



**Sons of The American Legion**

**Detachment of Wisconsin**

**Detachment Executive  
Committee Standing Rules**

**Last amended on 07/19/2014**

**Detachment Executive Committee Standing Rules of The Sons of The American Legion,  
Detachment of Wisconsin**

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## **STANDING RULES**

### **I. DETACHMENT EXECUTIVE COMMITTEE RULES**

#### **Rule 1 – Self-Governing**

The Executive Committee of the Sons of The American Legion, Detachment of Wisconsin as provided by the Detachment Constitution of the Sons of The American Legion, Detachment of Wisconsin shall be a self-governing committee and transact business in accordance with the rules hereinafter set forth, subject only to the Constitution and By-Laws of the Sons of The American Legion, Detachment of Wisconsin and the National Constitution and By-Laws of the Sons of The American Legion and the Executive Committee of The American Legion, Department of Wisconsin.

#### **Rule 2 – Officers**

- A.** The Detachment Commander shall be the chairman of the Detachment Executive Committee and the Detachment Adjutant shall serve as secretary. Any temporary vacancies in such offices of chairman and secretary shall be filled by action of the committee for the respective meeting in which the vacancy occurs.
- B.** Any Detachment Officer, Detachment Commission or Detachment Committee member, who misses two (2) consecutive regular or special meetings, without being excused, shall be removed and replaced at the meeting in which the second meeting is missed.
- C.** The display of materials on the Detachment Officers uniform cap, shall be restricted to a limited number of pins in respect to the office that member was elected to.

#### **Rule 3 – Duties And Powers**

The Detachment Executive Committee is specifically empowered to exercise certain powers and rights and may delegate to any subcommittee composed of members of the Detachment Executive Committee, authority to investigate and report back to the committee on any of the following powers and rights:

- A.** To make decisions on all matters executive or administrative provided however that the action taken should is not contrary to nor in abuse of, actions of any Convention of the Sons of The American Legion, Detachment of Wisconsin or its Detachment Constitution and By-Laws and Standing Rules, except any policy adopted by the Detachment, by Detachment Convention action, shall be a mandate during the year of its adoption and thereafter shall continue as Detachment Policy, unless changed by subsequent Detachment Convention action or by the action of the Detachment Executive Committee.
- B.** To determine the number of members of the Detachment Commissions, Committees, Boards or Subcommittees of the Detachment Executive Committee created by the Detachment Commander or the Detachment Executive Committee, not in conflict with the Constitution and By-Laws of the Sons of The American Legion, Detachment of Wisconsin and to ratify the appointments made by the Detachment Commander. Such Detachment Commissions, Committees, Boards or Subcommittees shall receive full instructions from the Detachment

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Executive Committee, specifying their purpose, scope, function and authority and each Detachment Commission, Committee, Board or Subcommittee shall prepare a report for distribution by the Detachment Adjutant to the Detachment Executive Committee, outlining any and all actions taken by them at all meetings, regular or special.

- C. Upon receiving, accepting or approving any report made to the Detachment Executive Committee by any Detachment Commission, Committee, Board or Subcommittee, containing any recommendations to future conduct or as to future policy of matters within their scope, shall not constitute the adoption of such recommendations. Each specific recommendation as to future conduct or to future policy of matters within their scope shall be embodied in a separate resolution for the consideration and action of the Detachment Executive Committee.
- D. To make decisions when necessary, relative to expenditures from such special funds as may be under the direct control of the Sons of The American Legion, Detachment of Wisconsin.
- E. To request appropriations when necessary, from funds under the control of The American Legion, Department of Wisconsin, that directly relates to assistance in both the administrative and program structure.
- F. To explore matters requiring the attention of the Detachment Executive Committee and to offer recommendations thereon to the Detachment Executive Committee
- G. To advise the Detachment Officers or Detachment Commissions, Committees, Boards and Subcommittees with regard to problems arising in the performance of their duties or functions.
- H. In general, to perform between Detachment Conventions, any and all actions necessary and consistent with the exercise of administrative power by the Detachment Executive Committee.
- I. Upon the call of the Detachment Commander, or on request of three (3) voting members of the Detachment Executive Committee, the Detachment Executive Committee maybe called into Executive session. At which time, only members of the Detachment Executive Committee and the Department Chairman of the Sons of The American Legion shall be present in the meeting room. Minutes of the executive session will be taken, but not included in the regular session minutes. The executive minutes will be filed with the Detachment Adjutant and the Department Adjutant and are not for publication.
- J. In fulfilling its duties and responsibilities, the Executive Committee of the Sons of The American Legion, Detachment of Wisconsin, shall be responsible to the Executive Committee of The American Legion, Department of Wisconsin through the Department Chairman of the Sons of The American Legion.
- K. All appointments to the Detachment Commissions, Committees, Boards or Subcommittees will be made by the Detachment Commander, no more than thirty (30) days after the close of the Detachment Convention or the Detachment Executive Committee shall fill those vacancies immediately.
- L. There will be a Detachment Orientation Workshop for all Detachment Officers, District Commanders, Detachment Commission, Committee, Board and Subcommittee Chairman. The workshop will be to outline their responsibilities and objectives. The workshop will be held within sixty (60) days after the close of the Detachment Convention.

### **Rule 4 – Powers of The Committee Over Its Members**

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- A. If a quorum is not present, the Detachment Commander may order a call of the Detachment Executive Committee and send for the absentees.
- B. In the case of a fewer number than required for a quorum of the Detachment Executive Committee, those present are hereby authorized to send the Detachment Sergeant-at-Arms or any other person or persons authorized by them, for any and all absent members present within the area where the meeting is being held. This rule shall apply as well to the first meeting of the Detachment Executive Committee at the legal time of meeting, as to each day of the session, after the hour has arrived, to which the Detachment Executive Committee stood adjourned.

### **Rule 5 – Decorum**

- A. No member shall speak more than twice upon the subject without leave of the Detachment Executive Committee, nor more than once, until every member choosing to speak shall have spoken.
- B. While the Detachment Commander is reporting or putting a question, none shall entertain private discussion, read, stand up, walk into, out of or across the meeting room.
- C. No question shall be debated until the chair has propounded it and then the mover shall have the right to explain his views in preference to any other member.
- D. While the Detachment Commander is putting the question, any member who has not spoken before the matter, may speak to the question before the negative is put.
- E. If a non-member of the Detachment Executive Committee wishes to speak on any matter, they must seek permission through one of the voting members of the Detachment Executive Committee.
- F. Whenever a division of vote is to be determined on any question before the Detachment Executive Committee, the presiding officer may determine division by:
  - 1. “Viva Voice Vote”, with right of recourse to a “Teller Vote” or “Roll Call Vote” as hereinafter provided.
  - 2. A teller vote whereby the yeas and nays may be counted by a rising vote with recourse to a roll call vote as hereinafter provided.
  - 3. A roll call vote may be directed by the presiding officer to determine a division of vote on any question. A roll call shall be taken upon the request of three (3) voting members of the Detachment Executive Committee.
  - 4. On any via voice vote or teller vote, any member of the Detachment Executive Committee shall have their vote recorded upon their request.

### **Rule 6 – Committee of The Whole**

- A. When the Detachment Executive Committee shall resolve itself into the Committee as a Whole, the commander shall leave the chair and appoint a chairman to preside over the committee.
- B. The Committee as a Whole shall consider and report on such subjects as may be committed to it by the Detachment Executive Committee. The rules of the Detachment Executive Committee shall be observed in the Committee as a Whole, so far as they are applicable, except the rule limiting the time of speaking, concerning the previous question and taking the

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yeas and nays. The proceedings in the Committee as a Whole shall not be recorded on the minutes of the Detachment Executive Committee, except so far as they are reported to the Detachment Executive Committee by the chairman of the Committee as a Whole.

### **Rule 7 – Order of Business**

#### **Order of Business shall be:**

- A.** Posting of Colors
- B.** The Invocation
- C.** POW/MIA Ceremony
- D.** Pledge of Allegiance
- E.** Preamble
- F.** Roll Call
- G.** Reading of Minutes of Former Meeting
- H.** Dispose of Letters of communications
- I.** Reports of Detachment Officers
- J.** Reports of Commissions, Committees, Boards and Sub-Committees
- K.** Receive Resolutions, Motions and Petitions
- L.** Unfinished Business
- M.** Appointment of members of standing or special commissions, committees, boards or sub-committees of the Detachment Executive Committee.
- N.** New Business
- O.** Good of the Sons of The American Legion
- P.** Benediction
- Q.** Retirement of POW/MIA Empty Chair
- R.** Retirement of the Colors

### **Rule8 – Fiscal Policy**

All matters of business affecting the fiscal policy of the Sons of The American Legion Detachment of Wisconsin, may be given a recommendation by the Detachment Executive Committee and forwarded to the Executive Committee of The American Legion, Department of Wisconsin for approval.

### **Rule 9 – Legislative Actions**

There shall be a Detachment Legislative Chairman who shall represent the Sons of The American Legion, Detachment of Wisconsin in Madison while the State Legislature is in session, and consider legislative matters, make recommendations to the Detachment Convention and Detachment Executive Committee, and in general supervise the legislative program of the Detachment. This person has exclusive responsibility for petitioning the State Legislature or Congress on behalf of, or in opposition to, all legislation in which the Sons of The American Legion, Detachment of Wisconsin is interested.

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The Detachment Executive Committee shall not approve of any item of business affecting or relating to legislation in any way, without the prior consideration of the Detachment Legislative Chairman and receiving appropriate recommendation thereon.

All matters of business affecting legislative policy of the Sons of The American Legion, Detachment of Wisconsin is for recommendation by the Detachment Executive Committee to Sons of The American Legion Chairman of The American Legion, Department of Wisconsin and finally to the Executive Committee of The American Legion, Department of Wisconsin for approval.

### **Rule 10 – Procedure**

- A. Letters and communications addressed to the Detachment Executive Committee or to the Detachment Commander, Detachment Adjutant or any other Detachment Officer and by them referred to the Detachment Executive Committee, shall be read and published to the members, if such are deemed important by the Detachment Adjutant. Such letters and communications shall be disposed of in one of the following ways:
1. By a motion to accept. Such a motion shall have the effect of approving the subject matter and should include specific instructions for further disposition, i.e., by directions to the Detachment Commander, Detachment Adjutant or other proper officer, by reference to an appropriate Commission, Committee or other proper instruction.
  2. By motion to receive and file. Such a motion shall denote neither approval nor disapproval of the subject matter and shall require no action on the part of Detachment Officers or others beyond a formal reply, should such be required.
  3. By motion to reject or decline. Such a motion shall mean disapproval and should include specific instructions for further disposition as contemplated in paragraph 1, above.
- B. Reports of officers shall be acted upon directly by the Detachment Executive Committee, except that by direction of the Detachment Executive Committee, a report of any officer may be referred to a sub-committee of the Detachment Executive Committee for study and report thereon. Provided however, that such reference shall not continue beyond the meeting of the Detachment Executive Committee to which such officer's report is first submitted.
- C. Reports of officers shall not be altered or amended by the Detachment Executive Committee nor may such report be rejected. In the event that the Detachment Executive Committee shall not agree with the report of any statement herein contained, then in such event, if the presiding officer or the Detachment Executive Committee so determines, a separate memorandum if approved by the Detachment Executive Committee shall be filed with the report. Any such memorandum, when submitted shall be subject to amendment.
- Reports of Officers shall be disposed by motion as follows:
1. To approve the report. Such action shall constitute approval of statements made in the report.
  2. To disapprove the report. Such motion shall have the effect of disapproving any and all statements in the report, but such motion shall prevail only in the event that a memorandum setting forth the objections to such report shall have been adopted.
  3. To receive and file the report. Such action shall constitute only a routine disposition of the report. A negative vote on motions 1 and 2 shall automatically cause the report to be received and filed.



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- D.** Reports of the Detachment Commissions shall include a report of the Detachment Committees assigned to them, except that for good reasons by direction of the Detachment Commander a Detachment Committee may report directly to the Detachment Executive Committee.

Reports of Detachment Commissions, Committees, Boards and Sub-Committees shall be received and shall then be subject to disposition on the following motions:

1. To approve the report. Such actions shall constitute approval of the statements made in the report, subject to the procedure outlined in Rule 3 Section C of the Detachment Executive Committee Rules.
2. To receive and file the report. Such action shall constitute only a routine disposition of the report.
3. To reconsider the report. Such action shall return the report to the Detachment Commission or Detachment Committee of origin, for further study and report and may be accompanied by specific instruction.
4. To commit the report to a special Sub-Committee of the Detachment Executive Committee. Such action shall contemplate specific study and such Sub-Committee shall return the report with recommendations.
5. To commit to the Committee of the Whole. Upon adoption of such a motion, the Detachment Executive Committee shall resolve itself into a Committee of the Whole and may thereafter alter or amend the report in whole or in part. The results of such action, however, shall again be submitted to the Detachment Executive Committee for final disposition.

**A negative vote on motion 1 shall automatically cause the report to be received and filed.**

- E.** All Detachment Commissions, Committees, Boards or Sub-Committees of the Detachment Executive committee, shall be required to present in resolution form, all recommendations as to their future conduct or future policy as to matters within their scope and functions upon which it is desired or required that the Detachment Executive Committee take action as contemplated in Rule 3, Section C of the Detachment Executive Committee Rules. Such resolutions shall be filed with the Detachment Resolutions Committee prior to the first session of any meeting of the Detachment Executive Committee at which action thereon is contemplated. The Detachment Resolutions Committee shall report such resolutions to the Detachment Executive Committee with appropriate recommendations immediately following the disposition of the Detachment Commission or Committee concerned.

- F.** Matters emanating from Squadrons, Districts or other sources shall be defined and classified as:

**1. Sons of The American Legion – Sponsored Matters:**

- a. Resolutions of properly constituted Sons of The American Legion groups, to wit; Squadrons, Districts, the Detachment Executive Committee, the annual Detachment Convention or resolutions submitted by any Detachment Commission or Committee.
- b. Resolutions emanating from the National organization of the Sons of The American Legion, the National organizations of The American Legion, The American Legion Auxiliary, the Executive Committee of The American Legion, Department of Wisconsin or any official component thereof.

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- c. Official communications of Detachment Officers of the Sons of The American Legion, Detachment of Wisconsin.
- d. Official communications or directives of the Detachment Commander of the Sons of The American Legion, Detachment of Wisconsin.

### **2. Official Matters**

Official matters are those which originate with Sons of The American Legion, Detachment of Wisconsin officers or officials, such as Commanders or other officials of Sons of the American Legion, Detachment of Wisconsin Squadrons, Districts, the National Commander of The American Legion, the President of the National organization of The American Legion Auxiliary, the Detachment Commander of the Sons of The American Legion, Detachment of Wisconsin, the Department Commander of The American Legion, Department of Wisconsin or the State President of The American Legion Auxiliary, Department of Wisconsin.

### **3. General Matters**

General matters are those which originate with individual members of the Sons of The American Legion, Detachment of Wisconsin, individual citizens or as a result of communications from organizations or their officials, not affiliated with the Sons of The American Legion, Detachment of Wisconsin or from agencies of government.

#### **Such Matters Shall Be Disposed of As Follows:**

Whenever matters or communications are received at Detachment Headquarters of the Sons of The American Legion or through the Detachment Adjutant, the Detachment Adjutant shall analyze the subject matter and take action in one or more of the following ways:

- a. Determine in accordance with his good judgment, whether or not such matter or communications is basically administrative in nature and if so, the Detachment Adjutant shall dispose of the matter himself as the administrator of the Detachment.
- b. If in the judgment of the Detachment Adjutant, the subject matter is of primary concern to or related to a program or function of one of the Detachment Commissions or Committees, he shall refer the same to the appropriate Detachment Commission or Committee for action or for consideration by the Detachment Commission or Committee looking towards presentation to the Detachment Executive Committee.
- c. Matters which do not fall within the above classifications or which in the opinion of the Detachment Adjutant, involve questions of policy, of sufficient importance to be considered directly by the Detachment Executive Committee, shall be referred to the Detachment Resolutions Committee for disposition.
- d. The Detachment Executive Committee, with the exception of the latitude in Rule 10.F.3.c. of the Detachment Executive Committee Rules, will directly consider only matters which bear the prior approval of a Sons of The American Legion, Detachment of Wisconsin Squadron, District or referred to it by the Detachment Convention or which may be recommended to it by the Detachment Commander or be presented to it through the governing bodies of the National Organization, The American Legion or American Legion Auxiliary. All other matters as hereinbefore defined, which do not have the sponsorship specified in this paragraph, may become eligible for consideration by the Detachment Executive Committee by a Detachment Commission or Committee.

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- e. The Detachment Adjutant shall keep and maintain a register of all matters officially received and this register will be continuous from meeting to meeting and continue to list a subject once placed thereon, until it is reported as disposed of.
  - f. Detachment Commissions and Committees, when submitting their reports to the Detachment Executive Committee, shall include therein, a record of the disposition of all matters previously referred to them and shall designate each by its register number, if in that category.
- G. Resolutions referred to Detachment Commissions or Committees and upon which such Detachment Commissions or Committees shall have acted in an administrative or in such other manner or shall satisfy the claim of the resolution, need only be reported to the Detachment Executive Committee as to the disposition. Resolutions referred to Detachment Commissions or Committees for study and report and referred by such Detachment Commissions or Committees to the Detachment Executive Committee for final action, shall be filed with the Detachment Resolutions Committee as contemplated in Rule 10.F.3.e. above, with recommendation as to their disposition.

### Rule 11 – Form of Resolution

- A. Resolutions which shall be offered for direct action of the Detachment Executive Committee, shall be prepared in appropriate form containing such informative preamble in the form of “**Whereas**” followed by statements of fact and shall specifically set forth what statement or declaration is to receive action of the Detachment Executive Committee. Such “**Resolving**” clause or clauses, shall contain the following leading language:
- “**RESOLVED**, by the Executive Committee of the Sons of The American Legion, Detachment of Wisconsin, in regular (or special) meeting assembled in (City, State) on (Date or Dates) that, etc, etc – and be it further
  - “**RESOLVED**, that, etc, etc”.
- B. Resolutions from Sons of The American Legion, Detachment of Wisconsin Squadrons, Districts or other constituted groups that are to be forwarded to the National Organization of the Sons of The American Legion or other agencies, after being acted upon by the Detachment Executive Committee, shall be in the form of a final resolution clause using the following leading language:
- “**And be it finally Resolved**, by the Executive Committee of the Sons of The American Legion, Detachment of Wisconsin in regular (or special) meeting assembled in (City, State), on (Date or Dates) that, etc, etc”.
- C. All resolutions for consideration by the Detachment Executive Committee, not emanating from a Detachment Commission or Committee of the Detachment Executive Committee, shall be forwarded to the Detachment Adjutant no later than forty-five (45) days prior to the opening session of the Detachment Convention.

### Rule 12 – Resolutions Committee

- A. There shall be a Detachment Resolutions Committee consisting of three (3) members of the Detachment in good standing with the Chairman being a member of the Detachment Executive Committee, with no more than one (1) member being from the same Squadron,

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appointments shall be made by the Detachment Commander subject to ratification by the Detachment Executive Committee.

- B.** Members of the Detachment Resolutions Committee shall serve a one (1) year term, and may be re-appointed an unlimited number of times.
- C.** Any vacancies in this committee shall be filled by appointment by the Detachment Commander subject to ratification by the Detachment Executive Committee and shall be for the remainder of the term of the vacancy only.
- D.** The Detachment Resolutions Committee of the Detachment Executive Committee shall meet at least one (1) hour prior to any regular meeting of the Detachment Executive Committee or any adjournment thereof.
- E.** The Detachment Resolutions Committee shall prepare a digest and such supplements thereto as may be necessary, of all resolutions considered by it and for presentation to this committee, together with the recommendation of the Resolutions Committee.
- F.** The digest of resolutions and supplements thereto shall be given to each committeeman at the opening of the various sessions.
- G.** The Detachment Resolutions Committee shall have the cooperation of all Detachment Officers and members of Detachment Commissions and Detachment Committees to obtain such information, facts and advice, as it may deem necessary to carry out its responsibilities and duties.
- H.** The Detachment Resolutions Committee shall have the authority to alter, amend, re-draft or substitute, for any resolution submitted to it for presentation to the Detachment Executive Committee, provided however, that the Detachment Resolutions Committee shall report the original resolution and its reason for any change.

### **Rule 13 – Internal Affairs Commission**

- A.** The Detachment Internal Affairs Commission shall consist of five (5) members of the Detachment in good standing as specified in the Article V of the Constitution of the Sons of The American Legion, Detachment of Wisconsin, and will be comprised of a Detachment Commission Chairman, Detachment Legislative Chair, Detachment Membership Chair, Detachment Officer Development & Policy Chair, and a Detachment Public Relations & Communications Chair. The appointments to these positions shall be by the Detachment Commander subject to ratification by the Detachment Executive Committee. Quorum for this Detachment Commission shall be three (3) members. The Detachment Commander and Detachment Adjutant shall be non-voting advisory members of this Detachment Commission and shall not count towards quorum or towards the more than one (1) member from the same Squadron.
- B.** The Chairs' duties will be as follows:
  - 1.** The Detachment Legislative Chair shall concern himself with external legislative matters as outlined in Rule 9 of these Detachment Executive Committee Rules.
  - 2.** The Detachment Membership Chair shall concern himself with issues related to the recruitment and retention of members of the Sons of The American Legion, Detachment of Wisconsin, and will work the Detachment Vice Commanders, Detachment District Commanders and Department District Sons of The American Legion Chairs.

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3. The Detachment Officer Development & Policy Chair shall concern himself with the Detachment Commander's Advisory Committee, National Officer Candidates, Detachment Officer Training, Standing Rules of the Sons of The American Legion, Detachment of Wisconsin, and the Detachment Uniform Code of Procedure for Detachment Conventions.
  4. The Detachment Public Relations & Communications Chair shall concern himself with Press Releases, Promotional Materials, Publications, and external communications issues related to activities of the Sons of The American Legion, Detachment of Wisconsin. He shall coordinate all communications with the Detachment Commander and Detachment Adjutant.
- C. Any vacancies in positions on this Commission shall be filled by appointment by the Detachment Commander subject to ratification by the Detachment Executive Committee and shall be for the remainder of the term of the vacancy only. Members may be re-appointed to any Commission position an unlimited number of times.
- D. At the discretion of the Detachment Commander and the Detachment Commission Chairs, additional members of the Detachment in good standing may be appointed to assist the various Detachment Chairs in fulfilling their responsibilities. Detachment Chairs are further encouraged to solicit participation in their areas. These additional appointments are not subject to the restriction of no more than one (1) member being from the same Squadron, will only serve until the following annual Detachment Convention, and may be re-appointed an unlimited number of times. They will serve as non-voting advisory members of this Detachment Commission and therefore will not have a vote with respect to any decisions made by this Detachment Commission.

### **Rule 14 – Programs Committee**

- A. There shall be a Detachment Programs Committee which shall consist of five (5) members of the Detachment in good standing and will be comprised of a Committee Chairman, Detachment Americanism Chair, Detachment Children & Youth Chair, Detachment National Security Chair, and a Detachment Veterans Affairs & Rehabilitation Chair. Members will serve for two (2) years, with the Detachment Programs Committee Chairman, Detachment Children & Youth Chair, and Detachment Veterans Affairs & Rehabilitation Chair being appointed in odd-numbered years, and the Detachment Americanism Chair and Detachment National Security Chair being appointed in even-numbered years, except that in 2011 the Detachment Americanism Chair and Detachment National Security Chair will be appointed for a one (1) year term. Quorum for this Detachment Committee shall be three (3) members. The Detachment Commander and Detachment Adjutant shall be ex-officio non-voting advisory members of these Detachment Committees and shall not count towards quorum or towards the more than one (1) member from the same Squadron.
- B. The Detachment Americanism Chair shall concern himself with program areas such as Coloring Contest, American Legion Baseball, Badger Boys State, Blood Donor, Citizenship, Flag Education, Junior Shooting Sports, Oratorical Contests, Scholarships, and Scouting, and such other areas as may be designated.
- C. The Detachment Children & Youth Chair shall concern himself with program areas such as Child Welfare Foundation, Josh Dogs, and such other areas as may be designated.

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- D.** The Detachment National Security Chair shall concern himself with program areas such as Civil Defense / Emergency Preparedness, Family Support Network, Foreign Relations, Operation Comfort Warriors, POW/MIA advocacy, Temporary Financial Assistance, and Troop Support, and such other areas as may be designated.
- E.** The Detachment Veterans Affairs & Rehabilitation Chair shall concern himself with program areas such as Camp American Legion, Homeless Veterans, Hospital and Home Volunteers, and Veterans Education, and such other areas as may be designated.
- F.** Appointments to the Detachment Committees or Detachment Chairmanships shall be by the Detachment Commander subject to ratification by the Detachment Executive Committee.
- G.** Any vacancies in positions on these Detachment Committees or Detachment Chairmanships shall be filled by appointment from the Detachment Commander subject to ratification by the Detachment Executive Committee and shall be for the remainder of the term of the vacancy only. Members may be re-appointed to any Detachment Committee position an unlimited number of times.
- H.** At the discretion of the Detachment Commander and the Detachment Committee or Detachment Program Chairman, additional members of the Detachment in good standing may be appointed to assist the various Detachment Committees and Detachment Program Chairs in fulfilling their responsibilities. Detachment Program Chairs are further encouraged to solicit participation in their areas. These additional appointments are not subject to the restriction of no more than one (1) members being from the same Squadron, will only serve until the following annual Detachment Convention, and may be re-appointed an unlimited number of times. They will serve as non-voting advisory members of those Detachment Committees or Detachment Program areas and therefore will not have a vote with respect to any decisions made by those Detachment Committees or Detachment Program chairs.
- I.** At the discretion of the Detachment Commander and the Detachment Program Committee Chairman, a sub-committee can be created for any of the four program areas. These sub-committees shall consist of three (3) members of the Detachment in good standing and no more than one (1) member of each sub-committee shall be from the same Squadron. Members may serve on more than one (1) sub-committee or as more than one (1) Program Chair. These sub-committee members shall have a voice and a vote within their sub-committee but shall serve as non-voting advisory members to the parent Detachment Programs Committee.

### **Rule 15 – Transaction of Business by Mail, Telegraph or Telephone**

The Detachment Executive Committee, without meeting together, may transact business by mail or by electronic mediums on a matter of urgency, not involving new policies and which action cannot be delayed to the next regular meeting by voting upon proposed resolutions mailed or by electronic mediums, the Detachment Adjutant, with the approval of both the Detachment Commander and the Department Chairman of the Sons of The American Legion, Detachment of Wisconsin. Thirty (30) days shall be allowed for the return by mail or electronic mediums of the votes thereon to the Detachment Adjutant. The voting shall be considered closed at the end of the thirty (30) days, provided that a majority of the members of the Detachment Executive Committee have returned their votes by that time or it shall be considered closed at any time prior thereto if and when all the members shall have returned their votes. Provided further,

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except in the case of an election to fill a vacant Detachment office, that in the event one-third of the voting members of the Detachment Executive Committee, in writing objects to the ballot by mail or by electronic mediums, the matter shall not be decided and will be considered as the first order of business at the next regular or special meeting, provided further, that thereafter the Detachment Adjutant shall notify the Detachment Executive Committee of the action taken.

### **Rule 16 – Suspension of Rules**

No standing rule or order of the Detachment Executive Committee shall be suspended without fifteen (15) minutes notice, being given of the motion therefore, and no rule shall be suspended except by a vote of two-thirds of all the members present.

### **Rule 17 – Amend The Detachment Executive Committee Rules**

The Detachment Executive Committee Rules may be amended by a three-fifths (3/5) vote, of the voting members present of the Detachment Executive Committee.

### **Rule 18 – Roberts Rules of Order to Govern**

Except as otherwise herein specifically provided, Roberts Rules of Order, revised, shall govern all meetings of the Executive Committee of the Sons of The American Legion, Detachment of Wisconsin.

## **II. DETACHMENT OFFICERS AND APPOINTEES**

Officers under this set of policies applies to: elected and appointed Detachment Officers, our National Executive Committeeman and Alternate National Executive Committeeman of the Sons of The American Legion, Detachment of Wisconsin. Appointees are: members of Detachment Commissions and Committees, Detachment Veterans Administration Voluntary Services Representatives, and any other special appointments the Detachment Commander makes.

### **Absences**

An absence may be excused only in the following manner:

1. An Officer or appointee that is unable to attend a meeting of the Detachment Executive Committee shall notify both the Detachment Commander and Detachment Adjutant in writing at least 48 hours prior to the start of the meeting, providing the reason for the absence and a request to be excused.
2. Within 24 hours after the meetings' call to order, a written excuse may be brought to the Detachment Commander and Detachment Adjutant providing the reason for the absence and a request to be excused.
3. Exceptions to the notification rules, in the case of extreme emergencies, are at the discretion of the Detachment Commander.

Granting an excused absence is solely at the discretion of the Detachment Commander, provided at least one of the three criteria above is met. Email notification is acceptable for a notification in writing. In the absence of the Detachment Commander, the Detachment Adjutant shall be empowered to determine if an excuse is to be granted.

If none of the criteria is met for an excused absence and the individual is not present, they shall be marked as absent.

### **Dress Code**

The following shall be worn by all Detachment Officers at Detachment Conventions, Parades, and any other such function that you are representing the Sons of The American Legion, Detachment of Wisconsin:

- You will always wear your Detachment Uniform Cap
- Dress pants, sport coat or suit (Navy blue blazer preferred)
- Light or dark colored dress pants (gray pants preferred)
- Dress shoes (black preferred)
- Tie (S.A.L. tie preferred)
- Name tag

Exceptions shall apply when you are participating as a member of a uniformed group, provided you are wearing the appropriate uniform of that group.

The display of items on the Sons of The American Legion Detachment Uniform cap shall be restricted to three (3) pins in respect to the office of which you were elected.



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## **Standing Rules of The Sons of The American Legion, Detachment of Wisconsin**

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You will not wear wild or loud colored clothes. Detachment Officers will be uniformly attired. You may dress casually for the Spring, Fall, and Winter Detachment Executive Committee meetings, but your Detachment Uniform cap must be worn at all times (No blue jeans or shorts).

### **Not in good standing**

Any member of the Sons of The American Legion, Detachment of Wisconsin who has reason to believe that an Officer or Appointee is no longer in good standing has an obligation to report such information to the Detachment Commander who will ascertain the veracity of the report. If a Detachment Officer or Appointee is found to no longer in good standing, such as being in arrear with their dues, they may be removed from office or their appointment. A motion will need to be made from a voting member of the Detachment Executive Committee to initiate such action. The subsequent vacancy shall then be filled in accordance with procedures proscribed for the particular vacancy.

### **Removal from Office or Appointment**

When a Detachment Officer or Appointee has two or more consecutive unexcused absences, according to Rule 2.B. of the Detachment Executive Committee Rules they may be removed from office or their appointment. A motion will need to be made from a voting member of the Detachment Executive Committee to initiate such action. The subsequent vacancy shall then be filled in accordance with procedures proscribed for the particular vacancy.

Upon removal the Detachment Adjutant shall send a letter to the last known address (mail or email or both) informing the removed individual that such action was taken, and the effective date of their removal from office or appointment.

A suggested letter or email would be very similar to the letter confirming a resignation.

### **Resignations**

If a member resigns as a Detachment Officer or from a Detachment appointment on a Detachment Committee or Commission, or communicates in a way as to question whether they have resigned, the Detachment Adjutant shall send a letter or email to confirm the resignation as soon as possible, but not later than 10 days from receipt of the communication. A suggested message is as follows:

Dear name,  
I am in receipt of your letter (or email) dated <date> in which you have indicated you are/have resigning/resigned from your office as <office> effective immediately.  
Additionally, you are/have resigning/resigned from your appointment as a member of the <committee or commission>, also effective immediately.

## **Standing Rules of The Sons of The American Legion, Detachment of Wisconsin**

It is my understanding that you will continue to serve as a member of <other committee or commission> until your term expires at the close of our Detachment Convention in <year>.

Name, I know you will appreciate that we need to move forward. If I have misunderstood the intent of your letter or email, please let me know by <deadline> (*give them 10 days from the date of sending this*). If I do not hear from you we will assume that to be confirmation of what I have indicated and we will proceed with filling the vacancy/vacancies we now have before us.

On behalf of Detachment Commander <CmdrName> and the members of the Detachment of Wisconsin I thank you for your service and contributions and wish you will in your future endeavors. We hope to continue see you and have an opportunity to work with you again.

Sincerely,

<AdjName>,  
Detachment Adjutant

Cc: <CmdrName>, Detachment Commander  
<ChairName>, Department S.A.L. Chair

Upon the passing of the deadline, the vacancy shall then be filled in accordance with procedures proscribed for the particular vacancy. It may be necessary for the Detachment Commander to make a provisional appointment to fill the vacancy until the Detachment Executive Committee is able to act on it.

### **III. NATIONAL OFFICES AND APPOINTEES**

This set of policies applies to our National Executive Committeeman, Alternate National Executive Committeeman, and any appointees to Sons of The American Legion National Office or National Commissions or National Committees, as members of the Sons of The American Legion, Detachment of Wisconsin.

#### **Appointment to National Commissions and Committees, National Executive Committeeman duties**

Any member in good standing that wishes to be considered for appointment to a National Commission or Committee shall forward the necessary information as proscribed by the National Executive Committee, to the Detachment's National Executive Committeeman. The National Executive Committeeman is responsible for forwarding the information on to the National level.

#### **Dress Code for National Executive Committee Meetings**

Suit or sport coat, dress pants, dress shirt, tie and dress shoes are preferred items of dress. Other dress maybe permitted, as long as it is acceptable by National guidelines or the National Executive Committee. The Sons of The American Legion uniform cap must be worn at all meetings.

#### **National Convention Dress Code**

National Convention dress code shall be the same as for National Executive Committee meetings.

#### **Meeting Attendance**

Individuals representing the Detachment of Wisconsin shall attend all meetings of the National Executive Committee, in addition to National Commissions & Committees that they are assigned to for the duration of said meetings unless otherwise excused.

#### **Running for National Office**

Members desiring to run for National Office of the Sons of The American Legion shall announce their intentions to the Detachment and shall consult with the Executive Committee of the Sons of The American Legion, Detachment of Wisconsin for approval and direction prior to any announcement on the National level.

#### **IV. DISTINGUISHED GUESTS**

##### **Inviting Distinguished Guests to Detachment Meetings or Functions**

Distinguished guests are guests of a special nature other than National guests that are invited to attend any of our functions or meetings. Examples of distinguished guests are winners of competitions sponsored by The American Legion family, designated representatives of organizations that we have a common interest with, or significant office holders in The American Legion and The American Legion Auxiliary.

Distinguished guests attend by invitation of the Detachment Commander. Their attendance can be requested by others, but then must have approval of the Detachment Executive Committee or Detachment Commander (e.g. Detachment Americanism Chair requests to invite Department Junior Shooting Champion).

##### **Accommodating Distinguished Guests**

Costs for lodging, meals, entertainment, admissions, etc. will be paid for by the Detachment if necessary. They will be the responsibility of an appropriate Detachment representative as designated by the Detachment Commander (e.g. Department Junior Shooting Champion is the responsibility of Detachment Americanism Chair). He shall be responsible for that distinguished guest during their official visit, including transportation to and from travel centers, events, and lodging. He is also responsible for securing appropriate lodging. He may enlist the assistance of others as he deems necessary.

Anyone designated as a distinguished guest will receive a distinguished guest badge or ribbon, or a pin or some small memento to signify their presence at our event. The Detachment Commander is responsible for procuring such items, and may appoint others to do so as necessary.

##### **Expectations of Distinguished Guests**

Distinguished guests are expected to speak and/or make presentation to our gathering as outlined in the invitation to them.

## **V. NATIONAL GUESTS**

### **Inviting National Guests**

It is the responsibility of the National Executive Committeeman to invite national guests to our Detachment meetings or functions. National guests shall be officially invited to both our Detachment Convention and Mid-Winter Conference in accordance with proscribed administrative procedures of the National Sons of The American Legion and The American Legion, Department of Wisconsin. The following shall receive invitations:

- National Commander of the Sons of The American Legion
- National Vice Commander Central Region of the Sons of The American Legion
- The leading candidate for National Commander of the Sons of The American Legion
- The leading candidate for National Vice Commander Central Region of the Sons of The American Legion

Coordination of who shall appear at what events is the responsibility of our National Executive Committeeman.

### **Accommodating National Guests**

In the case of National Officers that have official travel allowances, no offer of covering expenses for travel or lodging shall be made. In the case of the leading candidates for either National Commander or National Vice Commander Central Region the Detachment shall offer to cover reasonable lodging expenses.

Expenses for meals, entertainment, admission fees, etc. for our National guests shall be reimbursed to the appropriate Detachment representative who is escorting our National guests, and will not count towards that person's usual annual allowance if they have one.

The National Executive Committeeman is responsible for our National guests during their official visits, including transportation to and from travel centers, events, and lodging. He is also responsible for securing appropriate lodging. He may enlist the assistance of others as he deems necessary.

A gift or welcome basket to be placed in the room of a National guest is at the discretion of the National Executive Committeeman, keeping in mind that our guests very likely have restrictions and/or limited room to take such items with them when they leave. The reimbursable amount for these shall not exceed \$25.00 per National guest.

Gifts for National guests are the responsibility of the National Executive Committeeman and he should again keep in mind the travel restrictions of our guests. The reimbursable amount for gifts shall not exceed \$25.00 per National guest. The gift shall be in good taste and should reflect either the interests of the particular guest and/or be representative of the State of Wisconsin.

**Expectations of National Guests**

It is expected that National guests shall attend as much of our meetings and functions as their schedule allows. They are expected to speak at our meetings during that portion set aside for guests as their schedule allows, but will be accommodated at any time. Additionally they are expected to make an appearance and speak briefly at functions of The American Legion, Department of Wisconsin and The American Legion Auxiliary, Department of Wisconsin if they are taking place in manner that can be reasonably accommodated. It shall be the responsibility of our National Executive Committeeman to make such arrangements, and to escort and introduce our National guests at all functions where they appear.

**VI. DETACHMENT CHAPLAIN'S ALERTS AND CONTACTS**

The Detachment Chaplain is our spiritual leader. It is customary to send out notifications to the Detachment Official Family when a condition affects any one of the following:

- Current Detachment Officers
- Current S.A.L. National Officers
- Current Detachment Appointees
- Current S.A.L. District Commanders
- Past Detachment Commanders
- Past S.A.L. National Officers from Wisconsin
- Past S.A.L. National Commanders
- Past S.A.L. National Vice Commanders Central Region
- Spouses of any of the above
- An alert by the Department Chaplain
- Any one requesting it – at the Detachment Chaplain's discretion. Should be someone connected with the Detachment and having served in a prominent way.

Conditions include, but are not limited to: severe illness requiring hospitalization or is life-threatening, hospitalization for any reason, death, death of a child or grandchild, tragic loss of property, or other major life-altering event at the discretion of the Detachment Chaplain.

Although alerts or prayer requests may be issued, the privacy of the individuals that are the subject of such notification is to be respected. If they do not wish anything to be sent out, then the Detachment Chaplain will not send out a notification.

In all cases, the Detachment Chaplain shall make reasonable efforts to determine the veracity of the information before sending an alert or prayer request. When in doubt, do not send anything out.

**VII. FINANCES**

**Dues and Assessments**

The Detachment per capita dues of the Sons of The American Legion, Detachment of Wisconsin shall be five dollars (\$5.00) per annum. Each Squadron shall remit the Detachment and the National per capita dues promptly to the Department Adjutant at least monthly. As provided in Article VIII of the By-Laws of the Sons of The American Legion, Detachment of Wisconsin, modification to the Detachment per capita dues for members shall require a two-thirds vote in the affirmative by the annual Detachment Convention delegates.

**Official Call-in's**

All members of the Detachment Executive Committee as defined by Article V., Section 8 of the Constitution of the Sons of The American Legion, Detachment of Wisconsin, except for the The American Legion, Department of Wisconsin Sons of The American Legion Program Chairman, shall be entitled to a call-in allowance at all meetings of the Detachment Executive Committee, the Mid-Winter Conference, and the Detachment Convention, within budgetary constraints.

Chairmen of Detachment Executive Committee Commissions and Committees and their members shall be entitled to a call-in allowance at all meetings of the Detachment Executive Committee within budgetary constraints.

Budgetary constraints are established by the Detachment Finance Commission when setting the annual budget.

The American Legion, Department of Wisconsin Sons of The American Legion Program Chairman is expected to be compensated by The American Legion, Department of Wisconsin in accordance with their policies and guidelines.

**Disbursement of Funds**

**General**

Detachment officers may obtain funds budgeted for their office, through the provisions in article VII, section 3 of the Constitution of the Sons of The American Legion,

Expense voucher, Form T 11-00 must be used when applying for reimbursement. Additional vouchers can be obtained through the Detachment Finance Chairman and Detachment Adjutant. Vouchers must be accompanied by receipts whenever possible as they serve to verify the expense. All vouchers need to be submitted within (30) days of the event and in duplicate or they will have to wait until the end of the calendar year to be considered.



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## **Standing Rules of The Sons of The American Legion, Detachment of Wisconsin**

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Although allocated funds may become depleted, expense vouchers should continue to be submitted, as this will better enable the Detachment Finance Commission to see what changes are needed in the future. If funds from other accounts become available, at the end of the calendar year, additional reimbursements may be made.

No reimbursement for mileage will be considered under a (35) mile radius.

Members of the Detachment Finance Commission should be sufficient character as to be trusted with handling financial matters. The Detachment Finance Commission Chair should have proven trustworthiness in money handling. It is best that members are of legal age.

### **National Convention Delegates**

Delegates to the National Convention of the Sons of The American Legion will use the travel voucher - Form T 11-00.

National Convention Delegate Registration fees will be paid by the Detachment, and that amount will be subtracted from the overall National Convention Delegate budget. An amount shall also be set aside for Alternate National Convention Delegates. The remaining amount shall be divided equally among the attending delegates.

In the event, only one (1) National Convention Delegate attends the National Convention, if under (600) miles in distance from the Wisconsin State Capitol, that delegate shall receive no more than one third (1/3) the total delegate allocation.

National Convention Delegates will receive an amount of their portion of the delegate allowance, but each delegate is to receive an amount not to exceed the rules of the travel expense voucher. In the event more delegates are allowed than were budgeted for, funding will be adjusted to include those delegates.

National Convention Delegates are required to attend all 3 days of the National Convention of the Sons of The American Legion. Delegates will be paid based on their attendance. Example - 1/3 of their allocated funds for each day in attendance. Alternate National Convention Delegates will be allocated \$50.00 in acknowledgement of their attendance at the National Convention of the Sons of The American Legion.

Attendance at National Conventions shall be taken by the floor chairman or Detachment Adjutant with a copy given to the Detachment Finance Chairman.

No advancement of funds will be allowed, unless special approval has been granted by the Detachment Finance Commission. The Detachment Finance Chairman may use a telephone meeting to gather such approval.

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## **Standing Rules of The Sons of The American Legion, Detachment of Wisconsin**

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Air transportation is authorized for National Conventions only. Mileage will be determined on land mileage.

### **Detachment Commander**

The Detachment Commander may use \$50.00 of his budgeted allocation to attend the Spring National Detachment Commanders Membership meetings in Indianapolis, Indiana. If the Detachment Commander does not attend this meeting, \$50.00 shall be forfeited from the Detachment Commanders budget.

### **Detachment Vice Commanders**

The Detachment Vice Commanders allowances are intended for mileage and some administrative expenses as defined by the Detachment Finance Commission.

### **Detachment Adjutant**

The Detachment Adjutant may use \$50.00 of his budgeted allocation to attend the National Adjutant's Conference. If the Detachment Adjutant does not attend this meeting, \$50.00 shall be forfeited from his budget.

### **Other Detachment Officers**

Other Detachment Officer expenses are reimbursed for "Mileage" only and shall not exceed \$125.00 per eligible officer. They are the (2) Detachment Sgt-At-Arms, Detachment Judge Advocate, Detachment Chaplain, and Detachment Historian.

### **National Executive Committeeman**

The National Executive Committeeman's allowance is intended for use in attending Detachment functions, since the National organization provides call-in allowances for the National Executive Committee meetings.

### **Alternate National Executive Committee Man**

\$200.00 is budgeted for attendance at the spring and fall National Executive Committee meetings, to be used by the Alternate National Executive Committee man for travel expenses. The balance of the budgeted amount is useable for in-state mileage such as attendance at Detachment Executive Committee meetings and the Detachment Mid-Winter Conference. In the event the Alternate National Executive Committee man chairs a Detachment Commission or Committee, is a member of same or is filling in for the absent National Executive Committee man, he then forfeits the \$100.00 per diem.

### **Commissions and Committees**

Detachment Program Commission and Committee expenses shall be used by those Chairmen of Detachment Commissions and Committees as outlined in the Constitution and By-Laws of the Sons of The American Legion, Detachment of Wisconsin and Detachment Executive Committee Rules, who are not already covered by line items in the budget. The amount shall not exceed \$112.50 per eligible Chairman and is for mileage only.

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## **Standing Rules of The Sons of The American Legion, Detachment of Wisconsin**

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### **Administrative Vouchers**

Administrative Vouchers are to be used for expenses other than mileage. For example, office supplies, postage, phone calls, etc. are administrative expenses.

The following individuals or entities are authorized to use administrative vouchers:

- State Headquarters
- Detachment Commander
- Detachment Vice Commanders
- Detachment Adjutant
- Detachment Asst. Adjutants
- Detachment Finance Chairman
- Detachment Salute Editor
- Detachment Historian
- Detachment Chaplain

Detachment officers who qualify to use administrative funds shall first seek approval from the Detachment Finance Commission whenever the costs exceed \$300.00.

### **Additional Workshops**

A Detachment Officer or Detachment Commission or Committee, wanting to initiate a workshop, other than the Detachment Officer Orientation Workshop, must draft a letter to the Detachment Commander, with copies to the Detachment Adjutant and Detachment Finance Commission, explaining their intentions along with an agenda for approval and a detailed request for funds outlining what they are needed for and the amounts needed. Workshop notifications shall be made Detachment-wide by publication.

Adopted 7/19/2014 drf