

# Code of Procedures

## MEMBERSHIP & POST ACTIVITIES COMMISSION

Approved DEC: October 2019

1. The Membership Commission shall consist of seven (7) members, six (6) whom will be appointed by the Department Commander as stated in the Constitution and By-laws of The American Legion, Department of Oregon. The Department First Vice-Commander, by virtue of his/her position is an ex-officio member of the Membership Commission and could be appointed as Membership and Post Activities Commission Chair. The Department Commander shall designate the Chair and Vice-Chair of the Membership Commission for a multi-year position. The Commander, based upon a recommendation from The Membership and Post Activities Commission Chair, will appoint a subcommittee, as necessary, to perform studies, research and to make recommendations regarding membership, Post activities, revitalizations, Post closures, and realignment of assets and organizations to enhance the achievement of membership goals and objectives.

2. The purpose of the Membership Commission is to formulate and plan a long-term membership program; to stimulate and promote membership and activities for the Posts, to provide training, motivation, and educational material to District Commanders, District Membership Chairs, Post Commanders and Post Membership Chairs. To implement, monitor, and modify the Strategic Plan for Sustained Growth, and to insure that its provisions are being followed by Posts and Districts. To provide incentives and awards, as well as to inform the membership as to how these can be earned and/or obtained.

3. The Commission shall cause the Department Adjutant and his /her staff to communicate with the National Membership Director and convey all matters pertaining to this Membership Commission, to the Department and District Officers, Membership renewals shall be accomplished on line with [MyLegion.org](http://MyLegion.org) when possible and otherwise forwarded to National on a weekly basis. A Weekly Membership Report shall be promulgated and forwarded to the Department Commander, Department Vice Commanders, to all the District Commander, the Department Membership Chair and Commission Members, District Adjutants, Post Commanders and Post Adjutants. It shall also be posted on the Department Website. This Weekly Report shall be prepared on Thursday and distributed on Friday unless the reporting date is changed by mutual agreement with the Membership Chair and Department Adjutant. The latest Membership Report before the Legionnaire goes to print will be included in the publication.

4. The Department Membership Team shall be made up of the Department First Vice Commander, Second Vice Commander, Membership Commission Members, District

Commanders and District Membership Chairs. The Department will be divided into three Zones. The three zones are divided into Department Districts with Membership Commission

Members assigned to each Zone. Zone 1 is made up of Districts 1 & 2, and Districts 7 & 8 with a Commission Member assigned to with each set of two Districts. Zone 2 includes District 3 & 4 and District 9 with one Commission Member assigned. Zone 3 includes 5, 6 & 10. This Zone has two Commission Members with specific Post assignments due to geographical considerations.

5. The Department Membership Chair will, upon receipt from National, divide the Department Membership Goal among the Districts. These goals will be provided to the District Commanders for Post allotment and distribution to the Posts with copies to the Department Membership Chair and Department Adjutant. Along with the goals, the Department Membership Chair will provide to each District Commander a copy of the DMS and 114 lists for distribution to each Post.

6. The Membership Commission shall work with the Public Relations and Publicity Commission, all other standing and special commissions, committees, and The Oregon Legionnaire.

7. All funds budgeted for Membership and Post Activities shall be paid by an expense report sanctioned and approved by the Membership Chair. If funds are available, expenses may include mileage for Membership Commission members. The Chair will be reimbursed or paid directly by The Department for motels and food when attending Commission meetings. All expenses such as telephone calls, postage, plaques, certificates, incentive programs, promotional materials and cap ornaments for membership promotions are to be covered by Department from the Membership budget. There should be no charges applied to the Membership budget except those approved by the Membership Chair.

8. The Chair shall request, in writing, to the Department Commander, for the removal of a Commission member for failure to participate actively in the work of the Commission. A copy of such a request shall be sent to the member under question.

9. The Membership Chair shall submit an annual written report, as required by the Department Constitution and By-laws, to the Department Adjutant no less than thirty days prior to the opening of the Department Convention.

10. The Membership Commission will review and present all of the membership awards and promotional prizes at the Oregon Department Convention. The Membership Commission will work in concert with the Ritual, Ceremonials, Trophies and Awards Commission to ensure an orderly, meaningful and dignified presentation of membership awards.