTHER MEMBERS - HONORARY

At the discretion of a Local, State, National Commander, or a committee; an honorary membership may be issued. Any person or persons who have been of extraordinary service to the AGIF mission or who has rendered outstanding service to the community where he or she resides or who has skills or knowledge in a specific field, such as in education, human or civil rights, science or the arts, may be elected to an honorary membership in the AGIF-US or AGIF Organization(s) by a simple majority vote (50% plus one) of those present. Honorary members will not be required to pay dues, nor will they be entitled to the rights, privileges, and benefits available to regular members. They shall not have a right to vote. A suitable certificate will be issued to honor the occasion by the AGIF Organization(s) making the award. All “Honorary Memberships” are for a one-year period only and must be renewed each year by the appointing AGIF Organization(s).

ARTICLE 6: MEMBERSHIP DENIED OR SUSPENDED

Any person who is, or has been, a member of any communist, fascist, or other organization or conspiracy that advocates the overthrow, or the serious undermining of the Government of the United States shall not be eligible for membership in AGIF-US or AGIF Organization(s). To help enforce this requirement, an Oath shall be required by the Officers of AGIF-US or any person who solicits membership in AGIF-US or any AGIF Organization(s).

If a member becomes a party to a lawsuit against the AGIF-US or any other AGIF Organization(s), their membership will be automatically suspended by their local AGIF Organization until resolution of the litigation. After resolution of the lawsuit the National Board of Directors will decide whether the member will be reinstated. This process applies to Lifetime Members who are party to a lawsuit.

Admission to the AGIF-US or any AGIF Organization is a matter within the complete and exclusive purview of AGIF-US. The AGIF-US has the right to select its members. Membership in an association or organization is not a constitutional right, but simply a privilege. It is a privilege which may be

given or withheld. The AGIF-US and AGIF Organizations have the right to refuse membership, to members who do not follow the tenets of the AGIF-US. This applies to all forms of membership, including Lifetime members.

New member applicants must be approved or denied membership by a simple majority vote (50% plus one) of those present at the local AGIF Chapter meeting. A new member can be denied membership by the local AGIF Chapter/Organization within the first year of membership by a simple majority vote (50% plus one).

When charges are brought against a member, reference the Policies, Practices, and Procedures Manual for the information for the process. All other membership charges are referenced in the Policies, Practices, and Procedures Manual (PP&PM.) (Follow PP&PM, Section 11: Suspension, Removal from Office, or Expulsions Procedures.)

ARTICLE 7: OATH OF MEMBERS

All members of this AGIF-Organization(s), 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 unless a member is reinstated.

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 Bylaws of the American GI Forum-US and that I will neither wrong nor harm, in any way, shape or form the same, nor a member thereof, SO HELP ME GOD.”

ARTICLE 8: DUES

A. The members of all, AGIF Organization(s) shall pay no less in the way of dues than the National Conference may decide, but they may pay more. In accordance with whatever amount of the total dues the state and local AGIF Organization(s) shall retain any amount in excess of the national and state dues by the local Chapter.

B. **Lifetime Memberships** – All those members wishing to become lifetime members shall pay any amount which the National Board may alone determine, but no less than \$250 dollars. On such payment the member

involved shall have no further obligation to pay dues to the AGIF-US. However, lifetime members will be required to pay yearly state and local AGIF Chapter dues. A Lifetime membership card will be issued at the time of becoming a lifetime member. Any additional lifetime membership cards will be assessed a fee.

Lifetime membership does not exempt a member from paying their state and/or local dues to maintain active membership in their AGIF Organization(s) in their locality. They shall not be allowed to vote in any local, state, or national organization meeting, unless they have paid whatever local or state dues and/or assessments may be ordinarily imposed on its members. Lifetime Members shall be suspended if they do not pay their state and local membership dues and they will not be allowed to vote.

All members in good standing shall have a voice at all AGIF Organization(s) gatherings as recognized by the Commander or Chairwoman.

- C. **Other Dues** – All active members shall pay AGIF Organization(s) dues as may be imposed by their respective AGIF Organization(s). The National Conference shall decide by a 2/3 vote of the delegates present and voting the amount of national dues to be paid to the AGIF-US by members of all AGIF Organization(s).

All members including Lifetime members must pay all their local, state and national dues 30 days prior to any AGIF State or National Conference in order to be a delegate for their State and to vote in an AGIF State or National Conference.

ARTICLE 9: NATIONAL AND OTHER CONFERENCES OR AGIF GATHERINGS

- A. **Composition** – The National Conference of the AGIF-US shall be composed of the national officers, plus the delegates from the state AGIF Organization(s) and At-Large organizations. The Conference shall be referred to as the National Conference.

B. Quorum –

The quorum required for all AGIF-US Board meetings shall be a simple majority of members present and voting (50% plus one) of elected officers to the National Board plus the State Commander, State Chairwoman, State Youth Chair of each State, and one representative from each At-Large AGIF Organization to legally transact business.

The quorum required for the National Conference shall be a simple majority of members present and voting (50% plus one) of elected officers, State Commanders, State Chairwomen, State Youth Chairs, and Local Chapter delegates based on Article 9. D. 2. that have paid Conference Registrations.

The quorum required for AGIF State Board meetings shall be a simple majority of members present and voting (50% plus one) of elected officers to the State Board plus Local Commander, Local Chairwoman, Local Youth Chair of each Local Chapter to legally transact business. All members shall be in good standing.

In addition, at the State Conference, Local Chapters have the same voting strength as described for National Conferences.

The quorum for AGIF Chapter meetings is three officers and at least five (5) members in good standing to legally transact business.

- C. **MEETINGS** – The National Conference shall meet at least once each year at a site specified by the National Board of Directors. In order for the AGIF-US to remain solvent; the National Executive Board shall host and stage the Mid-Year and Annual Conferences.

D. VOTING AT ANNUAL CONFERENCE

1. At the AGIF-US annual National Conference, each AGIF Organization(s) shall be entitled to three (3) votes, one each corresponding to the States' Commander, the States' Chairwoman, and the States' Youth Chair. All above officers must be on the assembly floor in order to be eligible to cast their vote and shall have paid their

Conference registration fee. Proxy voting is not allowed. (Reference: Article 9.D. 10.)

2. Additionally, each AGIF Chapter(s), from all AGIF Organization(s) shall be entitled to six (6) votes for the first eight (8) through ten (10) currently paid members in good standing, and one (1) additional vote for each additional five (5) members in good standing. All youth delegates shall receive training by their local AGIF Chapter, using the materials provided by AGIF-US, for youth trainings prior to any State or National Conference. The Conference registration fee shall have been paid in full to vote. Proxy voting is not allowed.
3. Subject to Quorum requirements, voting strength at AGIF Chapter(s) meetings shall be based simply on one vote for each member present on the floor. Proxy voting is not allowed.

The cut-off date for receipt of memberships by the National Office to determine the voting strength of any AGIF Organization(s), at the National Conference of any other conference or meeting shall be thirty (30) days prior to the opening date of any Conference or meeting. Any membership application or application for Charter received after the cut-off date will not be counted in determining voting strength of any particular AGIF Organization(s). After the cut-off date, the National Membership Committee shall compile and mail out a report of the potential voting strength of all AGIF Organization(s).

4. Youth Delegates

At all times during the AGIF-US and AGIF Organization(s) Conferences, all youth will be supervised by a youth advisor of each State/Chapter that has a Youth Group. Due to liability issues at the Conference, no youth will be alone at any time. All youth will be sitting together at the General Sessions during voting. Their voting strength will be determined by the Bylaws, Article 9., D., 2. This is the same voting strength determination used for the Forum, Women, and Youth, and all members present. All youth must fill out a registration form and pay the registration fee, if one is charged.

5. Roll Call Vote

A Roll Call Vote at the National Conference shall be held for motions, after a motion is made, seconded, and passed for a Roll Call Vote.

6. Voting

Paper Ballot Vote shall be taken for the election of National AGIF Officers with opportunity for electronic voting using existing applications.

7. **Vote and Elections Results**—Unless otherwise specified in the Bylaws, a simple majority vote of members present (50% plus one) shall be required to determine any motion which is voted on at any AGIF Organization(s) gathering. Only members of chapters, which have paid their charter renewal and membership dues shall be eligible to vote.

Candidates for office shall not be members of the Election Committee. In all elections held in any AGIF Organization(s), the winning candidate must carry the election by a simple majority vote of members present (50% plus one). In some instances, the election process may require a run-off between the two candidates with the highest votes. In any event, the Elections Committee Chair shall tabulate and record the votes with the help of his/her committee. The Elections Committee Chair shall announce the ultimate winner without giving numbers. However, if any candidate or their representative calls for announcement of vote number results, they shall be orally given to the assembly, or privately given to the candidate, whatever the candidate or their representative may request. If any candidate calls for a canvassing of the votes, they shall be canvassed before him/her immediately and in the most expeditious manner.

8. **AGIF Organization(s) Delegation**—A delegation for the purpose of the voting process, except for voting at the local chapter level, is defined as follows:

The AGIF Organization(s) delegation to any AGIF Organization(s) Conference shall consist of the Commander, Chairwoman, and Youth Chair or their designee as documented by electronic or hard copy communication on official letterhead. Numeric representation and voting

strength shall follow the rules in, Article 9., D. Voting at National Conference, 1 through 6.

9. All Forum Members shall wear an AGIF Hat (when hats are not available to purchase, pins may be used) when addressing the chair or assembly. Women and youth shall either wear a hat or pin when addressing the chair or assembly.

In keeping with the voting procedures at the AGIF National Conference level, such matters being fundamental, voting procedures and/or vote representation at all AGIF State Conferences, AGIF State Board of Directors Meetings, as well as AGIF Organization(s) meetings, the same rules on voting representation and procedures shall apply, as stated in, Article 9., D. Voting at National Conference, 1 through 6.

10. **Delegations for State AGIF Gatherings** – Delegations to State AGIF, Regional or Board Conferences or meetings shall consist of the chapter members including At-Large Chapter delegations from within a contiguous geographic area including Washington D.C. and Puerto Rico.

11. VIRTUAL MEETINGS

Virtual meeting shall be held to conduct business when in person meetings cannot be held due to public health restrictions, long distance, inclement weather or for convenience or necessity. Virtual meetings are acceptable when called by an AGIF Commander or AGIF Chairwoman. Notification of the virtual meeting must be sent out ten (10) days prior to the meeting, at a date and time convenient to all participants. All participants must be seen visually in an appropriate environment so that roll call can be taken, when speaking, and when voting. Acceptable programs are Zoom, Skype, Duo, Face Time, and any other program that makes it possible for all participants to be heard and seen.

E. POWERS

The powers of the National Conference are stated in Article 2. A., B. and C. of the AGIF-US Constitution.

F. EXPENSE-PROGRESS CHANGES BELOW ALL OTHER

The National Conference Committee shall prepare a proposed Conference budget within 180 days of the National Conference. In the event a profit is made at the National Conference, \$3,000 will be allocated to the Educational Achievement Scholarship Account or in an amount lower depending on available funds as determined by the National Board.

In the event a profit is made on staging the National Conference, after deduction of the funds allocated to the Educational Achievement Scholarship Account there shall be a division of the proceeds as follows: seventy percent (70%) for the National/AGIF-US, twenty-five percent (25%) will go to the National AGIF Women's Treasury and five percent (5%) will go to the National Youth Treasury. The National Youth Treasury shall be administered by the appointed youth advisor. This five percent (5%) will be paid to the youth treasury whether or not youth officers are elected at that Conference.

The AGIF-US may contract with an independent Conference Coordinator to help solicit funds and sponsorships for the Mid-Year and National Conferences with approval of the National Board. The cost of the Conference Coordinator shall be paid by the AGIF-US. The Conference Coordinator will be responsible for detailed record keeping, His/her expense shall be paid by the National Treasurer after conference financial obligations are paid. Reference Policies, Practices, and Procedures Manual (Sec. 6 Contracted Positions).

The AGIF-US National Conference Committee shall submit to the National Board, within 45 days after the conference, a complete written and oral financial report with itemized receipts, expenditures, and bank statements; along with a complete accounting of all funds and sponsorships received. This financial report shall be given to the assembly as follows: Mid-Year at the National Conference of the same year and National Conference at the Mid-Year of the following Year.

ARTICLE 10: NATIONAL BOARD of DIRECTORS

- A. **Composition** – The AGIF National Board of Directors (a/k/a the National Board) shall be composed of the elected national officers as named, plus the State Commander, State Chairwoman, and State Youth

Chair of each State AGIF Organization(s), or their duly designated representative in descending order of office and one representative from each At-Large AGIF Organization(s).

Any designated representative must provide written or electronic (e-mail) documentation from their State Commander, State Chairwoman or State Youth Chair. The designated representative shall meet the requirements for the position they are representing. If the position the representative is filling requires being a veteran, the representative must be a veteran; if the position the representative is filling requires a woman, the representative must be a woman; and if the position the representative is filling requires a youth, the representative must be a youth.

B. Elections Voting Procedure – Each National AGIF officer shall have one (1) vote. Each AGIF State Commander, AGIF State Chairwoman and AGIF State Youth Chair or their duly designated representative, shall have respectively one (1) vote and each At-Large AGIF Organization(s) shall have one (1) vote. Any designated representative must provide written or electronic (e-mail) documentation from their State Commander or State Chairwoman or State Youth Chair. The designated representative must meet the requirements for the position they are representing. (See Article 9. D. 1 through 2.)

C. Meetings of the National Board of Directors

The National Board shall meet at least once each year between National Conferences at a place designated at the previous meeting of the Board or by a National Conference. The National Board may also meet during the National Conference and at such other times and places as may be designated by the National Commander with the consent of a majority of the national officers and with a ten (10) day notice to all members of the Board. Virtual meetings may be scheduled as needed.

ARTICLE 11: STATE and LOCAL (REGIONAL/DISTRICT) BOARD of DIRECTORS

Each AGIF Organization(s) shall have their own Board of Directors consisting of their officers and any other appointed AGIF officer. They shall call such body their Board of Directors or Executive Board. No AGIF Organization referred to in this section is organized to include members from more than ONE state.

ARTICLE 12: NATIONAL OFFICERS – ELECTED

All elected positions shall be elected by the delegates present at the National Conference. All AGIF Organization(s) shall follow the same election procedures in the Policies Practices, and Procedures Manual.

A. Designation – The National Officers/Executive Board of This Organization shall be as follows:

1. National Commander
2. National Vice-Commander
3. National Secretary
4. National Treasurer
5. National Sergeant at Arms
6. Previous National Commander – Ex-officio (Non-Voting)
7. National Chairwoman
8. National Vice-Chairwoman
9. National Women’s Recording Secretary
10. National Women’s Treasurer
11. National Women’s Sergeant at Arms
12. Previous National Chairwoman – Ex-officio (Non-Voting)
13. National Youth Chair

B. TERM OF OFFICE

The term of office of all officers of the AGIF-US shall be for a one-year term. All national officers shall be elected at the National Conference and all AGIF State Officers at their respective conferences. The choices of all AGIF-US and AGIF State Officers, whether GI Forum, GI Forum Women or GI Forum Youth entities, shall be elected by all the qualified delegates

of the entire respective Conference, although each of the three named entities shall have their own set of officers. There shall be Youth from at least two (2) different States present at the National Conference for National Youth Officers to be elected.

The AGIF-US Forum shall fill all Executive positions with Veterans. At the AGIF State or AGIF Local Organization, the Commander and Vice-Commander positions must be held by Veterans. If there is an open Board position and no Veteran is available to fill that position, then a non-Veteran may be elected to the position only at AGIF State or Local Organization(s) by a simple majority vote (50% plus one) of those in attendance.

A female Veteran AGIF member shall be free to join and serve in any capacity in either a GI Forum’s Chapter or a GI Forum Women’s Chapter and shall be free to serve in any officer position at the AGIF-US and AGIF Organization(s).

All officers shall be administered the Oath of Office and shall take office immediately following their election. The National Appointed Positions may also take their office as soon as they are appointed by the National, State, Local, Regional, District or At-Large Commander or Chairwoman.

Oath of Office

“I, (give name) do solemnly promise and swear that I will uphold the Constitution and respect the flag of the United States of America and of my State. I will abide by the Constitution and Bylaws of the American GI Forum of which I am (give position); my conduct and thoughts shall be for the betterment and advancement of said (give your Organization) and the people it serves. I will serve to the best of my ability and will strive for cooperation with all officers, members, and committees of said (give your Organization) and I will adhere always to such end and uphold the same to the utmost, SO HELP ME GOD”

C. QUALIFICATIONS, POWERS AND DUTIES, LINE OF SUCCESSION

The qualification powers and duties of the AGIF National Officers and equivalent positions for State Organizations and Local Chapters shall be

as follows and their line of succession shall be in the numerical order which is set forth below. The AGIF State Organization(s) elected positions shall serve a one (1) year term. Local AGIF Organization(s) elected positions shall serve a one (1) year term. Any Officer who misses three (3) meetings shall be removed from office by the presiding Commander.

1. National Commander/State Commander/Local Chapter Commander

Commander Qualifications

The Commander shall be a Veteran and a U.S. Citizen. He/she must be twenty-one (21) years of age or older and must not be on active full-time military service. In addition, he/she shall be a member in good standing in the American GI Forum for a minimum of five years next preceding his/her election, provided that if he/she has held a state office or a national office in the American GI Forum for at least two (2) years, the five-year requirement shall be reduced to three (3) years. Local Commander must have served as another local officer for two (2) years. The National Commander shall not hold more than one position on the National Board. (He/she shall not be National Commander and State Commander during the same term.)

Commander Duties

- a. The Commander shall be the presiding officer and official spokesperson of the AGIF for the organization that elected him/her.
- b. Shall be the official representative of the AGIF-US or AGIF Organization(s) for government functions for the area he/she is elected to serve.
- c. Shall acquire funds from Corporate America and AGIF Organizations.
- d. Preside at Conferences and Board Meetings.
- e. Appoint all standing, interim, and conference committees and all members, as well as the Chairpersons
- f. Shall appoint Conference Committees with the advice of the Chairwoman, and shall appoint all members to the Conference Committee.
- g. Shall ensure that youth members are not involved in legal actions either for against the AGIF or its members.

- h. Shall exercise such powers and perform such other duties and functions as normally fall within the scope of such office as specified in these Bylaws.
- i. As fundraising is a part of his/her elected duties, it will be considered a conflict of interest to receive compensation for fundraising.
- j. Any officer or member they appoint to act on their behalf at any official meeting shall also be a Veteran. It is the responsibility of the Commander to notify the host who will be representing him/her at this meeting.
- k. Shall work with the Treasurer to assure that all needed business insurances are purchased and up-to-date.

Commander Line of Succession

The Vice-Commander will succeed to any vacancy in the office of the Commander for the unexpired term. In the event the Vice-Commander is unable to serve or after assuming the office ceases to continue in his office, for whatever reason, then such ensuing vacancy shall be filled by the next officer in the line of succession, as listed in these Bylaws.

2. National/State /Local Vice-Commander

The Vice-Commander shall meet the same qualifications and be subject to the same conditions as the Commander.

- a. He/she shall assist the Commander in every way he/she is called to do so.
- b. Shall perform the duties and function of the Commander in the absence or illness of the Commander or at the request of the current Commander.
- c. Shall exercise such other powers and perform such other duties and functions as normally fall within the scope of their office, as listed in these Bylaws.
- d. Any vacancy in this office shall be filled by the next officer in the numerical line of succession.

3. National Secretary/State Secretary/ Local Chapter Secretary

The Secretary shall meet the same qualifications and be subject to the same conditions as the Commander.

- a. The duties of the Secretary shall be to take and keep the minutes or have such minutes done under their supervision of the National Board meetings and National Conference and any other lesser conferences called by the National Commander.
- b. Shall ensure that the minutes of all sessions of the National Board and National Conferences are recorded and printed so that such minutes are submitted to the appropriate office for State or Local Chapter and to the Board Members for final approval.
- c. Shall track all resolutions passed by the Conferences and shall report at the National Board meetings and Conferences the follow-up actions taken and needed for said resolutions working with the chair of the Resolutions Committee.
- d. Shall read Minutes for approval at the next meeting.
- e. In the event a vacancy occurs in such position and the National Conference is not in session, the Commander shall appoint an interim Secretary to serve until the next Conference or Local Chapter election, at which time one can be elected.

4. National/State/Local Chapter Treasurer

The Treasurer shall meet the same qualifications and be subject to the same conditions as the National Commander. The Treasurer preferably should have accounting experience and provide general accounting reports.

- a. Shall work with the National Office Manager to ensure that all books and records are kept subject to an annual review/audit.
- b. Shall ensure that an annual budget is prepared.
- c. Shall prepare a 990-Tax Form and file it per the IRS instructions.
- d. Shall be required that he/she be bonded.
- e. Shall be the chair of the National Finance Committee.
- f. Shall serve on the Conference Committee.
- g. Shall be the chair of the Conference Credentials Committee.
- h. Shall keep a log of the bonding insurance and errors and omissions insurance policies. Also work with Commander to assure that all necessary business insurances, including event insurance, are purchased and up-to-date.
- i. Shall process all Charter fees, dues and transmittals submitted by the Chapters. Membership cards shall be sent to the Chapters within forty-five (45) days of January 31st.

- j. In the event a vacancy occurs in such position and the Conference is not in session, the Commander will appoint an Interim Treasurer to serve until the next Conference or Local Chapter election, at which time one can be elected.
- k. Shall process all Charter fees, dues, and transmittals submitted by the Chapters. Membership cards must be sent to the Chapters within forty-five (45) days of January 31st.

5. National/State/Local Chapter Sergeant at Arms

The Sergeant at Arms only at the National Level must meet the same qualifications and be subject to the same conditions as the National Commander.

- a. Shall maintain order and enforce any floor rules under the direction of the Commander or the presiding officer at all Board meetings and at all Conferences.
- b. At the directions of the National Commander, he/she shall have the power to deputize other persons to help maintain order and enforce floor rules.
- c. In the event a vacancy occurs in such position and the Conference is not in session, the Commander shall appoint an Interim Sergeant at Arms to serve until the next Conference or Local Chapter election, at which time one can be elected.

6. National/State/Local Chapter Chairwoman

The Chairwoman shall be a US Citizen. She shall be 21 years of age or older and must not be on active full-time military service. In addition, she shall be a member in good standing in the American GI Forum Women for a minimum of five (5) years preceding her election, provided she has held a state office or a national office in the AGIF Organization(s) for at least two (2) years, the five-year requirement shall be reduced to three (3) years. She shall also meet the five-year or three-year membership requirement set forth for the National Commander. The National Chairwoman will be elected for a one year term.

Chairwoman Duties

- a. She will be the presiding officer, official spokesperson, and official representative of the AGIF Women in the locality for which she is elected.
- b. Shall support the Commander as the official representative of the AGIF-US, for government functions and acquire funds from corporate America and AGIF-US Organization(s).
- c. Her power, functions and duties will be the same in relation to the American GI Forum Women AGIF-US Organization(s) as are those of the Commander to the entire AGIF-US, except that she will serve under the direction of the Conference and the Board.
- d. Shall exercise such other powers and perform such other duties and functions as normally fall within the scope of such office.
- e. Any issue or conflict arising between her, and the National Commander shall be resolved by the National Board or by the National Conference by proper motion or resolution.

Chairwoman Succession

The Vice-Chairwoman shall succeed to any vacancy in the office of the Chairwoman for the unexpired term. In the event the Vice-Chairwoman is unable to serve or after assuming the office ceases to continue in her position, for whatever reason, then such ensuing vacancy shall be filled by the next officer in the line of succession.

7. National/State/Local Chapter Vice-Chairwoman

She shall meet the same qualifications as the Chairwoman and be subject to the same conditions as the National Chairwoman.

- a. Shall assist the National Chairwoman in every manner in which she is called to do so.
- b. Shall perform the duties and functions of the National Chairwoman in the absence or illness of the Chairwoman or at the request of the Chairwoman.
- c. Shall exercise such other powers and perform such other duties and functions as normally fall within the scope of her position.
- d. Any vacancy in this office shall be filled by the next officer in the numerical line of succession.

8. National/State/Local Chapter Women's Secretary

She shall meet the same qualifications and be subject to the same conditions as the Chairwoman. She shall be subject to the five year or three-year membership requirement.

- a. Her duties will be to record the minutes of all sessions of the Women's meetings; copies of the minutes shall be sent to the Women's Board thirty (30) days after the meetings.
- b. All minutes shall be read for approval at the next meeting. In the event a vacancy occurs in such position and the Conference is not in session, the Chairwoman shall appoint an Interim Secretary to serve until the next Conference or Local Chapter election, at which time one can be elected.

9. National/State/Local Chapter/Women's Treasurer

She shall meet the same qualifications and be subject to the same conditions as the Chairwoman. She shall be subject to the five-year or three-year membership requirement.

- a. Shall be the custodian and the one responsible for all funds of the women's fundraising projects and the Educational Achievement Scholarship account.
- b. Shall be responsible for disbursement of expenses and payment of said programs.
- c. Shall submit to an annual review/audit of the books.
- d. Shall be required to be bonded.
- e. She shall transfer to her successor in office, or anyone designated by the Chairwoman, all monies, securities, vouchers, ledger, receipts or any financial records or properties of the GI Forum Women in her possession or under her control, immediately upon change of administration.
- f. Shall explain to her successor the recordkeeping methods used.
- g. In the event a vacancy occurs in such position and the Conference is not in session, the Chairwoman shall appoint an Interim Treasurer to serve until the next Conference or Local Chapter election, at which time one can be elected.

10. National/State/Local Chapter Women's Sergeant of Arms

The Women's Sergeant at Arms must meet the same qualifications as the Chairwoman and be subject to the same conditions as the Chairwoman except for term requirement.

- a. Shall maintain order and enforce any floor rules under the direction of the Chairwoman or presiding officer at all Women's meetings.
- b. Shall serve at the will of the Chairwoman.
- c. Shall have the power to deputize other persons to help maintain order and enforce floor rules, at the direction of the Chairwoman.

11. National/State/Local Chapter Youth Chair

The National Youth Chair, whether male or female, must fulfill the qualifications of Article 5, C. GI Forum Youth Chapter, of the Constitution. He/she shall be a U.S. Citizen and between the ages of 17 and 21 and must have been a member for two (2) years in good standing.

- a. He/she shall attend all Board meetings. If the Youth Chair is unable to attend a Board meeting, succession of Youth officers shall be followed until one is found that can attend.
- b. The powers, functions and duties of this office shall be the same in relation to the Commander to the entire organization, except that the person filling this office is subject to the supervision of the Commander, the Chairwoman and the Youth Advisor.
- c. Any issue or conflict arising between him/her and the Commander shall be resolved by the National Board, but until such matter is resolved, such officer shall abide by the supervision of the Commander, Chairwoman, and Youth Advisor.
- d. Vacancy in this office shall be filled by the Vice-Youth Chair for the unexpired term.

12. National/State/Local Chapter Youth Vice Chair

He/she shall meet the same qualifications and be subject to the same conditions as the Youth Chair.

- a. He/she shall assist the National Youth Chair in every manner in which they are called to do so.
- b. Shall perform the duties and functions of the National Youth Chair in the absence or illness of the latter or at the request of the National Youth Chair.

- c. Shall exercise such other powers and perform such other duties and functions as normally fall within the scope of their office.
- d. Any vacancy in this office shall be filled by the next officer in the numerical line of succession.

13. National/State/Local Chapter Youth Secretary

He/she shall meet the same qualifications and be subject to the same conditions as the Youth Chair.

- a. He/she shall record the minutes of all sessions of the Youth meetings.
- b. Shall print and submit the minutes to the Chair and other officers within thirty (30) days of any meeting.
- c. In the event a vacancy occurs in such position and the Conference is not in session, the Youth Chair with the guidance of the Youth Advisor shall appoint an Interim Secretary to serve until the next Conference or Local Chapter election, at which time one can be elected.

14. National/State/Local Chapter Youth Treasurer

He/she shall meet the same qualifications and be subject to the same conditions as the Youth Chair.

- a. He/she shall be the custodian and the one responsible for all national youth fundraising projects.
- b. He/she shall be under the supervision of the Youth Advisor and Women's Treasurer.
- c. In the event a vacancy occurs in such position and the Conference is not in session, the Youth Chair with the guidance of the Youth Advisor and Women's Treasurer shall appoint an Interim Treasurer to serve until the next Conference or Local Chapter election, at which time one can be elected.

15. National/State/Local Chapter Youth Sergeant of Arms – The Youth Sergeant at Arms must meet the same qualifications and be subject to the same conditions as the Youth Chair.

- a. Shall maintain order and enforce any floor rules under the direction of the Youth Chair or presiding officer at all Youth meetings.

- b. At the direction of the Youth Advisor and Youth Chair, shall have the power to deputize other persons to help maintain order and enforce floor rules.

D. NATIONAL/STATE/LOCAL CHAPTER OFFICERS -APPOINTED

1. National Chaplain

The National Chaplain shall be appointed by the National Commander and must meet their same qualifications. The Chaplain shall be a member in good standing. The Chaplain shall not be subject to the five and three (5 and 3) year State and Local office requirement. The Chaplain shall serve at the will of the Commander. If possible, the Chaplain should be a duly ordained Minister or Priest. The Chaplain shall render the Official Prayer Invocation and Benediction at the Conference and Board meetings when present. The Chaplain shall also look after the spiritual welfare and guidance of AGIF-US and of the officers and members.

2. National/State/Local Chapter Parliamentarian

Parliamentarian shall be appointed by the Commander and must meet their same qualifications. The Parliamentarian shall be a member in good standing, and shall not be subject to the five and three (5 and 3) year State and Local office requirement. The Parliamentarian shall be the person in charge of keeping parliamentary order in all meetings of the AGIF and of the Board. It would be advisable that the Parliamentarian be a lawyer. This person's rulings on any parliamentary law and procedure issue arising during business of AGIF shall govern unless and until they are overruled by a 2/3 vote of the members present and voting whichever way a vote is taken in accordance with these Bylaws. The Parliamentarian shall serve at the will of the Commander. The Parliamentarian shall have a voice and vote at all gatherings of the AGIF, AGIF gatherings in their own State, their own Regional/District AGIF level gatherings and in their own Chapter.

3. National/State/Local Chapter Legal Advisor

The Legal Advisor shall be appointed by the Commander as soon as practical following election of the Commander. The Legal Advisor must meet the same qualifications as the Commander and shall be a member in good standing. Legal Advisors shall not be subject to the

five and three (5 and 3) year State and Local office requirement. The position shall be filled by a lawyer in good standing with their State Bar Association and shall serve at the will of the Commander.

- a. The Legal Advisor may attend all meetings of the AGIF, the Board and all AGIF Organization(s) and Board of Directors meetings of AGIF gatherings in any state where the AGIF may have an AGIF Organization(s).
- b. Shall counsel the AGIF-US on all legal transactions.
- c. Any litigation concerning the AGIF-US and/or AGIF Organizations will be reviewed by the National Board for jurisdiction and representation of legal counsel.
- d. The Legal Advisor will advise the National Commander on issues involving State Organizations and Local Chapters and participate in selecting legal counsel in the state where any litigation is filed.
- e. The Legal Advisor shall have a voice and a vote at the Conference and in all AGIF gatherings of their own AGIF Organization(s) except during a closed session of the National Board.

4. National/State/Local Chapter Women's Chaplain

The National Women's Chaplain shall be appointed by the Chairwoman and must meet the same qualifications as the Chairwoman and be subject to the same conditions as the Chairwoman with the exception of term requirement. She shall also look after the spiritual welfare and guidance of the members during the women's meetings. The National Women's Chaplain shall serve at the will of the Chairwoman. She shall fill in for the Forum Chaplain as needed.

5. National/State/Local Chapter Women's Parliamentarian

The National Women's Parliamentarian shall be appointed by the Chairwoman and must meet the same qualifications as the Chairwoman and be subject to the same conditions as the National Chairwoman with the exception of term requirement.

- a. She shall be in charge of keeping parliamentary order in all the women's meetings of the AGIF. Her rulings on any parliamentary law and procedure issue arising in the course of business of the Women's meetings shall govern unless and until they are overruled by a 2/3 vote

of the members present and voting; however, a vote is taken in accordance with this Bylaws.

- b. The Women's Parliamentarian shall serve at the will of the Chairwoman.

6. National/State/Local Chapter Youth Chaplain

The Youth Chaplain shall be appointed by the Youth Chair and must meet the same qualifications as the Youth Chair and be subject to the same conditions as the Youth Chair with the exception of the term requirement.

- a. They shall also look after the spiritual welfare and guidance of the members during the youth meetings.
- b. The Youth Chaplain shall serve at the will of the Youth Advisor and Youth Chair.

7. National/State/Local Chapter Youth Parliamentarian

The Youth Parliamentarian shall be appointed by the Youth Chair with approval of the Youth advisor and must meet the same qualifications as the Youth Chair and be subject to the same conditions as the Youth Chair with the exception of the term requirement.

- a. He/she shall be in charge of keeping parliamentary order in all the youth meetings of the AGIF.
- b. His/her rulings on any parliamentary law and procedure issue arising in the course of business of the Youth meetings shall govern unless and until they are overruled by a 2/3 vote of the members present and voting.
- c. The National Youth Parliamentarian shall serve at the will of the Youth Advisor and Youth Chair.

8. National/State/Local Chapter Youth Advisor

The Youth Advisor shall be selected by the Youth Chair in agreement with the Commander and Chairwoman.

- a. He/she shall serve or have served as a local, state or national officer and be familiar with the AGIF-US Constitution.
- b. He/she shall advise the Youth Chair, their officers and members on issues pertaining to the youth.
- c. He/she shall inform the Commander and Chairwoman of any concerns or changes pertaining to the Youth.
- d. He/she shall serve at the will of the National Youth Chair.

- e. Shall be responsible for all Youth funds.
- f. Shall have quarterly Virtual meetings with the youth of the various states that have youth chapters.

ARTICLE 13: COMMITTEES AND BOARDS

The Board may establish committees, for a limited purpose, abolish committees, change personnel within a committee and determine the jurisdiction of committees, subject to the provisions of this Article and guided by the direction of the National Conference.

A. National Advisory Committee – An AGIF National Advisory Committee, composed of all past National Commanders, National Chairwomen, and National Youth Chairs is hereby created. Its main function shall be to counsel and guide incoming AGIF-US Officers in order that fundamental AGIF-US policies and objectives are continued. The National Commander and other national officers shall seek the counsel of such Committee whenever basic policy decisions affecting the entire AGIF-US Organization(s) are to be made without time being available for submitting such issues to the National Board or the National Conference. This Committee; however, shall have no veto or voting powers.

B. National Board Membership

The National Commander has the right to appoint AGIF-US members in good standing to the following organizations listed below. The appointed members will participate at all National, State, and Local gatherings by providing a report to our membership about the appointed organization. If the members in the following committees fail to provide a report, they will be automatically removed from the organization to which they have been appointed.

1. SER Jobs for Progress National, Inc. - allowed five (5) members, AGIF members must apply to SER and are selected by SER.
2. VA Veterans Committee in Washington D.C. - allowed two (2) per organization.
3. Hispanic Association on Corporate Responsibility (HACR) – National Commander and National Chairwoman - allowed two (2).

4. National Hispanic Leadership Agenda (NHLA) – National Commander and National Chairwoman – allowed two (2).
5. National Veterans Outreach Program (NVOP) – the NVOP Board will select the members.

To avoid any apparent partiality, obligation or conflict of interest, any member employed by the AGIF, NVOP, SER or any similar or successor organization, shall not be eligible to vote for the AGIF National Commander, the National Chairwoman, and the National Youth Chair.

ARTICLE 14: NATIONAL OFFICE

The AGIF National Office of the AGIF-US shall be located at a site selected by the National Board. All financial, administrative and other records of the AGIF-US shall be kept at such office and shall be in the care of an AGIF member to be entitled as National Executive Officer, as the National Board may choose, and they shall be bonded at the cost of the AGIF-US. Mailing lists and other confidential material and records of the AGIF Organization(s) will not be released to any person or entity except by authorization of the National Board. The National Board alone shall appropriate such monies as are necessary for the proper administration of such office, keeping in mind personnel salaries, subject to submission of an annual accounting and budget.

ARTICLE 15: NATIONAL PUBLICATION

The National Board and/or the National Conference shall have the authority to provide for an electronic publication of all official newsletters for the AGIF-US.

ARTICLE 16: FINANCES

A. Calendar – The calendar year of the AGIF-US and AGIF organizations shall be established as the calendar year from January 1st to December 31st of each year. (Coincide with the annual elections to assist with the transition when there is a newly elected Treasurer)

B. Annual Operating Budget – With the recommendation of the Finance Committee, the National Board shall adopt an annual operating budget.

C. Accounting Procedures – Bank Signature Cards – The National Treasurer and the National Executive Officer or the Commander’s designee shall utilize accounting procedures and fiscal procedures in preparation of financial statements and financial reports that conform to generally accepted accounting principles as recommended by the American Institute of Certified Public Accountants. It shall be required that in all AGIF-US banks or financial bank accounts at any AGIF level, at least two (2) signatures shall be required on all documents used to pay, withdraw funds or debit AGIF-US accounts. The signatures shall include the Treasurer and Commander or Vice-Commander; and officers must not be related. The above applies to all AGIF Organization(s).

D. Annual Audit – The financial accounts of the AGIF-US shall have an annual audit by a certified public accountant who shall give a report to the National Board. *Reference Public Law 105-231, 36 USC app. 5910. Sec.11. Audit of Financial Transactions.*

The financial accounts of AGIF Organizations, whose gross income is more than \$50,000 shall have their accounts reviewed by a certified public accountant who shall give a report to their AGIF Organization and to the AGIF State Board.

AGIF Organizations whose gross income is less than \$50,000 shall have a financial review annually by a Finance Committee with at least one non-member that has accounting experience, who shall give a report to their AGIF Organization and to the AGIF State Board.

The AGIF-US and all AGIF Organization(s) will keep receipts for all purchases and expenditures for a five (5) year period, or as required by law.

E. Annual Report of Activities – State Organization(s) shall submit an electronic report outlining the activities of the state including information from all Local Chapters during the preceding fiscal year to the National Office annually.

F. National Budget – The National Treasurer/ National Office or the Commander’s designee shall present a proposed budget at the Mid-Year

National Conference of anticipated income and expenses for the AGIF-US for the fiscal year.

ARTICLE 17: THE INTERRELATIONSHIP OF AGIF ORGANIZATION(S) – NONPROFIT CORPORATE REQUIREMENTS – PROPERTY TITLES

Every AGIF Organization(s) beneath the AGIF-US level shall be affiliated with AGIF Organization(s) and AGIF Chapters beneath the State level shall be affiliated of their respective State AGIF Organization(s) as well. All shall be subject to follow the Constitution, the Bylaws, and the Policies, Practices, and Procedures Manual. The relationship of all AGIF Organization(s) shall be exclusively to help pursue the Purpose clauses of the Constitution and all AGIF Organization(s) shall be autonomous and shall be individually responsible for any civil liability or criminal penalty incurred by them.

The AGIF National, State, At-Large and Washington, D.C Chapter, shall be required to operate under a non-profit corporate entity and all AGIF Organization(s) at any level engaged in the operation of or which shall operate a hall for a meeting and/or recreational purposes (such as bingos, dances, social programs, and sports) or which shall operate a bar providing beverages and/or food shall immediately have to achieve non-profit corporate status, or they shall not operate under the AGIF name. No operation under the AGIF name shall exist for the personal monetary gain of AGIF members.

All AGIF Organization(s) shall file an IRS 990 tax form as determined by IRS criteria (post card form under \$50,000 annually) each year and shall report to their state the local chapter name and Employer Identification Number (EIN). See Glossary for definitions of 501 (c)(4) and 501 (c)(3).

ARTICLE 18: TITLE TO AGIF PROPERTY

A. The National and/or State Executive Board, after notice and hearing, may cancel, suspend or revoke the Charter of an AGIF organization for any good and sufficient cause.

- B.** If the AGIF Organization fails to meet obligations imposed by the Constitution, Bylaws, and the AGIF Policies, Practices, and Procedures Manual; or ceases to function for six (6) months as an AGIF Chapter, or voluntarily ceases to function as an organization by refusing to pay dues or upon an order by the AGIF-US to surrender its Charter for good and sufficient cause; immediate steps shall be taken for revocation, suspension, or cancellation of the Charter.
- C.** When an AGIF Chapter ceases to exist or is dissolved by its own accord or due to any good or sufficient cause; the AGIF-US shall revoke the Charter of the AGIF Chapter. On the revocation of an AGIF Charter by the AGIF-US, the AGIF Chapter may request reinstatement of their Charter within sixty (60) days, then the laws of the State where the AGIF Organization is situated shall apply as to disposition of organizational real estate and financial assets.
- D.** The National and/or State Executive Board in which the AGIF Chapter is situated is authorized and will be empowered to take possession, custody and control of the Charter, all records, property, and assets of the organization that was obtained while the AGIF Chapter was operating under the name of the American GI Forum, including the use of its 501(c)(4) status.
- E.** It will be the responsibility of the National and/or State Executive Board whether to seek disposition of the assets of the defunct AGIF Organization.

ARTICLE 19: GENERAL PROVISIONS

A. BASIC DOCUMENT

AGIF Constitution, Bylaws, and Policies, Practices, and Procedures Manual, adopted at the AGIF-US level, shall be the laws governing, all State AGIF Organization(s), At-Large AGIF Organization(s) and all Local, District/Regional AGIF Organization(s.)

B. NEPOTISM CLAUSE

No national officer, member of the National Board of Directors or member of a AGIF Organization shall vote or participate verbally in any manner in

the naming or selection of any officer who is related to them within the third degree by blood or marriage to a position for pay or compensation in AGIF-US nor shall such person vote or participate verbally in any manner on any issue affecting such a position.

If any officer or member in a National, State, or local AGIF Organization(s) is related within the third degree by blood or marriage, they shall recuse themselves from the decision-making process because of personal interest or unfairness. This is to avoid impropriety and the appearance of impropriety.

A Veteran and spouse or significant other shall not both be elected as Commander and Chairwoman on the Board of Directors. A Veteran shall not sit as Commander on both National and State Board of Directors simultaneously.

C. CONFLICT OF INTEREST

The American GI Forum officers and board members are entrusted to avoid the appearance of a conflict of interest. A conflict of interest occurs when a board member allows personal gain either or indirect to influence their judgment or action in the fulfillment of their duties and responsibilities.

A board member or officer's conduct shall be fair, impartial, and impersonal. A board member or officer shall act in a manner that is above reproach and always in the best interest of the AGIF-US. A board member or officer who believes there may be a conflict of interest shall disclose the situation to the Chair of the Ethics Committee who will take appropriate action to ensure the AGIF-US's best interests are protected. The situation shall be reported to the AGIF-US board for final determination. Nepotism is considered a Conflict of Interest. (Reference: Appendix E)

ARTICLE 20: RULES OF PROCEDURE

The Constitution, Bylaws and Policies, Practices, and Procedures Manual are the governing documents and shall serve as the rules of procedures at all meetings of AGIF-US and AGIF Organization(s.)

ARTICLE 21: POLITICAL ENDORSEMENT PROHIBITED

- A.** While This Organization seeks the participation of all citizens as individuals in political affairs, it is forbidden of all officers and members of AGIF-US and of all AGIF Organization(s) at every level to use the name “American GI Forum,” or any other derivative or abbreviation of the same, for the support of any candidate for public office or political party.
- B.** Letterheads, emblems, hats, shirts, pins, and other insignia or material identified with the AGIF-US or AGIF Organizations shall not be used by any member or by any AGIF Organization(s) when participating in political events as individuals. Members of the AGIF-US will do their utmost not to be Identified politically as officers or members of AGIF-US. Do not take pictures with political candidates while wearing any of the above listed items, when they are campaigning for elections.

ARTICLE 22: POWERS OF STATE AND LOCAL ORGANIZATIONS

A. BYLAWS AND POLICIES AND PROCEDURES MANUAL

All State, Local AGIF Organization(s) and At-Large AGIF Organization(s) shall adopt and follow the Constitution; Bylaws; and Policies, Practices, and Procedures Manual of AGIF-US as their own Governing Documents. **Nothing shall conflict expressly or in substance with the provisions of the AGIF-US Constitution, AGIF-US Bylaws, AGIF-US Policies Practices, and Procedures Manual, and Appendices.**

B. FUNDRAISING

AGIF Organization(s) shall have the power to raise money by dues, projects and by other lawful means for their own purposes and to set up their own procedures for contests and other fundraising functions within their jurisdiction and activities. Accounting procedures must be implemented including receipts for all expenditures and records of all income earned and donations received. Complete reports must be presented to the Chapter membership and State Board.

C. LOCAL ELECTIONS

All Local AGIF Chapters shall elect their officers no later than the month of January of each year and notify their respective state officers of the names, addresses, zip code, phone numbers, and email address of each member and newly elected officers. The State Office will notify the National Office of the newly elected officers contact information by January 31st. All records that include members’ personal information shall be kept confidential and shall not be released to the public or any other member.

D. STATE ELECTIONS

All State AGIF Chapters shall elect their officers at least thirty (30) days prior to the AGIF State Conference and notify the National Office of the names, addresses, zip codes, phone numbers, and email address of the elected officers. At least two-thirds of the chapters must be in attendance to hold elections. (Example: 3 chapters in state; at least 2 chapters must be in attendance.) State Officers shall keep members personal information confidential.

E. BOOKS AND RECORDS OF ACCOUNT

AGIF-US and each AGIF Organization(s) shall keep correct and complete books and records of account and minutes of any proceeding of their organization involving any of its members, the Board of Directors or any committee having authority under the Board of Directors.

F. RIGHT TO INSPECT BOOKS AND RECORDS

All books and records of the corporation may be inspected by any member in good standing, having the right to vote in any proceeding of the corporation, or by any agent or attorney of such member, for any proper purpose at any reasonable time.

The right to inspect books shall follow these guidelines:

1. A member in good standing can only review books and records concerning their own chapter.
2. The member cannot be involved in any litigation involving the AGIF-US or AGIF Organization.

3. The member shall provide a 2-week notice to the AGIF Secretary, who will notify the Board.
4. The member shall indicate in their notice as to what records they are interested in reviewing.
5. The member shall pay a reasonable administrative fee for review of records.
6. No copies or photographs shall be made by the member unless there is a court order requiring the production of records.
7. An AGIF officer and member of the organization shall be always present during the requested review.
8. No records older than five (5) years may be reviewed.

G. APPLICATION OF STATE LAW

This section may not be construed to contravene any applicable State law.

ARTICLE 23: BYLAWS

The Bylaws shall be revised as needed by a Constitution Committee appointed by the National Commander and National Chairwoman with approval by the National Board. The Bylaws shall be reviewed annually by the committee appointed above.

ARTICLE 24: REVISION PROCEDURE SECTION

These Bylaws shall be reviewed by the Constitution Committee on an annual basis, and they will be responsible for minor revisions. Any proposed minor revisions will be submitted and reviewed at the Mid-Year Conference by the National Board.

Proposed additions/revisions to these Bylaws, must first be submitted to the National Legal Advisor, the National Parliamentarian and the National Commander. The three (3) named officers shall decide whether the proposed Text is in proper form. They shall be free to suggest and/or aid in re-writing, if necessary.

Within thirty (30) days the Text shall be sent to the Chair of the Constitution Committee who will send the Text to all legally chartered chapters within State Organizations of the AGIF – US and At-Large Chapters for their review.

The AGIF State Board of Directors must adopt the Text in principle by simple majority vote of members present (50% plus one) of their voting membership.

Next, the AGIF State Board of Directors shall send the results of their State vote to the chair of the Constitution Committee within twenty (20) days. The Chair of the Constitution Committee will forward the Text and the State Vote results to the committee and to each member of the AGIF National 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 in part or in whole. Adoption must carry by two-third (2/3) vote of Board.

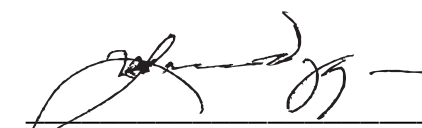
Finally, the Text shall be presented to the ensuing AGIF National Conference, which shall consider the Text. Upon approval of the Text by a two-third (2/3) vote of said National Conference, the National Commander shall pronounce the Text as approved in final form.

ARTICLE 25: ENACTING AND REPEALING PROVISION

When these Bylaws of the AGIF-US are approved by the National Conference, they shall supersede past Bylaws approved by the National Board of Directors or National Conference or AGIF-US and AGIF Organization(s).

All previous existing Bylaws are null and void upon approval of these Bylaws.

ADOPTED by the AGIF-US on this 27th day of July 2022 at the National Conference gathered in Colorado Springs, Colorado.



Luis Vazquez-Contes
AGIF-US National Commander



Greg Nichols
AGIF-US National Secretary

Leona Flores, Chairperson - Michigan

Angel Zuniga, Vice-Chairperson - Texas

Barbara Olivas, Committee Member – Kansas

Deb Galvan, Committee Member – Nebraska

Dolores M. Martinez, Committee Member – Colorado

Ernesto Hernandez, Committee Member - Washington, D.C.

Fernando Rodriguez, Committee Member - Wisconsin

AGIF-US GLOSSARY

1. **501 (C) (3)** – Organizations organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, or other specified purposes that meet certain other requirements are tax exempt under Internal Revenue Code Section 501 (c) (3.)
2. **501 (C) (4)** – Internal Revenue Code section 501 (c) (4) provides for exemption under social welfare organizations. An IRC 501 (c) (4) a veterans’ organization must be organized as a not-for-profit organization and operated exclusively for social welfare purposes. Its primary activities must promote the common good and general welfare of the people of the community. Social welfare activities do not include social, political or business activities. The net earnings of an IRC 501 (c) (4) organization may not be used for private purposes or to benefit private individuals (inurement).
3. **5 Years/3 Years Qualification for Commanders and Chairwomen** – For a Veteran to qualify to be Commander at any level of the AGIF-US or AGIF Organization(s) this person must have been a member in good standing for a minimum of five (5) years preceding the election. If the person has held a State Office or a National Office in the AGIF-US for at least two (2) years, the five (5) year requirement shall be reduced to three (3) years.
4. **AGIF/GI Forum** - shall refer to the American GI Forum in a general sense.
5. **AGIF-US/AGIF National Organization** - shall refer more specifically to the national organization, American GI Forum of the United States.
6. **AGIF-(name of State) Organization (such as California)** – shall reference to the particular statewide AGIF Organizations named in the Bylaws.
7. **AGIF Chapters** – shall have reference to all AGIF Local Chapters, including At-Large Chapters, Regional, District, and also shall reference to a particular Chapter, whether GI Forum, GI Forum Women, or GI Forum Youth, when so named.

8. **AGIF National Conference or National Conference** – shall have reference to what has been known as the **National Convention**. Because the gathering offers an opportunity to members of the AGIF from all Organization levels for an exchange of ideas on veterans, social, educational and economic issues; for workshops which include Youth Leadership; for dialogue oral and written; for floor debate; and for the practical use of parliamentary law procedures. The gathering can be referred to as The AGIF National Training and Educational Conference; however, the gathering may be referred to as simply, the National Conference.
9. **AGIF Organization(s)** – shall have reference to all AGIF local Chapters and State Organization(s), At-Large Chapters, and Regional and District Organization of the GI Forum, GI Forum Women, or GI Forum Youth.
10. **At-Large AGIF Organizations** – shall have reference to individual charters within a state, which does not have the required number of three (3) of Local GI Forum chartered chapters.
11. **Benefit or Inurement** – prohibits the use of income or assets of a tax-exempt Organization to directly or indirectly unduly benefit an individual or other person that has a close relationship with the organization or is able to exercise significant control over the organization.
12. **Chapter Board of Directors or Local Chapter Board** - shall consist of all AGIF elected officers of any local level chapter.
13. **Good Standing** – This refers to the status of a member within the AGIF-US or AGIF Organization who has paid their dues and who abides by the purpose of the organization abiding by the Constitution, Bylaws, and Policies, Practices, and Procedures Manual.
14. **Governing Documents** – The Governing Documents for the AGIF-US and AGIF Organization(s) are the AGIF-US Constitution; AGIF-US Bylaws; and Policies, Practices, and Procedures Manual.
15. **Inurement or Benefit** – prohibits the use of income or assets of a tax-exempt organization to directly or indirectly unduly benefit an individual or other

person that has a close relationship with the organization or is able to exercise significant control over the organization.

16. **Issue** – shall reference controversy or matter in dispute which would ordinarily be settled by a vote taken or by agreement. It shall not reference an election of a candidate for AGIF office.
17. **Limited Constitutional Democracy** – any central government in which that government's powers over the people are limited by a written or otherwise agreed to constitution or overriding rule of law.
18. **Local AGIF Organizations or Local** - shall have reference to all the various or particular AGIF Chapters or At-Large Chapters, in the various cities or communities, as well as to any District or Regional, if any, or to particular AGIF groups, depending on contextual use.
19. **National Board**- shall consist of elected AGIF National Officers, as well as all State GI Forum Commanders, State GI Forum Chairwomen, and State GI Forum Youth Chairs.
20. **National Executive Board** – shall consist of elected AGIF National GI Forum Officers, National GI Forum Women Officers and the National GI Forum Youth Chair.
21. **National Executive Director or Executive Director** – shall have reference to the AGIF National Executive Director or to anyone with a similar title or position.
22. **National Office** – Shall have reference to the designated headquarters of the AGIF-US, wherever it is located.
23. **PP&PM** – Policies, Practices, and Procedures Manual.
24. **Present and Voting** – shall have reference to votes actually cast by whatever number of delegates or members are physically present on the floor and qualified to vote under the rules set out in the Bylaws, and whatever rules are in effect at any AGIF Conference, meeting or gathering, provided such rules are not in conflict with the Bylaws. No proxy voting allowed.

25. Quorum – The quorum required for all AGIF-US meetings shall be a majority of elected officers to the National Board to legally transact business (Simple majority of Executive Board (50% plus 1) of elected State Officers.) All in the meeting shall be in good standing.

The quorum required for AGIF State meetings shall be the majority of elected officers to the State Board to legally transact business. (State Officers and the 50% plus one of the Chapter officers – (chapter commanders, chapter chairwomen, and chapter youth chairs for all chapters in the State.) All members in the meeting shall be in good standing.

The quorum for AGIF Local, Regional, District, and At-Large Chapters' meetings is three (3) officers and five (5) members in good standing at the meeting to legally conduct business.

26. Recuse – to withdraw from the decision-making process because of personal interests or unfairness

27. State AGIF Organization(s) – shall have reference to all, or any particular State AGIF Organization, when so named.

28. State Board of Directors or State Board – shall consist of all AGIF elected state level officers, as well as Local Commanders, Local Chairwomen, and Local Youth Chairs.

29. Suspended – Officially prohibits (someone) from holding their usual post or carrying on their usual role for a particular length of time. For example, two officers were suspended from the AGIF-US pending the outcome of the investigation.

30. Tenet – the principles and purposes of the AGIF Organization held in common by members of the organization.

31. Third Degree of Relationship – The following persons are relatives within the third degree of relationship: great-grandparent, grandparent, parent, uncle, aunt, brother, sister, child, grandchild, great-grandchild, nephew, or niece.

32. This Organization – shall refer to the American GI Forum of the United States.

33. Virtual Meetings – a meeting held using an electronic program such as Zoom, Skype, Duo, or Face Time which allows the participants to see and hear each other and makes it possible to do a roll call of participants. A virtual meeting is a legal meeting where participants are allowed to vote.



NOTES

[illegible]



NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

POLICIES, PRACTICES, AND PROCEDURES MANUAL

**OF THE
AMERICAN GI FORUM OF THE UNITED STATES**

Founded: March 26, 1948



“Education is our Freedom and Freedom Should be Everybody’s Business”

Copyright © AGIF-US 2022

**POLICIES, PRACTICES, AND PROCEDURES
MANUAL (PP&PM)
of the
American GI Forum of the United States (AGIF-US) and
State, Local, Regional, District, At-Large
AGIF Organization(S)**

TABLE OF CONTENTS

Introduction.Page 4

Section 1. Powers of the AGIF-US and AGIF Organization(s) Page 4

A. Organizational Charts– Reference Appendix B-1, B-2, B-3. . . . Page 5

B. Membership. Page 5

C. Mission and Goals. Page 5

POLICIES

Section 2. Code of Ethics. Page 6

A. Conflict of Interest – Reference Appendix E. Page 6

B. Sexual Harassment. Page 6

C. Whistleblower Policy– Reference Appendix I. Page 6

D. Nepotism. Page 7

Section 3. Code of Conduct. Page 7

A. Conference Dress Code Policy – Reference Appendix F Page 7

B. Document Retention and Destruction Policy –
Reference AppendixPage 8

C. Member Confidentiality Policy – Reference Appendix H.Page 8

D. Communication Policy– Reference Appendix JPage 8

PRACTICES

**Section 4. Local and State Chapter Adoption of National Constitution,
Bylaws and Policy, Practice and Procedure Manual.** Page 9

Section 5. AGIF-US Standing Committees
A. Constitution Committee. Page 9
B. Ethics Committee. Page 9

Section 6. Contracted Positions
A. National Executive Director.Page 9
B. National Executive Officer.Page 10
C. Conference Coordinator.Page 11

PROCEDURES

Section 7. Charter, Assessments, Loss of Charters, Reports and Records
A. ChartersPage 12
B. Failure to Forward Charter Applications Page 14
C. Charter Renewal Fee Page 15
D. Other Contributions or AssessmentsPage 15
E. Reports to National Office.Page 16
F. Loss of Charter Page 17
G. Retention of RecordsPage 17

Section 8. AGIF-US MeetingPage 18

Section 9. Attendance at AGIF-US MeetingsPage 20

Section 10. Committees at the Conferences and Responsibilities
A. Committees and Conferences Page 20
B. Committee Chair Appointments.Page 21
C. Committee Chair ResponsibilitiesPage 21
D. Awards Committee Responsibility Page 22
E. Resolutions Committee ResponsibilityPage 23

F. Credentials Committee Responsibility Page 23
G. Nominations Committee Responsibility Page 24
H. Finance Committee Responsibility. Page 25

Section 11. Suspension, Removal from Office, or Expulsion Procedures

A. Progressive Discipline.Page 25
B. Complaint.Page 26
C. Presentation of Charges. Page 29
D. AGIF-US Organization(s) Chapters Complaints.Page 29
E. National, State, and Local Investigation of Charges and
Mediation.Page 30
F. The Hearing, Hearing At All Levels Page 32
Witnesses and Exhibits. Page 34
Conclusion of Hearing and Findings. Page 35
G. National Board Decision Page 36
D. State Decision Appeal to National Board Page 36
E. Reinstatement to the AGIF Organization(s). Page 37

Section 12. Revising the Policies, Practices and Procedure Manual. . .Page 38

Section 13. Enacting and Repealing Provision.Page 39

AGIF-US Glossary.Page 41-45

Appendices of Organizational DocumentsPage 1-4

**AGIF-US AND AGIF ORGANIZATION(S)
POLICIES, PRACTICES, AND PROCEDURES MANUAL (PP&PM)**

INTRODUCTION

This Policies, Practices, and Procedures Manual was created to guide the American GI Forum of the United States and the American GI Forum Organization(s) to function in an organized and cohesive manner in good faith and in fair dealings. All AGIF Organization(s) should be operating in the same manner and with the same purpose.

The Constitutional Committee of the American GI Forum US (AGIF-US) has developed the following policies, practices, and procedures by virtue of the Constitution and Bylaws of the organization.

The purpose of this Policies, Practices, and Procedures Manual (PP&PM) is to serve as a reference tool to guide directors, officers, and members in the administration of the organizations' everyday operations and to acquaint members with the information they need to understand those policies, practices, and procedures.

The National Board shall make ordinary and administrative type decisions such as those affecting practices and procedures or basic policy at the national level without National Conference approval. Since it is not possible to anticipate every situation that may arise in the organization or to provide information that answers every question, circumstances will undoubtedly require that policies, practices, and procedures will change from time-to-time.

The AGIF-US reserves the right to modify, supplement, or rescind any of its policies, practices, and procedures at any time by a two-thirds (2/3) vote of the National Board present.

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), State AGIF

Organization(s) appeal(s) taken under this PP&PM (Section 11: A through I) on which a vote is taken, which shall carry by a simple majority of those present (50% plus one) of the National Board will be final.

A. ORGANIZATIONAL CHARTS FOR LOCAL, STATE, AND NATIONAL:

See attached Organization Charts that are in the Appendix of the Policies, Practices and Procedures Manual. (Reference: Appendix B-1, B-2, and B-3.)

B. MEMBERSHIP

Eligibility for membership in the organization and the rights and privileges of members shall be as provided in the Constitution and Bylaws. The organization has the power to enact laws governing the admission of members and to prescribe the necessary qualification for membership. Admission to the organization is a matter within the complete and exclusive purview of the organization. An organization has the right to select its members. Membership in the organization is not a constitutional right, but simply a privilege. It is a privilege which may be given or withheld. (Reference: Constitution of the AGIF-US, Art.5, Sec.2.)

C. MISSION AND GOALS

1. The Executive Board (both National and State) should meet at least four (4) times a year to prepare for the quarterly meetings.
2. The Mission Statement needs to be prepared at the first meeting of the National and State.
3. Goals and mission statement should be the main discussions when the forum, women, and youth of both National and State meet for the first time.

POLICIES

SECTION 2. CODE OF ETHICS

A. Conflict of Interest

The American GI Forum officers and board members are entrusted to avoid the appearance of a conflict of interest. A conflict of interest occurs when a board member allows personal gain either direct or indirect to influence their judgment or action in the fulfillment of their duties and responsibilities. (Reference: Appendix E – Conflict of Interest Policy and Acknowledgement.)

A board member or officer's conduct shall be fair, impartial, and impersonal. A board member or officer shall act in a manner that is above reproach and always in the best interest of the AGIF-US. A board member or officer who believes there may be a conflict of interest shall disclose the situation to the Chair of the Ethics Committee who will take appropriate action to ensure the AGIF-US's best interests are protected. The situation shall be reported to the AGIF-US board for final determination. Nepotism is considered a Conflict of Interest.

B. Sexual Harassment

The AGIF-US shall maintain a zero tolerance against sexual harassment. Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical or any conduct or other offensive unequal treatment of board members, officers, members, or recipients that would not occur except for the sex of those persons. All sexual harassment incidents shall be reported to the Chair of the Ethics Committee who will forward it to the members of the Ethics Committee for appropriate action.

C. Whistleblowers

All reports of abuse by an officer, board member, or member of the AGIF-US shall be reported to the Chair of the Ethics Committee. The Chair of the Ethics Committee shall form a committee of three (3) members of the general AGIF-US membership to review or investigate a complaint. The results of said review or investigation shall be reported to the Ethics Committee for appropriate action. All complaints are confidential. The complainant shall not be subject to any retaliation. (Reference: Appendix I - American GI Forum of the US Whistleblower Protection Policy.)

D. Nepotism

No national officer, member of the National Board of Directors or member of a AGIF Organization shall vote or participate verbally in any manner in the naming or selection of any officer who is related to them within the third degree by blood or marriage to a position for pay or compensation in AGIF-US nor shall such person vote or participate verbally in any manner on any issue affecting such a position.

If any officer or member in a National, State, or local AGIF Organization(s) is related within the third degree by blood or marriage, they must recuse themselves from the decision-making process because of personal interest or unfairness. This is to avoid impropriety and the appearance of impropriety.

A Veteran and spouse or significant other shall not both be elected as National or State Commander and Chairwoman on the Board of Directors. A Veteran shall not sit as Commander on both National and State Board of Directors simultaneously.

Section 3. CODE OF CONDUCT

A. Conference Dress Code Policy

To maintain an appropriate professional environment for our team members, sponsors, and guests, the American GI Forum of the United States (AGIF-US) maintains a business Dress Code Policy during National and State Conferences. This document serves as a non-exhaustive list of apparel that is and is not appropriate for the AGIF-US Conferences.

Commanders, Chairwomen, Youth Chairs, and elected officers have the responsibility to share this policy with the membership and explain the importance of proper attire at Conferences. The way that each member dresses and conducts themselves tells our guests how we respect the AGIF-US and our Founder; or shows disrespect if members inappropriately dress, as to cause a distraction on the Conference floor; put themselves in a potentially dangerous situation; or cause embarrassment to our guests. Commanders, Chairwomen, and elected officers have discretion to enforce the code in a fair reasonable, and consistent manner. Team members who

attend conference sessions dressed in a way that violates the policy may be asked to change their clothes. (Reference: Appendix F - Conference Dress Code Policy.)

B. Document Retention and Destruction Policy

This Policy applies to all records generated during the AGIF-US and AGIF Organization(s) operations, including both original documents and reproductions, and paper and electronic documents including records stored on computers, flash drives, and Cloud storage. See Appendix G - Document Retention and Destruction Policy and Attachment A, the AGIF-US and AGIF Organization(s) Record Retention Schedule, which sets forth the retention and disposal schedule for the AGIF-US and AGIF Organization(s) records. (Reference: Appendix G – Document Retention and Destruction Policy.)

C. Member Confidentiality Policy

It is essential that our members fully understand how to treat confidential information with the AGIF Organization(s). The Member Confidentiality Policy will ensure that everyone who is a member knows and complies with our expectations regarding sensitive organizational information. (Reference: Appendix H - Member Confidentiality Policy.)

D. Communications Policy

There are many modes of communication available to the AGIF Organization(s). The Communication Policy will ensure that all members will know what is expected of them in their daily communication within the organization and with other AGIF members and the public. Although we do have Freedom of Speech, we should never use speech to harm or threaten others. Harmful or threatening communication is not covered under the First Amendment of the Constitution of the United States and has zero tolerance within the AGIF-US and AGIF Organization(s). (Reference: Appendix J - Communications Policy.)

PRACTICES

SECTION 4. LOCAL AND STATE ORGANIZATION(S) ADOPTION OF NATIONAL CONSTITUTION, BYLAWS, AND POLICIES, PRACTICES, AND PROCEDURES MANUAL.

The National AGIF and all local and State AGIF Organization(s) shall abide and use these Constitution, Bylaws and the Policies, Practices and Procedures Manual (PP&PM), which will be known as the governing documents. All other documents are null and void.

SECTION 5: AGIF-US STANDING COMMITTEES

A. Constitution Committee

The PP&PM shall be revised as needed by the Constitution Committee, appointed by the National Commander and the National Chairwoman, with approval by the National Executive Board. The PP&PM shall be reviewed annually by the Constitution Committee, appointed above. The Constitution Committee will consist of six (6) members from different states.

B. Ethics Committee

The National Commander and National Chairwoman will appoint an Ethics Committee that will consist of the National Legal Advisor, National Parliamentarian, and three members who will be vetted by the National Board. They shall serve at the pleasure of the National Commander and National Chairwoman.

SECTION 6. CONTRACTED POSITIONS

A. National Executive Director

Qualifications and Process for the National Executive Director:

1. Position must be held by a Veteran and US citizen.
2. Preferred college graduate or experience commensurate with position.
3. National Executive Director will interview for the position.

4. National Executive Board will elect National Executive Director by a simple majority by those present (50% plus one).
5. National Executive Director shall refrain from any involvement in campaigns for electing National or State AGIF-US officers.
6. The National Executive Director will be subject to supervision and control by the National Executive Board.
7. 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 to all Board members. The National Board will then elect a National Executive Director by a simple majority of those present (50% plus one) through a written mailed ballot.
8. The Executive Director at National and/or State AGIF Organization(s) levels and any staff, shall refrain from any involvement in campaigns for electing National or State AGIF officers, and National and/or State Boards.
9. The National Executive Director will be subject to the supervision and control of the National Board and shall report 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.
10. The same or similar provisions on selection, conduct and dismissal of Executive Director(s) applicable in the AGIF-US level shall be applicable at the State AGIF level.
11. The performance of the Executive Director shall be reviewed yearly by the National Commander and National Chairwoman.
12. The Executive Director will serve at the pleasure of the National Commander and National Chairwoman.

B. National Executive Officer

1. When National Executive Director's position is vacant, all information will be sent to the National Executive Officer, where the National Executive Officer reviews, forwards, and submits the information to the proper channels.

2. The National Commander and National Chairwoman shall appoint the position of the National Executive Officer. The National Executive Officer will serve at the pleasure of the National Commander and National Chairwoman.

C. Conference Coordinator

1. The Conference Coordinator may be contracted to assist with the organization of the National and State Conference(s), including the solicitation of sponsors.
2. The Conference Coordinator must be approved by the National/State Board of Directors.
3. If a Conference Coordinator is contracted, they must sign a Contract for Services Agreement with the National/State Board of Directors that will specify the amount of payment for their services and the terms of their agreement. The Conference Committee must include this expenditure in their budget within 180 days of the Conference. The Conference Committee shall make any necessary payment as outlined in the Contract for Services.
4. The Contract for Services must outline the responsibilities and expectations of the conference Coordinator's services, including any deadline dates they must meet.

(Reference: Appendix U – AGIF-US Professional Services Agreement.)

PROCEDURES

SECTION 7. 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 Organization(s) shall be issued nationally by the National Office and shall be signed by the National Commander.
2. Any new GI Forum Chapter wishing to petition the AGIF-US for a Charter shall have eight (8) qualified Veteran members and submit their application along with designated fee set by the National Board to an AGIF State Office or State Commander who shall expediently certify to the National Commander and/or the National Executive Designee the group is following the AGIF-US Constitution. Should the State AGIF office or State Commander certify that the group is not in compliance, the Commander and/or the National Executive Designee shall review the application.
3. The new Women and Youth Forums shall each have eight (8) qualified members and shall be affiliated with an AGIF Forum Chapter in good standing. The Forums shall submit their applications along with the designated fee set by the National Board to an AGIF State Office or State Commander who shall expediently certify to the National Commander and/or National Executive Designee that the group is following the AGIF-US Constitution. Should the State AGIF office or State Commander certify that the group is not in compliance, the National Commander and/or the National Executive Designee shall review the application and contact the Local Forum Chapter to make a determination.
4. An At-Large Chapter wishing to petition for an AGIF-US Charter shall file directly with the National Commander and/or the National Executive Designee. He/she will ensure whether the

applying group has met all the qualifications set out in the Constitution (Article 5) and Bylaws (Article 4, Member in Good Standing) as may be applicable and whether the At-Large group is in compliance with the governing documents. Should the National Commander and/or the National Executive Officer certify that the applying group is not complying with the governing documents there shall be an automatic appeal to the National Executive Board. A simple majority of members present (50% plus one) of the National Executive Board shall determine whether the group is in compliance with the governing documents. Any group certified as complying shall receive a Charter immediately.

5. All AGIF Local Organization(s) shall be required to submit all documents relating to Charter applications or renewals and/or membership dues; and signed Conflict of Interest documents, which shall be forwarded to the AGIF State Treasurer. All documents sent directly to the National Office will be returned to the Chapter so they can be sent to the State Treasurer. Failure to do so shall prevent the chapter from remaining in good standing, receiving membership cards and from voting on AGIF-US and AGIF Organization(s) issues and elections.
6. At-Large Chapters, by their nature of not having an AGIF State Organization or State Officers, shall send their Charter applications or renewals and/or membership dues; and signed Conflict of Interest documents directly to the AGIF National Office.
7. New Chapters must send their application for a Charter and initial transmittals together to the State Treasurer. If sent directly to the National, the National Treasurer will return the documents to the Chapter. If any documentation is sent to the National directly it will be returned, except for At-Large Chapters.
8. 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.

9. The initial officers of a new AGIF Organization may be appointed until an election is held. Officer names to be sent to the National or State Commander.

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 Commander and/or National Executive Designee for thirty (30) days by an AGIF State Treasurer may appeal to the National Commander and/or National Executive Designee who shall order the AGIF State Treasurer to forward the documents.
2. The Chapter Commander shall contact the AGIF State Treasurer regarding their failure to forward the documents or membership dues to the National Office. The AGIF State Treasurer shall respond to the Chapter Commander; all communications and/or appearances in such regard may be in person, by mail, email, telephone, or virtual meeting to explain the failure. The documents shall be sent to the National Treasurer immediately, provided that the Chapter applying has met all qualifications as may be applicable. The issuing of the Charter and membership cards shall be facilitated as soon as possible.
3. If the State Treasurer's conduct was arbitrary and/or capricious, the State Treasurer may, at the discretion of the National Commander be disciplined for failure to perform his or her duties in accordance with the procedures set out in this PP&PM.

C. Charter Renewal Fees

1. 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 by the end of January of each calendar year upon payment of a fee to the National Treasurer in an amount established by the National Conference in conformity with the cost of living of the times.
2. Should any AGIF Organization(s) fail to pay its Charter renewal fee and/or appropriate dues, its Charter shall be suspended; however, if paid within thirty (30) days from the end of January of the year in question, its Charter shall be automatically reinstated. If not 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 Chapter Charter may be suspended, and they will have to get their Charter reinstated.

D. Other Contributions or Assessments

With the exception of the Charter fee and dues as provided in this PP&PM, 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(s).

E. Reports to National Office

1. 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 the 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(s) 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 PP&PM. (Reference: PP&PM Section 11, F. The Hearing.)

2. All AGIF Organization(s) applying for corporate status as 501(c)(3) or any similar type of 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 PP&PM and shall represent the members on the Board of Directors of said corporation. The corporation shall provide equal employment opportunities to all persons and shall also provide, as stated above in the Corporate Charter, Constitution, and Bylaws of said corporation.

3. All AGIF Organization(s) holding corporate status as 501(c)(3) corporation shall report to the National Office information as to the state of incorporation, corporate Charter number, employer's identification number and provide copies of the Internal Revenue Service Determination 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. All States shall submit a copy to the National Office with their IRS Form 990's and EIN Number.

F. Loss of Charter

1. An AGIF Organization may also lose its Charter for group misconduct, as set out or outlined in this PP&PM, 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 where a simple majority of members present (50% plus one) ruling shall be final.
2. 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 and time.
3. Should the AGIF Organization Charter be suspended, it shall remain until the Chapter displays proof to the satisfaction of a simple majority of members present (50% plus one) 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

1. The National AGIF-US will purchase software and a fireproof cabinet to retain the National records.
2. All AGIF Organization(s) shall retain, and safely store their records in a fireproof cabinet 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.
3. Outgoing AGIF officers, at all levels, shall transfer all records to the new elected officer(s) within thirty (30) days of the election. If they fail 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 transferred to the newly appointed officer.

4. All AGIF-US Organization(s) must provide a place for safe and proper storage of their records.
5. AGIF-US Organization(s) should consider setting up an electronic account and utilizing technology for information sharing and storage.

See Appendix G - Document Retention and Destruction Policy.

SECTION 8. AGIF-US MEETING PROCEDURE

AGENDA: The Commanders and Chairwomen, at the national, state, and local chapters will work on the agenda with their secretary. Once the agenda is completed it should be sent to all Commanders and Chairwomen or members. If any of the Commanders 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.

CALL MEETING TO ORDER: Start the meeting on time.

APPROVAL OF THE AGENDA: The Commander, Chairwoman, or Youth Chair will ask if there are any items the membership wants to include in the agenda. If none, they will ask for a Motion to Approve the agenda.

ROLL CALL OF OFFICERS: The Commander, Chairwoman, or Youth Chair will ask the Secretary for a Roll Call of Officers. The Executive Board and all State Commanders and State Chairwoman should attend all general assembly meetings. If they cannot attend, they can send a representative in their place if they meet the qualifications of that office. The representative will need a letter or electronic message from the State

Commander or State Chairwoman that he/she is sending a representative to represent them. That message should be sent to the Secretary for the record.

READING OF THE MINUTES: The Secretary will read the minutes of the last meeting. A motion to approve the minutes should be made or a motion to approve changes to the minutes must be made and voted on.

READING OF CORRESPONDENCE: The Secretary will read any correspondence received since the last meeting.

TREASURER'S REPORT: The Treasurer will pass out a financial report at the meeting and will explain the starting balance, any expenditures and funds that may have been deposited since the last report; and give an ending balance. At this time members can submit any expenditures for reimbursement and must have receipts. Depending on the reimbursement the expenditure may have been approved by the membership at a previous meeting.

REPORTS OF OFFICERS and COMMITTEE CHAIRS: Reports from all Commanders, Chairwomen and Committee Chairs shall be in writing. 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.

UNFINISHED BUSINESS: This includes any items that require membership action that were left over or postponed from an earlier meeting.

NEW BUSINESS: All new business that has come up since the last meeting. Be available for any new business that might come from the floor and general discussion, and which was included before the agenda was approved.

GOOD AND WELFARE: This time is used to discuss things such as sending cards or flowers, asking for donations, announcing happy events, etc. The time can be used for a visiting speaker or training. Consider moving this item earlier in the agenda if such an activity is planned.

ADJOURNMENT: Commander, Chairwoman, or Youth Chair should ask for a motion to adjourn, which is voted on. The Secretary should record the time.

NEXT MEETING: Announce the date, place, and time when the next meeting will be.

(Reference: Appendix K - Sample Meeting Agenda for Meetings or Conferences.)

SECTION 9. ATTENDANCE AT AGIF-US AND AGIF ORGANIZATION(S) MEETINGS

- A. When a Commander and Chairwoman is unable to attend a Mid-Year Conference or National Conference a letter is to be sent to the National Commander and National Chairwoman informing them who is going to represent them. Their representative must meet the same qualifications required for the position. The person representing the Commander and/or Chairwoman must be part of the State Executive Board.
- B. 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 the contact information.
- C. After missing three (3) unexcused consecutive meetings, the elected National, State, or Local officer may be asked to resign by the Commander.

SECTION 10. COMMITTEES AT CONFERENCES AND RESPONSIBILITIES

- A. The purpose for this Policies, Practices and Procedures Manual (PP&PM) 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. At the National Conference, only one person from each State, or at the State level one person from each chapter will serve on any conference committee. This PP&PM includes the following committees:

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

- B. **Committee Chair Appointments:** The National/State Commander and National/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. The Committee has the authority to remove any appointed member who fails to perform their duties, a simple majority of those present (50% plus one). Only one member per chapter will be allowed to participate in each committee.
- C. **Committee Chair Responsibility:**
The Chair of each committee is responsible for writing a short report. The Chair will sign and submit the report to the National or State Commander. The Chair must brief all the committee participants and provide a hard copy of the guidelines. The Chair will:
 - 1. State the purpose of the committee and why it was created.
 - 2. List the names of all members serving on the committee.
 - 3. Document what action the committee has taken to conduct its assignment.
 - 4. Explain the problems and/ or successes of the committee.
 - 5. The committee recommends the specific actions the organization should take.

6. The membership will vote on accepting or rejecting the committee's report. If the report is accepted, the organization must conduct the recommended actions.

D. Awards Committee Responsibility

The Awards Committee shall have one member per State/Chapter, (State for National Conference and Chapter for State Conference), that may include a youth member. If there is a member from a State/Chapter who has submitted an applicant for nomination, then 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 the name of recipient, prior to the conference, for each award category as follows:
 - Outstanding Forumeer of the Year
 - Outstanding Woman of the Year
 - Outstanding Youth of the Year
 - Outstanding Forum Chapter of the Year
 - Outstanding Women Chapter of the Year
 - Outstanding Youth Chapter of the Year
 - Dr. Hector P. Garcia Award nomination will be submitted to the National Award Committee on the special form with required supporting documents. (Reference: Appendix P-6 - Dr. Hector P Garcia Founders' Award.)
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.

(Reference: Appendix P-3 - Awards Selection Worksheet and Guidelines.)

E. Resolutions Committee Responsibility:

1. The Resolutions Committee must have a copy of all resolutions submitted for review. The Legal Advisor will assist the Committee for any legal recommendations.
2. The Committee will decide for approval or disapproval for each resolution with explanations of acceptance or rejection. All resolutions must be submitted thirty (30) days in advance; prior to the National and State Conference being called to order.
3. The Chair of the committee must submit a written final report for all the resolutions either accepted or rejected.
4. The Chair of the committee will provide all the resolutions to the State Commander and State Chairwoman for signature approval, which will be submitted to the National Conference. A resolution shall benefit the organization.

F. Credentials Committee Responsibility: The State Treasurer will chair the Credential Committee and they will provide a report of membership's status working collaboratively with the State's 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 Commanders, Local Chairwoman and Local Youth Chair. The Committee's 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. All State Treasurers or a designated representative, with a letter of designation, shall attend the National Conference and be on the Credentials Committee. They shall bring their Chapters transmittals for the year. (Reference: Appendix P-9 – Credentials Tracking Sheet.)

G. **Nominations Committee Responsibility:** The Committee Chair must:

- 1. Have a copy of the credentials report that they will share with committee members.
- 2. Ask for volunteers to serve on this Committee one (1) member per State/Chapter.
- 3. Verify “if “the candidates meet the qualifications established in the AGIF-US National Constitution for the nominated position.
- 4. The Committee must:
 - a. Create a Nomination Form for all elected positions.
 - b. Interview all candidates for the nominated position.
 - c. Accept additional nominations from the floor.
 - d. Allow all candidates nominated for the elected positions, three (3) minutes to address the delegates.
- 5. Nomination forms will be submitted for the following National or State elected positions:

a. Commander	a. Chairwoman	a. Youth
b. Vice-Commander	b. Vice-Chairwoman	b. Youth
c. Secretary	c. Women Secretary	c. Youth
d. Treasurer	d. Women Treasurer	d. Youth
e. Sgt-at-Arms	e. Women’s Sgt-at-Arms	
- 6. **A secret ballot will be cast for all positions to maintain confidentiality in voting.**

H. **Finance Committee Responsibility:** The National and/or State Commander and National and/or State Chairwoman will appoint the three (3) members for this committee. The National and/or State Treasurer will chair the committee. The Finance Committee will be created sixty (60) days prior to any Conference. The Finance Committee will review all National or State bank accounts and will present a preliminary report at the National or State Conference. The Chair of the committee must provide a written report to the National or State Executive Board of Directors and will present a final report to National or State Delegates within sixty (60) days after the Conference.

SECTION 11. SUSPENSION, REMOVAL FROM OFFICE OR EXPULSION PROCEDURES

The Commander and Chairwoman shall appoint a standing Ethics Committee to address Complaints. The Ethics Committee will establish committee guidelines and how appointments are made. A Conflict-of Interest Document shall be signed by all AGIF members, as well as new officers. See Appendix E – Conflict of Interest Policy.

A. Progressive Discipline

As a means of keeping order within the general meetings and social interactions of the organization; progressive discipline will be followed to maintain civility between members who are at times in disagreement.

The Commander and the Chairwoman of the local, State and National Boards will be responsible for following AGIF-US and AGIF Organization(s) governing documents in conducting meetings in the AGIF Organization(s).

The following progressive discipline will be used by the National, State and Local Commander and/or National, State and Local Chairwomen. Documentation will be kept in a confidential file in a fireproof filing cabinet at the National Office. Disciplinary measures

will be considered depending on the severity of the offense, and is at the discretion of the National, State and Local Commanders and/or National, State and Local Chairwomen.

1. Verbal Warning
2. Written Warning
3. Probation
4. Suspension from Chapter
5. Membership expulsion from the AGIF-US and AGIF Organization(s).

(Reference: Appendix C – Schematic diagram of Progressive Discipline.)

B. Complaint - All complaints should be resolved at the level where the complaint was started. Mediation or arbitration shall be at the next level. National Officers, members of the National Board, AGIF Organization(s) Officers, and any AGIF members who may be accused, charged, suspended, and/or removed from office and/or expelled from the State, Local, Regional, District, and At-Large Organization(s) (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-US in any capacity such as fights, disruptive meeting outbursts, name calling, use of profanity, threats, and physical assaults.
 - a. The Commander and/or Chairwoman may ask member to leave by Sergeant of Arms.
 - b. The Commander or Chairwoman (chain of succession) shall, if necessary, call the proper law enforcement authorities.
2. Disloyalty to the United States, to the AGIF-US, to the AGIF Organization(s); violating the AGIF-US Constitution and Bylaws manifested by either open, obvious and/or overt actions or statements or by covert methods. Such actions or

statements are calculated to be treasonable conduct, as well as for callous disregard, and disobedience to the terms of the AGIF-US Constitution, Bylaws, and the PP&PM, when conduct is calculated to diminish, hinder the progress of and/or undo any AGIF Organization(s). If the accused member is found guilty of the charges, they will be expelled from the AGIF-US and AGIF Organization(s).

3. When filing lawsuits against AGIF-US or a member of the AGIF Organization(s) where they are named as a defendant:
 - a. Member privileges will be suspended until case is legally resolved.
 - b. Member will not be in good standing, nor will they be able to attend general membership meetings or AGIF Conferences until they are reinstated.
4. Failure of an officer to provide financial, membership, minutes, and all AGIF Organization(s) records and property within 30 days of elections including the transfer of all receipts, bank statements and AGIF transmittals, with a receipt signed by both parties acknowledging the acceptance of records. The officer shall be subject to the following:
 - a. Past officer(s) will not be in good standing.
 - b. Past officer(s) will be fined \$100 a month for each month past the 30 days.
 - c. Past officer(s) membership will be suspended until records are produced.
 - d. Past officer(s) will lose the privilege of running for office.
5. Failure of an officer in the Local, State or National that does not fulfill their duties and fails to process transmittals, membership dues and membership cards in a timely basis will be subject to progressive discipline.

6. Misappropriation of funds, which includes spending organizational funds for personal gain; and using designated donations inappropriately will be cause for automatic suspension from the organization.
7. Embezzlement of funds, will be cause for AGIF Organization(s) to:
 - a. Report to proper law enforcement authorities.
 - b. Member will be suspended until resolution of the charges.
 - c. If convicted will be automatically expelled from the AGIF-US and AGIF Organization(s).
8. Behavior or conduct of a member being notorious, improper, or immoral which brings shame or disruption or is destructive of any AGIF Organization(s) such as election fraud, destruction of property, defamation of character, slander, and libel, and may result in a member being suspended or expelled if convicted.
9. Criminal Offenses - Conviction by Federal, State or Local authorities of a felony class criminal offense. If a member is accused of a criminal offense by a local authority, their membership will be suspended until acquittal or conviction.
 - a. Upon conviction member is expelled.
 - b. If acquitted the member is reinstated provided that legal documentation is provided to the Commander and/or Chairwoman.
 - c. If a person has a felony prior to joining the AGIF; the Ethics Committee or local membership committee reviews the applicant to consider the appropriateness of eligibility for membership to the AGIF Organization(s).
10. Sexual Harassment within the AGIF-US and AGIF Organization(s) will not be tolerated. The victim must inform

the harasser that they do not like their behavior and that they must stop. If the problem persists, they must notify their Commander or Chairwoman and follow the complaint process. If the accused member is found guilty of the charge, they will be expelled.

11. Discrimination of any kind will not be tolerated. (Reference: Constitution, Article 5, Section 6, H. Nondiscrimination.)
12. Any Complaint that is found with merit shall not be subject to any retaliation. (Reference: PP&PM Whistleblower Sec. 2. C.)

C. Presentation of Charges

1. When complaint charges are presented to AGIF-US or AGIF Organization(s), they must be presented as a written complaint and/or grievance and must be specific, clear, handwritten legibly or typed, dated, and signed by the complainant before a notary public and sent by certified mail with return receipt. The specific charges must contain the specific violation(s) under this PP&PM.
2. The charge(s) against the alleged member or entity shall be brought within three (3) months; otherwise, the complaint shall be dismissed due to untimely filing, except in sexual harassment, fraud, embezzlement, or of financial accusations. Charges can be filed upon discovery of the fraud, embezzlement, or financial misappropriations at any time.

D. AGIF-US and AGIF Organization(S) Complaints

1. Complaints will be delivered to the National, State or Local Commander and/or National, State or Local Chairwoman who will forward complaint to the National Ethics Committee.
2. The Ethics Committee will meet separately with the accused and complainant to determine if the complaint has merit.

3. If the complaint has no merit, the complainant and accused will be sent a letter with explanation of findings.
4. If the complaint has merit AGIF-US or AGIF Organization(s) at the level the complaint is initiated will commence an investigation of the accusations.

E. National, State, and Local Investigation of Charges and 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. At Local level three (3) members in good standing will investigate the complaint. After such investigation, the Investigative Committee findings will be reviewed by the National/State Commander, the National/State Chairwoman with the aid of the National Commander Designee. They will determine whether or not the complaint has merit after a complete investigation has taken place. (Reference: Appendix S - for Investigative Checklist with sample questions to complainant, accused, and witnesses.)
2. Should the complaint be filed against the National Commander, the National Chairwoman, or the National Youth Chair, then the next succeeding National Officer shall be reviewing the findings.
3. The Commander 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 only offer advice, but will not have a vote.
4. When it is determined that the complaint lacks sufficient evidence to support the allegations the complaint will be

dismissed as without merit. All parties concerned will be notified about such an event in writing by the Commander or National Commander Designee within five (5) days.

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, the National Parliamentarian, and a Mediator 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 Commander Designee shall immediately schedule a hearing within five (5) days; informing the parties of the date, time and place by hand-delivery or emailed with a return receipt, by the Commander and/or designee or mailed by certified mail return receipt. The hearing shall never be scheduled during a National or State Conference Agenda.
7. Before any hearing at any level is held the charged party shall be given a fifteen (15) day written notice of the charge(s) and of the hearing date, time, and place hand-delivered and/or emailed with a return receipt, by the Commander and/or designee or mailed by certified mail return receipt, to appear and answer. The charged party shall be given a fifteen (15) 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 their last known address in the manner referred to above. The charged party may answer through a representative or by a written answer to the charges. 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. (Reference: Appendix D – Schematics diagram of Hearing Procedure.)

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.
2. The charging party and the accused shall each have the right to object and remove one Hearing Panel appointee prior to the hearing. The National Commander shall appoint another member in their place. The appointed member shall not be related by blood or marriage to any of the Hearing Committee; Commander, Charging Party, and Accused.
3. The National or State Legal Advisor and/or the National or State Parliamentarian may be present for the duration of the Hearing. They shall advise the Chair and the Panel; they shall not have a vote.
4. **Hearings at All AGIF Levels**
 - a. All AGIF hearing committees, panels or bodies shall not be governed by strict rules of evidence as observed in American jurisprudence and hearings whether at the AGIF-US or AGIF Organization(s) levels. The hearings will be orderly and follow respectful discourse throughout the process as outlined in the PP&PM.
 - b. The Hearing will be scheduled for one (1) day. With up to three (3) hours allotted for each side to present their case. There will be ten (10) minutes allotted for opening and ten (10) minutes allotted for closing statements.
 - c. All hearing proceedings shall be recorded and 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-US and AGIF State

authority may be able to review lower-level proceedings including all investigation, documentation, and exhibits.

- d. 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 Organization(s).
- e. The charging party shall have a right and the option to legal representation, an attorney in good standing with the Bar Association in their State and a member of the AGIF in good standing, not an honorary member; or if a representative, a member in the same state in good standing with the AGIF.
- f. The accused shall have a right and the option to legal representation, an attorney of good standing in their State and a member of the AGIF in good standing, not an honorary member; or if a representative, a member in the same state in good standing with the AGIF.
- g. **Twenty (20) days prior to the hearing** both parties must send to the opposing party and to the Chair of the Hearing Panel their exhibits that will be used at the time of the hearing. These may be documents, affidavits, pictures, and videos. Any evidence not submitted to the Hearing Panel cannot be used at the time of hearing.
- h. **Twenty (20) days prior to the hearing** both parties must send to the opposing party and to the Chair of the Hearing Panel, a list of names of witnesses and to what they will testify. If the witness cannot be at the hearing an affidavit may be submitted in place of their testimony. The affidavit must be signed in front of a Notary Public. Any witnesses not disclosed cannot testify at the hearing.

- i. In all hearings under this PP&PM Manual, the charging party shall have the burden of proving its case. They can present an opening statement. The accused will then present opening statement. Then the case moves on to the presentation of witnesses and exhibits.
- j. The charging party shall present their testimony as they have the burden of proving their case. 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 their witness(es). The accused's legal representative shall have the right to cross examine the witness(es) and the charging party.
- k. The accused may testify if they wish. The Panel shall allow for the accused witness(es) testimony and all other evidence to be considered. The members of the Panel have a right to question the accused and their witness(es). The charging party's legal representative shall have the right to cross examine the witness(es) and the accused.

5. Witnesses and Exhibits

- a. The parties may call witnesses to testify.
- b. The complainant may present their testimony and the Hearing Panel shall allow for the complainant to present witness testimony and other evidence to be considered. The members of the Hearing Panel have a right to question the complainant and their witnesses.
- c. The accused may present their testimony and the Hearing Panel shall allow for the accused to present witness testimony and other evidence to be considered. The members of the Hearing Panel have a right to question the accused and their witnesses.

- d. Both parties shall present credible witnesses. The witnesses will be individuals who have firsthand knowledge of the events that are at issue in the Complaint. The witness will only testify to events specific to the issue in the Complaint. There will not be any hearsay evidence presented.
- e. Both parties shall present credible exhibits and evidence that includes pertinent documents, affidavits, pictures, recordings, and videos.
- f. The parties shall be responsible for any equipment necessary for presentation and must make arrangements with the Hearing Panel Chair prior to the hearing.

6. Conclusion of Hearing and Findings

- a. The Hearing Panel shall deliberate and decide whether the accused shall be reprimanded, suspended for a period, removed from office and/or expelled from the AGIF-US Organization(s) or shall impose a combination of discipline.
- b. Based on the evidence, testimony of witnesses and the written summary submitted by each party and the recording of the hearing. The Hearing Panel shall make a determination of "guilty" or "not guilty" by a simple majority (50% plus one).
- c. The Hearing Panel shall deliberate before rendering its written decision and shall render a Finding within five (5) days of the conclusion of the hearing.
- d. 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-US and AGIF Organization(s).

- e. 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 the charges in the Complaint.
- f. If the decision of guilty is a State AGIF Organization decision it shall be served by certified mail on the accused with enough time as to afford the accused opportunity to appeal to the National AGIF-US.

G. National Board Decision

The National Board Decision of guilty is final. There is no further appeal by either party to the complaint.

H. State Decision Appeal to National Board

1. Appeal to the National Board shall be available to either party after a hearing at the State level of the AGIF Organization(s).
2. 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.
3. The National Board shall not only review all the evidence and findings at its current or next meeting but may choose 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.
4. A quorum of the National Board shall make the final decision on a simple majority of board members present (50% plus one), 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.

5. 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-US.
6. In the event of a “guilty” verdict, the accused shall receive the penalty as decided by the National Board and pronounced by the National Commander that he/she is found guilty of the charges in the Complaint. The decision of the National Board will be final.
7. At the conclusion of the hearing, findings must be given to the complainant and the accused within five (5) days.

I. Reinstatement to The AGIF Organization(s)

1. Any party found guilty of a charge culminating in the penalty of suspension from the AGIF-US or AGIF Organization, after their suspension period ends. They may apply for reinstatement to active AGIF membership with a two-thirds (2/3) vote(s) by written ballot of the Local Chapter Board of which the guilty party was a Chapter member.
2. The Local Chapter must then notify the State Board of their findings and voting results. The AGIF State Board will then review the findings and all pertinent information and vote by a two-thirds (2/3) vote(s) by written ballot. The State Board will then notify the National Board of their findings and voting results.
3. The National Board shall then decide by a 2/3 vote by written ballot that will be final and binding. The National Board must be satisfied that the party in question is truly repentant, has made restitution, if any was required, and that the suspension is legally and morally of such nature as to qualify the party for re-

admission. The party may then be eligible for reinstatement as a member.

4. If a member is expelled from the AGIF-US or AGIF Organization(s) the expulsion is permanent, and they will no longer be accepted for membership in the AGIF-US or any AGIF Organization(s).

SECTION 12: REVISION PROCESS FOR THE POLICIES, PRACTICES, AND PROCEDURES MANUAL (PP&PM)

The PP&PM shall be reviewed by the Constitution 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 PP&PM, 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.

Steps for submitting revisions should be in the following form:

1. Member(s) shall draft the Article and Section they would like to change.
2. Draw a line through the text that is being changed with changed text next to it in red bold, then highlight the entire paragraph.
3. 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.

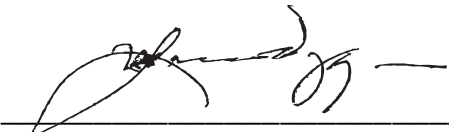
4. The AGIF State Board of Directors must adopt the Text in principle by a simple majority of members present (50% plus one.)
5. The Text shall be sent to each member of the AGIF National Executive Board of Directors at least thirty (30) days before a meeting called by the National Commander. The members of the National Board shall consider and debate the Text and vote on adoption or rejection. Adoption must carry by a simple majority of members present (50% plus one) of the Board.
6. Finally, the Text shall be presented to the ensuing AGIF National Conference, which shall consider the Text. Upon approval of the Text by a simple majority of members present (50% plus one) at the National Conference. The National Commander shall pronounce the Text as approved in final form.

SECTION 13: ENACTING AND REPEALING PROVISION

When this PP&PM is approved it will supersede past Policies, Practices, and Procedures of the National Board of Directors or National Conference or AGIF Organization(s).

All previous existing Policies, Practices, and Procedures are null and void upon approval of the adopted PP&PM.

ADOPTED by the AGIF-US on this 27th day of July 2022 at AGIF-US National Conference in Colorado Springs, Colorado.



Luis Vazquez-Contes
AGIF-US National Commander



Greg Nichols
AGIF-US National Secretary

Prepared by the Constitution Committee Members on this date May 17, 2022.

Leona Flores, Chairperson - Michigan

Angel Zuniga, Vice-Chairperson - Texas

Barbara Olivas, Committee Member – Kansas

Deb Galvan, Committee Member – Nebraska

Dolores M. Martinez, Committee Member – Colorado

Ernesto Hernandez, Committee Member - Washington, D.C.

Fernando Rodriguez, Committee Member - Wisconsin

AGIF-US GLOSSARY

1. **501 (C) (3)** – Organization(s) organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, or other specified purposes that meet certain other requirements are tax exempt under Internal Revenue Code Section 501 (c) (3.)
2. **501 (C) (4)** – Internal Revenue Code section 501 (c) (4) provides for exemption under social welfare organizations. An IRC 501 (c) (4) a veterans’ organization must be organized as a not-for-profit organization and operated exclusively for social welfare purposes. Its primary activities must promote the common good and general welfare of the people of the community. Social welfare activities do not include social, political, or business activities. The net earnings of an IRC 501 (c) (4) organization may not be used for private purposes or to benefit private individuals (inurement).
3. **5 Years/3 Years Qualification for Commanders and Chairwomen** – For a Veteran to qualify to be Commander at any level of the AGIF-US or AGIF Organization(s) this person must have been a member in good standing for a minimum of five (5) years preceding the election. If the person has held a State Office or National Office for at least two (2) years, the five (5) year requirement shall be reduced to three (3) years.
4. **AGIF/GI Forum** - shall refer to the American GI Forum in a general sense.
5. **AGIF-US/AGIF National Organization** - shall refer more specifically to the national organization, American GI Forum of the United States.
6. **AGIF- (name of State) Organization (such as California)** – shall reference to the particular statewide AGIF Organization(s) named in the Bylaws.
7. **AGIF Chapters** – shall have reference to all AGIF Local Chapters, including At-Large Chapters, Regional, District, and shall reference to a

particular Chapter, whether GI Forum, GI Forum Women, or GI Forum Youth, when so named.

8. **AGIF National Conference or National Conference** – shall have reference to what has been known as the **National Convention**. Because the gathering offers an opportunity to members of the AGIF from all Organization levels for an exchange of ideas on veterans, social, educational, and economic issues; for workshops which include Youth Leadership; for dialogue oral and written; for floor debate; and for the practical use of parliamentary law procedures. The gathering can be referred to as The AGIF National Training and Educational Conference; however, the gathering may be referred to as simply, the National Conference.
9. **AGIF Organization(s)** - shall have reference to all AGIF Local Chapters and State Organization(s), At-Large Chapters, and Regional and District Organization(s) of GI Forum, GI Forum Women, or GI Forum Youth.
10. **At-Large AGIF Organization(s)** – shall have reference to individual Charters within a state, which does not have the required number of three (3) of Local GI Forum Chartered chapters.
11. **Benefit or Inurement** – prohibits the use of income or assets of a tax-exempt Organization to directly or indirectly unduly benefit an individual or other person that has a close relationship with the organization or is able to exercise significant control over the organization.
12. **Chapter Board of Directors or Local Chapter Board** - shall consist of all AGIF elected officers of any local level chapter.
13. **Good Standing** – This refers to the status of a member within the AGIF – US or AGIF Organization(s) who has paid their dues and who abides by the purpose of the organization abiding by the Constitution, Bylaws, and Policy and Procedures Manual.
14. **Governing Documents** – The Governing Documents for the AGIF-US and AGIF Organization(s) are the AGIF-US Constitution; AGIF-US Bylaws; and AGIF-US Policies, Practices, and Procedures Manual.

15. **Inurement or Benefit** – prohibits the use of income or assets of a tax-exempt organization to directly or indirectly unduly benefit an individual or other person that has a close relationship with the organization or is able to exercise significant control over the organization, AGIF-US or AGIF Organization(s).
16. **Issue** – shall reference controversy or matter in dispute which would ordinarily be settled by a vote taken or by agreement. It shall not reference an election of a candidate for AGIF office.
17. **Limited Constitutional Democracy** – any central government in which that government’s powers over the people are limited by a written or otherwise agreed to constitution or overriding rule of law.
18. **Local AGIF Organization(s) or Local** - shall have reference to all the various or particular AGIF Chapters or At-Large Chapters, in the various cities or communities, as well as to any District or Regional, if any, or to particular AGIF groups, depending on contextual use.
19. **National Board**- shall consist of elected AGIF National Officers, as well as all State GI Forum Commanders, State GI Forum Chairwomen, and State GI Forum Youth Chairs.
20. **National Executive Board** – shall consist of elected AGIF National GI Forum Officers, National GI Forum Women Officers, and the National GI Forum Youth Chair.
21. **National Executive Director or Executive Director** – shall have reference to the AGIF National Executive Director or to anyone with a similar title or position
22. **National Office** – Shall have reference to the designated headquarters of the AGIF-US, wherever it is located.
23. **PP&PM** - Policies, Practices, and Procedures Manual.

24. **Present and Voting** – shall have reference to votes actually cast by whatever number of delegates or members are physically present on the floor and qualified to vote under the rules set out in the Bylaws, and whatever rules are in effect at any AGIF Conference, meeting or gathering, provided such rules are not in conflict with the Bylaws. No proxy voting allowed.

25. **Quorum** – The quorum required for all AGIF-US meetings shall be a simple majority of elected officers to the National Board to legally transact business (Simple majority of Executive Board (50% plus 1) of elected State Officers.) All in the meeting shall be in good standing.

The quorum required for AGIF State meetings shall be the simple majority of elected officers to the State Board to legally transact business. (State Officers and the 50% plus one of the Chapter officers – (chapter commanders, chapter chairwomen, and chapter youth chairs for all chapters in the State.) All members in the meeting shall be in good standing.

The quorum for AGIF Local, Regional, District, and At-Large Chapters' meetings is three (3) officers and five (5) members in good standing at the meeting to legally conduct business.

26. **Recuse** – to withdraw from the decision-making process because of personal interests or unfairness

27. **State AGIF Organization(s)** – shall have reference to all, or any State AGIF Organization, when so named.

28. **State Board of Directors or State Board** – shall consist of all AGIF elected state level officers, as well as Local Commanders, Local Chairwomen, and Local Youth Chairs.

29. **Suspended** – Officially prohibits (someone) from holding their usual post or carrying on their usual role for a particular length of time. For example, two officers were suspended from the AGIF-US pending the outcome of the investigation.

30. **Tenet** – the principles and purposes of the AGIF Organization held in common by members of the organization.

31. **Third degree of relationship** - The following persons are relatives within the third degree of relationship: great-grandparent, grandparent, parent, uncle, aunt, brother, sister, child, grandchild, great-grandchild, nephew, or niece.

32. **This Organization** – shall refer to the American GI Forum of the United States.

33. **Virtual Meetings** – a meeting held using an electronic program such as Zoom, Skype, Duo, or Face Time which allows the participants to see and hear each other and makes it possible to do a roll call of participants. A virtual meeting is a legal meeting where participants are allowed to vote.



NOTES

[illegible]



NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

APPENDICES



“Education is our Freedom and Freedom Should be Everybody’s Business”

Copyright © AGIF-US 2022

APPENDICES

The Policies, Practices, and Procedures Manual includes samples of various documents that the AGIF organization needs to conduct business. These forms may be updated as necessary:

APPENDIX		Name of Document
A - 1	CHARTER	American GI Forum of the United States Federal Charter Public Law 105-231-Aug. 13, 1998
A - 2	ARTICLES OF INCORPORATION	AGIF-US Articles of Incorporation
B -1	CHART	American GI Forum of the United States Organizational Chart-Forum
B - 2	CHART	American GI Forum of the United States Organizational Chart-Women
B - 3	CHART	American GI Forum of the United States Organizational Chart-Youth
C	CHART	Schematic diagram of Progressive Discipline
D	CHART	Schematic diagram of Hearing Procedure
E	POLICY	Conflict of Interest Policy – 6 pages
F	POLICY	Conference Dress Code Policy – 2 pages
G	POLICY	Document Retention and Destruction Policy – 5 pages

H	POLICY	Member Confidential Policy – 4 pages
I	POLICY	Whistleblower Protection Policy – 2 pages
J	POLICY	Communications Policy - 3 pages
K	FORM	Sample Meeting Agenda
L	FORM	American GI Forum of the US Membership
M	FORM	Veterans Log – DD214 Administration
N-1	FORM	National Transmittal Sheets - Forum
N-2	FORM	National Transmittal Sheets - Women
N-3	FORM	National Transmittal Sheets - Youth
N-4	FORM	National Lifetime Transmittal
O	FORM	AGIF Forum Charter Renewal (blank Form)
P -1	CONFERENCE FORM	Sample Conference Registration Form
P - 2	CONFERENCE FORM	AGIF State Conference Rules and Committees – 5 pages

P - 3	CONFERENCE FORM	Guidelines for Awards Committee Participation and Award Selection Worksheet - 3 pages
P - 4	CONFERENCE FORM	Outstanding American GI Forum Member Application
P - 5	CONFERENCE FORM	Outstanding American GI Forum Chapter Application
P - 6	CONFERENCE FORM	Dr. Hector P. Garcia Founders’ Award; Instruction Page; and Nomination Form – 3 pages
P - 7	CONFERENCE FORM	Officer Nomination Form
P - 8	CONFERENCE FORM	Instructions for Credentials Form
P - 9	CONFERENCE FORM	Credentials Tracking Sheet – 2 pages
Q	CHECKLIST	Information Checklist on Governance and Corporate Requirements – 2 pages
R	CHECKLIST	Governance Checklist - https://www.irs.gov/pub/irs-tege/governance_check_sheet.pdf (information only - 2 pages)
S	CHECKLIST	Investigation Checklist with sample questions to complainant, accused, and witness – 4 pages

T	CONFERENCE FORM	Sample Ballots for Forum, Women and Youth
U	CONFERENCE FORM	American GI Forum of the United States – Professional Service Agreement (Contract)

SAMPLE DOCUMENTS



“Education is our Freedom and Freedom Should be Everybody’s Business”

Copyright © AGIF-US 2022



PUBLIC LAW 105–231—AUG. 13, 1998

AMERICAN GI FORUM OF UNITED STATES
FEDERAL CHARTER

Public Law 105–231
105th Congress

An Act

Aug. 13, 1998
[S. 1759]

Texas.

36 USC
app. 5901.

36 USC
app. 5902.

36 USC
app. 5903.

To grant a Federal charter to the American GI Forum of the United States.

*Be it enacted by the Senate and House of Representatives of
the United States of America in Congress assembled,*

SECTION 1. RECOGNITION AND GRANT OF FEDERAL CHARTER.

The American GI Forum of the United States, a nonprofit corporation organized under the laws of the State of Texas, is recognized as such and granted a Federal charter.

SEC. 2. POWERS.

The American GI Forum of the United States (in this Act referred to as the “corporation”) shall have only those powers granted to it through its bylaws and articles of incorporation filed in the State of Texas and subject to the laws of the State of Texas.

SEC. 3. PURPOSES.

The purposes of the corporation are those provided in its bylaws and articles of incorporation and shall include the following:

- (1) To secure the blessing of American democracy at every level of local, State, and national life for all United States citizens.
- (2) To uphold and defend the Constitution and the United States flag.
- (3) To foster and perpetuate the principles of American democracy based on religious and political freedom for the individual and equal opportunity for all.
- (4) To foster and enlarge equal educational opportunities, equal economic opportunities, equal justice under the law, and equal political opportunities for all United States citizens, regardless of race, color, religion, sex, or national origin.
- (5) To encourage greater participation of the ethnic minority represented by the corporation in the policy-making and administrative activities of all departments, agencies, and other governmental units of local and State governments and the Federal Government.
- (6) To combat all practices of a prejudicial or discriminatory nature in local, State, or national life which curtail, hinder, or deny to any United States citizen an equal opportunity to develop full potential as an individual.
- (7) To foster and promote the broader knowledge and appreciation by all United States citizens of their cultural heritage and language.

SEC. 4. SERVICE OF PROCESS.

36 USC
app. 5904.

With respect to service of process, the corporation shall comply with the laws of the State of Texas and those States in which it carries on its activities in furtherance of its corporate purposes.

SEC. 5. MEMBERSHIP.

36 USC
app. 5905.

Except as provided in section 8(g), eligibility for membership in the corporation and the rights and privileges of members shall be as provided in the bylaws and articles of incorporation of the corporation.

SEC. 6. BOARD OF DIRECTORS.

36 USC
app. 5906.

Except as provided in section 8(g), the composition of the board of directors of the corporation and the responsibilities of the board shall be as provided in the bylaws and articles of incorporation of the corporation and in conformity with the laws of the State of Texas.

SEC. 7. OFFICERS.

36 USC
app. 5907.

Except as provided in section 8(g), the positions of officers of the corporation and the election of members to such positions shall be as provided in the bylaws and articles of incorporation of the corporation and in conformity with the laws of the State of Texas.

SEC. 8. RESTRICTIONS.

36 USC
app. 5908.

(a) INCOME AND COMPENSATION.—No part of the income or assets of the corporation may inure to the benefit of any member, officer, or director of the corporation or be distributed to any such individual during the life of this charter. Nothing in this subsection may be construed to prevent the payment of reasonable compensation to the officers and employees of the corporation or reimbursement for actual and necessary expenses in amounts approved by the board of directors.

(b) LOANS.—The corporation may not make any loan to any member, officer, director, or employee of the corporation.

(c) ISSUANCE OF STOCK AND PAYMENT OF DIVIDENDS.—The corporation may not issue any shares of stock or declare or pay any dividends.

(d) DISCLAIMER OF CONGRESSIONAL OR FEDERAL APPROVAL.—The corporation may not claim the approval of Congress or the authorization of the Federal Government for any of its activities by virtue of this Act.

(e) CORPORATE STATUS.—The corporation shall maintain its status as a corporation organized and incorporated under the laws of the State of Texas.

(f) CORPORATE FUNCTION.—The corporation shall function as an educational, patriotic, civic, historical, and research organization under the laws of the State of Texas.

(g) NONDISCRIMINATION.—In establishing the conditions of membership in the corporation and in determining the requirements for serving on the board of directors or as an officer of the corporation, the corporation may not discriminate on the basis of race, color, religion, sex, disability, age, or national origin.

36 USC
app. 5909.

SEC. 9. LIABILITY.

The corporation shall be liable for the acts of its officers, directors, employees, and agents whenever such individuals act within the scope of their authority.

36 USC
app. 5910.

SEC. 10. MAINTENANCE AND INSPECTION OF BOOKS AND RECORDS.

(a) BOOKS AND RECORDS OF ACCOUNT.—The corporation shall keep correct and complete books and records of account and minutes of any proceeding of the corporation involving any of its members, the board of directors, or any committee having authority under the board of directors.

(b) NAMES AND ADDRESSES OF MEMBERS.—The corporation shall keep at its principal office a record of the names and addresses of all members having the right to vote in any proceeding of the corporation.

(c) RIGHT TO INSPECT BOOKS AND RECORDS.—All books and records of the corporation may be inspected by any member having the right to vote in any proceeding of the corporation, or by any agent or attorney of such member, for any proper purpose at any reasonable time.

(d) APPLICATION OF STATE LAW.—This section may not be construed to contravene any applicable State law.

SEC. 11. AUDIT OF FINANCIAL TRANSACTIONS.

The first section of the Act entitled “An Act to provide for audit of accounts of private corporations established under Federal law”, approved August 30, 1964 (36 U.S.C. 1101), is amended by adding at the end the following:

“(80) American GI Forum of the United States.”.

36 USC
app. 5911.

SEC. 12. ANNUAL REPORT.

The corporation shall annually submit to Congress a report concerning the activities of the corporation during the preceding fiscal year. The annual report shall be submitted on the same date as the report of the audit required by reason of the amendment made in section 11. The annual report shall not be printed as a public document.

36 USC
app. 5912.

SEC. 13. RESERVATION OF RIGHT TO ALTER, AMEND, OR REPEAL CHARTER.

The right to alter, amend, or repeal this Act is expressly reserved to Congress.

36 USC
app. 5913.

SEC. 14. TAX-EXEMPT STATUS REQUIRED AS CONDITION OF CHARTER.

If the corporation fails to maintain its status as a corporation exempt from taxation as provided in the Internal Revenue Code of 1986 the charter granted in this Act shall terminate.

36 USC
app. 5914.

SEC. 15. TERMINATION.

The charter granted in this Act shall expire if the corporation fails to comply with any of the provisions of this Act.

36 USC
app. 5915.

SEC. 16. DEFINITION OF STATE.

For purposes of this Act, the term “State” includes the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and the territories and possessions of the United States.

Approved August 13, 1998.

LEGISLATIVE HISTORY—S. 1759:

CONGRESSIONAL RECORD, Vol. 144 (1998):
July 31, considered and passed Senate.
Aug. 3, considered and passed House.

ARTICLES OF INCORPORATION
OF
THE AMERICAN G I FORUM OF THE UNITED STATES, INC.

FILED
In the Office of the
Secretary of State of Texas

MAR 5 1973

Bill Kimbrough
Deputy Secretary, Corporation Division

We, the undersigned natural persons of the age of twenty-one (21) years or more, at least two of whom are citizens of the State of Texas, acting as Incorporators of the corporation under the Texas Non-Profit Corporation Act, do hereby adopt the following Articles of Incorporation for such corporation.

ARTICLE I.

The name of the corporation is THE AMERICAN G I FORUM OF THE UNITED STATES, INC.

ARTICLE II.

The corporation is a non-profit corporation.

ARTICLE III.

The period of duration is perpetual.

ARTICLE IV.

The purposes for which the corporation is organized is to provide charitable, educational, social and benevolent activities and facilities for its members or as the case may be, and herein described with more particularity, to-wit:

- A. To render aid and assistance to those individuals in the United States of America who are in needy circumstances;
- B. To provide scholarships for worthy students;
- C. To seek improvement of educational facilities, in general, as provided and authorized under the laws of the United States of America;
- D. To provide housing for those individuals in the United States of America who are in need of it by participating in Federal and State programs;
- E. To assist the infirmed, the needy and the poor to secure the basic necessities of life, to include, food shelter and clothing;

- F. To strive for the procurement of all veterans and their families, regardless of race, color and creed, the equal privileges to which they are entitled under the laws of the United States of America.
- G. To strive for the preservation of the democratic ideals for which the United States of America has fought all wars, and propose to ever maintain, as well as advance, those democratic ideals wherever possible.
- H. To foster the training and education of all citizens in order that a true and real democracy may exist in the lowest, as well as the highest, unit, so that the loyalty of this organization to those principles may never be questioned.
- I. To foster an understanding between the different nationalities in American society.
- J. To act in a manner as provided by the laws of the United States of America and the bylaws of the American G I Forum of the United States.
- K. To do everything that is necessary and proper to fulfill the purposes announced herein.

This corporation is organized and operated for charitable, educational and benevolent purposes and other non-profit purposes, and no part of any net earnings should inure to the benefit of any private member or shareholder.

ARTICLE V.

The street address of the initial registered office of the corporation is 1315 Bright Street, Corpus Christi, Nueces County, Texas, and the name of its initial registered agent at such address is Amador C. Garcia.

ARTICLE VI.

This corporation is organized and operated exclusively for benevolent, educational and charitable purposes and operated in the public interest and not for private benefit of its incorporators, its directors, its members or any person having a personal or private interest in the activity of the corporation. No part of the net earnings of the corporation, should it ever have any, current or accumulated, shall inure to the benefit of or ever be distributed by any incorporator-director, contributor to any person having a personal or private interest in the activity of this corporation.

ARTICLE VII.

This corporation shall never be operated for the purpose of carrying on a trade or business for profit. None of the assets or net earnings, if any, of this corporation shall be used, nor shall this corporation ever be operated, for the purposes that were not exclusively within those set forth in Article IV of the Articles of Incorporation, and within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954, as amended, or corresponding provision of any subsequent federal tax laws.

ARTICLE VIII.

This corporation shall not carry on propaganda or otherwise attempt to influence legislation, nor shall it participate or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE IX.

This corporation shall not have or exercise any power or authority, nor shall it engage in any activity or transaction which will prevent it from qualifying, and continuing to qualify, as a corporation, which is exempt from federal income tax, and as a corporation contributions to which are deductible, federal income, gift, and estate tax purposes. The affairs of this corporation, shall at all times, be so administered and conducted that they will so qualify.

This corporation shall make distributions for each taxable year at such time and in such manner as not to become subject to tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws. The corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws; nor retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws; nor make any investments in such manner as to

THE STATE OF TEXAS X
COUNTY OF NUECES X

I, Maria Alma Munoz , a Notary Public, do hereby certify that on this 20th day of February , 1973, personally appeared before me DR. HECTOR P. GARCIA and AMADOR C. GARCIA, who being by me first duly sworn, severally declared that they are the persons who signed the foregoing document as incorporators, and that the statements therein contained are true.

Maria Alma Munoz
Notary Public in and for
Nueces County, Texas

THE STATE OF TEXAS X
COUNTY OF X

MARIA ALMA MUNOZ
Notary Public in and for Nueces County, Texas
My Commission expires June 1, 19 73

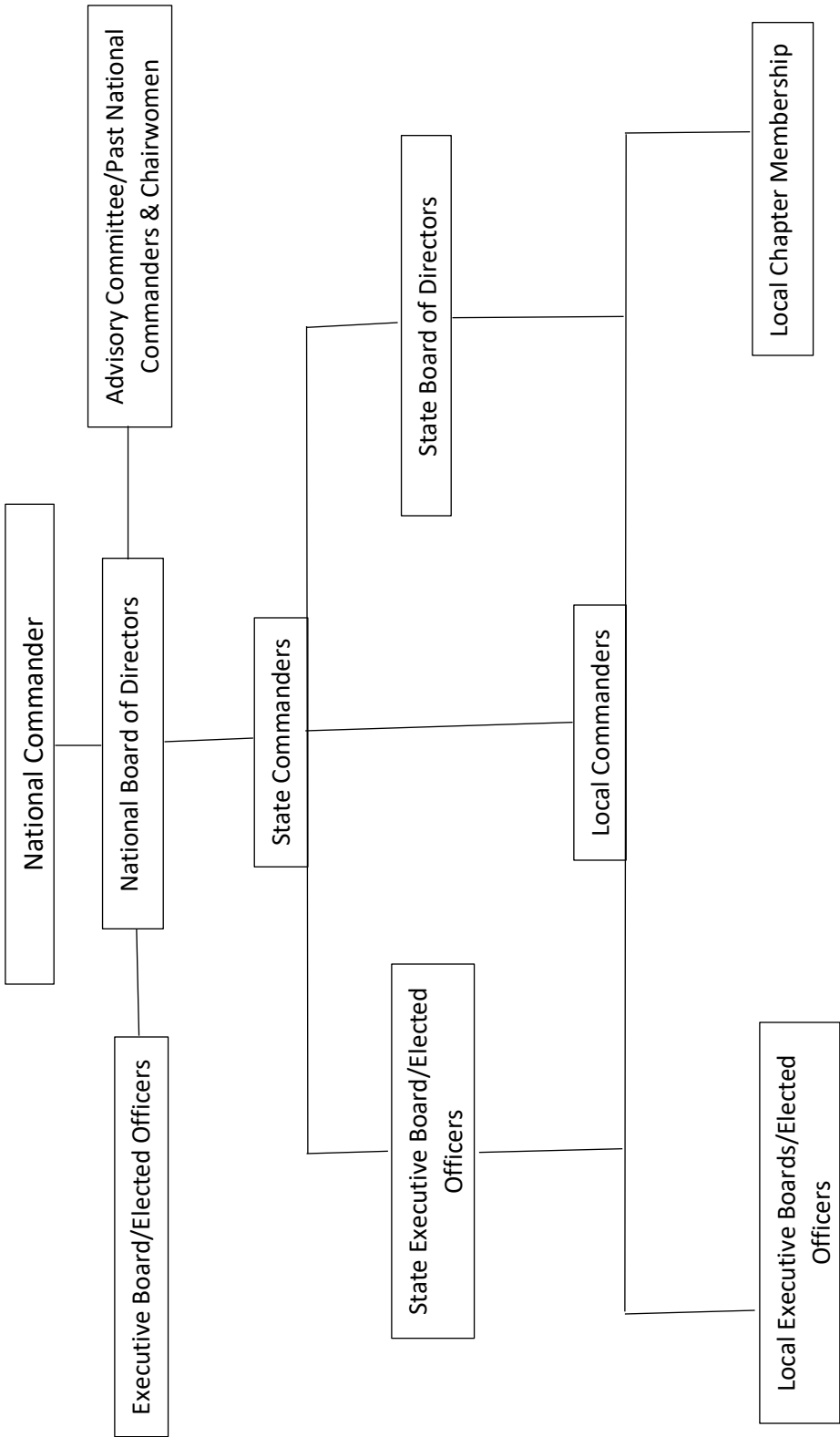
I, Maria Alma Munoz , a Notary Public, do hereby certify that on this 20th day of February , 1973, personally appeared before me NORA GONZALEZ, who being by me first duly sworn, declared that she is the persons who signed the foregoing document as incorporator, and that the statements therein contained are true.

Maria Alma Munoz
Notary Public in and for
Nueces County, Texas

MARIA ALMA MUNOZ
Notary Public in and for Nueces County, Texas
My Commission expires June 1, 19 73

APPENDIX B-1

AMERICAN GI FORUM OF THE UNITED STATES
ORGANIZATION CHART - FORUM

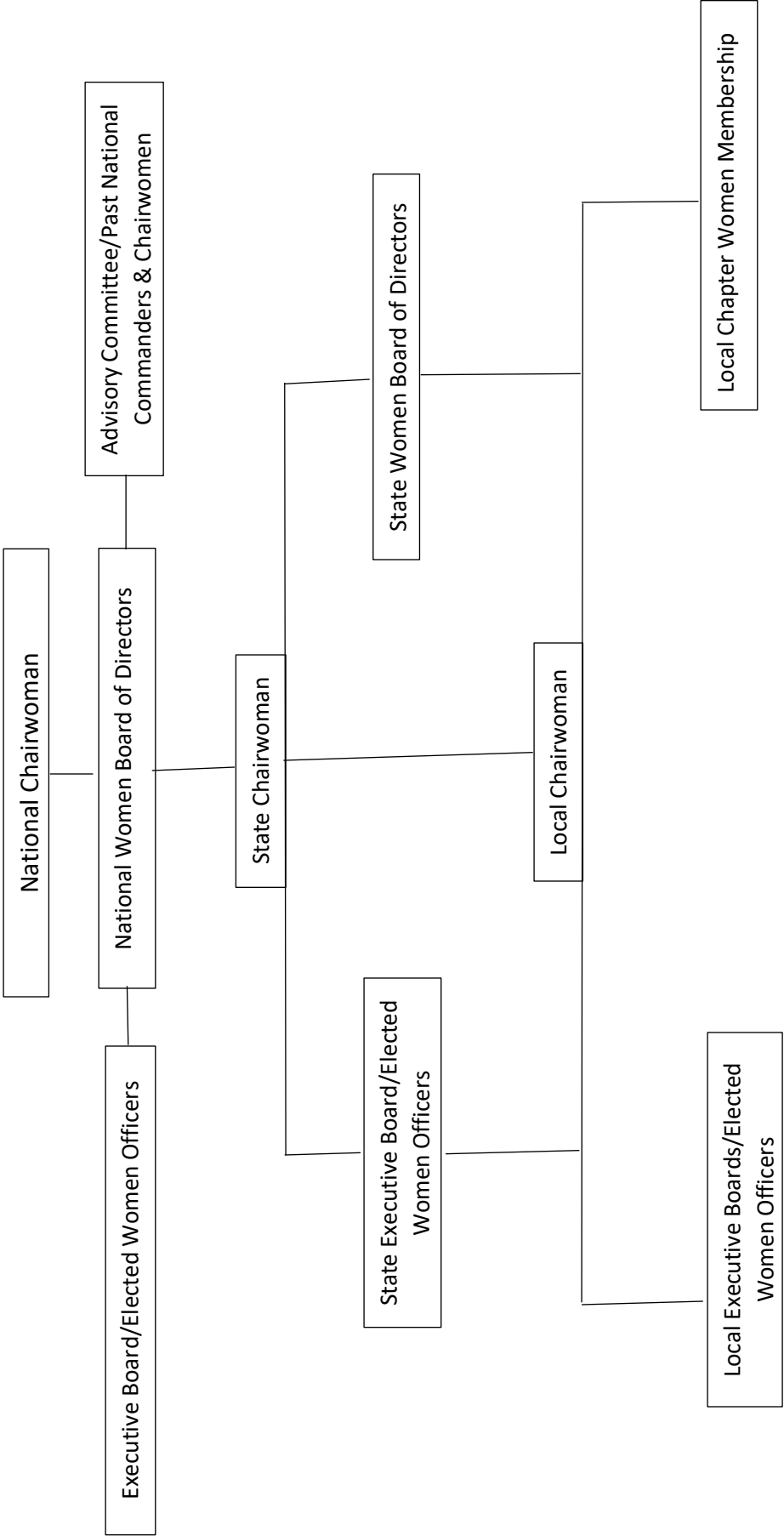


The Commander, Chairwoman, and Youth Chair work together at all levels to lead the AGIF.



AMERICAN GI FORUM OF THE UNITED STATES WOMEN
ORGANIZATION CHART - WOMEN

APPENDIX B-2

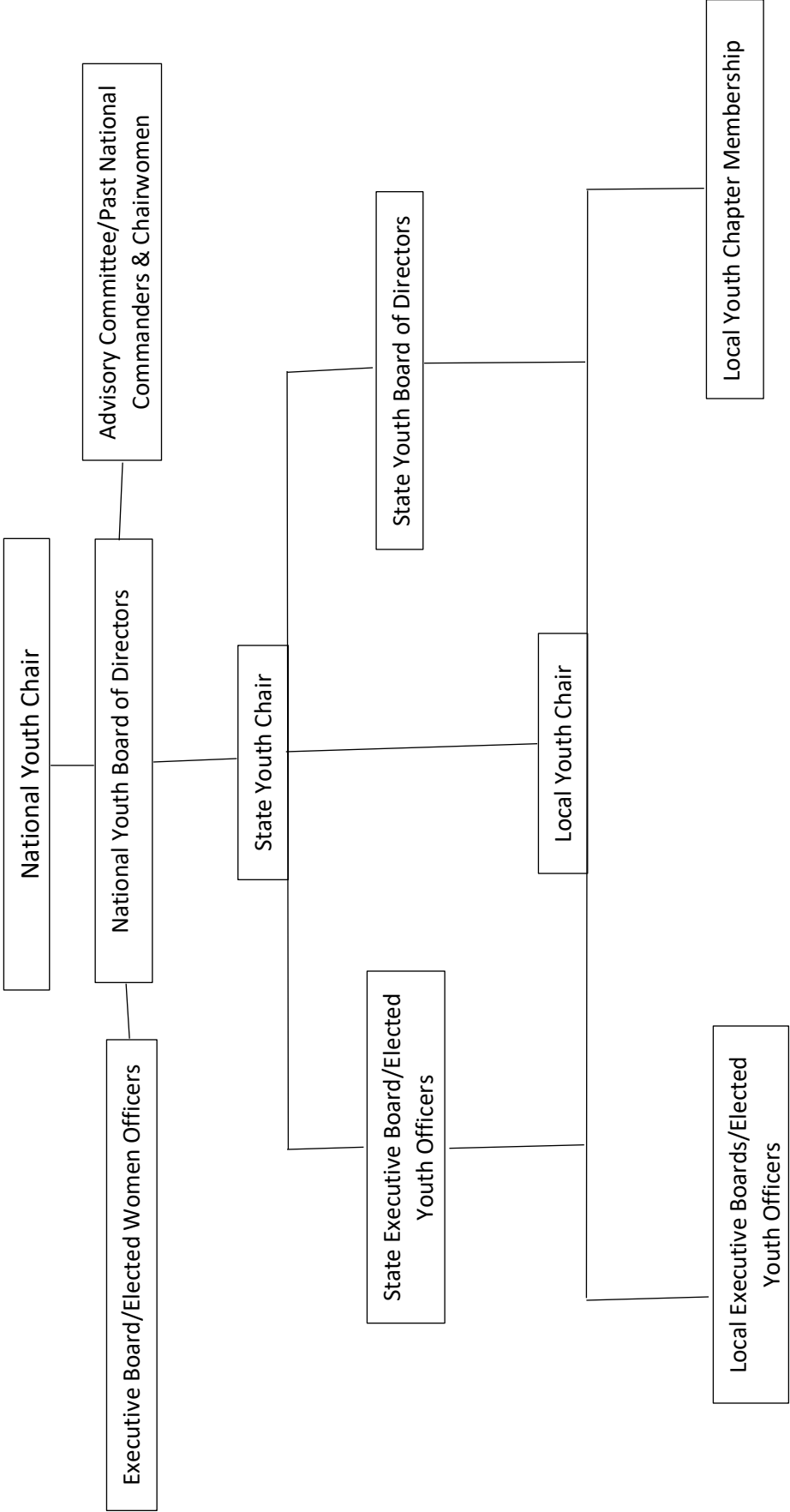


The Commander, Chairwoman, and Youth Chair work together at all levels to lead the AGIF.

National Chainwoman	National Commander	National Youth Chair
---------------------	--------------------	----------------------

APPENDIX B-3

AMERICAN GI FORUM OF THE UNITED STATES YOUTH
ORGANIZATION CHART - YOUTH



The Commander, Chairwoman, and Youth Chair work together at all levels to lead the AGIF.

National Chairwoman	National Commander	National Youth Chair
---------------------	--------------------	----------------------

APPENDIX C

Progressive Discipline

Complaint filed within 3 months to National, State or Local Commander



Complaint

Presentation of Charge within 3 months

Misconduct

Disloyalty

Filing lawsuits

Failure of officer to provide information

Failure of officer not to fulfill duties

Misappropriation of Funds*

Embezzlement of Funds*

Notorious, Improper or Immoral Conduct

Criminal Offenses

Sexual Harassment*

(*Charges can be filed at any time)



Ethics Committee

No Merit



Complaint Dismissed

Merit



Investigation Committee



Findings to Commander



Commander Appoints Mediator

Unsuccessful Mediation



Hearing – scheduled in 5 days
15-day notice to charged party



Charged party has 15 days to respond



FOLLOW HEARING PROCEDURE

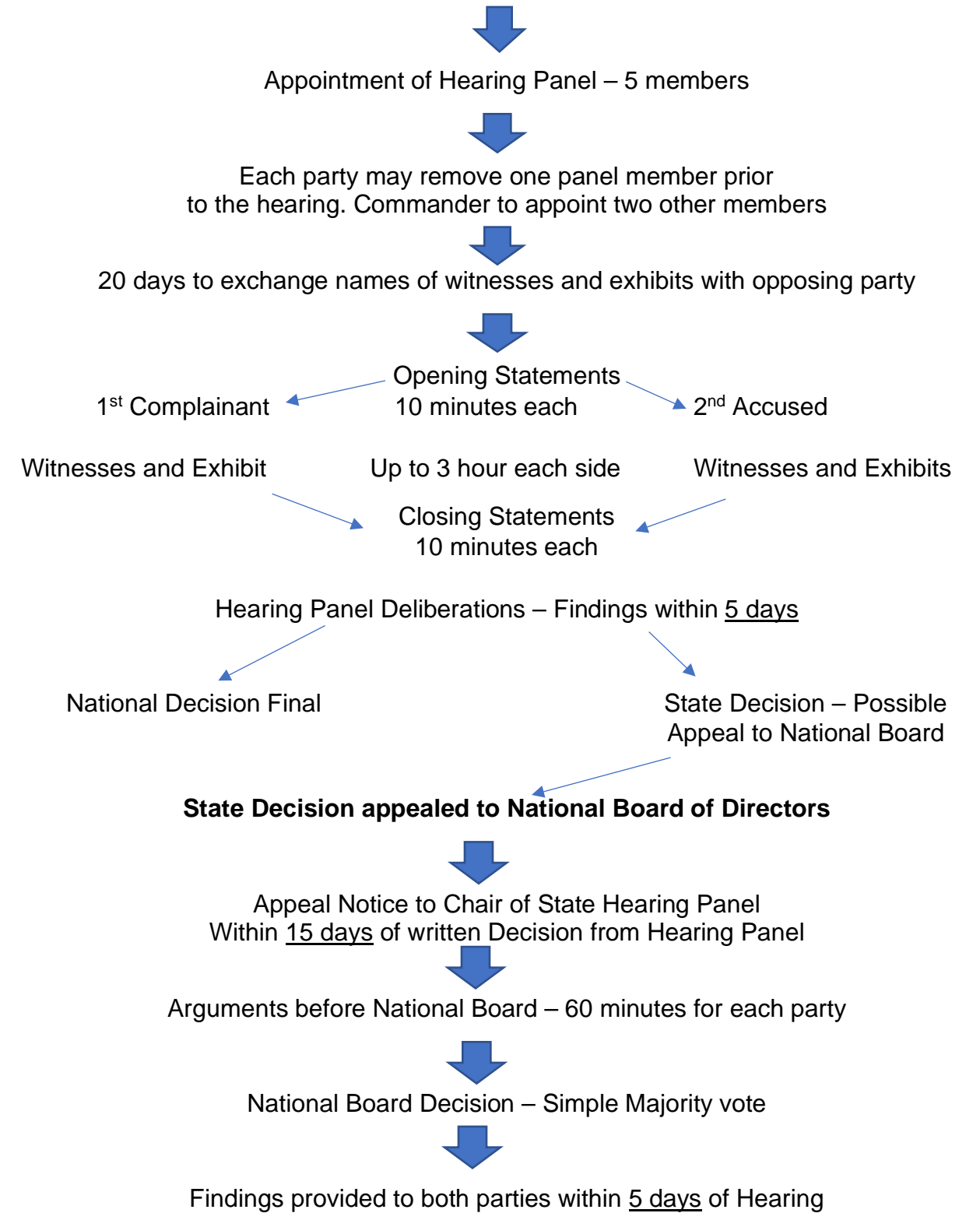
Successful Mediation



Complaint Resolved

APPENDIX D

Hearing Procedure



APPENDIX E



American GI Forum of the United States

Conflict-of-Interest Policy

Prologue

THE IRS REQUESTS ANNUAL DISCLOSURE STATEMENTS

The IRS requires that tax-exempt organizations engage in a periodic review of conflict-of-interest transactions. The purpose is to ensure the following:

- a. All Conflict-of-Interest transactions are disclosed,
- b. The procedures required by the IRS are followed for approving all conflict-of-interest transactions.
- c. All payments paid to or received from the AGIF-US or AGIF Organization(s) for the purchase or sale of goods or services are determined based on accurate information from independent and competent sources.
- d. All transactions are fair and reasonable to the AGIF-US and AGIF Organization(s).
- e. The AGIF-US and AGIF Organization(s) does not engage in activities that result in prohibited private inurement, impermissible private benefit or in an excess benefit transaction; any of which could jeopardize its tax-exempt status.

Article I: Purpose:

The purpose of the Conflict-of-Interest policy is to protect the AGIF-US and AGIF Organization(s) tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a commander, chairwoman, youth chair, director, officer, or member of the AGIF-US or AGIF Organization(s) or might result in a possible excess benefit transaction.

Directors, officers, members, and employees are expected to use good judgment, to adhere to high ethical standards, and to conduct their affairs in such a manner as to avoid any actual or potential conflict between the personal interests of a director, member, or employee and those of the AGIF-US or AGIF Organization(s). A Conflict of Interest exists when the loyalties or actions of a director, officer, member, or employee are divided between the interests of the AGIF-US and AGIF Organization(s), and the interest of the director, officer, member, or employee. Both the fact and the appearance of a Conflict of Interest should be avoided.

This policy is intended to supplement but not replace any applicable State and Federal laws governing of a conflict-of-interest applicable to non-profits and charitable organizations.

This policy applies to all AGIF-US and AGIF State Organization(s).

Article II: Definition:

1. Interested Person:

Any director, principal officer, or member of a committee at the National, State or Local level with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Substantial influence over the AGIF-US and AGIF Organization(s), the following persons are deemed to have substantial influence over the AGIF-US and AGIF Organization(s); each member of the Board of Directors; the officers of the AGIF, and such persons' spouse, ancestors, children, grandchildren, great grandchildren, brothers, sisters and the spouses of the children, grandchildren, great grandchildren, brothers and sisters; and an entity in which such persons hold more than 35 percent of the control. Furthermore, any person who met one of these definitions in the five years before the proposed transaction is deemed, for purposes of this Policy, to have substantial influence over the AGIF-US and AGIF Organization(s).

2. Financial Interest:

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family (nepotism):

- a. An ownership or investment interest in any entity with which the AGIF-US or AGIF Organization(s) has a transaction or arrangement.
- b. A compensation arrangement with the AGIF-US or AGIF Organization(s) or with any entity or individual with which has a transaction or arrangement.
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual which a negotiating a transaction or arrangement with AGIF-US or AGIF Organization(s).

Compensation includes direct and indirect remuneration as well as gifts, favors or scholarships that are substantial.

A financial interest is not necessarily a Conflict of Interest, Under Article 111, Section 2, a person who has a financial interest may have a Conflict of Interest only if the appropriate governing board or committee decides that a Conflict of Interest exists.

3. Fiduciary Responsibility:

A person has a Fiduciary Responsibility for the AGIF-US and AGIF Organization(s) towards an organization or individual if, the following applies:

- a. A member occupies a position of special confidence to the AGIF-US OR AGIF Organization(s) or individual.
- b. A member holds in trust property in which another person has the beneficial title of interest, or who receives and controls the income of another.
- c. A member has a duty of loyalty or duty of care to the AGIF-US or AGIF Organization(s); by virtue of serving as an officer or director of the AGIF-US or AGIF Organization(s) or a position with similar responsibilities. A duty of loyalty requires the person to refrain from dealing with the AGIF-US or AGIF Organization(s) on behalf of a party having an interest adverse to the AGIF-US or AGIF Organization(s) and refrain from competing with the organization. A duty of care requires the person to discharge his or her duties in good faith and in a manner he or she reasonably believes to be in the best interests of the AGIF-US and AGIF Organization(s).

A Fiduciary Responsibility is not necessarily a Conflict of Interest. Under Article III, Section 2, a person who has a Fiduciary Responsibility may have a Conflict of Interest only if the board or appropriate committee decides that a Conflict of Interest exists.

A Conflict-of-Interest is present when, in the judgment of the Board of Directors, an insider's stake in the transaction is such that it reduces the likelihood that an insider's influence can be exercised impartially in the best interests of the AGIF-US or AGIF Organization(s)

Article III: Procedures:

1. Duty to Disclose:

In connection with any actual or possible Conflict-of-Interest, an interested person must disclose the existence of the financial interest and be given the

opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. **Determining Whether a Conflict-of-Interest Exists:**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a Conflict-of-Interest is discussed and voted upon. The remaining board or committee members shall decide if a Conflict of Interest exists.

3. **Procedures for Addressing the Conflict-of-Interest:**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the AGIF-US or AGIF Organization(s) can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the AGIF-US or AGIF Organization(s) best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. **Violations of the Conflicts of Interest Policy:**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible Conflicts of Interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible Conflict of Interest, it shall take appropriate disciplinary and corrective action.

Article IV: Records of Proceedings:

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible Conflict of Interest, the nature of the financial interest, any action taken to determine whether a Conflict of Interest was present, and the governing board or committee's decision as to whether a Conflict of Interest in fact existed.
- b. The names of the persons who were present for the discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings. The results will be forwarded to the State and National Offices.

Article V: Compensation:

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the AGIF-US or AGIF Organization(s) for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose authority includes compensation matters and who receives compensation, directly or indirectly, from the AGIF US or AGIF Organization(S) for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose authority includes compensation matters and who receives compensation, directly or indirectly, from the AGIF-US or a AGIF Organization(s), either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI: Annual Statements:

Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the AGIF-US and AGIF Organization(s) are charitable and in order to maintain their federal-tax exemption they must engage primarily in activities which accomplish one or more of their tax-exempt purposes.

All Annual Disclosure Statements shall be submitted to the Secretary of the AGIF-US and filed with the minutes of the first meeting of the Board of Directors held each year.

Article VII: Remedies:

Any director or officer who fails to comply with this Conflict-of-Interest Policy may, in the discretion of the Board of Directors, be censured or be removed from the Board. If a member or officer who is deemed to have substantial influence over the AGIF-US or AGIF Organization(s) fails to comply with this Conflict-of-Interest Policy, he or she may be put on notice or terminated, in the discretion of the Board of Directors. Any other officer or member who fails to comply with this Conflict-of-Interest Policy may be put on notice or terminated by the National Board of Directors.

Article VIII: Periodic Reviews:

To ensure the AGIF-US and AGIF Organization(s) operates at a manner consistent with charitable purposes and does not engage in activities that could jeopardize their tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall be in writing and at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- b. Whether any grants are made to disqualified persons, or otherwise result in an excess benefit transaction.

- c. Whether arrangements with other organizations conform to the AGIF-US or AGIF Organization(s) applicable written policies, are properly recorded, and reflect reasonable payments for goods and services, if any, further the AGIF-US and AGIF Organization(s) charitable purposes and do not result in inurement or impermissible private benefits.
- d. The review shall consider the level of compliance with the Policy, the continuing suitability of the Policy, and whether the Policy should be modified and improved.

Article IX: Use of Outside Experts:

When conducting the periodic reviews, as provided for in Article VIII, the AGIF-US and AGIF Organization(s) may, but need not, use outside advisors. If outside experts are used their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

This Conflict of Interest Policy should be read and adhered to by all members of the AGIF-US and AGIF Organization(s).

Adopted by the National Board on this day 30th of April 2022.



Greg Nichols, National Secretary



American GI Forum of the United States
Conflict-of-Interest Policy

ACKNOWLEDGMENT AND FINANCIAL INTEREST DISCLOSURE STATEMENT

The AGIF-US and AGIF Organization(s) follows a Conflict-of-Interest Policy designed to foster public confidence in our integrity and to protect our interest when we are contemplating entering into a transaction or arrangement that might benefit the private interest of a commander, chairwoman, director, officer, or any of our members.

Part I. Acknowledgment of Receipt

I hereby acknowledge that I have received a copy of the Conflict-of-Interest Policy of the AGIF-US and AGIF Organizations and have read and understood it and agree to comply with its terms.

Member's Signature

Date

Part II. Disclosure of Financial Interests:

We are required annually to file Form 990 with the Internal Revenue Service, and the form we file is available to the public. To complete Form 990 fully and accurately, we need each commander, chairwomen, youth chair, officer, director, and member to disclose the information requested in this Part II.

A "Conflict-of-Interest," for purposes of Form 990, arises when a person in a position of authority over an organization, such as an officer, director, or key employee, may benefit financially from a decision he or she could make in such capacity, including indirect benefits such as to family members or businesses with which the person is closely associated.

Part II. Please check ONE of the following boxes:

☐ My interests and relationships have not changed since my last disclosure of interests. [Proceed to signature block below. Do not complete the tables.]

OR

☐ I hereby disclose or update my interests and relationships that could give rise to a Conflict-of-Interest: [Complete the table below. Use additional pages as needed.]

Family Relationships	Names of those presenting a potential Conflict of Interest
Include: spouse/domestic partner, living ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great grandchildren, and spouses/domestic partners of brothers, sisters, children, grandchildren, and great grandchildren	

Type of Interest	Description of interest that could lead to a Conflict of Interest
Transactions or arrangements with the Organization	
Transactions or affiliations with other non-profit organizations	
Substantial business or investment holdings	
Transactions or affiliations with businesses not listed above	

I am not aware of any financial interest involving me or a family member that could present a Conflict-of-Interest that I have not disclosed either above or in a previous disclosure statement.

Member's Signature

Date

Printed Name



APPENDIX F

American GI Forum of the United States

Conference Dress Code Policy

To maintain an appropriate professional environment for our team members, sponsors, and guests, the American GI Forum of the United States (AGIF-US) maintains a business Dress code policy during Nation and State Conferences.

This document serves as a non-exhaustive list of apparel that is and is not appropriate for the AGIF-US Conferences.

Commanders, Chairwomen, Youth Chairs, and elected officers have the responsibility to share this policy with the membership and explain the importance of proper attire at Conferences. The way that each member dresses and conducts themselves tells our guests how we respect the AGIF-US and our Founder; or shows disrespect if members inappropriately dress, as to cause a distraction on the Conference floor; put themselves in a potentially dangerous situation; or cause embarrassment to our guests. Commanders, Chairwomen, and elected officers have discretion to enforce the code in a fair reasonable, and consistent manner. Team members who attend conference sessions dressed in a way that violates the policy may be asked to change their clothes.

Formal Business Attire:

- a. Pantsuit
- b. Women’s Suit
- c. Suit and tie
- d. Dresses
- e. Blazers or sport coats with dress pants
- f. Dress pants and sweaters
- g. Tunic with leggings
- h. Nice polo/golf shirt with dress pants
- i. Dress shoes, dressy sandals
- j. Clean athletic shoes (for health reasons)
- k. Nice shirt or blouse with dress pants (long or capris, or cropped)
- l. Nice, clean dressy cowboy boots

Inappropriate Business Attire

- a. Ripped jeans
- b. Sweatpants
- c. Yoga pants
- d. Mini dresses
- e. Shorts, hot pants/short shorts
- f. T-shirts
- g. Sweatshirts
- h. Any clothing that is dirty, overly tight, revealing, or ripped
- i. Dirty, torn athletic shoes
- j. Work boots
- k. Construction boots
- m. Old, dirty, scuffed cowboy boots

- m. For the Commanders banquet semi-formal dress attire is appropriate if there is time to change after the elections and adjournment. As the elections often run late, chose clothes for that day that will be appropriate for the entire day if needed (your most dressy business attire.)

This Communications Policy should be read and adhered to by all members of the AGIF-US and AGIF Organization(s).

Adopted by the National Board on this day 30th of April 2022.


Greg Nichols, National Secretary



APPENDIX G

American GI Forum of the United States

Document Retention and Destruction Policy

The American GI Forum of the US Document Retention and Destruction Policy identifies the record retention responsibilities for maintaining and documenting the storage and destruction of the AGIF-US and AGIF Organization(s') documents and records.

The AGIF-US and AGIF Organization(s), a Texas non-profit corporation ("Corporation") has adopted this Record Retention and Destruction Policy (the "Policy") to ensure that its records and documents are protected, maintained, and destroyed in a manner that is consistent with the AGIF-US and AGIF Organization(s') legal requirements and the principles of good governance.

Scope of the Policy:

This Policy applies to all records generated during the AGIF-US and AGIF Organization(s) operations, including both original documents and reproductions, and paper and electronic documents including records stored on computers, flash drives, and Cloud storage. Attached is, Attachment A, the AGIF-US and AGIF Organization(s) Record Retention Schedule, which sets forth the retention and disposal schedule for the AGIF-US and AGIF Organization(s') records.

Retention of Records:

Records are to be retained for at least the minimum period required by Attachment A, by contract, or by applicable state law or regulations, whichever is longer. Subject to any limitation set forth in this Policy, draft, working, or reference documents should be discarded when they are superseded by a final document or are no longer in daily use. However, drafts and working documents that are exchanged externally in the course of any transaction should be retained for as long as the final documents are required to be retained. In general, the retained copy of a record should not contain personal notations, other than the author's signature.

Administration:

The AGIF-US’ National Commander is the person responsible for administering this Policy and implementing processes and procedures to ensure that the Policy is followed. The Commander is authorized to undertake the following actions: (i) modify the Record Retention Schedule, from time to time, to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories; (ii) monitor local, state and federal laws affecting record retention; (iii) annually review the record retention and disposal program' and (iv) monitor compliance with this Policy.

Destruction of Records:

Records that are no longer required, or have satisfied their required periods of retention, should be destroyed in a burner that ensures that all sensitive or confidential material can no longer be read or interpreted. Paper documents should be shredded, and electronic documents should be erased or otherwise rendered unreadable.

Suspension and Destruction of Records:

All records, including any electronic records, that potentially may be relevant to an official proceeding or that are relevant to a pending or reasonably anticipated legal proceeding, investigation, or audit, shall be carefully preserved and maintained for the duration of the proceeding, investigation or audit in addition to any applicable records retention period set forth in this Policy. If the AGIF-US or AGIF Organization(s) receive notice of or reasonably anticipates a legal proceeding, investigation or audit, the Commander shall promptly inform the AGIF-US or AGIF Organization(s) directors, officers, and contractors to suspend any further destruction of records, under this Policy, until such time as the National Commander, with the advice of counsel, determines otherwise. This policy applies to all members of the AGIF-US Board of Directors, committee members, AGIF State Organization(s) and chapters shall be required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following sections will be transferred and maintained by National, State, Local Organization(s) and Chapter secretaries.
- b. All other paper documents will be destroyed after three years.
- c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year.
- d. No paper or electronic document will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel for any current or foreseen litigation if employees have not been notified); and

- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act)

The following indicates the minimum requirements and is provided as guidance to custom determine your organization's document retention policy. Since statutes of limitations and state and government agency requirements vary from state to state, each AGIF-Organization should carefully consider its requirements and consult with the National Advisor via the National Office before adopting, a Document Retention and Destruction Policy. In addition, federal awards and other government grants provide for a longer period than is required by other statutory requirements.

Non-profit document retention requirements — understanding what merits retention.

The Sarbanes-Oxley Act (SOX) aims at improving corporate transparency and accountability. For non-profits, key an-mg the SOX provisions are documentation practices—yet the law doesn't provide explicit document-retention schedules. Still, you are not left to figure it out on your own.

Attachment A

Corporate records Document	Retention period
Annual reports to the secretary of state or attorney general	Permanent
Articles of incorporation	Permanent
Board meeting and board committee minutes	Permanent
Board policies and resolutions	Permanent
Bylaws	Permanent
Construction documents	Permanent
Fixed asset records	Permanent
IRS application for tax-exempt status (Form 1023)	Permanent
IRS Determination letter	Permanent
State sales tax exemption letter	Permanent
Contracts	7 years after termination
General correspondence	3 years

Accounting and corporate tax records

Document	Retention period
Annual audits and year-end financial statements	Permanent

Depreciation schedules	Permanent
IRS Form 990 tax returns	Permanent
General ledgers	7 years
Business expense records	7 years
IRS Form 1099	7 years
Journal entries	7 years
Invoices	7 years
Sales records (books)	5 years

Petty cash vouchers	3 years
Cash receipts	3 years
Credit card receipts	3 years

Bank records

Document	Retention period
Check registers	7 years
Bank deposit slips	7 years
Bank statement and reconciliation	7 years
Electronic fund transfer documents	7 years

Payroll and employment tax records

Document	Retention period
State unemployment tax records	Permanent
Payroll records	Permanent
Garnishment records	7 years
Payroll tax returns	7 years
W-2 statements	7 years
Employment tax records	At least 4 years after filing the year's 4th quarter taxes (or longer, if required by state law)

Human resource records

Document	Retention Period
Employment and termination agreements	Permanent
Retirement and pension plan documents	Permanent
Records relating to promotion, demotion, or discharge	7 years after termination
Accident reports and workers compensation records	5 years
Background checks, drug test results, driving records and employment verifications	5 years

Resumes, employment applications and related materials (including interview notes) for employees	4 years after termination
Resumes, employment applications and related materials (including interview notes) for applicants not hired	3 years
Timesheets, compensation history and job history	4 years after termination
Performance appraisal and disciplinary action records	4 years after termination
1-9 forms	3 years after hire date or 1 year after employment ends (whichever is later)

Donor and grant records

Document	Retention period
Donor records and acknowledgment letters	7 years
Grant applications and contracts	7 years after expiration

Legal, insurance and safety records

Document	Retention Period
Appraisals	Permanent
Copyright registrations	Permanent
Environmental studies	Permanent
Insurance policies	Permanent
Real estate documents	Permanent
Stock and bond records	Permanent
Trademark registrations	Permanent
Leases	7 years after expiration
OSHA documents	5 years
General contracts	3 years after expiration

When the retention period for any particular document has ended, be careful to erase, shred or otherwise destroy the document so that any confidential information cannot be read or reconstructed.

This Document Retention and Destruction Policy should be read and adhered to by all members of the AGIF-US and AGIF Organization(s).

Adopted by the National Board on this day 30th of April 2022.



 Greg Nichols, National Secretary

APPENDIX H



American GI Forum of the United States

Member Confidentiality Policy

Overview and Purpose:

Due to the nature of our business, it is essential that all our members fully understand how to treat confidential information. Accordingly, this member Confidentiality Policy has been crafted and implemented to ensure that everyone who is a member of the AGIF-US and AGIF Organization(s) knows and complies with our expectations regarding sensitive information.

We want to make sure that any relevant information pertaining to our organization, clients, and partners is properly secured because it may be:

- Legally binding (such as contractual material).
- Essential to our successful business operations (such as proprietary information pertaining to our mission).

Duty of Loyalty-Confidentiality:

The duty of loyalty prohibits a member from using the AGIF-US or AGIF Organization(s) position to obtain a personal profit or to gain a personal advantage. A member is privy to information that may not be known to others outside the AGIF-US or AGIF Organization(s) sphere. As part of the duty of loyalty, a member cannot take advantage of AGIF-US or AGIF Organization(s) information for his or her own personal interests.

Confidentiality Is a Fiduciary Responsibility:

Fiduciary responsibilities mean that members must act honestly and put the best interests of the AGIF-US and AGIF-Organization(s) ahead of their own interests.

It also means that they must avoid or acknowledge Conflicts of Interest and abstain from voting when such a conflict exists. Members also have limits on how they can share information and with whom they may share it.

Maintaining confidentiality also means that members must maintain the confidentiality of any personal or sensitive information they acquire during their service to the organization.

Scope:

This is a blanket policy. As such, this Member Confidentiality policy applies to anyone who works for/with us in any capacity that actually has or could potentially have access to confidential and/or sensitive information.

Confidential and Sensitive Information — Defined

For the purposes of this policy, confidential and/or sensitive information is defined as:

- Uncirculated financial information.
- Records pertaining to donors/partners/clients/members.
- Patents, formulas, or new methods/methodologies.
- Donor and/or client lists (existing and prospective).
- Written/electronic documents or similar material entrusted to our organization by outside parties.
- Recruiting/conference marketing and other unrevealed strategies.
- Any material explicitly marked as confidential.
- Uncirculated material pertaining to goals, predictions and proposals marked as confidential.
- Any information that has to do with an Article V complaint.

Depending on their position title/responsibilities, seniority and other factors, our members may have differing levels of authorized access to this type of material.

Member’s Obligations Under this Policy:

In accordance with this policy all employees must:

- Take reasonable steps to ensure that confidential material is never left in plain view or otherwise unsecured.
- Shred confidential material when it is no longer needed.

- Ensure that any confidential information in a digital format is only viewed on secure devices.
- Refrain from making authorized disclosures to members unless absolutely necessary.
- Refrain from taking/emailing confidential documents off AGIF-US or AGIF Organization(s) property unless absolutely necessary.
- Surrender all confidential documents and material to the organization upon resignation, termination or at any time upon the request of their commander or chairwoman.
- Take reasonable steps to ensure that they do not mistakenly disclose any confidential information to any unauthorized persons in or outside the organization.
- Report any inadvertent disclosures of confidential information to their direct commander or chairwoman as soon as possible.

Prohibited Conduct and Activities:

Members are prohibited from doing the following:

- Using confidential information for financial or personal gain.
- Removing or making copies of confidential material; or facilitating the reproduction of confidential material relating to the AGIF-US or AGIF Organization(s) in any manner.

How We Safeguard Confidential Information:

We take the following steps to safeguard confidential information:

- Store hardcopies in secured filing cabinets.
- Encrypt electronic information and ensure databases are protected . Ask anyone who works for us to sign non-compete and/or non-disclosure agreements (NDAs).
- Require commanders and chairwomen to authorize access to confidential information.

Exceptions to this Policy:

From time to time, some circumstances may warrant disclosure of confidential or sensitive information. We reserve the right to disclose said information when:

- A regulatory/law enforcement/or other government agency requests it as part of an investigation or audit.
- If we consider a venture or partnership requiring the disclosure some information (within legal parameters).

When this happens, commanders and chairwomen who receive such requests or are privy to such considerations should carefully document their disclosure procedure and gather required authorizations. We're legally obligated not to disclose more information than necessary to accommodate such requests or make relevant business decisions.

Consequences for Failure to Comply:

Any member or other such person obligated to comply with this policy who deliberately or unintentionally fails to do so will be disciplined. The type of discipline will depend on the severity and frequency of the violation(s). Anyone found to be using confidential/sensitive information for personal gain in violation of this policy will be terminated. This policy is binding even after a member resigns or is expelled.

This Member Confidentiality Policy should be read and adhered to by all members of the AGIF-US and AGIF Organization(s).

Adopted by the National Board on this day 30th of April 2022.



 Greg Nichols, National Secretary

APPENDIX I



American GI Forum of the United States **Whistleblower Protection Policy**

The American GI Forum of the US (AGIF-US) requires directors, officers, and members to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members and representatives of the AGIF US (forthwith this Organization or The Organization), we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility:

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that The Organization can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, members, and volunteers to report concerns about violations of The Organization’s code of ethics or suspected violations of law or regulations that govern this Organization’s operations.

No Retaliation:

It is contrary to the values of this Organization for anyone to retaliate against any board member, officer, and member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of this Organization. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of membership.

Reporting Procedure:

This Organization has an open-door policy and suggests that members share their questions, concerns, suggestions, or complaints with their Commander. If you are not comfortable speaking with your Commander or you are not satisfied with your Commander’s response, you are encouraged to speak with your State Commander. Chapter Commanders are required to report complaints or concerns about

suspected ethical and legal violations in writing to the State Legal Adviser via the State Commander, who has the responsibility to investigate all reported complaints. Members with concerns or complaints may also submit their concerns in writing directly to the National Commander after going through their State Commander.

Commanders:

The Commanders of this Organization are vested with the responsibility for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Chapter Commanders will advise the State Commander of all complaints and their resolution and will report at least annually to the Treasurer and Financial Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters:

The local, State or National Commander shall immediately notify their respective Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith:

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality:

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible and consistent with the need to conduct an adequate investigation.

Handling of Reported Violations:

This Organization’s Commanders, as applicable, will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Commanders will cause the appointment of an investigation committee to receive, investigate and respond to complaints.

This Whistleblower Protection Policy should be read and adhered to by all members of the AGIF-US and AGIF Organization(s).

Adopted by the National Board on this day 30th of April 2022.



Greg Nichols, National Secretary

APPENDIX J



American GI Forum of the United States

Communications Policy

The purpose of the Communications Policy is to identify different modes of communications used within the AGIF-US and AGIF Organization(s). The Communication Policy will ensure that all members know what is expected in their daily communication within the organization and with other members.

Although we do have Freedom of Speech, we should never use speech to harm or threaten others. The First Amendment of the Constitution of the United States does not protect harmful and threatening speech. The AGIF-US and AGIF Organization(s) have zero tolerance with speech of a harmful or threatening nature.

The objective of the Communications Policy is to ensure that the members of the AGIF-US and AGIF Organization(s) adhere to a professional and courteous form of communication with each other and with the public we encounter. Please adhere to the following:

1. **Cell Phone Usage:** The use of cell phones is discouraged by members during a Local general meeting or general assembly for the National or State Conferences, while a meeting is in session. Turn your telephone off or put it on vibration mode so as not to disturb the meeting or others.
2. **Email or Texting:** are modes of communication that is essential to our work and communication within the AGIF-US and AGIF Organization(s). No matter how you use your email or text we expect you to avoid:
 - a. Sending, unauthorized emails, texts, or attachments of information pertaining to the AGIF-US and AGIF Organization(s) to outside parties including news media, congressional or legislative representatives or non-members, without the prior approval from the Commander and/or Chairwoman.
 - b. The AGIF-US and AGIF Organization(s) prohibit the sending of insulting or discriminatory messages and content to any other member or to the public.

- c. Do not send out emails in anger. Before sending any correspondence, do not send the email or text in haste, especially if you are angry or upset about an issue. Save the email in draft and go back to it after you have calmed down. Rethink and rewrite your message.
 - d. If your email is to a specific person and you are angry with that person, it is better to pick up the telephone and/or meet with them in person to discuss any disagreement.
 - e. Emails and text messages to others can be forwarded and are out of your control once you hit *Send*, so expect that your email may become public.
 - f. When sending an email, identify your topic clearly on the subject line. If your email requires a reply, ask the recipient to respond to you by a specific date. Be clear and concise with the email and do not make your message too long, identify any attachments you are sending. Use spell check to make sure that you have not misspelled words.
 - g. Do not capitalize full words as this is a form of “SHOUTING” at someone. Avoid shouting (use of capital letters), avoid bullying or use of curse words. Do not use words to humiliate, disrespect, offend, and/or discriminate against someone.
 - h. Be considerate with others and treat each other with courtesy and respect in your emails or texts or personal interaction with others. Choose your words carefully so not to offend other people.
 - i. Answer your emails promptly at least within 24 hours unless the sender requests an immediate reply. Check your email at least once per day. Especially if you are in a leadership position.
3. **Web Page**: AGIF Organization(s) have web pages and use social media to advertise their organizations and fundraising events. Keep all web pages professional and informative to the public. Sponsors will check out web pages for organizational information, so keep the web page updated.

4. **Social Media**: AGIF Organization(s) use social media apps such as Facebook, Instagram, Snapchat, or any other applications for marketing purposes. Be professional in sending out any information.
- a. If you are using your personal social media accounts to send out AGIF-US or AGIF Organization(s) information, ensure others that “*opinions are my own.*”
 - b. Avoid sharing intellectual property or confidential information.
 - c. Do not share AGIF-US or AGIF Organization(s) news that the Commander and/or Chairwoman has not officially announced.
5. **Communications Committees**: If you are on an AGIF-US or AGIF Organization(s) Communications Committee and manage the social media accounts or speak on AGIF’s behalf, we expect you to protect our organization’s image and reputation. Specifically:
- a. Be respectful, polite, and patient.
 - b. Avoid speaking on matters outside of your field of expertise.
 - c. Follow our confidentiality policies.
 - d. Correct or remove any misleading or false content immediately.
 - e. Check with your AGIF Organization(s) boards to make sure all information is accurate.

This Communications Policy should be read and adhered to by all members of the AGIF-US and AGIF Organization(s).

Adopted by the National Board on this day 30th of April 2022.


Greg Nichols, National Secretary

APPENDIX K

SAMPLE AGENDA FOR MEETINGS or CONFERENCES



AGENDA – DATE:_____

Call to order: **Time:**

Official Prayer:

Pledge of Allegiance:

Roll call of Officers (Secretary):

Introduction of Guests (Commander):

Conference Rules (Chairwoman):

Approval of the Agenda:

Reading of Minutes/Approval:

Treasurer's Report:

Officers Reports for the Local, State, and National:

Commander:

Chairwoman:

Youth Chair:

Committee Reports:

Unfinished Business:

a.

b.

New Business:

a.

b.

Announcements:

Good and Welfare:

Closing Prayer:

Motion to Adjournment:

Time:



APPENDIX L

AMERICAN GI FORUM of the UNITED STATES
MEMBERSHIP APPLICATION
635 W. Corona Ave., Suite 114, Pueblo, CO 81004
(719) 299-4838 · www.agifus.com

Please complete and return application to: Chapter _____

Address _____

Please Check Method of payment: City _____

☐ My check or money order is enclosed State _____

☐ I have paid in cash and a copy of this application is my receipt

Name _____

Address _____

City, State, Zip _____

Phone Number _____ E-Mail _____

Birth Date _____ Place of Birth, City _____ State _____

☐ Veteran ☐ Non-Veteran ☐ Female ☐ Youth U.S. Citizen: ☐ Yes ☐ No

As a veteran member I certify that I have served for more than 180 consecutive days of active military duty and was honorably discharged or I am still serving honorably.

Branch of Service

☐ U.S. Army ☐ U.S. Navy ☐ U.S. Air Force ☐ U.S. Marines ☐ U.S. Coast Guard ☐ Nat Grd ☐ Res.

Date of Discharge _____ Proof of Service ☐ DD214 ☐ VA Medical ☐ Other
(Please note that all officers must have a DD214 as proof of Service)

Verified by: _____

Ever been convicted/arrested for a felony? ☐ Yes ☐ No Explain below:

I would like to become a member of the American GI Forum because I believe in and support the purpose and goals of the American GI Forum, meet eligibility standards for membership as stated in the American GI Forum Constitution and will adhere to the moral standards of the organization. Therefore, I solemnly promise to uphold the standards of the American GI Forum and to keep this objective and aim in mind, pledge allegiance to my fellow members and promise to aid them in all worthy endeavors. Further, I solemnly swear that all the information contained herein is true and that I am aware that any misrepresentation of the truth will be cause for immediate expulsion from this organization.

_____	_____	_____	_____
New Member Signature	Date	Signature Chapter Member	Date

"Education is our Freedom and Freedom Should be Everybody's Business"

APPENDIX M

Veteran’s Log – DD214 Administration

DATE	VETERAN’S NAME	DD214/VETERANS ADMINISTRATION IDENTIFICATION	BRANCH OF SERVICE	DATE OF DISCHARGE	INDICATE PROOF OF SERVICE DD214 VA Medical I.D. Card	VERIFIED BY COMMANDER

APPENDIX N-1

AMERICAN GI FORUM OF THE UNITED STATES

Veteran Transmittal Form

Local Chapter: _____ Local Chair: _____ Telephone: _____ Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Instructions: Please list names, addresses, and dues under the proper column. Retain on copy for local files and mail original and duplicate to the STATE TREASURER. Make the check payable for the total to the American GI Forum of your State and mail to the STATE TREASURER. A completed membership application for each member listed must accompany this form.

Name	Address	City	Zip	Phone #	New	Renewal	Veteran	Non-Vet	Forum Nat'l Dues	State Dues	Chapter Dues	Lifetime Nat'l Dues \$250.00	Donate
Total					0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

LOCAL CHAPTER'S: Check # _____ Amt **\$0.00** Date Mailed: _____

LOCAL CHAPTER'S: Check # _____ Amt **\$0.00** Date Mailed: _____ Original - National Office _____
 State Check #: _____ Amt **\$0.00** Date Mailed: _____ 1st Copy - State Office _____
Total \$0.00 2nd Copy - Local Files _____

APPENDIX N-2

AMERICAN GI FORUM OF THE UNITED STATES

Women Transmittal Form

Local Chapter: _____ Local Chair: _____ Telephone: _____ Date: _____
Address: _____ City: _____ State: _____ Zip Code: _____

Instructions: Please list names, addresses, and dues under the proper column. Retain on copy for local files and mail original and duplicate to the STATE TREASURER. Make the check payable for the total to the American GI Forum of your State and mail to the STATE TREASURER. A completed membership application for each member listed must accompany this form.

[illegible]

LOCAL CHAPTER'S: Check # _____ Amt **\$0.00** Date Mailed: _____

LOCAL CHAPTER'S: Check # _____ Amt **\$0.00** Date Mailed: _____ Original - National Office _____
 State Check #: _____ Amt **\$0.00** Date Mailed: _____ **Total \$0.00** 1st Copy - State Office _____
 2nd Copy - Local Files _____

APPENDIX N-3

AMERICAN GI FORUM OF THE UNITED STATES

Youth Transmittal Form

Local Chapter: _____ Local Chair: _____ Telephone: _____ Date: _____
Address: _____ City: _____ State: _____ Zip Code: _____

Instructions: Please list names, addresses, and dues under the proper column. Retain on copy for local files and mail original and duplicate to the STATE TREASURER. Make the check payable for the total to the American GI Forum of your State and mail to the STATE TREASURER. A completed membership application for each member listed must accompany this form.

Name	Address	City	Zip	Phone #	New	Renewal	Student	Non-Vet	Youth Nat'l Dues	State Dues	Chapter Dues	Lifetime Nat'l Dues \$250.00	Donate
Total					0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

LOCAL CHAPTER'S: Check # _____ Amt \$0.00 Date Mailed: _____

LOCAL CHAPTER'S: Check # _____ Amt **\$0.00** Date Mailed: _____
 State Check #: _____ Amt **\$0.00** Date Mailed: _____
Total \$0.00

APPENDIX N-4

AMERICAN GI FORUM OF THE UNITED STATES

Lifetime Transmittal Form

Local Chapter: _____ Local Chair: _____ Telephone: _____ Date: _____
Address: _____ City: _____ State: _____ Zip Code: _____

Instructions: Please list names, addresses, and dues under the proper column. Retain on copy for local files and mail original and duplicate to the STATE TREASURER. Make the check payable for the total to the American GI Forum of your State and mail to the STATE TREASURER. A completed membership application for each member listed must accompany this form.

Name	Address	City	Zip	Phone #	New	Renewal	Veteran	Non-Vet	Forum Nat'l Dues	State Dues	Chapter Dues	Lifetime Nat'l Dues \$250.00	Donate
Total					0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

LOCAL CHAPTER'S: Check # _____ Amt \$0.00 Date Mailed: _____

LOCAL CHAPTER'S: Check # _____ Amt **\$0.00** Date Mailed: _____

State Check #: _____ Amt **\$0.00** Date Mailed: _____

Total \$0.00

Original - National Office _____

1st Copy - State Office _____

2nd Copy - Local Files _____



APPENDIX O

AMERICAN GI FORUM OF THE UNITED STATES

CHARTER RENEWAL AND LIST OF OFFICERS

DATE:	TO: Print Three copies First NATIONAL OFFICE / Second STATE / Third Keep a copy for the CHAPTER
FROM:	Subject: CHARTER RENEWAL AND LIST of OFFICERS

CHAPTER NAME:	
STATE: EIN:	

TITLE:	NAME:	ADDRESS & ZIP	PHONE:	
COMMANDER/ CHAIRWOMAN				
VICE COMMANDER/ VICE CHAIRWOMAN				
SECRETARY				
TREASURER				
SGT-AT-ARMS				
HISTORIAN				
ELECTIONS WERE HELD ON		MONTH	DAY	YEAR
CHAPTER CHECK #		AMOUNT		
STATE CHECK #		AMOUNT		



AMERICAN GI FORUM OF (name of state)
(No. of Yrs) Annual State Conference
(Location of Conference)
(Date of Conference)

Registration Form

Name _____ Telephone _____

AGIF Chapter _____

Address _____

City _____ State _____ Zip Code _____

E-Mail _____ Cell Phone _____

Early Registration	Registration after (Date)
Adult Members - \$25.00	\$35.00
Youth Members - \$20.00	\$25.00
Non-Members - \$40.00	\$50.00
Registration will include : Friday Evening Reception, Saturday lunch and banquet	

Hotel Information

Choose the hotel that you prefer

Comfort Suites 620-669-5200
Atrium Hotel 620-669-9311
Fairfield Inn & Suites 620-259-8787
Hampton Inn 620-665-9800
Days Inn 620-665-3700
Super 8 620-663-7822
Holiday Inn Express 620-259-8656
Rodeway Inn 620-663-4444
Red Coach Inn 620-662-6394

Please Make Conference Registration Checks

Payable to:

(Year) AGIF State Conference

Mail Registration & Payment to:
(Year) AGIF State Conference
(Address)
(City, State Zip code)

For more information please contact:
(Name) at (Phone number)
Cell: (Phone Number)

Office Use Only:

Date received: _____ Amount: \$_____ Check No. _____

Received By: _____

APPENDIX P-2

AMERICAN GI FORUM
Rules and Regulations Governing a State Conference

- 1. The Chapter hosting a conference must be an active chapter for 2 years and must be in good standing with the State.
- 2. The Hosting Chapter for the conference will arrange and handle the following conference committees:
 - a. Registration
 - b. Brochure
 - c. Luncheons
 - d. Banquet
 - e. Education Contest
 - f. Social
 - g. Publicity
 - h. On Call (Misc.)
 - i. Any other
- 3. The agenda and speakers will be handled by the State Commander, and the State Chairwoman, and they will work together with the hosting chapter.
- 4. The following persons will be allowed to the conference free of charge (registration package only).
 - a. The three state chairs.
 - b. Only main guest speakers as approved by the State Commander, in consultation with the conference co-chairpersons, prior to the conference will be admitted free.
 - c. Only National Officers as announced by the State Commander.

A **Report** of all income and disbursements (in writing) must be presented to the State Board of Directors within three (3) months after the conference. Receipts must accompany the report.

- 5. Regular progress reports must be given to the State Board of Directors from time to time prior to the conference.
- 6. To guarantee that there is no financial loss in respect to the State Conference, the State Commander, with the consent of the Board, shall have veto powers over the hosting groups of said conference in respect to the amount of the registration fee and the cost of said conference.
- 7. A separate bank account should be maintained for the conference finances. The name of this account shall be “AGIF State Conference 20__”.
- 8. The person who handles the money must be bonded. Any person who handles the money should be bonded.
- 9. All checks should be made payable to “AGIF State Conference 20__”.

APPENDIX P-2

CONFERENCE COMMITTEES

BROCHURE: _____
Chairperson Co-Chairperson

- 1. Layout (front and back cover)
- 2. Theme
- 3. Sell ads to merchants and acknowledgements.
- 4. Keep accurate account of finances and ads sold.
- 5. Secure and print/photos for Governor, Mayor, speakers, etc. at a fee
- 6. Notify all Chapters of rates for ads.
- 7. Work with the State Commander and Chairwoman as to what pictures will be included in the magazine free of charge.
- 8. Select printing company or private printer.

LUNCHEON: _____
Chairperson Co-Chairperson

- 1. Arrange for menu
- 2. Place cards for head table
- 3. Master of ceremonies**
- 4. Speaker**
- 5. Program**
- 6. Sell tickets to outsiders.

**Luncheon committee is to work with State Chairwoman and Youth Chair. Expense for programs must have prior approval of Conference Committee.

BANQUET COMMITTEE: Duties same as Luncheon Committee
Banquet committee to work plans out with State Commander. Expenses for programs must have prior approval of conference committee.

Chairperson Co-Chairperson

APPENDIX P-2

REGISTRATION COMMITTEE: _____
Chairperson Co-Chairperson

- 1. Name tags
- 2. Registration cards or notebooks (accurate records of all registrants must be kept)
- 3. Secure computer or typewriters and typists
- 4. Distribute conference magazines and packets (package with magazine, favors, etc.)
- 5. Have facilities available for the conference use (typing, duplicating, etc.)
- 6. Handle all monies for registration and individual ticket sales.

DANCE COMMITTEE: _____
Chairperson Co-Chairperson

- 1. Secure orchestra/band/DJ to play at dance
- 2. Collect tickets at door
- 3. Any other dance arrangements and emergencies that come up

ON CALL COMMITTEE: _____
Chairperson Co-Chairperson

- 1. Color guard for general session
- 2. Print chapter identification signs for general assembly
- 3. Microphones and podium
- 4. Know where different meetings and workshops are taking place
- 5. Secure flag, water, glasses, etc.
- 6. Arrange any necessary transportation
- 7. Arrange for someone to do the invocation
- 8. Be ready to handle any emergency and to handle 101 other things that will be done.
- 9. If feasible, coffee should be available
- 10. Mass?

THIS IS AN IMPORTANT COMMITTEE – SHOULD WORK WITH STATE SGT. OF ARMS.

APPENDIX P-2

PUBLICITY COMMITTEE: _____
Chairperson Co-Chairperson

- 1. Contact TV and Radio
- 2. Prepare news releases
- 3. Arrange for interviews
- 4. Arrange for information to reach all chapters
- 5. Send news to the Forumeer

EDUCATIONAL ACHIEVEMENT CONTEST:

Chairperson Co-Chairperson

- 1. Work with State Chairwoman and State Youth Chair
- 2. Secure judges, Certificates, Medals
- 3. Arrange for Master or Mistress of Ceremonies
- 4. Work with State Chairwoman, Conference Chair, and Donations Committee to raise the funds for the scholarships to be awarded.
- 5. If printed programs desired, it is a conference expense and must have prior approval.

SOCIAL COMMITTEE: _____
Chairperson Co-Chairperson

- 1. Plan reception
- 2. Food and drinks
- 3. Entertainment

DONATIONS COMMITTEE: _____
Chairperson Co-Chairperson

- 1. Get donations, including funds for scholarships for Educational Achievement Contest
- 2. Put favors in packages

APPENDIX P-2

CONFERENCE COMMITTEE

This can be a separate committee or can be headed by the State Conference Chairperson and Co-Chairperson.

- 1. Select a Chairperson and Co-Chairperson,
- 2. Assign members to work on the individual committees.
- 3. Select adequate facility for the conference.
- 4. Decide on prices for package and individual ticket prices.
- 5. See that package tickets and individual tickets are printed and available.
- 6. Advise chapters of hotel/motel room rates and reservation phone number.
- 7. Call meetings of all committees for up to date progress reports and include State Commander and State Chairwoman.
- 8. Give conference progress reports at State Board Meetings.

After Conference, this committee of the State Conference Chairperson and Co-Chairperson together with the State Commander should be responsible to see that all committees have sent THANK YOU letters for any service, favor, donation or whatever, especially to all merchants who purchased an ad, along with a copy of the Conference Magazine.

THANK YOU’S ARE VERY IMPORTANT!!!

THANK YOUS ARE A MUST!!!!

APPENDIX P-3

GUIDELINES FOR AWARDS COMMITTEE PARTICIPATION

- 1.** Each State GI Forum may have one (1) voting representative on the awards committee.
- 2.** Committee members shall be AGIF members in good standing.
- 3.** If a committee member is related to an award nominee, or a member of a nominated chapter, the member must abstain from voting on that award. It is preferred that Committee Members not be related to any applicants or members of nominated chapters. State Commanders/Chairpersons should approve the committee member from their state and assure the lack of conflict of interest.
- 4.** In case of a tie, the committee chairperson shall vote.
- 5.** No absentee voting or voting by proxy.
- 6.** Committee members must be willing to devote the necessary time to review the applications and make the selections.
- 7.** An official evaluation form will be used to make the selections.
- 8.** Committee members must maintain confidentiality of committee discussions and selections.
- 9.** Committee chair and appointed tally person will be the only ones that know the scoring results before they are announced at the awards banquet.
- 10.** All tally worksheets will be retained for two years. The forms will be signed by the committee member and the tally person will verify with signature each total score.

APPENDIX P-3

APPENDIX P-3

Tally Person’s Verification _____
Signature

Nominee _____
Name of Chapter or Member

State _____ Date _____

Committee Member’s Name _____

Award Selection Worksheet

1. Three references and their letters are attached and address the qualifications of the nominee. (Dr. Hector P. Garcia Award only) - 5 points possible for each reference.

1.1. First reference _____

1.2. Second reference _____

1.3. Third reference _____

Total Points(Maximum of 15 points possible)_____
2. Continuous years in the American GI Forum

2.1. One Year (5 points possible) _____

2.2. Two – five years (10 points possible) _____

2.3. Five + years (15 points possible) _____

2.4. Bonus for very active new member (5 points possible)_____

Total Points (Maximum of 15 points possible)_____
3. People impacted/influenced by nominee

3.1. Range of influence

a. Local (5 points possible) _____

b. State (10 points possible) _____

c. National (15 points possible) _____

3.2. Project involved has show continuity – continued and grown

a. New project – 1st year (5 points possible) _____

b. 2 year project (10 points possible) _____

c. 3+ years project (15 points possible) _____

Total Points (Maximum of 15 for each category)_____
4. Projects nominee was involved in during the immediate past year.

4.1. One project (5 points possible) _____

4.2. Two projects (10 points possible) _____

4.3. Three or more projects (15 points possible) _____

Total Points (Maximum of 15 points possible) _____

Grand Total Points for Nominee

(75 points possible for Dr. Garcia award and 60 for other awards)



AMERICAN GI FORUM OF THE UNITED STATES

National Veterans’ Family Organization

APPENDIX P-4

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 know 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

APPENDIX P-5

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)

“Education Is Our Freedom, and Freedom Should Be Everybody’s Business”



Dr. Hector P. Garcia

Founder, American GI Forum
January 17, 1914 - July 26, 1996

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 is 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-US National Office
635 W. Corona Ave. Suite 114,
Pueblo, CO 81004



INSTRUCTIONS FOR COMPLETING FOUNDER'S AWARD

1. Nominee - This is the name and address of the individual who is being recommended for the Dr. Hector P. Garcia/Founder's Award.
2. Nominator - This is the individual that is nominating another person for the Founder's award. The nominee and the nominator cannot be the same person.
3. Verification - List three (3) references, persons or organizations that are familiar with the accomplishments you are recommending the nominee for. References cannot be the candidate or any relatives of the candidate. Names and addresses must be valid in order to verify the scope and extent of the activities cited. A one page letter or statement from each reference should be attached to the application.
4. Testimonial - Attach a separate page or statement of no more than 1,000 words, which describe the volunteer activities the individual is being nominated for. Ensure that the criterion for the award is read carefully before making the recommendation.
5. All attachments should be on standard letter size paper.
6. Please submit the original and one copy, each with all attachments.

NOTE: Nominees should be limited to those individuals who have been members of the American GI Forum for a sufficient period of time that indicates commitment, volunteer service, and a history of serving the Forum. This does not preclude individual one-time projects of significant achievement that makes the individual deserving of the Founder's award. THE INTEGRITY OF THE AWARD MUST BE PRESERVED AT ALL TIMES.

DR. HECTOR P. GARCIA AWARD
NOMINATION FORM
(See complete instructions on other pages)

I. Nominee: (Please print or type)

NAME;		AREA CODE & TELEPHONE:	
STREET ADDRESS:		CITY:	STATE: ZIP
II. Nominator:			
NAME:		AREA CODE & TELEPHONE:	
STREET ADDRESS:		CITY:	STATE: ZIP:

III. Verification:

List the names and addresses of three persons or organizations familiar with the accomplishments of the nominee, not including the candidate, or relatives. These references will be contacted to verify the scope and extent of the nominee's activities. All nominees MUST have three references.

1. NAME:		AREA CODE & TELEPHONE: HOME	
DAYTIME PHONE:			
STREET:		CITY:	STATE: ZIP:
2. NAME:		AREA CODE & TELEPHONE: HOME	
DAYTIME PHONE:			
STREET:		CITY:	STATE: ZIP:
3. NAME:		AREA CODE & TELEPHONE: HOME	
DAYTIME PHONE:			
STREET:		STATE:	ZIP:

IV. Testimonial

Attach a page with a statement of no more that 1,000 words, which describes the volunteer activities of the individual being nominated. PLEASE READ CAREFULLY THE CRITERIA FOR SELECTION ON PAGE 2 BEFORE COMPLETING THIS STATEMENT. Emphasize projects initiated by nominee and the outcome. Supporting documentation may be attached. Keep in mind that materials will be photocopied for committee review.

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:_____

APPENDIX P-8

Instructions for Credentials Form

1. Alphabetize the state that have chapters or if for a state conference the local chapters of your state.
2. For a National Conference, after the States are alphabetized, alphabetize the Chapters of each state. Then list the chapters of the alphabetically first state – Forum Chapter and then the Women’s Chapter that is affiliated with that Forum Chapter, continuing in alphabetical order for all chapters from that state. The do the same for each State, in alphabetical order until all adult chapters are listed in column A of the Spreadsheet.
3. Alphabetize the youth chapters in the same way and list them at the end of the adult chapter list.
4. Using the statistic from the chapter transmittals provided by the National/State Treasurer, record the number of members that each chapter has in column B.
5. Calculate the maximum number of votes that each chapter has using the information found in the Bylaws of the AGIF-US Article 9. D. 2., and record that in column C of the Spreadsheet.
6. Using the Conference Registration forms received for the Conference, record the number of members that each Chapter has registered for the Conference in column D of the Spreadsheet.
7. Compare the numbers in Column C with the numbers in Column D. The smaller number of these two is the number of votes that each Chapter has for that Conference. (Example: If a chapter can have 7 votes because of the number of members then have, but they only have 4 members registered for the Conference, they have 4 votes for that Conference.) The number of votes that Chapter has for the Conference should be put in column E.

	A	B	C	D	E
1	Chapter Name/State	No. of Members	Eligible Votes	No. Registered	Conf. Votes
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46	List States/Chapters alphabetically	0	0	0	0

	A	B	C	D	E
47	Chapter Name/State	No. of Members	Eligible Votes	No. Registered	Conf. Votes
48	45				
49	46				
50	47				
51	48				
52	49				
53	50				
54	51				
55	52				
56	53				
57	54				
58	55				
59	56				
60	57				
61	58				
62	59				
63	60				
64	61				
65	62				
66	63				
67	64				
68	65				
69	66				
70	67				
71	68				
72	69				
73	70				
74	71				
75	72				
76	73				
77	74				
78	75				
79	76				
80	77				
81	78				
82	79				
83	80				
84	81				
85	82				
86	83				
87	84				
88	85				
89	86				
90	87				
91	88				

Information Checklist on
Governance and Corporate Requirements

- ☐ 1. Obtain a Charter from the American GI Forum US (AGIF-US) for your Chapter, according to the Constitution and Bylaws requirements.
- ☐ 2. Hold a first meeting of the Board of Directors.
- ☐ 3. Elect new officers, if applicable, appoint officers, and review and adopt AGIF-US Constitution, Bylaws, and Policies, Practices, and Procedures Manual.
- ☐ 4. Register your new Chapter with the Secretary of State or other regulatory agencies in your state.
- ☐ 5. Maintain your record at the Secretary of State’s office to avoid delinquency.
- ☐ 6. Obtain a Certificate of Good Standing with the Secretary of State, if your state provides a Certificate of Good Standing.
- ☐ 7. Signatures on checks for the Forum shall be the Chapter’s Treasurer and Commander. Women’s Chapter signatures on checks shall be the Treasurer and Chairwoman. Youth Chapters signatures on checks shall be Youth Chair and Youth Advisor.
- ☐ 8. Treasurer of each chapter is responsible for bookkeeping and account management. Contact your accountant for bookkeeping and account management if you have any issues.
- ☐ 9. Establish a business bank account and credit/debit card. A credit/debit card is not mandatory. You will need the minutes from your first Board of Director’s meeting with your EIN number to open a bank account for your new chapter.
- ☐ 10. Understand the tax implication of the entity you are using for your business. Under the AGIF-US you will be a 501(c)(4).
- ☐ 11. When and if you establish a 501(c)(3) you must first obtain permission from the AGIF-US.

- ☐ 12. Obtain your Federal Tax Identification number (EIN) from IRS.
- ☐ 13. Advertise your new chapter by creating a web page, create a social media account, and order business cards/signage.
- ☐ 14. Contact the County Clerk at your City Hall to obtain any necessary licenses or other special licenses.
- ☐ 15. Contact your local/state health departments if you will be serving food or providing public accommodations.
- ☐ 16. May 15th of each year you must file an IRS Form 990. If profit is under \$50,000.00 can file an E-postcard, if over \$50,000.00 you must file the completed 990 Form.
- ☐ 17. Annually, you shall file an annual report to your AGIF-State Chapter documenting the work that your Chapter has performed.
- ☐ 18. If your organization no longer desires to operate under the AGIF-US, you shall file a dissolution of your organization and you can no longer use any organizational history or AGIF-US 501(c)(4) status.

APPENDIX R

Governance Checklist

This is an IRS copyrighted document. It can be located at
Governance Checklist - https://www.irs.gov/pub/irs-tege/governance_check_sheet.pdf (information only - 2 pages).

INVESTIGATION CHECKLIST

1. BEFORE THE INVESTIGATION – PREPARE

- ☐ Review the Complaint and Response from the Accused
- ☐ Make a list of possible witnesses, for the Complainant and for the Accused
- ☐ Get contact information for each witness. The Complainant and Accused should assist.
- ☐ Make a list of common interview questions. (See attached samples)
- ☐ Prepare some questions that are specific to each witness.
- ☐ Make a schedule and call and make appointments to meet with each of the witnesses. You may want to schedule the witnesses on the hour to provide enough time to meet with each of them.

2. BEFORE THE INTERVIEW – CREATE A CONDUCTIVE SPACE

- ☐ Choose a quiet, well-lit spot without noise and distractions to meet with the witnesses.
- ☐ Test your equipment.
- ☐ Have a notepad, pen, and paper

3. INTERVIEW WITNESSES

- ☐ If a virtual meeting or conference call, log in or call the conference number a few minutes early.
- ☐ If meeting in person be on time. You can meet with them at their home or a designated area.
- ☐ Silence your phone.
- ☐ Ask if you have their permission to tape record the interview. Have your equipment ready.
- ☐ State the date and time and that you have permission to tape record the interview. If they refuse to have it tape recorded, then take good notes, or have them write a statement of what they know.
- ☐ Sit up straight and speak clearly with a positive tone.
- ☐ At the end of the interview, state the date and time and thank them for meeting with you.

4. AFTER THE INTERVIEW

- ☐ Review your notes and type them up. If it is their written statement keep it in a safe location.
- ☐ Prepare for the next interview.

QUESTIONING THE COMPLAINANT

The Complainant has already filed a Complaint against the Accused. You may have heard something about the incident. If you have but are not an eyewitness and you feel you can be unbiased you can remain on the investigation panel.

If you are a witness to the incident, then you must recuse yourself as an investigator and not be on the interview panel, as this is a conflict of interest.

Most likely the Complainant will be cooperative. Stay neutral in your position and do not take sides. You may want to have two investigators in the room if possible. Recording the interview can help prevent negative consequences.

1. Start tape recorder. Ask if you have their permission to take record the interview. If they say yes, start the tape recorder.
2. Introduce yourself, state the date and time, and that you have permission to take record the interview.
3. Ask them to state their name, address and telephone number.
4. Ask them, what happened? Ask them to provide as many details as possible.
5. What was the date, time, and duration of the incident or behavior?
6. How many times did this happened?
7. Where did it happen?
8. How did it happen?
9. Did anyone else see it happen? If so, Who
10. What did witnesses do or say?
11. Who are the witnesses, get names, addresses and phone number?
12. Was there physical contact?
13. Did you tell anyone else about the incident? Who? What was said. Get contact information.
14. Is there any physical evidence such as emails, notes, photos?
15. How would they like you to resolve the situation?
16. Is there anything else they want to add?
17. If there are other questions that you need to ask do it now as you may not have another opportunity.
18. Thank them for the interview.

QUESTIONING THE ACCUSED

Depending on the situation, the Accused is probably aware that a Complaint has been filed against them. They may cooperate or they may not want to cooperate. Stay safe and avoid any disagreements. Stay neutral. You may want to have two investigators in the room if possible. Recording the interview can help prevent negative consequences.

1. Start tape recorder. Ask if you have their permission to take record the interview. If they say yes, start the tape recorder.
2. Introduce yourself, state the date and time, and that you have permission to take record the interview.
3. Ask them to state their name, address and telephone number.
4. Ask them, what happened? Ask them to provide as many details as possible.
5. If they deny the incident, as if there is any reason the Complainant would lie about the incident?
6. Ask where they were on the date and time the alleged incident occurred.
7. Ask if they have witnesses to corroborate their whereabouts at the time of the incident.
8. If they do not deny the incident, ask the date and time and where the incident happened.
9. What were the circumstances leading up to the incident?
10. Tell them to say in their own words what happened on that specific date and time.
11. Was anyone else involved?
12. How do they know the Complainant?
13. Are they aware of any other complaints by the Complainant?
14. What did the Complaint do or say at the time of the incident?
15. How did they respond to the Complainant?
16. Is there anyone else who would know what happened at the time of the incident? Get any contact information.
17. Did they talk to anyone about the incident? Who? What did they tell them?
18. Have they spoken to the Complainant since the incident? If so when and what was said.
19. Ask if they have anything else to add.
20. If there are other questions that you need to ask do it now as you may not have another opportunity.
21. Thank them for the interview.

APPENDIX S

QUESTIONING THE WITNESS

- 1. Start tape recorder. Ask if you have their permission to take record the interview. If they say yes, start the tape recorder.
- 2. Introduce yourself, state the date and time, and that you have permission to take record the interview.
- 3. Ask them to state their name, address and telephone number.
- 4. If you are interviewing them for the Complainant ask them if they know the Complainant, and how they know him or her.
- 5. If you are interviewing them for the Accused ask them if they know the Accused, and how they know him or her.
- 6. What did you witness? Provide as many details as they can.
- 7. What was the date, time and duration on the incident or behavior you witnessed?
- 8. Where did it happen?
- 9. Who was involved?
- 10. What was said and by who?
- 11. Where were they when the incident happened.
- 12. Ask them to explain the situation in their own words.
- 13. Ask who else was present. Get names and addresses or other contact information for any other witnesses.
- 14. What did they do after witnessing the incident?
- 15. Did they tell anyone what happened? If so, who?
- 16. Is there anything they want to add?
- 17. If there are other questions that you need to ask do it now as you may not have another opportunity.
- 18. Thank them for the interview.

American GI Forum of the US

Forum Election Ballot

National Conference
Elections
Colorado Springs, CO
7/26/2022

No. 00000

American GI Forum of the US

Forum Election Ballot

National Conference
Elections
Colorado Springs, CO
7/26/2022

No. 00001

American GI Forum of the US

Forum Election Ballot

National Conference
Elections
Colorado Springs, CO
7/26/2022

No. 00002

American GI Forum of the US

Forum Election Ballot

National Conference
Elections
Colorado Springs, CO
7/26/2022

No. 00003

2022 AGIF-US National Conference

Offices:

Commander

Vice Commander

Forum Secretary

Forum Treasurer

Forum Sgt-at-Arms



No. 00000

7/26/2022

2022 AGIF-US National Conference

Offices:

Commander

Vice Commander

Forum Secretary

Forum Treasurer

Forum Sgt-at-Arms



No. 00001

7/26/2022

2022 AGIF-US National Conference

Offices:

Commander

Vice Commander

Forum Secretary

Forum Treasurer

Forum Sgt-at-Arms



No. 00002

7/26/2022

2022 AGIF-US National Conference

Offices:

Commander

Vice Commander

Forum Secretary

Forum Treasurer

Forum Sgt-at-Arms



No. 00003

7/26/2022

American GI Forum
of the US

Women Election Ballot

National Conference
Elections
Colorado Springs, CO
7/26/2022

No. 00000

American GI Forum of the US

2022 AGIF-US National Conference

Offices:

Chairwoman

Vice Chairwoman

Women Secretary

Women Treasurer

Women Sgt-at-Arms



No. 00000

7/26/2022

American GI Forum
of the US

Women Election Ballot

National Conference
Elections
Colorado Springs, CO
7/26/2022

No. 00001

American GI Forum of the US

2022 AGIF-US National Conference

Offices:

Chairwoman

Vice Chairwoman

Women Secretary

Women Treasurer

Women Sgt-at-Arms



No. 00001

7/26/2022

American GI Forum
of the US

Women Election Ballot

National Conference
Elections
Colorado Springs, CO
7/26/2022

No. 00002

American GI Forum of the US

2022 AGIF-US National Conference

Offices:

Chairwoman

Vice Chairwoman

Women Secretary

Women Treasurer

Women Sgt-at-Arms



No. 00002

7/26/2022

American GI Forum
of the US

Women Election Ballot

National Conference
Elections
Colorado Springs, CO
7/26/2022

No. 00003

American GI Forum of the US

2022 AGIF-US National Conference

Offices:

Chairwoman

Vice Chairwoman

Women Secretary

Women Treasurer

Women Sgt-at-Arms



No. 00003

7/26/2022

American GI Forum
of the US

Youth Election Ballot

National Conference
Elections
Colorado Springs, CO
7/26/2022

No. 00000

American GI Forum of the US

2022 AGIF-US National Conference

Offices:

Youth Chair

Vice Youth Chair

Youth Secretary

Youth Treasurer



No. 00000

7/26/2022

American GI Forum
of the US

Youth Election Ballot

National Conference
Elections
Colorado Springs, CO
7/26/2022

No. 00001

American GI Forum of the US

2022 AGIF-US National Conference

Offices:

Youth Chair

Vice Youth Chair

Youth Secretary

Youth Treasurer



No. 00001

7/26/2022

American GI Forum
of the US

Youth Election Ballot

National Conference
Elections
Colorado Springs, CO
7/26/2022

No. 00002

American GI Forum of the US

2022 AGIF-US National Conference

Offices:

Youth Chair

Vice Youth Chair

Youth Secretary

Youth Treasurer



No. 00002

7/26/2022

American GI Forum
of the US

Youth Election Ballot

National Conference
Elections
Colorado Springs, CO
7/26/2022

No. 00003

American GI Forum of the US

2022 AGIF-US National Conference

Offices:

Youth Chair

Vice Youth Chair

Youth Secretary

Youth Treasurer



No. 00003

7/26/2022



AMERICAN GI FORUM OF THE UNITED STATES

SERVICE AGREEMENT (CONTRACT)

The following is a professional services agreement between the National American GI Forum (AGIF) and _____(Contractor’s Name) to render services for the 20__ AGIF National Convention to be held in _____, (City) _____ (State) from _____ (Month), ____ (Date) through _____ (Month) ____, (Day), 20____.

Section 1. Statement of Work: The work required consists of managing the planning, execution, on-site registration, fundraising for the American GI Forum National Conference in _____ (City), _____ (State) on _____ (Month) ____ (Day) to _____ (Month), ____ Day), 20____. Assigned project manager and Point of Contact is _____ (Contractor’s Name).

Conference Planning: _____ (Contractor’s Name) shall:

1. Participate in conference meetings with AGIF Conference Planning Committee.
2. Be able to email, phone, and schedule periodic conference call meetings [twice a month minimum through _____ (Month)] with assigned individual.
3. Participate in _____ (Month) 20__ (Year), weekly meetings until conference.
4. Assist on timetable of on-going planning and activities.
5. Negotiate hotel lodging, food, and beverage contracts as required for lunches on Friday and Saturday and a dinner Friday evening on approved dates.

Financial Management: _____ (Contractor's Name) shall:

1. Assist in developing a detailed conference budget to recommend registration fees, hotel expenses, audio visual, transportation, and other incidental expenses approved by the Conference Committee.
2. Maintain all financial records for the conference, noting actual income and expenses by detailed budget line.
3. Maintain a fully detailed file of all invoices and receipts by budget line item and date.
4. Prepare and coordinate documents for payment for the Conference expenses on invoices and provide receipts, validated by the AGIF Conference Committee.
5. Work with AGIF to secure sponsors and shall receive ____% as compensation for any sponsorships, donors, and any monetary support raised by _____ (Contractor's Name).
6. Seek sponsorships for in-kind donations, which are exempted from any compensation.
7. Disbursement of pre-approved funds by the AGIF Conference Committee.

Conference Registration: _____ (Contractor's Name) shall:

1. Develop and maintain mailing lists of all participants, advertisers, booth displays, sponsors, guests, committee members, and any others pertaining to the Conference.
2. Use credit card service established by the AGIF Conference Committee for conference expenses.
3. Maintain database of all conference attendees, participants (advertisers, booth displays, guests, speakers, and sponsorships, booths, etc.)
4. Organize, print, and provide a printed Conference Program (this will also serve as a fundraising opportunity).

5. The AGIF Conference Committee will provide the Conference schedule, a welcome letter from the AGIF National Commander, National Chairwoman, and National Youth Chair, and other camera-ready art by _____ (Month) _____ (Day), 20__ , for the Conference Program.
6. AGIF Conference Committee shall manage registration by receiving all registration forms and funds, providing weekly reports on registration activities, providing registrants with receipts and any additional conference information. The Committee will produce an attendance roster, including detained breakdown by events registered.
7. AGIF Conference Committee shall develop a secure user-friendly online website registration form.
8. AGIF Conference Committee will make final approval of conference hotel, conference meetings rooms, and meals.

On-Site Conference Support: _____ (Contractor's Name) shall:

1. Manage all administrative support, logistics, and hotel facility concerns.
2. Oversee all on-site operations to insure a smooth conference.
3. Provide two (2) temporary subcontractors (1099) at \$_____/hour to handle conference registration on, Thursday, from 9:00 am to 5:00 pm; Friday, from 9:00 am to 5:00 pm and Saturday, from 9:00 am to 11:00 am. The temporary subcontractors shall give conference participants name badges, swag bags, and other items needed.
4. Process and administer all on-site name badges, registration packages, and coordinate with convention and Visitors Bureau to provide tourist material, maps, and local information for on-site distribution at check-in.
5. Receive and deliver payments with registration information to treasurer from on-site registrations, as well as maintain a message center at registration area (late registration fee of registration \$_____; AGIF shall provide receipt book).

Technical Program: _____ (Contractor's Name) shall:

- 1. Coordinate printing of workshop agenda and conference bags or any other promotional materials, as requested.
- 2. Assist in the development of conference brochure, with individual designated to layout brochure, with information obtained through sponsorships.
- 3. Be responsible for all printing and layout (AGIF is responsible for Conference expenses).

Workshop Planning: _____ (Contractor's Name) shall:

- 1. Coordinate and manage all exhibitor activities (i.e., notices, rental space agreements, charges, setup, and breakdown times, etc.) and provide exhibitors on-line registration.
- 2. Determine if exhibitor is interested in sponsoring various conference activities (i.e., icebreakers, entertainment, etc.)
- 3. Coordinate all necessary arrangements for food and beverage activities and secure food and beverage guarantees.
- 4. Coordinate all audio-visual requirements and set up with hotel.

Post Conference: _____ (Contractor's Name) shall:

Collaborate with the AGIF Conference Committee within 60 days of the Conference to provide a detained post Conference financial report, noting all income and expenses by budget-line items and net income/loss for the event. (This report shall include any remaining receivables and payables by budget line items.) All participant information is property of the AGIF and will be included in the final report.

Section 2. Compensation:

Management and Contract:

- 1. _____ (Contractor's Name) will be paid \$_____ for management fees paid by the AGIF Conference to begin completing all of the services described in this Contract.
- 2. _____ (Contractor's Name) will receive ____% of all fundraising fees from sponsorships _____ (Contractor's Name) obtains.

Section 3. General Information:

Point of Contact

_____ (Contractor's Name) shall be the Point of Contract and shall oversee the correlation of the entire 20____ (Year) AGIF Conference, administer all instructions and answer or obtain answers to all questions during and after the Conference.

Periodic Reports

Bimonthly reports will be prepared and submitted at all phone conference meetings on work accomplished. The report shall include the following: progress for reporting period, coordination made, problems or delays encountered and actions, anticipated progress during the next period, income, and expenses to date, by budget line item.

Services and Materials

All services (except those specified to be furnished by the AGIF Conference Committee), labor and travel necessary to perform the work under the Contract are included in the Contract price. Hotel contracts should allow two (2) complimentary rooms during conference dates (this needs to be negotiated with the hotel).

Conference Supplies

AGIF will provide an AGIF Conference credit card for pre-approved conference expenses (all expenses will be pre-approved by Conference Committee). Upon any purchases, a copy of invoice will be sent to AGIF Conference Committee.

Committee Furnished Property and/or Assistance

The AGIF Conference Committee shall provide materials and guidance on accomplishing the work. An initial mailing list of potential sponsors, an example brochure, and a detailed budget and financial report from a previous AGIF Conference shall be provided. AGIF Conference Committee shall provide letterhead paper and envelopes.

Public Disclosures:

Press inquiries shall be directed to the National Commander for coordination.

Contractor’s Name

Date

Business Name



NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

[illegible]



NOTES

[illegible]