

# **POLICIES, PRACTICES, AND PROCEDURES MANUAL**

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

**Founded: March 26, 1948**



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**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)**

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# **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,



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



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.

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
Chair		
b. Vice-Commander	b. Vice-Chairwoman	b. Youth
Vice-Chair		
c. Secretary	c. Women Secretary	c. Youth
Secretary		
d. Treasurer	d. Women Treasurer	d. Youth
Treasurer		
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.

- 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

- 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).

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.

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.

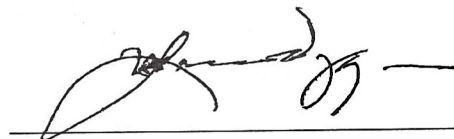
4. The AGIF State Board of Directors must adopt the Text in principle by a simple majority of members present (50% plus one.)
5. The Text shall be sent to each member of the AGIF National Executive Board of Directors at least thirty (30) days before a meeting called by the National Commander. The members 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.