

# CODE OF PROCEDURE LEGIONNAIRE COMMITTEE

Approved DEC: October 2020

**Section 1.** The Legionnaire Committee is under the oversight of the Media and Communications Commission, in accordance with Article IX, Section 7, of the Department By-Laws.

**Section 2.** The Legionnaire Committee will consist of five (5) members in accordance with Article IX, Section 2 of the Department By-laws: two (2) each with terms of one-year term and one (1) each with terms of two (2), three (3) and four (4) years. The Department Commander will designate the Chair of the Legionnaire Committee. The Chair will be a member of the Media and Communications Commission with a vote on the Commission.

**Section 3.** The objective and responsibility are to publish **monthly** the “Oregon Legionnaire” as a worthy and representative communication of the Department.

**Section 4.** By virtue of the office, the Department Adjutant shall be the **editor/publisher** of the “Oregon Legionnaire” publication.

**Section 5.** It shall be the duty of the Department Adjutant with the approval of the Committee to negotiate terms of contracts for technical assistance in producing the publication and to report their findings and recommendations to the Department Executive Committee or a Department Convention. Approval of contractual obligations and/or major policy decisions reside with the Department Commander with approval of the Department Executive Committee.

**Section 6.** It shall be the duty of the Committee to ensure all material is in accordance with American Legion and Department of Oregon policy.

**Section 7.** The Committee will meet at the call of the Chair when necessary. The Committee Chair will notify committee members and the Media and Communications Commission Chair of upcoming meetings and provide meeting minutes following the meeting to the Department Commander, Department Adjutant, Committee members, and the Media and Communications Commission Chair.

**Section 8.** The Committee Chair shall submit a proposed budget to the Media and Communications Commission Chair each year no later than 30 days prior to the Spring Department Executive Committee meeting for the following year.

**Section 9.** The Committee will seek and consider less costly methods of distribution of the “Oregon Legionnaire”, including email, websites, Face Book and other social media platforms, and all other methods and means to reduce distribution costs.

**Section 10.** The Committee will prepare vouchers for the payment of all Committee financial obligations. The Committee Chair will review and approve all expenditures, as appropriate, prior to the expense of funds from the Committee budget.

**Section 11.** The Committee Chair shall make periodic reports of the Committee's activities to the Department Executive Committee. The Committee Chair will submit a written report to the Media and Communications Chair or attend the Department Executive Committee upon the request of the Department Commander or Media and Communications Commission Chair.

**Section 12.** The Committee Chair shall make a written report of the year's activities according to Article V, Section 7 of the Department Constitution, and submit it to the Department Adjutant no later than 30 days before the opening of Department Convention.

**Section 13.** The Committee shall judge or appoint a committee to judge the winners of the best Post Newsletters Awards for Posts with membership of 15 to 499 and Posts of over 500 members. They will complete judging of these two awards prior to the annual Department of Oregon Convention held in June of that year. The Department of Oregon will present these certificates recognizing the winner at the Department Convention that year.