2020-2021

CODE OF

PROCEDURES
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<td>Veterans Employment &amp; Education Commission</td>
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<td>The Oregon American Legion Foundation (TOALF), (501(c)3)</td>
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Commission members to be appointed as prescribed by Article IX Section 2 of the
Department Constitution and By-laws.
Department Adjutant to be Ex-Officio member (voice, but no vote) [07/11 /15] by
Department Executive Committee action January 7, 1990, Lebanon, Oregon.

The Commission shall have oversight responsibility for all matters pertaining to
the retirement program; health; liability, theft, and fire insurance. Also, the special
program of Association Group Insurance Administrators and Accidental Death and
Dismemberment insurance for Department Officers, and any other insurance programs
the Department of Oregon may participate in. 10/3/2010

The Commission shall have oversight responsibility for the maintenance and
general upkeep of the Department Headquarters building. The Department Adjutant, who
is responsible for the day-to-day operations of the Department Office, shall have the
authority to spend up to $5,000 annually for emergency repairs from the Building Fund
with the approval of the Commission. 10/3/2010

The Commission shall have the responsibility, in conjunction with the Permanent
Finance Commission, for reviewing and making recommendations to the Department
Executive Committee on all revenue enhancement programs.

The Commission shall meet a minimum of three (3) times a year at the call of the
chairman to review and update all programs, to report to the Department Executive
Committee and make recommendations to the Department Executive Committee for
action on any changes or new programs proposed that require their approval. 10/3/2010
Copies of Commission minutes, recommendations, and Department Executive
Committee actions concerning retirement and insurance shall be kept in the insurance
files at Department Headquarters.
The day-to-day operations of the Department of Oregon are the responsibility of the
Department Adjutant. 10/3/2010
The oversight of the Office and personnel policies of the Department of Oregon shall be
the responsibilities of this commission subject to the approval of the Executive
Committee.

The Commission will review/approve the Performance Plan and Quarterly
Performance Reports for the Department Adjutant. 10/3/2010
CODE OF PROCEDURE
AMERICANISM COMMISSION

Approved DEC: October 2020

1. The Americanism Commission shall be composed of eight (8) members, in accordance with Article IX, Section 5 of the Department By-laws. The Americanism Commission shall have Committees to be known as Children and Youth Committee, Baseball Committee, Boy Scouts Committee, Boys State Committee, Oratorical Committee, Jr. Shooting Sports Committee, and Law Enforcement Career Camp Committee. The Chair of these committees shall be a member of the Americanism Commission. The Chair of the Americanism Commission is to be determined by the Department Commander.

2. The Americanism Commission shall have as its objective the promotion of all programs that come under the heading of Americanism, in accordance with the Americanism Manual of the American Legion, prepared and distributed by the National Americanism Commission, and revised to date specifically, subject include:

   a. Oratorical Contests          b. School Awards
   c. Baseball                    d. Community Service and Safety
   e. Boys State                  e. Boy Scouts
   g. For God and Country        f. Flag Education
   i. Patriotic Holiday Programs j. American Education week
   k. Immigration & Naturalization Activities
   m. Law Enforcement Career Camp n. Children & Youth Activities and Programs

   Many of the above are generally serviced by an individual committee, however, the Americanism Commission should be available to give advice and/or help when necessary.

3. The Americanism Commission shall make such rules as it deems proper for the conduct of its activities. Any changes made to be submitted to the Department Executive Committee for its approval. The Chair shall make periodic reports of its activities to the Department Executive Committee: When unable to deliver in person, a written report is to be submitted.

4. The Americanism Commission is to be called into session when necessary by the Chair. Notice of meeting and a copy of minutes shall be sent to the members of the Department Executive Committee. The Commission should meet at least twice a year with the Committee Chair to discuss problems and schedules.
5. Committees under the Americanism Commission will be responsible for their own budgets.

6. No expenditures on behalf of the commission shall be made without prior notification and approval of the Chair.

7. The Americanism Commission shall carry out such other duties as may be assigned it by the Department Commander, the Department Executive Committee, or a Department Convention.

8. The Chair of the Americanism Commission shall make a written report of the year’s activities as required by Article V, Section 7 of the Department By-Laws, and submit it to the Department Adjutant no later than thirty (30) days before the opening of Department Convention.
CODE OF PROCEDURE
LEGION BASEBALL COMMITTEE

Approved DEC: October 2020

1. This Committee shall be composed of seven (7) members, AKA Commissioners, one appointed for a four-year term, one appointed for a three-year term, one appointed for a two-year term, and four appointed for a one year term except in the case of an appointment to fill the unexpired term of a deceased or resigned member. If more than seven members are necessary, additional members shall serve for one (1) year only. The appointment of the Chair shall be designated by the Department Commander and ratified by the Department Executive Committee.

2. The Chair shall designate one of the Commissioners to serve as Vice-Chair, one to serve as “AAA” Division Chair, one to serve as “AAA” Division Vice-Chair, one to serve as “A” Division Chair, one to serve as “A” Division Vice-Chair and one to serve as Umpire Chair. The remainder of members shall serve as Area Commissioners.

3. This Committee shall serve as the Appeal Board for any and all matters pertaining to American Legion Baseball in the State of Oregon. Their decision shall be final.

4. The Legion Baseball Committee shall have direct charge and supervision over all baseball activities and shall carry out convention mandates as pertains to their Committee. They shall be responsible for preparing the plan for conducting the program in the State of Oregon and for initial statewide publicity to the Posts and/or public.

5. The Committee shall appoint Commissioners from within the boundaries of each of the four American Legion Baseball areas and other personnel as needed. These Commissioners will have input and assist the Committee in updating the State Rule Book and Committee policy.
   a. They will have the power to vote if they are members of the American Legion

6. The Committee meetings will be at the call of the Chair.

7. All sums of money that have accrued to the Legion Baseball Committee shall be carried in a segregated fund by the Department Finance Office of The American Legion, and any surplus held at the end of the baseball year shall remain in such segregated fund, and shall be carried over for such expense vouchers for the payment of all obligations, said vouchers to be signed by the Adjutant and approved by the Chair and paid by the Finance Officer as otherwise provided for in the Constitution and By-laws of this Department.

8. All rules and regulations pertaining to the program shall be the responsibility of the Committee.

9. The Chair of the Baseball Committee shall make a written report of the year’s activities, and submit it to the Americanism Chair no later than forty-five (45) days before the opening of
the Department Convention.

10. The Committee Chair will furnish the editor of The Oregon Legionnaire with an article for publication, with the results of the Department of Oregon Legion Baseball state contests stating the winners and results of contests or Regional and National competition, along with other pertinent information.

11. Issue two passes each – Department Commander and Americanism Commission Chair – to the AAA tournament at no cost. (9/17/17)

12. Non-Legion personnel assisting and holding positions within the American Legion baseball will be paid travel from the American Legion baseball travel budget.
CODE OF PROCEDURE
BOY SCOUTS COMMITTEE

Approved DEC: October 2020

1. The Committee shall be composed of five (5) members in accordance with Article IX, Section 2 of the Department By-Laws: two (2) for one-year (1 year) terms, and one: each for two (2), three (3) and four (4) year terms. Each year the commander will appoint one (1) one (1) year member and one (1) four (4) year member. Preferably the members will have a Scouting background and represent the 5 BSA Councils in Oregon. The Chair of the Committee will be designated by the Department Commander. Revised 10/01/06

2. The Committee shall encourage the Posts in the Department of Oregon to participate in the Scouting program in cooperation with the Scout Executives in each of the five (5) councils in Oregon and will provide the Posts with opportunities to participate. Revised 10/01/06

3. The Committee shall make available to the Post in the Department of Oregon any new programs initiated by the Boy Scouts of America.

4. The Committee shall carry out other duties as may be assigned it by the Department Commander, the Department Executive Committee, a Department Convention, or Americanism Commission Chair.

5. The Committee shall meet at the call of the Chair. If, by prior information, a quorum cannot be present at a called meeting, the Chair shall contact each member by mail or email and their replies to proposed actions and recommendations shall be the basis for actions and recommendations by the Chair.

6. Three members shall constitute a quorum at any meeting of the Committee. Any action taken by less than a quorum shall be ratified at the next meeting of the Committee.

7. The Committee Chair shall request in writing, to the Department Commander, the removal of a Committee member for failure to participate actively in the work of the Committee; a copy of such request shall be sent to the member concerned.

8. The Chair shall make a written report to the, Americanism Commission Chair, who will present to the Department Executive Committee, when called to do so, at the meetings of that Committee for the Commission.

9. The Chair shall submit a written report annually of the year's activities of the Committee to the Americanism Chair who will present to the Department Commander as required by Article V, Section 7 of the Department Constitution.

10. Changes in the Code of Procedure shall be made by a majority vote of the Committee members and submitted to the Commander and Department Executive Committee through the Americanism Chair for approval.
11. The Chair shall prepare and submit a budget for the year to the Permanent Finance Commission for approval by the Department Executive Committee.

12. No expenditures in behalf of the Committee shall be made without prior notifications to and approval of the Chair. Subject to funds available to the Committee, travel allowances will be made for attendance at called meetings on vouchers submitted to and approved by the Chair.

13. A notice of the called meetings, as well as a copy of the minutes of the meetings, shall be sent to the Department Commander for his/her information and to the Department Headquarters to be placed on file.

14. The Committee shall meet prior to the Convention held the last week of June to evaluate reports submitted by the Posts to determine which Posts shall receive the awards for the best Scouting program.

15. The Committee shall meet as needed prior to March 15 each year to evaluate Eagle Scout of the Year applications using the evaluation form provided by the American Legion. The Eagle Scout selected as the Eagle Scout of the Year (ESOY) for the Oregon Department of the American Legion will be awarded a scholarship of $500.00. All posts especially post’s sponsoring Scouting units are encouraged to donate $25.00 annually. The Scouting Committee will reach out to the posts for that support and it will be used toward this scholarship to alleviate the budgeting burden from Department. The Scouting Committee will also seek out other financial support. This scholarship may be used for advanced education beyond high school at an accredited school. The funds may be used for tuition, fees, or books. The ESOY will have two (2) years after graduation from high school to use the scholarship unless he joins a branch of the U. S. military. Then he will have one (1) year after his honorable discharge to use the scholarship. In order to receive the scholarship funds, the ESOY will need to provide the address of the financial aid office at his school to the Department. If he has served in the U.S. military, he will also need to send a copy of his DD 214. The Department will send the funds there for disbursement.
CODE OF PROCEDURE
BOYS STATE COMMITTEE

Approved DEC: October 2020

Section 1. There is hereby created a Committee to be known as the American Legion Oregon Boys State Committee, to consist of five members with terms as follows: One four year, one three years, one-two years, and two one-year members, unless appointed to fill the unexpired term of other members. If more than six (6) members are necessary, additional members shall serve for one (1) year only. Members of the Committee shall be derived from within the Department of Oregon and be appointed by the Department Commander, subject to the approval of the Department Executive Committee (D.E.C.). Vacancies shall be filled by the Department Commander in the same manner as appointments are made. The Department Commander shall appoint a Chair from the members of the Committee. In addition, two (2) Sons of The American Legion members may serve on the Committee at the discretion of the Department Commander as ex-officio members with voice, but no vote.

Section 2. As Chair of the Oregon Boys State Committee, it is its responsibility to schedule and chair all Oregon Boys State Committee meetings. As Chair, the responsibilities shall be to plan, organize, and direct the yearly session of Oregon Boys State. The Committee shall have direct charge over all Oregon Boys State activities. The Chair shall carry out the mandates of each Department Convention and the D.E.C.

The Committee shall meet prior to the Fall D.E.C. meeting to change/update Code of Procedures for presentation to the D.E.C. for ratification. The Committee shall also ask for ratification by the Department Commander and the D.E.C. of any additional members deemed necessary to carry out the functions of the Committee.

Section 3. All sums of money that have accrued to Oregon Boys State Committee shall be carried in a segregated fund by the Department Finance Officer of the American Legion, and any balance held at the end of the fiscal year shall remain in such segregated fund and shall be carried over for expenditures and used in the succeeding years. All expenditures, not to exceed $2,000.00, from this segregated fund shall be made at the direction of the Chair. Any expenditure exceeding $2,000.00 must be approved by the D.E.C.

Section 4. The Oregon Boys State Committee shall set up the rules and regulations governing eligibility and any other forms of procedure by following the guidelines set forth by the National Americanism/Children and Youth Commission. At the discretion of the Committee, Citizens returning to Oregon Boys State as a counselor may serve as a counselor or staff member as follows:

a. It is a year to year situation.

b. Their performance is reviewed annually

c. Must have Committee approval prior to any acceptance.
d. And/or all materials produced become the sole property of Boys State.

Section 5. The Committee shall annually submit a report and accounting of monies received and expended by the Committee and shall annually make a report of its activities for the past year at the Department Convention and submit a proposed budget to the Permanent Finance Commission for the following year prior to Spring D.E.C.

Section 6. The annual Oregon Boys State fee shall be set by the Oregon Boys State Committee prior to the Fall D.E.C. meeting.

Section 7. The Chair shall organize the necessary staff for the Oregon Boys State session. The staff shall consist of the members of the Committee, Legionnaires, Alumni of Oregon Boys State, and can also include Sons of the American Legion essential to carry out a successful program.

Section 8. The Chair’s responsibilities are as follows:

a. Report on the Oregon Boys State session at the annual Department Convention (refer to Section 5)

August, September & October

b. Call a Committee meeting prior to or shortly before the Fall D.E.C. to prepare the Oregon Boys State Committee Code of Procedure, review the annual budget and make other program changes as appropriate for the next session.

c. Upon approval of the Committee, the Chair and/or members of the Boys State Committee and Staff (not to exceed two individuals) shall attend the National Boys State Directors Conference in Indianapolis, IN provided funding is available.

d. Ensure Oregon Boys State Applications and other informational brochures are available on the Oregon Boys State website (www.oregonboysstate.com). Mail and/or email via electronic means as necessary, applications, and brochures to Posts in the Department. Disseminate information and or applications/brochures, etc. to the District Commanders at the Fall D.E.C.

November & December

e. Oregon Boys State application, brochures, and other written material for distribution to Posts and new citizens as necessary. Inventory supplies, i.e. Boys State staff and citizens shirts, and order a sufficient quantity for the coming year.

January through June:

f. Confer with the University housing representative to arrange details of the coming session. Arrange for facilities to conduct Staff meetings as needed prior to the session.

g. Contact the Insurance Company recommended by the National Americanism/Children and Youth Commission.

h. Communicate with the Program Coordinator and Co-Coordinator, Alumni of the
Oregon Boys State program regarding Counselor training and planning meetings, and any other requirements essential to a successful program.

i. Arrange Oregon Boys State orientation sessions for Posts and/or Districts as needed. Have a knowledgeable person make presentation with all orientations conducted prior to June.

j. The guest speaker program and discussion seminars will be the responsibility of the Oregon Boys State Committee.

k. Trophies and awards: Selection of winners for Post awards, the Samsung Scholarship winner, First Citizen Home Post, and Governor’s Home Post to be completed during the current session of Boys State.

l. The Chair shall be available twenty-four (24) hours a day of each day of the Oregon Boys State session to handle any emergencies that might occur.

m. The Chair shall appoint the Program Coordinator and Co-Coordinator and their appointment must be approved by the Committee. The responsibilities of the Program Coordinator and Co-Coordinator are follows:

(1) They shall carry out the mandates of the Committee and the Chair to the best of their ability.

(2) Organize the Alumni Staff to head Judicial, Legislative, Executive, Executive Commissions and any other significant positions of the session deemed significant. These positions are subject to approval of the Chair and/or the Committee.

(3) Communicate with the Chair as to the progress of the staff in planning the coming session. Progress reports to be done on a bi-monthly basis.

(4) The Program Coordinator will report to the Committee at their request and/or if he feels there is a question or problem that the Committee should be cognizant of.

(5) The Program Coordinator and his staff will be responsible for preparing the Oregon Boys State Handbook and Session Schedule, subject to review and approval of the Chair.

(6) If the Program Coordinator or Co-Coordinator should wish to resign, he must do so in writing to the Committee.

Section 9. Every staff member must complete a background check. Each staff member will fill out a background check form which will be submitted to the Protect Youth Sports. The Committee will ensure each staff member completes the form by the first training session. The Committee will submit all background checks to Protect Youth Sports and pay for subject check.

Section 10. The Oregon Boys State Committee Code of Procedure shall be reviewed prior to the Fall D.E.C. meeting by the Committee and updated as necessary. The Committee will ask the D.E.C. to approve and/or ratify the proposed Code of Procedure.
Section 11. The Chair of the Boys State Committee shall make a written report of the year’s activities and submit it to the Americanism Chair no later than forty-five (45) days before the opening of the Department Convention.

Summary: The Oregon Boys State Committee, Chair, and Program Coordinator(s) must have a harmonious relationship in order to realize a successful American Legion Oregon Boys State Program. Pitfalls that might occur must be solved in haste and the cooperation of all responsible persons will be needed for solutions.
CODE OF PROCEDURE
CHILDREN AND YOUTH COMMITTEE

Approved DEC: October 2020

Section 1: In the interest of an effective organization and control of American Legion Activities, the Department Children and Youth Committee has adopted a Code of Procedure outlining the duties and responsibilities to formulate and guide the Department Children and Youth Programs.

Section 2: The Committee shall be composed of five members in accordance Article IX, Department Standing Commission Section 2 of the Department By-Laws: Two for one-year terms and one each for two, three, and four-year terms. The Chair of the Committee will be designated by the Department Commander. The Chair will be a member of the Americanism Commission with a vote on the Commission. The National Appointees assigned to the National Children and Youth Committee will be ex-officio members without vote of the Children and Youth Committee.

Section 3: The Committee shall meet at the call of the Chair and in any event, at least twice annually. If by prior information, a quorum cannot be present at a called meeting, the Chair shall contact each member by mail or e-mail and their replies to proposed actions and recommendations shall be the basis for actions and recommendations by the Chair.

Section 4: The Committee shall study, advise, and assist when requested in the Children and Youth Programs of the Districts and Posts informing them of all of the different programs available from National and Department to assist the children of the veterans. The Committee shall carry out such other duties as may be assigned by the Department Commander, the Department Executive Committee, or at Department Convention.

Section 5: The Chair shall request, in writing, to the Department Commander, the removal of a Committee member for failure to participate actively in the work of the Committee. A copy of such request shall be sent to the member concerned and a copy sent to the Chair of the Americanism Commission.

Section 6: The Chair shall make a report to the Department Executive Committee at the request of the Commander or the Americanism Chair on the Committee activities and, he/she shall submit a written report.

Section 7: The Chair shall submit a written report, annually, of the year’s activities of the Committee to the Department Americanism Chair to forward to the Department Commander as required by Article V, Section 7 of the Department By-Laws, and shall attend the Department Convention, whenever possible, in an official capacity.

Section 8: The Department Children and Youth Committee Code of Procedures shall be reviewed and updated, if necessary, by this Committee by majority vote and submitted to the Commander and the Department Executive Committee for approval for the Fall D.E.C. meeting for approval.
Section 9: This Committee shall annually prepare and present a budget to the Permanent Finance Commission for approval at the Department Convention. The budget shall be itemized to indicate the amount to be used for (a) Programs (b) Administration and (c) Travel. All expenditures of all funds allocated to the Committee must be approved in advance by the Chair. Subject to funds available to the Committee, travel allowances will be made for attendance at called meetings on vouchers submitted to and approved by the Chair.

Section 10: A notice of the called meetings, as well as a copy of the minutes of the meetings, shall be sent to the Department Commander and Americanism Commission Chair for his/her information. Periodically, the Department Children and Youth Chair or Committee members should prepare an article and submit it to the Editor of “The Oregon Legionnaire” for publication.

Section 11: Committee will review and determine all trophy and award winners at/or prior to Convention pertaining to their Committee and that the Committee will present these awards at the Annual Department Convention.

Section 12: Temporary Financial Assistance (TFA) claims are brought to, investigated by, and if found viable approved by CNY Chair and sent forward to the National Organization Children and Youth for either approval or denial. If approved a check(s) will be mailed to CNY Chair for dispersal to the veteran.
CODE OF PROCEDURE
JUNIOR SHOOTING SPORTS AIR RIFLE COMMITTEE

Approved DEC: October 2020

Section 1. The Junior Shooting Sports Committee shall be composed of five (5) members, in accordance with Article IX, Section 2 of the Department By-laws. Two (2) with terms of one year, and one (1) each with terms of two (2), three (3), and four (4) years. Thereafter, the Department Commander shall appoint to each Commission and Standing Committee one member for a term of four (4) years and one member for a term of one (1) year, except in the case of an appointment to fill the unexpired term of a deceased or resigned member. The Chair of the Junior Shooting Sports Committee shall be determined by the Department Commander and ratified by the Department Executive Committee. The Junior Shooting Sports Committee Chair shall be a member of the Americanism Commission with voting rights on the Americanism Commission.

Section 2. The Junior Shooting Sports Committee shall have as its objective, the promotion of all programs that come under the heading of the Junior Shooting Sports Manual of the American Legion, prepared and distributed by the National Americanism Commission, and revised to date specifically, to include the promotion of Junior Shooting Sports and the Junior 3-Position Air Rifle National Championship, at the Post, District and Department levels, and provide criteria for Department level awards accordingly.

Section 3. The Junior Shooting Sports Committee shall make such rules, as it deems proper for the conduct of its activities. Any changes shall be submitted to the Department Executive Committee for its approval. The Chair shall make periodic reports of its activities to the Department Executive Committee: When unable to deliver in person, a written report is to be submitted.

Section 4. All rules and regulations pertaining to the program shall be the responsibility of the Committee. The Committee shall serve as the Appeal Board for any and all matters pertaining to Junior Shooting Sports in the Department of Oregon.

Section 5. No expenditures in behalf of the Committee shall be made without prior notification and approval of the Chair.

Section 6. Request for materials by individual Posts shall be submitted to the Committee Chair. Said requests will be processed within seven (7) days of receipt.

Section 7. The Chair of the Junior Shooting Sports Committee shall make a written report of the year’s activities and submit it to the Department Adjutant and Americanism Chair no later than forty-five days before the opening of the Department Convention.
Section 8. All persons working with children will comply with the guidelines as specified by the American Legion Junior shooting sports Risk Management Guidebook. The cost of the background check and class will be covered by the Junior Shooting Committee.
CODE OF PROCEDURE
LAW ENFORCEMENT CAREER COMMITTEE

Approved DEC: October 2020

SECTION 1. In the interest of an effective organization and control of American Legion activities, The Law Enforcement Career Committee has developed this Code of Procedure in accordance with the Department Americanism Commission. This Code of Procedure will formulate and guide the Law Enforcement Career Committee in support of the Americanism Commission and The Department of Oregon.

SECTION 2. The committee shall consist of five (5) members; the Chair and four (4) other members. The Department Commander shall appoint these members.

SECTION 3. The committee shall meet at the discretion of the Committee or Commission Chair. The Committee Chair shall provide a written report to the Commission Chair 45 days prior to the D.E.C. and the annual Department Convention.

SECTION 4. The Committee shall annually prepare and present a proposed budget to the Commission Chair for Permanent Finance Commission review prior to the annual Convention.

SECTION 5. The Committee Chair shall act as the liaison to the Oregon State Police and the Bureau of Public Safety.

SECTION 6. The Committee shall meet as required to select the annual attendees to the annual Law Officer Enforcement Career Camp. The Committee shall also meet as required to coordinate with the Oregon State Police and Bureau of Public Safety to establish dates of the course and curriculum.
CODE OF PROCEDURE
ORATORICAL COMMITTEE

Approved DEC: October 2020

Section 1: In the interest of an effective organization and control of American Legion Activities, the Department Oratorical Committee has adopted a Code of Procedure outlining its duties and responsibilities to formulate and guide the Department Oratorical Program.

Section 2: This Committee shall consist of a Chair and four (4) members: The new incoming Commander shall appoint the new Chair and one one year member, one two year member, one three year member, and one four year member. The existing-member’s appointments will change from four-years to three-year to two-year, two-year to one-year, with the one-year expiring appointment to be reappointed accordingly. All appointments are subject to ratification by the Department Executive Committee (D.E.C.) at the first D.E.C. meeting after the Department Convention. The Chair shall request, in writing, to the Department Commander, the removal of a commission member for failure to participate actively in the work of the Committee. A copy of such request shall be sent to the member concerned.

Section 3: Each Oratorical Committee member shall be responsible for a specific Area of Districts within the Department of Oregon. The Chair shall make the Area assignments from within the selected four members of the Committee. The following are the assignments for the 2020-2021 contest year.

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<tr>
<th>Area of Responsibility</th>
<th>Department Oratorical Committee Members</th>
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<tbody>
<tr>
<td>(a) Area 1 (Districts 1,7 &amp; 8)</td>
<td>[Vacant]</td>
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<tr>
<td>(b) Area 2 (Districts 2 &amp; 3)</td>
<td>Richard Ramey</td>
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<tr>
<td>(c) Area 3 (Districts 4 &amp; 9)</td>
<td>Steve Bergadine</td>
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<tr>
<td>(d) Area 4 (Districts 5,6 &amp; 10)</td>
<td>Charlie Schmidt</td>
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Section 4: The Department Oratorical Chair and Committee members will help and assist where needed for the Post, District and Department contests.

Section 5: The Department Oratorical Chair is responsible for preparing the plan for conducting the program for the Department of Oregon and for initial statewide publicity to Districts, Posts, Schools, and the public. The Department Oratorical Chair sets the date and coordinates the arrangements for the Department Contest. There shall be no more than a nominal charge to the Department for the facility in which the Department contest will be held.

(a) Post/District Contest – Should significant circumstances prevent an in-person post or district contest; the post or district oratorical chair, respectively, shall contact their respective Oratorical Committee Member and/or the Department Oratorical Chair for guidance on
conducting a virtual contest.

(b) Department Contest – Should significant circumstances prevent an in-person department contest; the Oratorical Committee shall render a decision on coordinating and conducting a virtual contest. Notification will be given to the district oratorical chairs and contestants and coordination of the virtual event will be conducted through the Department of Oregon’s videoconferencing system.

Post contests shall be held prior to the District contest; District contests shall be held in January; and Department contest is to be beheld before the National Certification of March 15, 2021. The chair shall present the Oratorical certificate and a check for $100.00 (from the Trophies and Awards budget) to the Post sponsoring the Department winner at the annual Department Convention.

Section 6: This Committee shall meet at the direction of the Chair or the Department Commander. The Chair shall send a copy of the minutes of all Committee meetings to the Department Commander, Department 1st and 2nd Vice Commanders, Americanism Commission Chair, and Committee members. The Americanism Commission Chair shall report for this Committee to the Department Commander and the Department Executive Committee (D.E.C.). Upon request of any two members of the Committee, the Chair shall be required to call a special meeting. A quorum of three (3) shall be required for any Committee meeting. The Chair is authorized to conduct the business of the Committee meetings by telephone, video conference, email or correspondence. The Oratorical Committee Chair shall provide a brief written update to the Americanism Commission Chair for inclusion in scheduled D.E.C. Book of Reports, as well as, make a written report of the year’s activities and submit it to the Americanism Commission Chair no later than forty-five (45) days before the opening of the Department Convention covering the activities of this Committee for the year. The Americanism Commission Chair shall submit this report for inclusion in the Book of Reports.

Section 7: Scholarships shall be provided as follows for the Department winners:

(a) 1st Place $5,000
(b) 2nd Place $3,500
(c) 3rd Place $2,500
(d) 4th Place $2,000

Section 8: Effective with the 1997 Department contest, winners will be allowed six (6) years, excluding time spent in military, from the time of their graduation from high school to use their
scholarship. Students may use their scholarship to pay for graduate school. Department shall forward a letter to each winner outlining requirements and conditions of their scholarship. The Department will send a reminder letter to each winner one (1) year prior to the expiration date of their scholarship.

Section 9: Contest facility requirements are as follows:

(a) One large room in which the contest will be conducted. (A school library is not an appropriate room.)

(b) Three holding rooms large enough to seat all contestants (approximately 10-15 individuals). These three rooms will be used to accommodate: (1) judges and tabulators; (2) pre-contest pooling of contestants; and, (3) post-contest pooling of contestants.

(c) Three smaller rooms for individual contestants to prepare his/her assigned topic oration.

A Post desiring to hold a Department Contest shall bid for the Contest at least one (1) year in advance. The bid shall include the location of the facility where the Department Contest is to be held.

Section 10: The Department Oratorical Chair will ensure the Oratorical Committee submits monthly articles to the Oregon Legionnaire for publication, in adherence with established department policy.

Section 11: The Oratorical Committee Code of Procedures shall be reviewed annually and updated, as necessary, by this Committee and copies provided in advance to the American Commission chair and the Department Adjutant for review and approval at the Fall D.E.C.
CODE OF PROCEDURES
CONVENTION COMMISSION

Article I

Section 1. Delegates and Alternates to the annual American Legion and American Legion Auxiliary Department Convention shall pay a registration fee of fifteen ($15.00) dollars.

A. The payment of Delegates and Alternates fees will be the responsibility of the Post and Auxiliary Unit. One (1) check from the Post will be sent to Department Headquarters with the names of those Delegates and Alternates.

B. All American Legion Posts will be assessed their total delegate fee as determined by membership. Any Post that has not paid their total fees will be considered not in good standing and will not be allowed to vote.

Section 2. Guests attending the Department Convention shall pay a fee not to exceed one half (1/2) of the fee set for Delegates and Alternates, $7.50 at this time.

A. Sons of The American Legion (S.A.L.) shall pay a Delegate and Alternate fee of $7.50. This fee is to include the S.A.L. Detachment Convention and Guest Credentials to The American Legion Department of Oregon Convention. This fee shall be split $5.00 to the Host Post and $2.50 to The Detachment of Oregon.

Section 3. With the exception of paid staff of The American Legion Department of Oregon and The American Legion Auxiliary, each person attending the Convention activities shall be registered as a Delegate, Alternate, or Guest of the American Legion or The American Legion Auxiliary and pay the appropriate registration fees. Delegate, Alternate, or Guest Credential Badges must be worn at all times while on the Convention floor.

Article II

Section 1. The funds derived from registration fees shall be expended as follows:

A. Guest registration shall be retained by the Host Post Convention Corporation.

B. The American Legion Convention and The American Legion Auxiliary Convention Delegate and Alternate registration fees shall be divided as follows:

   a. Seventy-five percent (75%) ($11.25) allocated to the Host Post Convention Corporation.

   b. Twenty-five percent (25%) ($3.75) shall be retained by The American Legion Department of Oregon Headquarters. Upon receipt, the remaining (75%) ($11.25) shall be transmitted to the Host Post Convention Corporation in a timely manner and shall include a list of Posts and names of Delegates and Alternates paid.
c. The American Legion Auxiliary of The Department of Oregon shall receive twenty five percent (25%) ($3.75) of each registration fee paid by a Delegate or Alternate to The American Legion Auxiliary Department Convention. The remaining seventy-five percent (75%) ($11.25) shall be sent to the Host Post Convention Corporation and shall include a list of Units and the names of Delegates and Alternates paid.

d. Department Headquarters shall report the correct number of Delegates and Alternates registered and paid to the Convention Credentials Committee.

e. The Department Finance Officer shall be responsible to accept late registration fees and disburse credentials at the place set up for the purpose of Registration and Credentials at Department Convention, and shall send to the Host Post Convention Corporation the final tally and payment immediately following the close of The Department Convention.

f. The Auxiliary Convention Chairperson will provide the number of Delegates and Alternates of the Auxiliary to the Host Post Convention Chairperson at the close of registration.

Section 2. All funds allocated to The American Legion Auxiliary shall be supported by complete copies of registration records.

Article III

Section 1. The Convention Corporation of the Host Post shall agree to all sections of the Department Convention Code of Procedure and will sign an applicable contract with The American Legion Department of Oregon.

Section 2. Upon selection as Convention City, the Host Post shall appoint a Post Convention Committee chairman, to be recognized as the General Chairman. The Chairman of various committees shall also be appointed, and a complete list will be furnished to the Department Adjutant and the Department Convention Commission Chairman.

A. The Host Post shall form a Convention Corporation; paperwork is available from the Secretary of State for the State of Oregon.

B. The Host Post shall obtain insurance coverage in the amount of one million ($1,000,000.00) dollars for the dates of the Department Convention.

Section 3. All meetings attended by the Department Convention Commission and the Host Post shall be recorded, by the Host Post, and a copy of the minutes sent to the Department Adjutant and the Department Convention Commission Chairman.

Section 4. The Department Convention Commission has the authority to determine policy and procedure on all matters relating to the Convention. Any dispute not resolved may be
arbitrated by the Department Commander, Department Adjutant, and the Department Judge Advocate with the Convention Commission Chairman.

Section 5. Department Convention Chairman expenses shall be borne by funds allocated to the Department Convention Commission for the following:

A. At least thirty (30) days prior to the Fall D.E.C., the Department Convention Commission Chairman shall meet with the Convention Committee of the Host Post to ascertain that the Host Post is in accordance with the Department Convention Commission Code of Procedure. If the conditions of the Code of Procedure are being adhered to, the Department Convention Commission Chairman shall recommend to the Fall D.E.C. that an applicable contract be entered into as specified in Article III Section 1 of the Department Convention Commission Code of Procedure.

B. At least ninety (90) days prior to convention, the Department Convention Commission Chairman will meet with the Host Post Convention Committee to ascertain their readiness.

Article IV

Section 1. Obligation of the Department Executive Committee and Convention City.

A. The annual Department of Oregon Convention shall close not later than the last Saturday of June. Date of the Convention shall not be changed after the Convention has been awarded.

B. The contract, (Article III, Section 1), may be revoked at any time up to ninety (90) days prior to the Convention Dates with the approval of the D.E.C. and The American Legion, Department of Oregon, shall be relieved of any obligations.

C. The D.E.C. may assess the Host Post a fine up to One Thousand Dollars ($1,000.00) for any flagrant violation of the Contract.

Article V

Section 1. The Convention City Host Post shall obtain a minimum of 350 rooms for Delegates, Alternates, Guests, and Department Staff housing, secured by contracts between the Host Post and local Hotels/Motels.

A. The above contracts will establish contracted room rates, type of rooms available and any other obligations agreed upon between the Host Post and local Hotel/Motel, subject to the approval of the Department Convention Commission.
Section 2. The Host Post Housing Chairperson will keep a record of rooms available at each Hotel/Motel. Housing at the Department Convention shall be the responsibility of each individual. Inquiries for rooms shall be directed to the Host Post Convention Housing Chairperson.

A. The Host Post shall recommend a Hotel/Motel to be used as Department Headquarters, to the Department Convention Commission. The Department Convention Commission will recommend the Hotel/Motel to be assigned to the Department Commander and Adjutant for approval as Headquarters. A minimum block of seventy (70) rooms, of similar size and price, shall be reserved from Monday thru Saturday night.

a. The Headquarters Hotel/Motel shall have an elevator if available.

Section 3. Complimentary rooms, in the assigned Headquarters Hotel/Motel, shall be furnished and paid in advance, by the Host Post, for The American Legion Department Commander, The American Legion Auxiliary President, The American Legion Department Adjutant, The American Legion Auxiliary Department Secretary, and The American Legion Department Convention Commission Chairman, for a period not to exceed five (5) nights, during the Department Convention week.

A. The rooms of The American Legion Department Commander and The American Legion Auxiliary Department President will be of equal size and value, suites when available. All other rooms will be of similar size and value to the remainder of the block in Headquarters Hotel/Motel.

B. A complimentary room will be furnished from the block in Headquarters Hotel/Motel for one night to the Most Distinguished Guest of The Department of Oregon American Legion or The American Legion Auxiliary; cost of which shall be borne by the respective organizations Distinguished Guests Funds and paid in advance.

C. The Convention Commission Chairman, The Host Post Convention Corp. Chairman and Department Adjutant shall meet with the Headquarters Hotel to ensure all complimentary rooms are paid before the close of Convention at least one (1) day prior to check out.

Section 4. Travel and housing expenses for the Department Convention Commission and or Chairman shall be assumed by the Host Post for:

A. Coordinating meetings of The American Legion and The American Legion Auxiliary.

B. Any other meetings the Convention City requests, the Department Commander calls due to problems that may arise, or any meetings the Department Convention Commission Chairman deems necessary.
Article VI

Section 1. The Department Auxiliary President and her Auxiliary Convention Chairperson shall assume the responsibility of the Department President’s and Department Commander’s Banquet. The Department President and the Department Commander shall share the assignment of seating at the head table.

Section 2. Two (2) complimentary banquet tickets each shall be presented to the Department Commander of the American Legion, the Department President of the American Legion Auxiliary, and the Detachment Commander for the Sons of the American Legion forty (40) days prior to Department Convention.

Article VII

Section 1. Convention hall requirements.

A. Signs indicating District seating shall be placed in the Convention Hall under the direction of The American Legion Department Sgt. At Arms.

B. Adequate meeting rooms for the various Convention Committees will be provided with the appropriate signs. One (1) room will be provided for Department Headquarters Staff and one (1) room for Trophies and Awards Commission.

C. Platform desks and or tables for the Department Adjutant and Staff, and The Department Auxiliary Secretary and Staff will be draped to the floor on three (3) sides.

D. Suitable podiums, microphones, and speakers shall be furnished in the Legion and Auxiliary meeting halls.

E. Adequate ventilation, heating/cooling systems and water shall be provided by the Host Post or meeting hall facilities manager for personal comfort.

F. The American Legion Department Commander and Department Auxiliary President shall select the Master of Ceremonies for the joint opening ceremony at the annual American Legion Department Convention and set the agenda.

G. Reserved parking will be provided at the Department American Legion and Department Auxiliary Convention Halls for the Department Commander, Department Adjutant, and Staff, and the Department Auxiliary President, Auxiliary Secretary, and Staff not to exceed 5 spots per organization.
Article VIII

Section 1. All additional Convention activities, i.e.: Golf tournament, Parade, BBQ, meals, sites for candidate forums, open houses, etc. shall be coordinated by the Host Post General Chairman and the Department Convention Commission Chairman.

Section 2. Shuttle service shall be provided by the Host Post for all scheduled activities.

Section 3. All activities must have a formal printed ticket (computer generated O.K.), each ticket must include name of function, cost, date, and meal choice, (beef, fish, chicken, Etc.).

A. Tickets shall be distributed to The Legion, The Auxiliary and The S.A.L members in a packet made up for this purpose.

B. Reservation forms for ticket purchases shall be sent to the Posts, Units, and Squadrons by The Department of Oregon Headquarters in the Call to Convention packets and returned to the Host Post.

Section 4. Host Post must have available to the following years Host Post all materials needed to host the Department Convention (signs, flag stands, etc.) at the close of the American Legion Department and American Legion Auxiliary Convention, and help to load and remove these materials from The American Legion and The American Legion Auxiliary Convention sites.

Article IX

Section 1. The Department Finance Officer shall provide a complete financial report concerning the Department Convention to the Fall D.E.C. to include funds collected and disbursed to the Host Post. A payment of $1,000 will be made to the Host Post Convention Corporation upon entering into a contract with The Department of Oregon. A final payment of $1,000 will be made to the Host Post Convention Corporation after the final report is accepted at the Fall D.E.C. These payments are an incentive and an expression of gratitude of the Department of Oregon for the hard work of the Host Post Convention Corporation. These funds may be spent by the Post as they see fit. If for any reason the contract between The Department of Oregon and the Host Post Convention Corporation is cancelled, the initial payment of $1,000 will immediately be reimbursed by the Host Post Convention Corporation to The Department of Oregon.

Article X

Section 1. The Host Post Convention Corporation shall not be dissolved until after the second, or Fall D.E.C. meeting, at which time the General Chairman will give a full and final report of the Department Convention.
Article XI

Section 1. The Department Convention Commission is appointed by and serves at the pleasure of the Department Commander as per, Article VI Section 1 of the By-Laws and Article VI Section 3 of the Constitution of The American Legion Department of Oregon.

Article XII

Section 1. The Convention Commission is responsible for oversite of all the Department Executive Committee Meetings. (15 Sep 2017)

Addendum

Code of Procedure, Department Convention Commission

The recommended minimum number of Titles of Convention Chairpersons required to host a Department Convention.

General Chairman
Vice-Chairman
Secretary
Treasurer
Registration Liaison
Housing
Program
Packets
Facilities- Meeting Rooms
Public Relations
Legal (advisor)
Parade (optional)
Auxiliary Liaison

Some of the duties could be combined, using a single Chairman but hosting a successful Department Convention is an undertaking that is found to be better served by the efforts and participation of many Legionnaires and Auxiliary members.
# Suggested Convention Timeline

<table>
<thead>
<tr>
<th>ACTION</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td><strong>Prior to Fall D.E.C</strong></td>
<td></td>
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<tr>
<td>Incorporate Convention Committee</td>
<td></td>
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<tr>
<td><strong>Fall D.E.C.</strong></td>
<td></td>
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<tr>
<td>Sign Contract with Dept.</td>
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<tr>
<td><strong>November prior to Convention</strong></td>
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<tr>
<td>Form Convention Committees</td>
<td></td>
</tr>
<tr>
<td>Meal Committee should begin on location &amp; menus for convention</td>
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<tr>
<td>Wednesday - Golf</td>
<td></td>
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<tr>
<td>Thursday - White Tops Breakfast or Lunch, VA&amp;R/ALVS Lunch, Banquet</td>
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<td>Friday - Americanism Lunch, BBQ</td>
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<td>Saturday - GNUTS Breakfast, Victory Party</td>
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<td>Submit housing contract w/ HQ Hotel</td>
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<td>Secure Fire Dept. Support for First Aid</td>
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<tr>
<td>Set final date for Registration of events</td>
<td></td>
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<tr>
<td>Meals, lodging, golf, advertising</td>
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<tr>
<td>Request District Support for transportation, convention staffing, etc.</td>
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<tr>
<td>Reserve Golf Course</td>
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<tr>
<td>Contact City, Tribal, County officials to address Convention Body</td>
<td></td>
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<tr>
<td><strong>December</strong></td>
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<tr>
<td>Meal Committee report to Conv Comm on menu &amp; pricing</td>
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<tr>
<td>Submit meal recommendation for Banquet - ALA thru Conv Comm</td>
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<td>Report on sined HQ hotel contract</td>
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<tr>
<td>additional lodging contracts</td>
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<tr>
<td>advertising costs</td>
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<td>project list/other committees</td>
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<tr>
<td><strong>February</strong></td>
<td></td>
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<tr>
<td>Finalize menus and pricing; lodging, ad costs</td>
<td></td>
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<tr>
<td>Prepare forms for Dept. for distribution via email, Legionnaire, etc.</td>
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<tr>
<td><strong>April</strong></td>
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<tr>
<td>Progress report for Spring D.E.C</td>
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<tr>
<td>Receive final Dignitary list &amp; schedule from Dept.</td>
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<tr>
<td>Final Check with Conv Comm</td>
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<tr>
<td>Provide proof of 1,000,000 insurance for Convention</td>
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<tr>
<td>Report on Advertising</td>
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<tr>
<td>Items for Packet - Chamber of Commerce, etc.</td>
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### May
- Cut off for meal, lodging, advertising
- Receive Department Officer pages for Program from Department (06 Oct 2019)
- Receive Convention Agendas for Program from Department (06 Oct 2019)
- Start working on meal/activity tickets
- Florist for banquet installation
- Poppy Corsages for Joint Opening
- PDCs, PDPs, District Commanders & Presidents, Dignitaries

### June
- Pay Convention Hotel, Golf Course
- Submit Convention Program to printer
- Provide list of convention staffing
- Finish packets

**End of Convention**
- Have all Dept. Convention materials together for handoff to next Post

### September
- Final report from Host Post to Conv Comm to include breakdown of meals purchased/sold/served, advertising, complete income/expense
CODE OF PROCEDURE
INTERNAL AFFAIRS COMMISSION

Approved DEC: October 2020

Section 1: In the interest of an effective organization and control of American Legion Activities, the Department Internal Affairs Commission has adopted a Code of Procedure outlining its duties and responsibilities to formulate and guide the appropriate Department Internal Affairs Programs and actions.

Section 2: This Commission shall consist of seven members: The new incoming Commander shall appoint a member as Chairman for a one (1) year term. The Commission will also pick an Assistant Chairman at their first meeting. The Internal Affairs Commission members will consist of the Chairman appointed by the Department Commander, and the Chairman of each of the following Committees for one (1) year term: Constitution and By-Laws Committee, Sons of The American Legion Committee, American Legion Riders Committee, Resolution Assignment Committee, Trophy and Awards Committee, and Training and Development Committee.

Section 3: This Commission shall meet at the direction of the chairman or the Department Commander. The Chairman shall report to the Department Commander, the Department Executive Committee (D.E.C.) and the annual Department Convention. Upon request of any three members of the Commission, the Chairman shall be required to call a special meeting. The Chairman is authorized to conduct business of the commission meetings by telephone, email or correspondence. Four members shall constitute a quorum at any meeting of the Commission.

Section 4: This Commission shall annually prepare and present a budget to the President Finance Commission for approval at the Department Convention. The budget shall be itemized to indicate the amount to be used for (a) Programs, (b) Administration and (c) Travel. All expenditures of all funds allocated to the commission must be approved in advance by the Chairman. (Likewise, the Chairmen of each of the Committees which are members of the Internal Affairs Commission will ensure a budget is prepared for each of those Committees.)

Section 5: The Internal Affairs Commission will have responsibility to:

5.1. Provide oversight and support to the Constitution and By-Laws Committee, Sons of The American Legion Committee, American Legion Riders Committee, Resolution Assignment Committee, Trophy and Awards Committee, and Training and Development Committee

5.2. Formulate and recommend policies and to oversee the implementation of adopted policies relating to activities conducted for organizational purposes, including but not limited to such policies as do not properly come within the scope of any other Department commission.
Section 6: The Department Internal Affairs Commission Chairman shall submit a quarterly report of the Department Internal Affairs Commission activities to the Department Commander, Department Officers, and Department Commission Chairs. The Chairman will submit a written report annually of the year’s activities of the Commission to the Department Commander as required by Article V, Section 7 of the Department By-Laws, and shall attend the Department Convention, whenever possible, in an official capacity. If unable to attend, he/she shall appoint a member of the Commission to replace him/her.

Section 7: The Department Internal Affairs Commission responsibilities will include:

7.1. The Department Internal Affairs Commission Chairman will attend Department Executive Committee meetings, subject to the approval of the Department Commander to report the activities of this commission.

7.2. The Department Internal Affairs Commission Chairman is responsible to provide instruction on the mission and responsibilities of the Commission at the Oregon American Legion College, and at training sessions at Department Executive Committee meetings when called on by the Department Commander.

7.3. When the subject matter to be discussed at any commission meeting would be of interest or concern to chairmen of other commissions, the chair may request representation from the other commissions to ensure necessary coordination among all commissions involved.

7.4. Subject to Article VII, Section 5 of the Constitution, the Internal Affairs Commission will hold hearings on Post disputes arising among its members which threatens its proper functioning and activities, when such hearing is referred to it by the Department Executive Committee. The Commission will call upon the Department Judge Advocate, through the Department Commander, for assistance when necessary, to clarify legal points. After due consideration and counsel, conclusions reached by the Commission will be forwarded to the Department Commander and Department Executive Committee for their information and action.

Section 8: This Commission shall be the advisory board for the Department Commander, Department Officers and the Department Executive Committee on Internal Affairs issues, solutions and events.

8.1. Commission members are expected to participate fully in the activities of the commission. Unexcused absence from two commission meetings shall constitute grounds for removal from the commission. Consistent failure to participate as requested shall constitute grounds for removal from the commission. The Department Commander shall have the authority to remove the member of the Commission upon recommendation by the Commission Chairman for Cause.

8.2. Internal Affairs Commission members will be reimbursed per the guidelines of the Permanent Finance Commission. All Internal Affairs Commission Expense Reports must be approved by the Commission Chair prior to the activity.

Section 9: The Department Internal Affairs Commission Code of Procedures shall be reviewed and updated if necessary, by this Commission for the Fall D.E.C. meeting approval. Changes in the Code of Procedures shall be made by majority vote.
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DEPARTMENT CONSTITUTION & BY-LAWS
STANDIN RULES FOR THE DEPARTMENT OF OREGON EXECUTIVE COMMITTEE MEETINGS

APPENDIX "B"
PROCEDURE FOR POST CONSOLIDATIONS AND POST DISSOLUTION

POST REQUEST TO CONSOLIDATE/MERGE WITH ANOTHER POST SHALL

FOR PSOT DESIRING TO DISSOLVE
FORWARD

The Constitution and By-Laws of The American Legion, Department of Oregon, have been brought up-to-date based on amendments adopted at the 100th (2018) Department Convention held in Florence, Oregon. Changes to grammar and spelling that do not substantially change the meaning of the document have been made and not highlighted.

__________________________
Lou Neubecker, Chairman
Internal Affairs Commission

OFFICIAL: ______________________
S. Flynn Phillis
Department Adjutant

October 2020
CONSTITUTION
OF THE AMERICAN LEGION
DEPARTMENT OF OREGON

PREAMBLE

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law
and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories
and incidents of our associations in all Wars; to inculcate a sense of individual obligation to the
community, state and nation; to combat the autocracy of both the classes and the masses; to make
right the master of might; to promote peace and good will on earth; to safeguard and transmit to
posterity the principles of justice, freedom and democracy; to consecrate and sanctify our
comradeship by our devotion to mutual helpfulness.

ARTICLE I - NAME

Section 1. The name of this organization shall be "The American Legion,
Department of Oregon."

ARTICLE II - JURISDICTION

Section 1. The jurisdiction of The American Legion, Department of Oregon, shall
be co-extensive within the confines of the State of Oregon and to such persons as shall hold
active membership in The American Legion, Department of Oregon, who shall be temporarily or
permanently located without the confines of the State of Oregon

ARTICLE III - NATURE AND PURPOSE

Section 1. The American Legion is a civilian organization. Membership therein
does not affect nor increase liability for military or police service. Rank does not exist in the
Legion. No member shall be addressed by military or naval title in any convention or meeting of
The American Legion.

Section 2. The American Legion shall be absolutely non-sectarian and non-political
and shall not be used for the dissemination of partisan principles nor for the promotion of the
candidacy of any person seeking public office or preferment.

Section 3. The purpose of this organization is to create a Department
Administrative Unit to assist in the realization of the high ideals expressed in the foregoing
Preamble and generally to effectuate the purposes of The American Legion as outlined in its National Constitution.

ARTICLE IV - POST ORGANIZATION AND MEMBERSHIP

Section 1. Eligibility to membership in The American Legion, Department of Oregon, shall be as defined by the National Constitution and By-Laws of The American Legion as the same is now established or as it may be amended from time to time.

Section 2. There shall be no form or class of membership except an active membership, and dues shall be paid annually or for life. No person may be a member of more than one Post at any one time.

Section 3. All members of the Posts of The American Legion within this Department shall be members of the Department of Oregon, and through such Posts, subject to its jurisdiction.

Section 4. A member of a Post in this Department in good standing may transfer to any other Post in the Department and no additional dues shall accrue to the Department because of such transfer. All applications for membership in the Post shall indicate whether the applicant has ever been a member of or applied for membership in any Post of The American Legion.

Section 5. Each Post shall adopt its own rules for the election to membership of such applicants as shall be eligible.

Section 6. Members may be suspended or expelled from The American Legion only upon a proper showing of cause, and upon proceedings as provided for in the Officer's Guide, "Practice and Procedure in the Expulsion or Suspension of a Member of The American Legion." Any appeal shall be taken to the Department Executive Committee, and the case shall be tried anew. The decision of the Department Executive Committee in such cases shall be final.

Section 7. Posts shall be formed as provided under Article IX of the National Constitution and shall be governed on all matters of National and Department finances as set forth in Sections 1, 2, and 3 of Article X of the National Constitution; provided no charter shall be granted to any Post without the approval and consent of the Department Executive Committee. No Post shall be granted or permitted to retain a charter within the Department with a membership of less than fifteen (15) members except by approval and consent of the Department Executive Committee.

Section 8. No person who has been expelled by a Post shall be admitted to membership in another Post without the consent of the expelling Post, except that where such consent has been asked for and denied by such Post, the member may then appeal to the Department Executive Committee of the Department of the expelling Post for permission to apply for membership in another Post and shall be ineligible for membership until such permission is granted.

ARTICLE V - ORGANIZATION AND ADMINISTRATION

Section 1. The legislative body of the Department of Oregon shall be a Department Convention to be held annually; the location of such Convention shall be fixed by a vote of the
Department Executive Committee upon the recommendation of the Department Convention Commission.

Section 2. In the Department Convention, each Post within the Department with a minimum membership of fifteen (15) shall be entitled to two delegates and one additional delegate for each one hundred (100) members or major fraction thereof whose current dues have been received by the Department Finance Officer prior to the meeting of said Convention. The Department Commander, the Department Vice Commanders, the Department Finance Officer, the District Commanders and all Past Department Commanders who shall be members in good standing in the Department shall be delegates-at-large with power to vote, which vote, except that of the Department Commander, shall be cast with that of their respective Post delegations. (6/29/2013)

The Department Commander shall have the power to vote only in case of an otherwise tie vote on any resolution or candidate. Each Post shall be entitled to one alternate for each delegate. (6/25/2004)

Section 3. Each delegate, or alternate acting in place of a delegate, shall be entitled to one vote providing the regular delegate's registration fee has been paid in accordance with the Convention Commission Code of Procedures. The Convention Credentials Committee shall ascertain such registrations from the registration records of the Department of Oregon. The vote of any registered delegate absent and not represented by an alternate shall be cast by the majority of the delegates present from his/her Post. While not acting in the place of a delegate, an alternate shall have all the privileges of a delegate except that of voting. (6/25/2010)

Section 4. Not less than sixty (60) days prior to the Annual Department Convention, the Department Adjutant shall issue to each Post a certificate showing the number of delegates and alternates to which that Post is entitled at that date under this Constitution. The Post Adjutant of each Post shall certify the name of the delegates and alternates elected by the Post by endorsement thereon and shall mail the certificate to the Department Adjutant not less than forty (40) days prior to the Department Convention. However, in case of a failure to comply with the above, the Convention Committee on Credentials shall have the authority to seat such delegates as can establish their election as delegates and alternates to the Convention.

Section 5. A quorum shall exist at a Department Convention when a majority of the Posts in good standing within the Department are represented by delegates therein. Posts shall not be recognized by proxy.

Section 6. Chairmen of Department Standing Commissions and Commanders of the intermediate bodies constituted under the authority of Section 7 of Article VII of this Constitution shall have the privilege of the floor, without the power to vote, at all Department Conventions, and Chairmen of Department Standing Commissions, if elected delegates to the Convention, shall be Chairmen of their respective Convention Committees with power to vote. (6/26/1998)

Section 7. With the exception of the Commander, all Department Officers, the Chairman of all Standing Commissions and Standing Committees shall, not less than thirty (30) days prior to the opening of the Department Convention, submit to the Department Adjutant a written report covering the activities of their respective offices or Commissions; and it shall be the duty of the Department Adjutant to furnish a copy of such report to each delegate at the time of his/her registration at the Department Convention. (6/25/2016)
ARTICLE VI – OFFICERS

Section 1. The officers of this Department shall be as follows
   (a) Department Commander
   (b) Department First Vice Commander
   (c) Department Second Vice Commander
   (d) Immediate Past Department Commander
   (e) Department Adjutant
   (f) Department Finance Officer
   (g) Department Judge Advocate
   (h) Department Chaplain
   (i) Department Sergeant-at-Arms
   (j) Department Historian
   (k) District Commanders
   (l) District Vice Commanders (6/28/2014)

With the exception of the Immediate Past Department Commander, the Department Adjutant, the Department Judge Advocate, the Department Chaplain, the Department Historian and the Department Sergeant-at-Arms, District Commanders, and District Vice Commanders, the foregoing officers shall be elected by a majority vote of the delegates to the Department Convention, and shall serve for one year or until their successors are elected and qualified, and shall assume their respective duties immediately following the Department Convention. A Department Officer may hold only one of the above listed positions at one time. (6/28/2014)

Section 2. The Department Executive Committee shall, upon the recommendation of the Department Commander, appoint a member of a Post of The American Legion, Department of Oregon to act as Department Adjutant. The Department Adjutant, so appointed, shall hold office for a period to be negotiated at the time of the employment agreement, or until a successor has been appointed as provided in said employment agreement, in Article IV, Section 6 of the By-Laws. (6/23/2006)

Section 3. The Department Commander shall appoint a Department Judge Advocate, a Department Chaplain, a Department Historian, a Department Sergeant-at-Arms, and such other officers and standing committees as may be necessary to carry out the Department program, but said appointments shall not become effective until ratified by a majority of the Department Executive Committee. All appointive officers shall hold office at the pleasure of the appointive power and shall perform any and all duties prescribed by the same.

Section 4. The District Commanders and District Vice Commanders shall be selected by their respective districts as prescribed in By-Laws of the American Legion Article I, Section 2, and assume their duties upon installation at the Annual Department Convention. (6/27/2009)

ARTICLE VII - DEPARTMENT EXECUTIVE COMMITTEE

Section 1. Between Department Conventions, the administrative power of the Department shall be vested in the Department Executive Committee, which shall be composed of the Department Commander, the Department First Vice Commander, the Department Second Vice Commander, the Immediate Past Department Commander, the Department Finance Officer,
the National Executive Committeeman, together with the District Commanders. The Alternate National Executive Committeeman and the District Vice Commanders shall be alternate members of the Department Executive Committee. (6/28/2014)

Section 2. The Department Executive Committee shall meet for organization and such other business as shall come before it at the call of the Department Commander, within ten days after the final adjournment of the Department Convention. Thereafter, the Department Executive Committee shall meet for the transaction of such business as may come before it at the call of the Department Commander or the joint-written request of at least five or more members of the Executive Committee, as he/she or they may deem necessary, provided that in any event the Department Executive Committee shall meet immediately prior to the Department Convention.

Section 3. The Department Executive Committee shall require any officer having the possession or custody of any funds or property of the Department to give bond in such sum as they shall fix, with such sureties as they shall approve. All expenses contracted with the giving of any such bond shall be paid out of the Department funds.

Section 4. The Department Executive Committee shall have authority to appoint subcommittees or persons from among its members for the performance of special duties and shall have authority to delegate to them such functions and authority as it shall deem necessary and shall hire such employees as may be necessary to carry on the work of the Department. It shall authorize and approve any and all expenditure of Department funds, including the expenses of the Department Officers, necessarily incurred in the performance of their duties, within the amount approved in the budget adopted by the Department Convention. Vacancies occurring in any of the elective offices of the Department of Oregon shall be filled by the Department Executive Committee, unless otherwise provided in this Constitution or By-Laws. (6/26/15)

Section 5. The Department Executive Committee, after a notice of hearing and fair trial or full opportunity therefore, may suspend or revoke the charter of any Post or other subordinate organization within the Department which violates this Constitution or fails adequately upon demand to discipline any of its members for any such violation, and may provide for the government and administration of such Post during such suspension or revocation. Procedure shall be as provided by the Uniform Code of Procedure adopted by The American Legion on November 21st and 22nd, 1940, or as the same may be amended.

Sub-section (1). A dispute arising among the members within a Post which threatens its proper functioning and lawful activities shall be channeled to the District for resolution. Disputes that are not resolved at District shall be channeled by the Department Executive Committee to the Internal Affairs Commission for a hearing, consideration and counsel. The Commission, through the Department Commander, shall request the Department Judge Advocate, for assistance, if necessary, to clarify legal points. Conclusions reached by the Commission shall then be forwarded to the Department Commander and the Department Executive Committee for their information and action. (6/26/2015)

Sub-section (2). The Department Executive Committee may place a Post on probationary status, for a period not to exceed one (1) year, prior to suspending, canceling or revoking a Post Charter to assist the Post in correcting actions or inactions that place the Charter in jeopardy. Probationary status allows for the continued operation of the Post, under the scrutiny, supervision and control authority of the Department.
Executive Committee via the appropriate Department of Oregon Officers and Commissions.

Any post failing to meet the conditions, obligations, duties or liabilities imposed upon it by the Constitution and/or Bylaws of the National or State Department, or cure such default within the time fixed by the Department Executive Committee in its order, the Post shall surrender its Charter for suspension or cancellation. (6/24/17)

Section 6. Official business of the Department of Oregon, American Legion, can be conducted at any meeting only when a quorum of members is present. Nine or more members of the Department Executive Committee shall constitute a quorum. (6/27/1989)

Section 7. The Department Executive Committee shall be the authority to create intermediate bodies between the Posts and Department to act as a liaison between such organizations and for the purpose of promoting the program of The American Legion. The Department Executive Committee shall define the powers and territorial limits of such intermediate groups but in no event shall such powers invade the prerogatives now vested either in the Post or Department or National organization. The Department Executive Committee may require that all Posts composing such intermediate body may be bound by affirmative action of not less than a majority vote of the Posts composing such intermediate body.

Section 8. The Department Executive Committee by a two-thirds vote of a quorum present at any duly designated or called meeting may declare the office of any Department Officer or member of the Department Executive Committee vacant upon the failure of such officer or member to fulfill the duties required of his/her office, or for failure to attend two consecutive, regularly called meetings of the Department Executive Committee, either in person or by his duly elected or appointed representative, if required to do so. The Department Executive Committee, by a two-thirds vote of a quorum present shall select the successor to such vacated office unless otherwise provided in the Constitution or By-Laws of The American Legion, Department of Oregon.

Section 9. A vacancy in an elective office of the Department, whether such vacancy occurs through death or inability to act of the Department officer, shall be filled by the Department Executive Committee, unless otherwise provided in the Constitution or By-Laws of The American Legion, Department of Oregon. The Department Commander shall summon the Department Executive Committee to elect a successor to fill such vacancy for the balance of said term (See Article III, Section 2, By-Laws).

Section 10. Any expenditures of funds in excess of the amount of the budget adopted by The American Legion, Department of Oregon Convention or the transfer of funds within the budget adopted by Department Convention must be initiated by the Department Executive Committee and have approval of the Permanent Finance Committee as set forth in Article VIII, Section 4 of the Department of Oregon By-Laws. - (6/25/1990)

**ARTICLE VIII - NATIONAL EXECUTIVE COMMITTEEMAN**

Section 1. A National Executive Committeeman and an Alternate National Executive Committeeman shall be elected at-large by the Department Convention. They shall serve for two years as provided by the National Constitution. They shall be elected in those years ending in the number 1, 3, 5, 7, and 9.
Section 2. Should the National Executive Committeeman be unable to perform the duties of such office, the Alternate National Executive Committeeman shall perform those duties during such period of disability with all the rights and privileges of the office.

Section 3. Should the National Executive Committeeman vacate such office for any reason before the expiration of the term for which elected, the Alternate National Executive Committeeman shall succeed to that office for the remainder of the term, and the Department Executive Committee shall elect a new Alternate National Executive Committeeman to fill the remainder of the unexpired term.

ARTICLE IX - AUXILIARY

Section 1. The American Legion recognizes an Auxiliary organization, known as the American Legion Auxiliary.

Section 2. Membership in the American Legion Auxiliary, Department of Oregon, shall be limited as prescribed by the National Organization of The American Legion and the American Legion Auxiliary.

Section 3. The Auxiliary shall be governed by such rules and regulations as may be prescribed by the National Executive Committee and thereafter approved by the Department of Oregon. (1/3/1991)

ARTICLE X - FINANCE

Section 1. The revenue of this Department shall be derived from the annual Department membership dues and from such other sources as may be approved by the Department Executive Committee.

Section 2. The amount of such annual Department per capita dues, which shall not include the National per capita dues, shall be determined by each Department Convention for the ensuing year. Such determination shall be by a separate resolution which shall specifically state the amount of the change and the total amount of the Department per capita dues. If no such determination is made by the Department Convention, the Department per capita dues for the ensuing year shall remain the same as for the previous year. National per capita dues shall be passed on to the Posts, and any change therein shall be effective at Department Headquarters seven days prior to the National effective date, to prevent loss to the Department.

(a) Departments are designated agents for collection for The American Legion with respect to annual dues, and upon receipt thereof shall transmit them promptly to The American Legion. In no event shall the period transpiring between the receipt of such annual dues by a Department and the remittance thereof to The American Legion exceed thirty (30) days. (6/25/1989)

Section 3. Upon the dissolution of any Post within the Department, all money and property of such Post shall revert to The American Legion, Department of Oregon, but in no event shall the State Department assume liability for any Post. The interest created in the Department by this section shall constitute a lien upon all property, real or personal, of such Post; in the event such Post is incorporated, and property is held by the corporation, such lien and right of control shall extend to all property held by the corporation. Upon such dissolution of any Post, the Department Finance Officer shall act as the duly authorized agent of the Department.
Executive Committee to take possession of all money and property of every kind and description that shall revert to The American Legion, Department of Oregon.

Said Department Finance Officer, as the duly authorized agent of the Department Executive Committee, is authorized and empowered, should it become necessary to represent the Department of Oregon before any Court or Government Administrative Body in the furtherance of the intent and purposes of this section. In the event that said Department Finance Officer takes possession of the money and/or property of a Post by virtue of this section, said money and/or property shall first be applied to the payment of local bona fide creditors of said Post.

Section 4. All contracts obligating the expenditure of funds of the Department of Oregon shall be authorized by a Department Convention or by the Department Executive Committee. Contracts must be approved by the Department Judge Advocate and signed by the Department Commander and Department Adjutant. (1990)

Section 5. There shall be four (4) authorized signatures on all checking accounts, savings accounts and the safety deposit box. All checks, withdrawals from savings and entries into the safety deposit boxes shall be with any two (2) of the four (4) signatures. These four (4) signatures shall be the Department Finance Officer, the Chairman of the Permanent Finance Commission, the Department Adjutant and one (1) at-large who shall be appointed by the Department Executive Committee. (1993)

ARTICLE XI - TRUST FUND

Section 1. "There is a Trust Fund of $50,000, created by Resolution C-03-90, which shall be kept separate and apart from all other funds of The American Legion, Department of Oregon, and all of the earnings to said Trust Fund shall be deposited in the General Fund. These funds are to be invested at the highest interest rate possible with the safety of the principal in mind in the financial institutions which are qualified members of the Federal Deposit Insurance Corporation and/or the Securities Investor Protection Corporation. Such deposits shall be at the recommendation of the Department Finance Officer and/or the Department Permanent Finance Commission with approval of the Department Executive Committee. (6/29/2013)

Section 2. No part of said Trust Fund shall be expended by the Department Executive Committee at any time or for any purpose whatsoever without first being authorized to do so by a resolution duly and regularly adopted at an annual Convention of the Department of Oregon, authorizing said expenditure, which said resolution must have been submitted to the Convention at least twenty-four (24) hours before the same has been put to vote and must receive the affirmative vote of three-fourths (3/4) of the total membership of said Convention.

Section 3. In the event that an emergency arises which in the mind of the Department Executive Committee justifies an expenditure of the Trust Fund created by this Article while the Department Convention is not in session, and the Department Executive Committee believes that the Department of Oregon cannot afford to await the convening of a Convention for the purpose of determining whether or not such expenditure should or should not be made, then and in that event, by a vote of three-fourths (3/4) of the Department Executive Committee, the Department Executive Committee may submit a resolution to the various Posts of The American Legion, Department of Oregon specifying for what purpose such funds are to be transferred, together with a tentative budget for such expenditure, which resolution will authorize the expenditure of such sum as the Department Executive Committee deems necessary out of the
Trust Fund, and if within thirty (30) days after the submission of said resolution to the various Posts representing not less than 75% of the total Posts then in good standing in the Department shall indicate that such resolution has been approved by the various Posts, then and in that event the Department Executive Committee is authorized to expend such portion of the Trust Fund as is specified by the resolution.

**ARTICLE XII - CONTINGENCY RESERVE FUND**

Section 1. There shall be established and maintained a Contingency Reserve Fund of $100,000 which shall be kept separate and apart from all other Funds of The American Legion, Department of Oregon and all of the earnings to said Contingency Reserve Fund shall be deposited in the General Fund. These funds are to be invested at the highest interest rate possible with the safety of the principal in mind in financial institutions which are qualified members of the Federal Deposit Insurance Corporation and/or the Securities Investor Protection Corporation. Such deposits shall be at the recommendation of the Department Finance Officer and/or the Department Finance Commission, provided that the Department Executive Committee with the approval of the Department Permanent Finance Commission may make limited short term advances from the Contingency Reserve Fund to the Department General Fund for temporary periods, which shall not exceed ten percent (10%) of the fund in any one fiscal year, which advances shall be repaid to the Contingency Reserve Fund as soon as the General Fund is built to a working balance. Withdrawals and expenditures from the Contingency Reserve Fund shall otherwise be made only upon authority granted by a Department Convention. (6/29/2013)

**ARTICLE XIII - DISASTER RELIEF FUND**

Section 1. There is hereby created a special fund to be known as The Disaster Relief Fund of The American Legion, Department of Oregon in the amount of $25,000 and shall be kept separate and apart from all other funds of The American Legion, Department of Oregon, and all of the earnings to said Disaster Relief Fund shall be deposited in the General Fund. These funds are to be invested at the highest interest rate possible with the safety of the principal in mind in financial institutions which are qualified members of the Federal Deposit Insurance Corporation and/or the Securities Investor Protection Corporation. Such deposits shall be at the recommendation of the Department Finance Officer and the Department Permanent Finance Commission with approval of the Department Executive Committee. (6/28/2014)

Section 2. No part of the Disaster Relief Fund shall be spent without the majority approval of both the Department Executive Committee and the Permanent Finance Commission and be it further provided that the maximum amount to be allowed for a single incident shall not exceed $5,000.

Section 3. A disaster shall be defined as any natural catastrophe such as windstorms, flood, earthquake, fire or any time a Federal or State Government declares a disaster area. (6/27/1990)

**ARTICLE XIV - BUILDING FUND**

Section 1. There is hereby created a special fund to be known as the Building Fund The Department of Oregon in the amount of $50,000 and shall be kept separate and apart from all other funds of the American Legion, Department of Oregon and all of the earnings shall be deposited in the General Fund. These funds are to be invested at the highest interest rate
possible with the safety of the principal in mind in financial institutions which are qualified members of the Federal Deposit Insurance Corporation and/or the Securities Investor Protection Corporation. Such deposits shall be at the recommendation of the Department Finance Officer and the Department Permanent Finance Commission with the approval of the Department Executive Committee. (6/28/2014)

Section 2. These funds shall not be used for any purpose other than the purchase of real property, real property with buildings, construction, remodeling, repair or maintenance of buildings on said property.

Section 3. All expenditures from the Building Fund shall be as set forth in:

Article VII - Department Executive Committee of the Department Constitution, Sections 1 and 4.
Article X - Finance, Section No. 4, Department Constitution.
Article IV - Department Executive Committee, Sections 1 and 5 of the Department By-Laws. (6/26/1993)

ARTICLE XV - AMENDMENTS

Section 1. This Constitution is adopted subject to the provisions of the National Constitution of The American Legion. Any amendments to the National Constitution which are in conflict with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of this Constitution to the extent of such conflict.

Section 2. This Constitution may be amended at any Department Convention by affirmative vote of two-thirds of the delegates present and voting, provided that such proposed amendment shall have been presented in writing to the Department Adjutant not less than sixty (60) days prior to the opening of such Department Convention; and, provided that the proposed amendment shall have been read at said Convention the day before the vote thereon. The Department Adjutant shall, not less than forty-five (45) days prior to the opening of such Convention, forward a copy of each proposed amendment to each Post in the and post the proposed amendment on the Department Website and Facebook. The Department Adjutant shall cause the proposed amendment to be published in the Oregon Legionnaire prior to such Convention. A copy of each proposed amendment shall be furnished to each delegate with his Convention package. All proposed amendments shall be in the form of written resolutions and shall specifically refer to the Article and Section sought to be amended (6/26/2015)
BY-LAWS
OF THE AMERICAN
DEPARTMENT OF OREGON

ARTICLE I - DISTRICTS

Section 1. There is hereby created the following Districts in the Department of Oregon:

District No.1 shall consist of all duly chartered Posts within the boundaries of Clatsop County, Columbia County, Tillamook County and Washington County.

District No. 2 shall consist of all duly chartered Posts within the boundaries of Marion County, Polk County and Yamhill County.

District No. 3 shall consist of all duly chartered Posts within the boundaries of Benton County, Lane County, Lincoln County and Linn County.

District No. 4 shall consist of all duly chartered Posts within the boundaries of Jackson County, Josephine County, Klamath County and Lake County.

District No. 5 shall consist of all duly chartered Posts within the boundaries of Crook County, Deschutes County, Gilliam County, Hood River County, Jefferson County, Sherman County, Wasco County and Wheeler County.

District No. 6 shall consist of all duly chartered Posts within the boundaries of Baker County, Morrow County, Umatilla County, Union County and Wallowa County.

District No. 7 shall consist of all duly chartered Posts within the boundaries of Multnomah County.

District No. 8 shall consist of all duly chartered Posts within the boundaries of Clackamas County.

District No. 9 shall consist of all duly chartered Posts within the boundaries of Coos County, Curry County and Douglas County.

District No. 10 shall consist of all duly chartered Posts within the boundaries of Grant County, Harney County and Malheur County. (6/26/1993)

Those Posts who do not own their own Post Home, shall be a member of the District representing the County in which their Post is chartered.

Any current Post in good standing in a District other than those just described, shall be "Grandfathered" in their current District.

Any "Grandfathered" Post shall have the right to, by a vote of the Post membership duly notified of the vote to petition by resolution to the annual Department Convention, to become a part of the District in which their Post resides. (6/26/1993)
Section 2. Each District shall be organized and shall select a District Commander, one or more District Vice Commanders, a District Adjutant, and such other elective or appointive officers as the District may determine at a meeting to be held following the spring Department Executive Committee meeting and the results of said meeting to be received at Department Headquarters no later than 20 days prior to the opening of the Department Convention, who shall hold office for one year, or until their successors have been chosen at the annual meeting. This annual meeting shall be composed of Delegates, Alternates, and Delegates-at-Large to the Department Convention who are members of a Post in the District, and who have been chosen in accordance with the provisions of Section 2, 3 and 4 of Article V of the Department Constitution. Voting shall be by any method determined by the District, however Posts will vote at convention delegate strength, as provided by this Constitution or By-Laws, of those delegates, alternates and delegates-at-large that are present at said annual meeting. A quorum shall exist at the annual meeting when a majority of the Posts in the District are represented at the meeting. The District Commanders and Vice Commanders selected at the annual meeting of the Districts must be ratified by the Department Convention, as provided in Section 3 of Article VI of these By-Laws, pertaining to the election of officers. The District Commanders and Vice Commanders shall be installed at the same time and in the same manner as the other Department Officers. (6/28/2014)

Section 3. Each organized District will have a District Constitution and By-Laws, to govern its activities, which is not incompatible with the Department and National Constitution and By-Laws. Such Constitutions and By-Laws, when adopted or amended, shall be filed with the Department Adjutant. The Department Judge Advocate shall examine them and certify to the next Department Executive Committee meeting that they comply with the provisions of this Section or specify changes necessary to comply. This report shall be subject to approval by the Department Executive Committee. (6/28/2014)

Section 4. Each District shall have a District Chairman, to be appointed by the District Commander, for each Department Commission and/or Committee having a program at the Post level. Such chairmen shall have the duty of promoting and coordinating their respective programs among the Posts in the District (6/25/2016)

ARTICLE II – POSTS

Section 1. No Post shall have the right, by resolution or other act, to withhold or divert annual National or Department dues collected, or monies collected from approved sources for the National or Department organization. The annual dues shall be collected by each Post and transmitted promptly to the Department. In no event shall the period transpiring between the receipt of such annual dues by a Post and the remittance to Department Headquarters exceed thirty (30) days. Violation of the foregoing will be cause for severe disciplinary action as determined by the Department Executive Committee. No delegate or alternate may be seated at the annual Department Convention so long as the Post which certified the election of such delegate or alternate is delinquent in the payment of amounts due to the Department. (6/25/1989)

Section 2. Each Post shall have the following Post officers, to be selected in any manner prescribed by the Post Constitution and By-Laws: a Post Commander, one or more Post Vice Commanders, a Post Adjutant, a Post Finance Officer, a Post Chaplain, a Post Service Officer, and such other officers that may be prescribed from time-to-time in the National American Legion Post Officer's Guide.
Section 3. Each Post shall select its officers for the ensuing year not less than forty-five (45) days prior to the Department Convention of that year, and such officers shall be installed within the period of forty-five (45) days prior to the Department Convention of that year, or not later than the first meeting of September or September 20th of such year, whichever is the earliest date; however, new Posts may install at any time after organization. All installations of officers of Posts shall be subject to approval of the District Commander of that District.

Section 4. All officers of Posts within the Department who handle funds of the Post or for which the Post is responsible, shall be required to furnish bond in the amount and form to be determined by the Post Executive Committee.

Section 5. The Department Commander or the Department Executive Committee may at any time require any Post within the Department to render to the Department a complete financial statement of its property, assets, and liabilities and its receipts and disbursements over any designated period.

Section 6. Each Post shall maintain the following standing committees each year, in addition to any others they may designate: Membership, Post Activities, Rehabilitation, Children & Youth, Americanism and Community Service. These Committees shall be appointed and the name and address of the chairmen of these committees forwarded to the District Commander and Department Headquarters no later than September 20th of each year. (6/25/1989)

Section 7. Each Post in the Department shall have on file at Department Headquarters a copy of its Constitution and By-Laws. Posts shall review their Constitution and By-Laws annually and, if amended, the amended copy, dated as to when amended, shall be forwarded to Department Headquarters. (6/25/1994)

ARTICLE III - DUTIES AND POWERS OF OFFICERS

Section 1. DEPARTMENT COMMANDER. The Department Commander shall be the chief executive of the Department and shall be ineligible to succeed himself/herself in office if he/she shall have served a full term of office. He/she shall see that the provisions of the National and Department Constitution and of all laws, regulations and policies established thereunder shall be observed. He/she shall be the presiding officer of the Department Convention and of all other Department meetings. He/she shall represent the Department in its relations with the American Legion Auxiliary, Federal, State and Government bodies.

He/she shall appoint all officers and committees not otherwise provided for, and shall countersign all orders drawn on the Finance Officer by the Adjutant for sums necessary to defray expenses and for other appropriations, but in no instance shall he/she have the power to expend any monies from Department funds in excess of such sums allowed in the annual budget. The Department Commander shall render an annual report to the Department Convention.

Section 2. DEPARTMENT FIRST VICE COMMANDER. The Department First Vice Commander shall perform such duties as may be required by the Department Commander and the Department Executive Committee. Upon a vacancy in the office of the Department Commander, the Department First Vice Commander shall assume that office. Upon vacancy in the office of the Department First Vice Commander, the Department Second Vice Commander shall assume that office. (6/25/2016)

Section 3. DEPARTMENT SECOND VICE COMMANDER. The Department Second Vice Commander shall perform such duties as may be requested by the Department Commander and the Department Executive Committee; oversee The American Legion programs
specified in the Department of Oregon By-Laws, ARTICLE IX – DEPARTMENT STANDING COMMISSIONS, Section 1, within the Department of Oregon by working with National Headquarters and Department Commissions, Districts, and Posts to enhance growth and success of The American Legion programs. Upon vacancy in the office of the Department Second Vice Commander, the Department Commander shall, within ten days of the vacancy in the office of Department Second Vice Commander, call a meeting of the Department Executive Committee for the purpose of electing a Department Second Vice Commander. Said election shall be by majority vote of the total voting members of the Department Executive Committee present, and may not be conducted by a telephone roll call. (6/29/2013)

3.1 Any Department Commander, Department First Vice Commander, or Department Second Vice Commander elected to a full term cannot succeed themselves in the same office. (6/29/2013)

Section 4. IMMEDIATE PAST DEPARTMENT COMMANDER. The Department Commander of the previous year upon the election of the new Department Commander at the Department Convention and upon the new Department Commander taking the oath of office shall be designated as the Immediate Past Department Commander. The Immediate Past Department Commander shall have, in addition to any duties assigned by the current year Department Commander and/or Department Executive Committee, the responsibility to mentor and advise the new Department Commander and Department Vice Commanders. The Immediate Past Department Commander shall utilize his/her experience of the previous year to provide advice and counsel for the continuity of purpose and administration of Department of Oregon programs and business. The immediate Past Department Commander shall participate and have a vote on the Department Executive Committee, as described in the Department of Oregon Constitution, Article VII, Section 1. (6/28/2014)

Section 5. DEPARTMENT ADJUTANT. The Department Adjutant shall be the Administrative Officer of the Department and shall render an annual report to the Department Convention. He/she shall keep a record of all meetings of the State Convention, the Executive Committee and the Finance Committee, and shall prepare the same for permanent record in a book kept for that purpose. He/she shall cause notice to be given of all meetings to those entitled to attend same. He/she shall keep a record of all memberships of Posts of the Department by name and number and the Post’s officers, their offices and addresses. He/she shall receive all dues and assessments from Posts, keep a record thereof, and shall forward them promptly to the Finance Officer, taking a receipt, therefore. He/she shall prepare vouchers for all bills authorized by the Department Executive Committee. He/she shall render to each member of the Department Executive Committee at the end of each quarter an itemized record of the receipts and disbursements made by him/her during the preceding quarter, and he/she shall further keep all records at all times for the inspection and auditing of his/her accounts. He/she shall conduct the correspondence and keep the records of the Department. He/she shall do or cause to be done all necessary administrative and clerical acts properly to conduct the business of the Department. He/she shall be reimbursed for actual traveling expenses while in performance of the duties of his/her office. He/she shall receive from the Department for his/her services such compensation as shall be fixed by the Executive Committee. He/she shall give a bond prior to assuming the duties of his/her office in such amount and with such sureties as shall be approved by the Department Executive Committee. The premium of said bond shall be paid from the funds of the organization. In case of vacancy in any elective office, he/she shall immediately notify the members of the Department Executive Committee.

Section 6. DEPARTMENT FINANCE OFFICER: The Department Finance Officer shall be the custodian of the funds of the Department and shall render an annual report to the
Department Convention. Duties of the Department Finance Officer shall include ensuring the timely deposit of funds in the name of "The American Legion, Department of Oregon" in bank or banks as are named by the Department Executive Committee; ensuring the timely payment of expense vouchers and bills as approved by the Department Commander or Department Adjutant and for only such purposes as have been authorized by the Department; ensuring a full and complete record of the transactions, including receipts and disbursements; rendering to each member of the Department Executive Committee, Finance and Auditing Committees, quarterly, a complete report of the financial transactions of the Department during the preceding quarter, exhibiting all records when requested to do so by any Department Officer or member of the Department Executive Committee, Finance or Auditing Committee; shall reconcile the bank account monthly and render to the Chairman of the Permanent Finance Commission a copy of the bank reconciliation, bank statement, and expense report, shall ensure the timely payments of payroll taxes to the IRS and the Oregon Department of Revenue; shall ensure that the quarterly payroll tax forms IRS Form 941 and Oregon Department Revenue Form OQ are filed by the deadlines and are correct. He/she shall give a bond prior to assuming the duties of his/her office in such amount and such surety as shall be approved by the Department Executive Committee. The premium of such bond shall be paid from funds of this organization. The Department Finance Officer shall receive such compensation for services as shall be approved by the Department Executive Committee. (6/27/2008)

Section 7. DEPARTMENT JUDGE ADVOCATE: The Department Judge Advocate shall advise the officers of the Department upon all legal matters of The American Legion, including the interpretation of the Department Constitution and By-Laws; shall perform such other duties as may be required by the Department Commander or Department Executive Committee; and shall render an annual report to the Department Convention. Any and all controversies or questions arising with reference to the interpretation of this Constitution or By-Laws may be referred to the Department Judge Advocate by the Department Commander or the Department Executive Committee through Department Headquarters for decision. Any decision of the Department Judge Advocate rendered pursuant to the above provisions shall be final and binding upon all agencies of The American Legion in the Department of Oregon until revoked by action of the Department Executive Committee.

Section 8. DEPARTMENT HISTORIAN. The Department Historian shall prepare a history of this Department during the term of office, shall collect such other information as may be required to complete the history of the Department from its inception and shall render an annual report to the Department Convention. (6/27/1996)

Section 9. DEPARTMENT CHAPLAIN. The Department Chaplain shall perform such duties as are usually attendant upon the office of Chaplain and shall render an annual report to the Department. (6/27/1996)

Section 10. DEPARTMENT SERGEANT-AT-ARMS: The Department Sergeant-at-Arms shall have charge of the ceremony of advancing and retiring the Colors at the annual Convention; shall be in charge of ushering, seating, and keeping the order during the meeting of the annual Convention and shall be empowered to appoint such assistants as shall be necessary to carry out these duties. (6/27/1996)

Section 11. DISTRICT COMMANDERS. Each District Commander shall be a member of the Department Executive Committee. Each District Commander shall have charge of, and shall be responsible for, all activities and programs of the Department and National organization within the District. He/she shall preside over all meetings of his/her District, appoint
District Chairmen as provided in Section 2 of Article I of these By-Laws, and perform such other duties as his/her District Constitution and By-Laws may require. The District Commander shall call a conference of the District when requested to do so by the Department Commander, and at such other times as may be deemed advisable.

The District Commander shall perform such other duties as shall be required by the Department Executive Committee and shall be responsible for all Post installations within the District, and no installation shall be held within the District unless the date and place of such installation shall have first been cleared with the District Commander. Immediately following each Post installation, the installing officer shall certify to the Department Adjutant that the officers installed at such installation were duly qualified and regularly installed.

Section 12. DISTRICT VICE COMMANDERS. District Vice Commanders shall assist their District Commander in the administration of his/her duties and perform such other duties as their District Constitution and By-Laws may direct. In the case of the absence of the District Commander or his/her inability to act, the District Vice Commanders shall, in the order of their rank, assume the duties of the District Commander. If the Office of District Commander should become vacant, the District Vice Commanders shall, in the order of their rank, succeed to the next higher office for the remainder of the elected term. The resulting vacancy in an office of District Vice Commander shall be filled by the District concerned in any manner decided by it or provided in its Constitution and By-Laws.

ARTICLE IV - DEPARTMENT EXECUTIVE COMMITTEE

Section 1. The administrative power of the Department between the Department Conventions shall be vested in the Department Executive Committee. This power shall include all duties specifically provided by the Constitution and By-Laws and also all other acts necessary and proper to conduct the business of the Department between annual Conventions.

Section 2. The Department Executive Committee shall consist of the officers of the Department as set forth in Article VII, Section 1, of the Department Constitution. The Department Commander shall be Chairman of the Department Executive Committee, and the Department Adjutant shall be the ex-officio Secretary without power to vote. Each member of the Department Executive Committee shall hold office until the close of the next annual Convention, or until a successor shall have been elected and qualified, provided, however, that his/her office shall be declared vacant should a member discontinue membership in a Post within the District or Department the member was elected to represent. The Past Department Commanders, while in good standing in their respective Posts, shall be Ex officio members of the Department Executive Committee to serve in an advisory capacity without power to vote.

Section 3. The Department Executive Committee may adopt such regulations as it may deem necessary to insure observance of Article III, Section 2, of the Constitution and may adopt and enforce such rules and regulations as may be necessary to prevent the unlawful use of the name "The American Legion" or the use of the emblem or insignia of the same for private gain or improper or unethical purposes.

Section 4. It shall be the duty of the Department Executive Committee to pass upon all matters relating to the administration of this organization; to review, pass upon, and accept or reject all audits or reports of the business and accounts of the Department Adjutant and Department Finance Officer; and said Department Executive Committee may at all times, during
its term of office, call upon the said Department Adjutant and the Department Finance for a report of accounts and business transacted by them in the execution of their offices.

Section 5. Any matter relating to the business of this organization not specified these By-Laws shall be referred to the Department Executive Committee for the determination and adjustment thereof.

Section 6. The Department Executive Committee shall have the power to enter into such contract with the Department Adjutant for salary or compensation for the services of said officer, his stenographic and other office expense and for the faithful performance of his duties within the limitations of the Constitution and By-Laws of the Department of Oregon as the Committee may regard as expedient and proper. It shall be expressly understood that Department Executive Committee shall, upon the recommendation of the Department Commander, have the power to employ and to remove any and all appointive officers and employees by a majority vote.

ARTICLE V - CONVENTION

Section 1. The several Posts of the Department shall, at least forty-five (45) days prior to the opening of the annual Department Convention elect their delegates and alternates and certify them to the Department Adjutant. The registration fee for all authorized delegates, alternates and delegates-at-large, as it shall be determined by the Department Executive Committee, shall be sent in accordance with the Convention Committee Code of Procedure. No delegate shall be seated at the Convention unless certification of such election is received by the Department Adjutant at least thirty (30) days prior, except as hereinafter provided. (6/26/2010)

Section 2. The District Commanders shall act as the Convention Committee on Committees with the Department Commander acting as Chairman. The Permanent Finance Commission shall be members of the Department Convention Committee on Finance together with one member from each District not represented on the Permanent Finance Commission. (6/27/1992)

Section 3. All Convention Committees shall meet at a designated place between the close of the morning session and the start of the afternoon session on the opening business day of the Convention. All material for the consideration of a committee shall be delivered to the assigned meeting place by the Department Sergeant-at-Arms. In the event that the designated Chairman is not present at the appointed time, the Vice chairman shall act as Chairman and conduct such business as shall be presented. In the event that the designated Chairman and Vice chairman are both absent, the committee members present shall elect one of their number to preside and conduct business.

Section 4. The Convention shall proceed in the following order of business:

(a) Address of the Department Commander.
(b) Report of Special Committees.
(c) Report of Convention Committees.
(d) Nomination and Election of Officers.

New business may be presented to the Convention at any time there is no other business before the Convention. (6/26/2009)

Convention Committees shall make separate reports on all subjects presented to them.
ARTICLE VI - DELEGATES TO NATIONAL CONVENTION

Section 1. The immediate Past Department Commander, the Department Commander and the Department Adjutant shall be delegates to the National Convention. The remaining delegates shall be elected by Districts, the number from each District will be allotted by the Department Executive Committee on the basis of membership prior to the Convention; provided, however, each Legion District shall always be entitled to at least one delegate. The immediate Past Department Commander shall be the Chairman of the delegation.

Section 2. Election of delegates to the National Convention shall be by caucus of respective Districts, subject to ratification by the Department Convention.

Section 3. Whenever a National delegate is not present for voting, the elected alternate shall be seated and recognized.

Section 4. The National Executive Committeeman, by virtue of his office, is automatically a national delegate-at-large to the National Convention (Article VII, Section 3, National Constitution). (6-28-2014)

ARTICLE VII - CONVENTION RULES

Section 1. With the following modification, Robert's Rules of Order, Newly Revised, shall be adopted for the Convention.

Section 2. When a delegate desires to make a motion or address the Convention, such delegate shall rise, address the chair as "Comrade Commander" and state name and name and number of Post before proceeding.

Section 3. Debate shall be limited to five minutes for each speaker, provided that upon vote of the majority of delegates then present, an extension of three minutes may be granted. Further extensions may be granted only upon the unanimous vote of the delegates then present.

Section 4. The floor shall be permitted but once to any individual delegate on any one subject, except by the consent of two-thirds of the delegates then present, provided that the proposer of any motion or resolution may have the floor once for rebuttal.

Section 5. A resolution offered on the floor of the Convention shall automatically and without reading be referred to the appropriate Convention Committee, or, in the absence of such Committee, to the Resolutions Assignment Committee for referral to the appropriate Convention Committee for proper consideration.

Section 6. All resolutions and memorials shall be presented in writing to the Department Adjutant, signed by the author, not later than noon on the second day of the Convention, provided that a resolution or memorial may be presented after said time by consent of two-thirds of the delegates then present at the Convention.

Section 7. No person not a duly accredited delegate shall participate directly or indirectly in a viva voice vote on any subject before the Convention.
Section 8. Voting shall be by acclamation, except when a roll call shall be demanded by at least three delegates from different Posts.

Section 9. On all roll calls, the chairman or acting chairman of each delegation shall poll his delegation on the floor and shall announce the vote of his delegation.

Section 10. Nominations of Department officers, National Executive Committeeman, and Alternate National Executive Committeeman shall be from the floor.

Section 11. Nominating speeches shall be limited to five minutes each. No more than one seconding speech shall be made for each candidate, not exceeding three minutes.

Section 12. In the event that two or more candidates are nominated for one office, the balloting shall continue until elected by a majority vote of the delegation to the Department Convention who are present and vote for such office.

Section 13. Department elections shall be in the following order:

1. Department Commander
2. Department First Vice Commander
3. Department Second Vice Commander
4. Department Finance Officer
5. National Executive Committeeman
6. Alternate National Executive Committeeman
7. Delegates and Alternates to the National Convention (6/28/2014)

ARTICLE VIII - PERMANENT FINANCE COMMISSION

Section 1. There is hereby created a Permanent Finance Commission to consist of five appointive members and the Department Finance Officer as ex officio. Ex officio has no vote. (6/25/2016)

Section 2. The Department Commander shall appoint the members of such commission and designate the chairman, subject to the approval of the Department Executive Committee. The appointive members shall serve for a term of four years. All vacancies shall be filled in like manner; provided, however, that in appointing the first commission after the adoption of this amendment, one appointment shall be made for one year, one for two years, one for three years, and one for four years.

Section 3. It shall be the duty of the Permanent Finance Commission and the Department Executive Committee to prepare the annual budget for the Department for the ensuing year; publish the same thirty (30) days before the next annual Department Convention; and present the same to the Convention for adoption. (6/25/1989)

Section 4. The Permanent Finance Commission shall be advisory to the Department Executive Committee on all matters of Department finance and, in addition thereto, shall have full authority of approval or veto over any and all expenditure in excess of the amount budgeted and adopted by the annual Department Convention.

Section 5. Proposed resolutions involving the expenditures of Department Funds shall be transmitted to Department Headquarters at least twenty (20) days preceding the
Department Convention, which resolutions shall be delivered to the Permanent Finance Commission, which shall in writing, make its recommendations to the Convention with reference thereto.

ARTICLE IX – DEPARTMENT STANDING COMMISSIONS

Section 1. These shall be, in addition to the Permanent Finance Commission as set out in Article VIII of these By-Laws, the following Commissions and Committees of the Department of Oregon. (6/26/2015)

1. Americanism Commission
2. Internal Affairs Commission
3. Membership and Post Activities Commission
4. Administrative and Advisory Commission
5. Legislative Commission
6. Media and Communication Commission
7. National Security Commission
8. Veterans Affairs & Rehabilitation (VA&R) Commission
9. Veterans Employment and Education Commission
10. Convention Commission

Section 2. After the 1971 Convention in Baker, the number of members and the term of office of the members of each Commission and Standing Committee with the exception of the Permanent Finance Commission, shall be as follows: Each Commission and Standing Committee shall have, with few exceptions, five (5) members, two (2) with terms of one year, and one (1) each with terms of two (2), three (3) and four (4) years. Thereafter the Department Commander shall appoint to each Commission and Standing Committee one member for a term of four (4) years and one member for a term of one (1) year. If more than five (5) members are necessary, additional members shall serve for one (1) year only. Appointments of Chairmen and members of the Commissions and Standing Committees shall be made by the Department Commander, except that no one person shall hold more than one Department Chairmanship, subject to approval of the Department Executive Committee. (6/26/2004)

Section 2.1. The Department Commander shall appoint a Chairman to the Veterans Affairs and Rehabilitation (VA&R) Commission and American Legion Volunteer Services Committee (ALVS) Chairman for a one (1) year terms.

Section 2.2. The Department Commander shall appoint a Chairman to the Americanism Commission for a one (1) year term, and the Chairman of the Children and Youth Committee, Baseball Committee, Boy Scouts Committee, Boys State Committee, Oratorical Committee, Junior Shooting Sports Committee, and American Legion Junior Law Enforcement Career Committee to one (1) year terms to the Americanism Commission.

Section 2.3 The Department Commander shall appoint a Chairman to the Internal Affairs Commission for a one (1) year term, and the Chairman of the Constitution and By-Laws Committee, Sons of the American Legion Committee, American Legion Riders Committee, Resolution Assignment Committee, Trophy and Awards Committee, and Training Development Committee to one (1) year terms to the Internal Affairs Commission.
Section 2.4. The Department Commander shall appoint a Chairman to the Media and Communications Commission for a one (1) year term, and the Legionnaire and Public Relations Committee Chairman, and Information Technology Committee Chairman to one (1) year terms to the Media and Communications Commission. The Department Commander will appoint an additional two members to Commission for two (2) year terms.

Section 2.5. The Department Commander shall appoint a Chairman to the National Security Commission for a one (1) year term, and the Chairmen of the Law and Order and Homeland Security Committee, Military Benefits and Quality of Life Committee, National Guard and Reserve Forces Committee, and Foreign Relations Committee for one (1) year terms to the National Security Commission.

Section 2.6. The Department Commander shall appoint a Chairman to the Veterans Employment and Education Commission for a one (1) year term, and the Chairman of the Employment and Veterans Preference Committee, Veterans Education, other Benefits and Homeless Committee, for one (1) year terms to the Veterans Employment and Education Commission (6/25/2016)

Section 3. Each Commission and Standing Committee shall submit a continuing Code of Procedure, not later than the second Department Executive Committee meeting, to be approved by the Department Executive Committee, and the funds budgeted for the Commission for the current fiscal year will be made available at the close of the annual meeting. These procedures, which shall outline in simple terms, the duties, functions and responsibilities assigned to it by the Department Executive Committee, and such other matters which will assist its members in a better understanding of their work, shall be reviewed annually by the Commission or Committee Chairman. (6/29/1991)

Section 4. The Veterans Affairs and Rehabilitation (VA&R) Commission shall have oversight and maintain budget requirements for Veterans Health Administration (VHA) Veterans Administration Volunteer Services (VAVS) Representatives and Deputy Representatives and VHA Facilities in the Department of Oregon. (6/25/2016)

Section 5. The Americanism Commission shall have Committees to be known as Children and youth Committee, Baseball Committee, Boy Scouts Committee, Boys State Committee, Oratorical Committee, Jr. Shooting Sports Committee, and American Legion Public Safety Career Committee. These committees shall operate under the supervision of the Americanism Commission. The Chairman of these committees shall be a member of the Americanism Commission. The Committee Chairman and Committee shall be appointed in the prescribed manner by the Department Commander, subject to the approval of the Department Executive Committee. (6/26/2015)

Section 6. The Internal Affairs Commission shall have Committees to be known as Constitution and By-Laws Committee, Sons of The American Legion Committee, American Legion Riders Committee, Resolution Assignment Committee, Trophy and Awards Committee, and Training and Development Committee. These Committees shall operate under the supervision of the Internal Affairs Commission. The Chairman of these Committees shall be a member of the Internal Affairs Commission. The Committee Chairman and committee shall be
appointed in the prescribed manner by the Department Commander, subject to the approval by the Department Executive Committee. (6/25/2016)

Section 7. The Media and Communications Commission shall have Committees to be known as Legionnaire Committee, Public Relations Committee, and Information Technology Committee. These Committees shall operate under the supervision of the Media and Communications Commission. The Chairman of these Committees shall be a member of the Media and Communications Commission. The Committee Chairman and committee shall be appointed in the prescribed manner by the Department Commander, subject to the approval by the Department Executive Committee. (6/25/2016)

Section 8. The National Security Commission shall have Committees to be known as Law and Order and Homeland Security Committee, Military Benefits and Quality of Life Committee, National Guard and Reserve Forces Committee and Foreign Relations Committee. These Committees shall operate under the supervision of the National Security Commission. The Chairman of these Committees shall be a member of the National Security Commission. The Committee Chairman and committee shall be appointed in the prescribed manner by the Department Commander, subject to the approval by the Department Executive Committee. (6/26/2015)

Section 9. The Veterans Employment and Education Commission shall have Committees to be known as Employment and Veterans Preference Committee and Veterans Education, other Benefits and Homelessness Committee. These Committees shall operate under the supervision of the Veterans Employment and Education Commission. The Chairman of these Committees shall be a member of the Veterans Employment and Education Commission. The Committee Chairman and committee shall be appointed in the prescribed manner by the Department Commander, subject to the approval by the Department Executive Committee. (6/25/2016)

Section 10. A person with term appointments cannot be removed from a Standing Commission without due cause, death or resignation of the Commission Member. (6/26/2015)

ARTICLE X – AMENDMENTS

Section 1. These By-Laws may be amended at any Department Convention by affirmative vote of two-thirds of the delegates present and voting, provided that such proposed amendment shall have been presented in writing to the Department Adjutant not less than sixty (60) days prior to the opening of such Department Convention; and, provided that the proposed amendment shall have been read at said Convention the day before the vote thereon. The Department Adjutant shall, not less than forty-five (45) days prior to the opening of such Convention, forward a copy of each proposed amendment to each Post in the Department and shall cause each proposed amendment to be published in the Oregon Legionnaire prior to such Convention. A copy of each proposed amendment shall be furnished to each delegate with his/her Convention package. All proposed amendments shall be in the form of written resolutions and shall specifically refer to the Article and Section sought to be amended. (06/29/2018)
APPENDIX A
DEPARTMENT CONSTITUTION AND BY-LAWS
STANDING RULES FOR THE DEPARTMENT OF OREGON
EXECUTIVE COMMITTEE MEETINGS

1. Members of the Department Executive Committee, hereinafter referred to as the D.E.C., as used in these Standing Rules are as set forth in Article VII, Section 1 of the Department Constitution and Article IV, Section 2 of the Department By-Laws.

2. Minutes of the previous meeting shall be sent to all D.E.C. members at least fifteen (15) days prior to the meeting date.

3. The meeting agenda shall be sent to all D.E.C. members at least fifteen (15) days prior to the meeting date.

4. Roll call shall include the Past Department Commanders. (06/29/2018)

5. A voting member of the D.E.C. may request a suspension of the Standing Rules that a non-member of the D.E.C. be given the privilege of the floor for the purpose of explanation of a specific proposal that has been proposed to the D.E.C. and is under discussion. Time shall be limited to five minutes; however, additional time may be granted to answer pertinent questions. A two-thirds affirmative vote of the members of the D.E.C. shall be required for an extension of time.

6. All requests for expenditure of funds in excess of the budget adopted at the annual Convention shall be sent to the D.E.C. members and the members of the Permanent Finance Commission at least fifteen (15) days prior to the D.E.C. meeting date and must be in resolution form (See "How to write a resolution in the Officer's Guide.")

7. The proposed annual budget as prepared by the Permanent Finance Commission shall be sent to all members of the D.E.C. not less than seven (7) days prior to the D.E.C. meeting.

8. Voting shall be by roll call on all resolutions in the following order

   (a) District Commanders
   (b) Department First Vice Commander
   (c) Department Second Vice Commander (6/29/2013)
   (d) Department Finance Officer
   (e) Junior Past Department Commander
   (f) National Executive Committeeman

The Department Commander shall vote only in the case of a tie.

9. Members of the D.E.C. should submit their reports in writing and reports shall be limited to five (5) minutes and a copy of same be given to the Department Administrative Assistant. (6/26/2004)
10. All Chairmen of Department Standing Commissions and committees shall submit their reports in writing.

11. All motions must be originated by a voting member of the D.E.C.

12. All Codes of Procedure shall be submitted in writing to members of the D.E.C. at least fifteen (15) days prior to the date of the Fall D.E.C. meeting.

13. These Standing Rules may be suspended for a specific cause by a two-thirds affirmative vote of the D.E.C. members present.

14. The advance time notices are waived for the Post Convention D.E.C. meeting.

15. Any time a poll is needed, the Department Adjutant shall send out a letter of explanation with a ballot to be returned within five (5) working days. (10/29/1995)

APPROVED: October 7, 1990 - Department Executive Committee meeting, Albany Post No. 10. (11/27/1990)
APPENDIX B

Procedure for Post Consolidations and Post Dissolution

The American Legion Officer’s Guide states the procedure for the revocation, cancellation or suspension of Post Charges when charges have been filed against a post. The procedure for Department of Oregon posts who wish to consolidate/merge with another Post or surrender the Post charter is: (06/29/2018)

**Posts requesting to consolidate/merge with another Post shall:**

1. Present a petition for consolidation to the Department Executive Committee. The petition for consolidation shall include at least the following information:
   a. Reason for consolidation.
   b. Inventory of post assets, both real and personal (including accounts).
   c. List of liabilities (this will include any contracts payable and unexpired leases and any liens or judgments against the Post).
   d. A list of all property, both real and personal, transferred during the past three years (this will include any payments made outside the normal scope of post business, to include payments to members other than reimbursement of expenses, and life memberships).
   e. Resolution by both posts involved in the consolidation.

2. Upon receipt of the petition by Department and the above information by the Department Executive Committee, the Department Membership Commission shall review membership issues of both posts to see if lost membership could be a correctable issue. The Membership Commission shall, after review of the membership issues, make recommendations to the Department Commander and the Department Commander will present the recommendation and petition to the Department Executive Committee at the next regular meeting of the same.

3. Upon approval by the Department Executive Committee, the Department Commander, under guidance of the Department Judge Advocate, shall advise the posts requesting consolidation of the authorization for consolidation/merger and the post shall present the Post’s charter and colors to the Department of Oregon after approval of two-thirds majority vote in favor of consolidation of the membership of the Posts after the membership has received notice in writing of the Post’s petition to merge with an existing American Legion Post.

**For Posts desiring to dissolve:**

1. The petition will require the same information as for a merger, plus notice to the membership of election to dissolve mailed not less than 21 days prior to the meeting wherein a vote of two-thirds of the membership elects to dissolve the Post.
2. Minutes of the meeting when the election was held.

3. Post banking records for the past two years

4. Post meeting minutes for the past two years.
   Upon receipt of the petition by Department, the Department Membership Commission shall review the membership issues of the Post and all other Post information submitted with the petition shall be reviewed by the Department Constitution and Bylaws Commission to ensure compliance with State law. Both commissions shall review the petition and make recommendation to the Department Commander within 60 days. The Department Commander will present this petition for approval of the Department Executive Committee at its next scheduled meeting.

5. Upon approval by the Department Executive Committee, the Department Commander shall notify the Post as to disposition of Post charter, colors and other assets.
   (06/29/2018)
1. The ALR Committee Chairperson shall be appointed by the Department Commander. The Department Internal Affairs Commission Chairperson shall serve in an advisory capacity to the Commander concerning ALR committee activities. The ALR Committee Chairperson will be a member of the American Legion Riders and Internal Affairs Commission with a vote on that Commission.

2. The American Legion Riders (ALR) Committee shall be composed of five (5), American Legion Riders in good standing, recommended to the Department Commander, individually accepting the assignment and appointed to the committee. Reference; Article XI Department Standing commissions section 2.3. As directed though the National Constitution all members of this committee shall be American Legion members providing a Form DD 214.

3. The ALR Committee Chairperson shall request in writing, to the Department Commander, the removal of a committee member for failure to participate actively in the work of the Committee; a copy of such request shall be sent to the member concerned.

The ALR Committee exists in an advisory capacity to the Internal Affairs Commission and the Department Commander concerning matters presented to them by a Post Commander representing a Post ALR Chapter or the Oregon American Legion Riders (ORALR) elected officers.

4. The ALR Committee Chairperson is to communicate with Internal Affairs Commission Chairperson or Department headquarters by phone, email through the Department Adjutant for distribution or directly in support of the Oregon American Legion Rider (ORALR) Programs.

6. The ALR Committee shall meet at the call of the Chairperson, Internal Affairs Commission Chairperson or Department Commander, and in any event at least once annually during the Department convention. A notice of scheduled ALR Committee meetings and subsequent copy of each meeting minutes shall be sent to the Internal Affairs Commission and Department Executive Committee through the Department Adjutant. Three members shall constitute a quorum at any meeting of the ALR Committee. Any action taken by less than a quorum shall be ratified at the next meeting of the ALR Committee.

7. The ALR Chairperson shall prepare and submit a budget for the coming year to the Permanent Finance Commission for approval by the Department Executive Committee. No expenditures on behalf of the committee shall be made until the Committee Code of Procedures has been submitted for annual review and approved by the Department Executive Committee. Prior approval is required for other than mileage or per-diem expenditures through the ALR Committee Chairperson.

8. Changes in the Code of Procedure shall be made by majority vote of the Committee members and submitted to the Internal Affairs Commission and Department Executive Committee for approval at the Fall DEC.

9. As required by Article V, Section 7 of the Department Constitution; The ALR Chairperson shall submit annual report of the committee’s activities to the Department Commander.
10. As the ALR Chapters coordinate rides and support events throughout Oregon and the Western United States, they shall report to the ORALR quarterly. The ORALR consolidated report will be forwarded to the ALR Committee Chairperson, through the Department Adjutant for distribution through Internal Affairs Commission and the Department Executive Committee prior to each quarterly Department meeting. ORALR Chapter activities can include but not be limited to attending Memorials, Parades, Fund Raising events and contributions.

11. ORALR Annual award nominations for Large and Small chapters of the year and rider of the year will be consolidated with recommendations and sent to the ALR Committee chairperson no later than 5 May annually. Distribution of the plaques will be made during the annual Oregon American Legion convention to the chapters and individual receiving the awards.

12. Operational Level flow chart:

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+-----------------+                        +-----------------+
| Department and Post Commanders |                     | ORALR Elected Officers |
|                               | +-----------------+                        +-----------------+
| Internal Affairs Commission   | | ALR Committee      |                        | ALR Chapters East |
|                               | | ALR Chapters West  |                        |                   |
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American Legion Department of Oregon
Internal Affairs Commission Chairperson

American Legion Riders Committee Chairperson

______________________________
Director
Oregon American Legion Riders
CODE OF PROCEDURE
RESOLUTION ASSIGNMENT COMMITTEE

Approved DEC: October 2020

1. There shall be five (5) members on this committee. There will be a Chair and four other members one of which shall be the Constitution and By-Laws Chair. The terms of members shall be one for four years, one for three years, one for two years, and two for one year. The Department Commander shall appoint the Chair and one person for a four-year term and one for one year.

2. The purpose of this committee shall be to review and assign resolutions to the proper commissions and committees throughout the year and at the annual Department Convention.

3. The committee shall meet as needed when there is business to be carried out. The review includes all resolutions headed to the DEC. The members will meet at the time and place to be announced by the Chair.

4. No monies shall be expensed from the committee budget without authority of the Chair.

5. All resolutions to be considered must be at the Department 45 days prior to DEC. Resolutions submitted to the Department less than 45 days prior to DEC will be returned without review to the District/Post responsible for the resolution. At the discretion of the Department Commander, the resolution may be submitted at the next DEC for consideration.

6. Edit of resolutions will be accomplished such as punctuation, spelling, and other known errors without changing the spirit of the resolution.

7. After the document is reviewed by the Committee, it will be sent to the appropriate Commission/Committee that the resolution will apply to for consideration and review.

7. After review from both committees the resolution will be returned to the Department no later than 17 days before the DEC for distribution to DEC members.
CODE OF PROCEDURE
SONS OF THE AMERICAN LEGION COMMITTEE

Approved DEC: October 2020

1. The Committee shall be composed of five members in accordance with Article IX, Section 2 of the Department By-Laws: two (2) for one year and one each for two (2), three (3), and four (4) year terms. The Chair will be a member of the Americanism Commission with a vote on the Commission.

2. The Committee shall oversee the activities of The Sons of The American Legion in the Department and shall be the liaison between the Detachment and the Department Executive Committee.

3. All proposed activities of the Sons of The American Legion, Detachment of Oregon shall be submitted to the Department Executive Committee for approval before being implemented.

4. Following the Detachment Convention, each Squadron, through their Post Adjutant, will be furnished with a packet containing an Officers Certification Form, a list of guidelines and procedures to follow throughout the year, and a list of materials available at Department Headquarters (handbooks, membership applications, and Member Data Forms).

5. Cards for the ensuing membership year will not be sent to the Squadrons until the Officers’ Certification Form has been received at Department Headquarters and they have accounted for the previous year’s membership cards.
   (a) Once a squadron has completed all the requirements, the membership cards will be sent to the Post Adjutant.

6. Communication with Department Headquarters, the American Legion, must be in writing or by email.

7. Each Sons of the American Legion Squadron will adopt and participate in at least one (1) American Legion program. This may be a Squadron project or in conjunction with the American Legion.

8. Inactive Squadrons may be subject to suspension or revocation of their charters. Before such action is implemented, the Squadron shall be notified they have three (3) years to initiate and pursue some type of activity whether it be in the field or community service, Children and Youth, Veteran’s Affairs, or Americanism.
9. The Committee shall meet at the call of the Chair, and, in any event at least twice annually -- following the Department Convention and prior to the Detachment Convention.

10. Three members shall constitute a quorum at any meeting of the Committee. Any action taken by less than a quorum shall be ratified at the next meeting of the Committee.

11. The Chair shall request in writing, to the Department Commander, the removal of a Committee member for failure to participate actively in the work of the Commission; a copy of such request shall be sent to the member concerned.

12. The Chair shall submit a written report of the Committee activities to the Department Executive Committee at its meetings.

13. The Chair shall submit a written report annually of the year’s activities of the Committee to the Department Commander as required by Article V, Section 7 of the Department Constitution.

14. Changes in the Code of Procedure shall be made by majority vote of the Committee members and submitted to the Commander and Department Executive Committee for approval.

15. The Chair shall prepare and submit a budget for the following year to the Permanent Finance Commission for approval by the Department Executive Committee.

16. No expenditures on behalf of the Committee shall be made until the Committee Code of Procedure has been submitted for annual review and approved by the Department Executive Committee and without prior notification to and approval of the Chair.

17. A notice of the called meetings of the Committee, as well as a copy of the minutes of the meetings, shall be sent to Department Headquarters and to the Department Commander for his/her information.
CODE OF PROCEDURE
TRAINING AND DEVELOPMENT COMMITTEE

Approved DEC: October 2020

Section 1: In the interest of an effective organization and control of American Legion activities, the Department Training and Development Committee has adopted a Code of Procedure outlining its duties and responsibilities to formulate and guide the Department Training and Development committee in its duties.

Section 2: This Committee shall consist of five (5) members: made up of at least one Department Past Department Commanders and at least one past National American Legion College attendee; with a new four (4) year member and a one (1) year member appointed each year to the Committee. The existing Committee members will go from four (4) years to three (3); three (3) to two (2); two (2) to one (1). The Committee will also pick an Assistant Chair at their first meeting.

Section 3: This Committee shall meet at the direction of the Chair or the Department Commander. The Chair shall report to the Department Commander, the D.E.C. and the annual Department Convention.

Section 4: This Committee shall annually prepare and present a budget to the Permanent Finance Commission for the approval prior to the annual Department Convention.

Section 5. (a) This Committee shall be the advisory board for the Department Commander and Department Vice-Commanders for training and development of Department Officers, District Commander, chairs, commission members and identified development candidates.
(b) The Legionnaire seeking to advance to Department Commander must inform the Department Commander and/or Department Vice-Commanders they will then inform the Training and Development Committee Chair of the person’s name, Post number, and District. The commission will then help develop plans for their growth and development towards Department Commander. Progress of training should be documented with dates.
(c) This Committee will identify mentoring positions and mentors to support future growth.
(d) This Committee will establish the curriculum and location for the Oregon American Legion College and identify instructors and potential instructors for each course to be offered and identify budget requirements to the Permanent Finance Commission at the annual Department proposed budget meeting. Department Legion College is available for anyone to attend.
(e) This Committee will be an advisor for the leading candidates for Department Commander during the selection and assignment process for Department Commissions and appointed Department Officers to assure future leader
candidates are selected for development assignments to prepare them for future leadership roles.

(f) This Committee will provide information and applications for the National Legion College. Any Legionnaire interested will submit their application to the Training and Development Commission Chair. Selections will be made by the Commission with NEC and the Alternate NEC’s participation.

(g) Department Legion College will be held on three separate dates and in different locations across the state. This will allow more members to attend the one-day class.

Section 6: The Department Training and Development Committee Code of Procedure shall be reviewed and updated if necessary, by this Committee for the Fall D.E.C. meetings approval.
CODE OF PROCEDURE
RITUALS, CEREMONIES, TROPHIES AND AWARDS
COMMITTEE

Approved DEC: October 2020

Section 1: In the interest of an effective organization and control of the American Legion rituals, ceremonies, trophies, and awards presentations the Rituals, Ceremonies, Trophies and Awards Committee has adopted a Code of Procedure outlining the duties and responsibilities to formulate and guide the Department rituals, ceremonies, trophies and awards.

Section 2: The Rituals, Ceremonies, Trophies and Awards Committee (RCTAC) will be composed of five (5) members in accordance with Article IX, Department Standing Commission Section 2 of the Department By-Laws: one for four years, one for three years, one for two years and two for one year. The Chair of this Committee will be designated by the Department Commander. The Chair of the RCTAC Committee will be a member of the Internal Affairs Commission with a vote on the Internal Affairs Commission.

Section 3: The Committee shall meet at the call of the Chair, and in any event at least twice annually. If, by prior information, a quorum (three members) cannot be present at called meeting, the Chair shall contact each member by mail, phone or e-mail and their replies to proposed actions and recommendations shall be the basis for actions and recommendations by the Chair.

Section 4: The Committee shall study, advise and assist, when requested, in the rituals, ceremonies and distribution of trophies and awards. It is the responsibility of this Committee to maintain accurate records on distribution of awards at Department Executive Committee Meetings (DEC) and Department Convention. Ninety (90) days before Convention, the Chair will confirm with Department Headquarters that the Department Convention Award Questionnaires are in order and ready for distribution to Post and District Commanders, RCTAC members, and legion members.

Section 5: The American Legion Emblem will be printed on the award certificates. Personal trophies/plaques will have the American Legion Emblem affixed. Awards will be conferred in the form of certificates suitable for framing except for personal plaques for Service Officer of the Year, Adjutant of the Year, Chaplain of the Year, Legionnaire of the Year, Teacher of the Year and the Unity Award which will be presented at the Department Convention Banquet Dinner. The cost of trophies will not exceed $60.00 without D.E.C. approval and the cost of personal plaques will not exceed $50.00.

Section 6: The Post Questionnaires need to be returned to Department Headquarters no later than May 15th, except for the Unity Award and Legionnaire of the Year Award questionnaire due May 1st for judging by May 15th, and Department Commission and Committees listing the winners of awards of their Commissions and Committees by May 25 for their Commission. The Commission and Committee Chair will return the forms on a sheet listing the winners to Department Trophy and Awards Chair no later than June 1.
Section 7: An impartial Committee to be selected by the Department Commander, consisting of three members at the Department Convention to include the Department Historian will judge the History Books. A copy of the results of the judging will be given to the Department Trophies and Awards Chair no later than 3 p.m. on Thursday at Convention.

Section 8: The Chair of this Committee shall make a written report of the year’s activities as required, and submit it to the Department Adjutant no later than thirty days prior to opening of Department Convention. The Department Commander and Department First and Second Vice-Commanders shall be notified of all meetings of this Committee. A list of the Trophy and Awards winners will be given to the Department Historian and the Chair of the Oregon Legionnaire after the convention.

Section 9: This Committee shall annually prepare and present a budget to the Permanent Finance Commission for approval at the Department Convention. The budget shall be itemized to indicate the amount to be used for (a) certificates and award trophies (b) Administration and (c) Travel. The Chair will work within budgeted funds approved and allocated to this Committee, and be responsible for accurate and up-to-date records on disbursement of funds.

Section 10: The Chair shall request, in writing, to the Department Commander, the removal of a Committee member for failure to participate actively in the work of the Committee; a copy of such request shall be sent to the member concerned and copy sent to the Chair of the Internal Affairs Commission Chair.

Section 11: The Rituals, Ceremonies, Trophies and Awards Committee Code of Procedures shall be reviewed and updated if necessary, by this Committee for the Fall D.E.C. meeting for approval. Any changes in the Code of Procedure after their approval at the Fall D.E.C. shall be made by majority vote of the Committee and submitted to the Commander and the Department Executive Committee for approval at the next D.E.C. meeting.
CODE OF PROCEDURE
LEGISLATIVE COMMISSION

Approved DEC: October 2020

PURPOSE: To promote public support of the Legions programs through publicity, objectives of the American Legion by a study of American Legion legislative proposals, information to the membership thereon, direct communications with members of the Congress and State Legislature as requested by the national legislative commission or proper department officials.

1. This Commission shall consist of five (5) members: Two (2) with terms of one year, one each with two (2) years, three (3) years and four (4) years. Except in the case of an appointment to fill an unexpired term of the deceased, resigned or member removed for cause. In addition, two (2) additional members shall be appointed in even years, for a period of one (1) year, coinciding with the State Legislature while in session.

2. The Chair shall be appointed by the Commander, Department of Oregon. Minimum term of the Chair shall be for one (1) year.

3. This Commission is authorized to further legislation pertaining to Veterans Affairs and Benefits as transmitted to it by the National Legislative Commission the Department of Oregon Executive Committee and by Department of Oregon Convention Action.

4. This Commission is further authorized to act for the American Legion, Department of Oregon in preserving the rights of Veterans, their dependents and survivors as outlined by existing laws pertaining hereto. So long as this does not conflict with National and/or Department of Oregon American Legion by-laws and mandates.

5. The Commission shall meet at the call of the Chair or at the call of the Department Commander. All expenditures of commission funds for travel and other necessary administrative expenses must be approved by the Chair in advance. Such funds shall not exceed amounts allocated to the Commission by the Department of Oregon, except upon approval of the Department Executive Committee in conjunction with the Permanent Finance Commission.

6. A member of the Legislative Commission will attend the United Veterans Groups of Oregon (UVGO) meetings, and will report back to the commission any significant legislative agenda items that may pertain to the well-being of Veterans, their family members, or the American Legion Department of Oregon.
CODE OF PROCEDURE
MEDIA AND COMMUNICATION COMMISSION

Approved DEC: October 2020

Section 1. The Media and Communication Commission will have oversight of the Legionnaire Committee, Public Affairs Committee, and Information Technology Committee, in accordance with Article IX, Section 7, of the Department By-Laws.

Section 2. The Media and Communication Commission, in accordance with Article IX, Section 2.4, of the Department By-Laws will have five (5) members. The members will consist of the Chair of the Legionnaire Committee, Chair of the Public Relations Committee, Chair of the Information Technology Committee, one member at-large, and one Commission Chairperson. The Department Commander will appoint all five (5) members.

Section 3. The Commission will coordinate the dissemination of information to Department of Oregon members and the public through technology, social media, and other digital and printed material sources. The coordination of information will provide consistent information to everyone.

Section 4: The Commission will be the approving authority for all Department-level and District-level websites, social media accounts (i.e., Facebook, Twitter, Instagram, Pinterest, etc.), and other technologically-derived and disseminated information accounts; hereinafter, referred to as “Department and District accounts”.

Section 5. The Commission will maintain with the Department Adjutant a master list of all authorized Department and District accounts, including the name and contact information of the individual(s) authorized to establish, maintain, and administer the account and its content.

Section 6. The Commission shall periodically monitor authorized Department and District accounts for adherence to acceptable behavior, use, and conduct, to ensure it is consistent with the standards and positive image of The American Legion.

Section 7. The Commission will make rules necessary for the conduct of activities. The Department Executive Committee will approve all rules and changes to the rules.

Section 8. The Commission will meet at the call of the Commission Chair, and usually prior to each Department Executive Committee meeting. The Commission Chair will notify commission members, Department Commander, and Department Adjutant of upcoming meetings and provide meeting minutes following the meeting to the Department Commander, Department Adjutant, and Commission members.
Media and Communication Code of Procedure Rule(s):

1. Unauthorized Department-level and District-level websites, social media accounts (i.e., Facebook, Twitter, Instagram, Pinterest, etc.), and other technologically derived and disseminated information accounts will be made known to the Internal Affairs Commission Chair and the Department Adjutant for appropriate action.

2. Information products that are directly created, modified or shared from other sources, which are deemed inappropriate and do not hold consistent with the standards and positive image of The American Legion, shall be made known to the Internal Affairs Commission Chair and the Department Adjutant for appropriate action.

3. Post-level websites, social media accounts (i.e., Facebook, Twitter, Instagram, Pinterest, etc.), and other technologically-derived and disseminated information accounts, which disseminate information or portray endorsement of activities and conduct which are deemed inappropriate and do not hold consistent with the standards and positive image of The American Legion, shall be made known to the Internal Affairs Commission Chair and the Department Adjutant for appropriate action.
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.
CODE OF PROCEDURE
INFORMATION & TECHNOLOGY COMMITTEE

Approved DEC: October 2020

Section 1. Appointments of the Chair and members to the Information Technology (I.T.) Committee shall be made by the Department Commander with the following terms. One (1) with a term of four (4) years, One (1) with a term of three (3) years, One (1) with a term of two (2) years, One (1) with a term of one year.

Section 2. The Committee shall meet a minimum of three (3) times a year, or as necessary, at the call of the Chair to review and update all programs, to report and make recommendations to the Department Executive Committee (D.E.C.) for action on any changes to the computer system, new programs needed or software proposed.

Section 3. Copies of Committee minutes, recommendations and D.E.C. action concerning any I.T. equipment/software/applications and computer systems, related software and their application shall be kept in computer/software files located at Department Headquarters.

Section 4. Administration and oversight of the Department IT equipment and hardware/software and application software shall be the responsibilities of the I.T. Committee subject to the approval of the D.E.C.

Section 5. The Department Adjutant will be responsible for the inventory, budgeting, scheduling, and documentation of training, for Department staff to gain or maintain as necessary and appropriate to maintain proficiency necessary to in the performance of Department business, all Headquarters and Service Office personnel of the American Legion, Department of Oregon.

Section 6. The I.T. Committee will be responsible for presenting Information Technology Policy/Procedures relative to the purchases, official usages, contract maintenance, systems and internet security to the D.E.C. approval for all computer systems (hardware/software) and associated equipment in The American Legion, Department of Oregon for offices, Commissions/Committees, and Department officers.

Section 7. The purchase of any I.T. equipment/software/applications must be recommended by the I.T. Committee before the purchase is completed by Department officers authorized by Department Constitution and By-Laws to consummate a purchase. Prior to a purchase, the I.T. Committee will consider the compatibility, security, and feasibility of any purchase and after purchase requirements of maintenance, usage, and access.

Section 8. The I.T. Committee shall be consulted on all matters pertaining to computer systems, including hardware/software/accessories and any technology equipment for Department Headquarters Offices, Department Commissions/Committees, and designated Department Officers for the purpose of carrying out the mission The American Legion, Department of Oregon.

Section 9. The I.T. Committee will maintain frequent contact with the Department
technology users to review new technology, as it becomes available I.T. issues and other related topics.

**Section 10.** The I.T. shall have the responsibility of reviewing and making recommendations to the D.E.C. on all matters pertaining to the computer systems, hardware/software and all other related equipment that may need enhancement.

**Section 11.** The I.T. Committee shall have oversight for hardware/software updates, applications of software and maintenance of all computer systems located in the Department Headquarters, Department Service Office, Department Commissions/Committees, and designated Department Officers and shall have the authority to spend up to $5,000.00 annually for any system updates, application, or maintenance of emergency nature.

**Section 12.** The I.T. Committee will submit to the Finance Committee the amount for the Department website. Authorized personnel to submit the revisions to the website will be the Department Adjutant, Department Administrative Assistant and the Chair of the I.T. Committee. (09/27/2015).
CODE OF PROCEDURE
PUBLIC RELATIONS COMMITTEE

Approved: DEC October 2020

Section 1. The Public Relations 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 Public Relations 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 and one (1) each with terms of two (2), three (3) and four (4) years. The Department Commander will designate the Chairman of the Public Relations Committee. The Chairman will be a member of the Media & Communications Commission with a vote on the Commission. An Oregon Legionnaire assigned to the National Media and Communications Commission or National Media and Communications Council shall be an ex-officio member of the Department of Oregon Public Relations Committee without a vote.

Section 3. The Committee will present the Legion to the public as a responsible, patriotic, non-military and non-partisan organization dedicated to supporting our members and communities through the four pillars – Veterans Affairs & Rehabilitation, national security, Americanism, and children and youth – in public relations and communication endeavors.

Section 4. The Committee shall communicate factual information in order to encourage public understanding, favor and support for Legion programs and objectives.

Section 5. The Committee shall present news of national, Department and Post activities, including but not limited to Veterans Affairs and Rehabilitation, national security, Americanism, and children and youth.

Section 6. The Committee shall encourage all Legionnaires to become acquainted with the history and general background of the Legion since they serve as representatives of the Legion.

Section 7. Committee members shall help all Posts in their districts become aware of Legion activities and public relations resources available to assist in program delivery, as well as, cooperate with local officials and news media outlets – press, radio and TV stations – for proper presentation.

Section 8. The Committee shall carry out such other duties as assigned by the Media and Communications Commission, Department Commander, the Department Executive Committee or a Department Convention.

Section 9. The Committee will meet at the call of the Chairman when necessary. The Committee Chairman will notify committee members and the Media and Communications Commission
Chairman of upcoming meetings and provide meeting minutes following the meeting to the Department Commander, Department Adjutant, Committee members, and the Media and Communications Commission Chairman.

Section 10. The Committee Chairman shall submit a proposed budget to the Media and Communications Commission Chairman in response to the Permanent Finance Commission’s call for the following American Legion year.

Section 11. The Committee Chairman will review and approve, as appropriate, all expenditures prior to the expense of funds from his Committee budget.

Section 12. The Committee Chairman shall make periodic reports of the Committee’s activities to the Department Executive Committee. The Committee Chairman will submit a written report to the Media and Communications Chairman or attend the Department Executive Committee upon the request of the Department Commander or Media and Communications Commission Chairman.

Section 13. The Committee Chairman 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 14. The Committee shall judge or appoint a committee to judge the winners of the Post Public Relations Awards year prior to the annual Department of Oregon Convention. Public Relations Awards for the current American Legion membership year will be awarded to Posts based on membership in the following categories:

Category 1: Posts with membership 15-150.
Category 2: Posts with membership 151-300.
Category 3: Posts with membership 301-450.
Category 4: Posts with membership 451 and more.

The Department of Oregon Public Relations Committee will recognize the winners during the annual Department Convention.
Code of Procedures

MEMBERSHIP & POST ACTIVITIES COMMISSION

Approved DEC: October 2020

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 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.
CODE OF PROCEDURE
NATIONAL SECURITY/FOREIGN
RELATIONS AND HOMELAND
SECURITY COMMISSION

Approved: D.E.C. October 2020

Section 1. In the interest of an effective organization and control of
American Legion Activities, the Department National
Security/Foreign Relations and Homeland Security Commission has
adopted a code of Procedure outlining its duties and responsibilities
to formulate and guide the Department National Security/Foreign
Relations and Homeland Security Commission programs. The
following Committees are assigned to this Commission for
supervision and coordination. Foreign Relations Committee, Law and
Order and Homeland Security Committee, Military Benefits and
Quality of Life Committee, National Guard and Reserve Forces
Committee. The Chairmen of these Committees shall also be a
member of the National Security/ Foreign Relations and Homeland
Security Commission.

Section 2. This Commission shall consist of five (5) members.
The incoming Commander shall appoint a new four (4) year
member and one (1) year member to the Commission. He also will
pick the Chairperson. The existing Commission members will go
from four (4) years to three (3) years; three (3) years to two (2)
years and two (2) years to one (1) year.

Section 3. This Commission shall meet at the direction of the
chairperson or the Department Commander. The chairperson
shall report to the Department Commander, the D.E.C. and the
annual Department Convention.

Section 4. This Commission shall annually prepare and present
a budget to the Permanent Finance Commission for their approval
prior to the Annual Department Convention.

Section 5. A minimum of two (2) meetings must be held each
year and the chairperson shall make written report to the
Department Commander at years' end. If, by prior information, a
quorum (3 members) cannot be present at called meeting, the Chairman shall contact each member by mail, phone or e-mail and their replies to proposed actions and recommendations shall be the basis for actions and recommendations by the Chairman.

Section 6. The Commission shall help all Posts with the programs pertaining to National Security/Foreign Relations and Homeland Security and keep the membership aware of and informed about the world situations.

Section 7. The Commission Chairperson shall appoint one (1) member of the Commission to take the position of MIA-POW issue and to help bring this issue to a successful conclusion.

Section 8. It shall be the duty of the MIA-POW Chairman to review, keep track of and report on the MIA-POW issue and to help bring this issue to a successful conclusion.


Section 10. It shall be the duty of the National Security/Foreign Relations and Homeland Security Commission to promote an active relationship with the nearest American Red Cross Chapter to every American Legion Post within this Department. The purpose of this relationship being to promote and encourage The American Legion family to participate in the long-established ARC training programs as students, teachers and blood donors. The Commission shall be responsible for the judging and awarding of the plaques for the program titled “The American Legion Post Blood Donors Program”

(a) The rules and guidelines to follow are published by the American Legion, Department of Oregon, Trophy & Awards Committee Questionnaires bulletin, “NUMER 3 Blood Donor Report”.

(b) A copy of the rules and guidelines to be used by all Posts in the Department of Oregon will be sent out with The American Legion, Department of Oregon Trophy & Awards questionnaires
each year prior to the Annual Department Convention or by requesting it from the Adjutant, The American Legion Department of Oregon, P O Box 1730, Wilsonville, OR 97070-1730 or by phone 503-685-5006. A copy is attached.

Section 11. This Commission shall be responsible for the program titled "The American Legion Law Enforcement Officer of The Year Award".

(a) The rules and guidelines to follow are published by the National Security Foreign Relations Division, The American Legion, 1608 K Street, NW, Washington DC 200006 in a memorandum dated December 1, 1998, a copy of which is attached.

(b) A copy of the rules and guidelines to be used by all Posts in the Department of Oregon can be obtained by requesting it from the Adjutant, The American Legion, Department of Oregon, and PO Box 1730, Wilsonville, Oregon 97070-1730 or by phone 503-685-5006. A copy is attached.

Section 12. This Commission shall be responsible for the program titled "The American Legion Firefighter of the Year Award".

(a) The rules and guidelines to follow are published by the National Security Foreign Relations Division. The American Legion, 1608 K Street, NW, Washington DC20006.

(b) A copy of the rules and guidelines to be used by all Posts in the Department of Oregon can be obtained by requesting it from the Adjutant, The American Legion, Department of Oregon at P.O. Box 1730, Wilsonville, Oregon 97070-1730 or by phone at 503-685-5006. A copy is attached.
CODE OF PROCEDURE
FOREIGN RELATIONS/ROTC COMMITTEE

Approved DEC: October 2020

Section 1. The American Legion and the Department of Oregon are strong supporters of the Reserve Officer Training Corps at both the junior level (high school) and in colleges and universities.

Section 2. The Committee shall meet at the behest of the Commission Chair or Department Commander and will be composed of five (5) members.

Section 3. The Committee shall prepare an activity report as directed to do so by the Commission Chair.

Section 4. The Committee shall conform to the guidance contained in Resolution No.20 passed by the National Executive Committee at the Spring 2000 meeting encouraging Departments to establish outstanding JROTC Cadet of the Year. Also, Resolution No. 11 passed during the Spring 2006 NEC meetings which encourages Departments, Districts and Posts to present American Legion ROTC medals to requesting Colleges, Universities, Junior Colleges and High Schools.

Section 5. As of July 2017, ROTC is being offered at the following Colleges and Universities in Oregon:

University of Oregon---Air Force

Oregon State University --Army, Navy, Air Force

Western Oregon University

Linn Benton Community College

University of Portland--Army, Air Force

Portland State University

Eastern Oregon University

Section 6. JROTC programs to be added to the list as they are presented.
CODE OF PROCEDURE
LAW AND ORDER HOMELAND SECURITY COMMITTEE

Approved DEC: October 2020

Section 1. In the interest of an effective organization and control of American Legion Activities, the Law and Order Homeland Security Committee has developed a Code of Procedure in conjunction with the Department National Security/Foreign Relations and Homeland Security Commission. This Code of Procedure will better formulate and guide the Law and Order Homeland Security Committee in its support of the parent Commission and Department of Oregon.

Section 2. This Committee shall consist of five (5) members. The Department Commander shall appoint a new four (4) year member and one (1) year member to the Committee.

Section 3. This Committee shall meet at the direction of the Committee Chair or the Commission Chair. The Committee Chair shall report to the Commission Chair ten (10) days prior to the D.E.C. and the annual Department Convention.

Section 4. This Committee shall annually prepare and present a proposed budget to the Commission Chair for Permanent Finance Commission review prior to the Annual Department Convention.

Section 5. A minimum of two (2) meetings must be held each year and the Chair shall make a written report to the Commission Chair at years’ end. If, by prior information, a quorum (3 members) cannot be present at called meeting, the Chair shall contact each member by mail, phone, conference call or e-mail and their replies to proposed actions and recommendations shall be the basis for actions and recommendations by the Chair.

Section 6. The Committee shall help the Department National Security/Foreign Relations and Homeland Security Commission in supporting all Posts with the programs pertaining to this Committee and keep the Commission Chair aware of and informed about the world situations.

Section 7. The Commission Chair shall appoint one (1) member of the Committee to take the position of MIA-POW issue and to help bring this issue to a successful conclusion.

Section 8. It shall be the duty of the Law and Order Homeland Security Committee to review, keep track of and report on the MIA/POW issue and inform and support the Commission to help bring this issue to a successful conclusion.

Section 9. As the National Security/Foreign Relations and Homeland Security Commission Code of Procedure shall be reviewed and updated if necessary, by this Commission so will the Code of Procedure for the Law and Order Homeland Security Committee prior to the Fall D.E.C. meeting approval.

Section 10. It shall be the duty of the Law and Order Homeland Security Committee to support the National Security/Foreign Relations and Homeland Security Commission in
promoting an active relationship with the nearest American Red Cross (ARC) chapter to every American Legion Post within this Department. The purpose of this relationship being to promote and encourage The American Legion family to participate in the long-established ARC training programs as students, teachers and blood donors.

**Section 11** The Law and Order Homeland Security Committee will be responsible for the program titled “The American Legion Law Enforcement Officer of The Year Award”.

(a) The rules and guidelines to follow are published by the National Security Foreign Relations Division, The American Legion, 1608 K Street, NW, Washington DC 20006 in a memorandum dated December 1, 1998, a copy of which is attached.

(b) A copy of the rules and guidelines to be used by all Posts in the Department of Oregon can be obtained by requesting it from the Adjutant, The American Legion, Department of Oregon, and PO Box 1730, Wilsonville, Oregon 97070-1730 or by phone 503-685-5006. A copy is attached.

**Section 12** The Law and Order Homeland Security Committee will work with the National Security Commission Chair to nominate a candidate for the program titled “The American Legion Law Enforcement Officer of The Year Award”.

**Section 13** The Law and Order Homeland Security Committee will be responsible for the program titled “The American Legion Firefighter of the Year Award.

**Section 14** The Law and Order Homeland Security Committee will work with the National Security Commission Chair to nominate a candidate for the program titled “The American Legion Firefighter of the Year Award.

(a) The rules and guidelines to follow are published by the National Security Foreign Relations Division. The American Legion, 1608 K Street, NW, Washington DC 20006.

(c) A copy of the rules and guidelines to be used by all Posts in the Department of Oregon can be obtained by requesting it from the Adjutant, The American Legion Department of Oregon at P.O. Box 1730, Wilsonville, Oregon 97070-Law and 1730 or by phone at 503-685-5006. A copy is attached.
CODE OF PROCEDURE
MILITARY BENEFITS AND QUALITY OF LIFE COMMITTEE

Approved DEC: October 2020

SECTION 1. In the interest of an effective organization and control of American Legion activities, the Military Benefits and Quality of Life Committee has developed this Code of Procedure in accordance with the Department Nation Security/Foreign Relations – Homeland Security Commission.

SECTION 2. The Committee shall consist of five (5) members, the Chair and four (4) other members. The Department Commander shall appoint these members. The Chair shall also be a member of the National Security/Foreign Relations – Homeland Security Commission.

SECTION 3. The Committee shall meet at the discretion of the Committee or Commission Chair. The Committee shall provide a written report to the Commission Chair 45 days prior to a D.E.C. and the annual Department Convention.

SECTION 4. Purpose:

a. To review compensation, retirement benefits, health care and quality of life issues for service personnel of the active, Reserve and Guard components of our nation’s military and military retirees, as well as their families.

b. To make recommendations that will assure the quality of life of our armed forces personnel and military retirees.

c. Such other purposes that may be assigned to it by the D.E.C.
CODE OF PROCEDURE
NATIONAL GUARD & RESERVE COMMITTEE

Approved DEC: October 2020

SECTION 1. In the interest of an effective organization and control of American Legion activities, the National Guard and Reserve Forces Committee has developed this Code of Procedures in accordance with the Department Nation Security/Foreign Relations – Homeland Security Commission.

SECTION 2. The Committee shall consist of five (5) members; the Chair and four (4) other members. The Department Commander shall appoint two members. The Chair shall also be a member of the National Security/Foreign Relations – Homeland Security Commission.

SECTION 3. The Committee shall meet at the discretion of the Committee or Commission Chair. The Committee shall provide a written report to the Commission Chair and Department Headquarters 45 days prior to a D.E.C. and the annual Department Convention.

SECTION 4. Purpose: To review the budgets of the National Guard and Reserve components of the armed services to ensure that the Guard and Reserve Forces have sufficient number of personnel for assigned missions both state and federal, sufficient budgets for training as well as modern equipment to meet all obligations.

SECTION 5: To assist Posts with assistance to the National Guard and Reserves.
CODE OF PROCEDURE

PERMANENT FINANCE COMMISSION

Approved: D.E.C. October 2020

1. The Permanent Finance Commission’s regularly scheduled meeting shall meet prior to any Department Executive Committee meeting, or at the call of the Chairman or Department Commander.

2. A Special Meeting of the Permanent Finance Commission may be called by any two members if the request is submitted to the Chairman at least seven days prior to date of such meeting.

3. The participation of any three of the five members in a regular or special meeting shall constitute a quorum.

4. The participation in any meeting by any member may be by letter, phone, FAX or e-mail or in person.

5. The Permanent Finance Commission shall be advisory to the Department Executive Committee on all matters of Department finance and, in addition thereto, shall have full authority of approval or veto over any and all expenditure in excess of the amount budgeted and adopted by the annual Department Convention. (Article VIII, Section 4 Department By-Laws)

6. Any request for expenditures by any committee, commission or individual requiring either an increase, or change in amounts budgeted as approved by the Department Convention, must be submitted to the Permanent Finance Commission a minimum of thirty (30) days prior to the Department Executive Committee meeting at which the final approval is required. Failure to do so will mean no consideration or recommendation will be made by the Permanent Finance Commission until its next regularly scheduled meeting.

7. (a) It shall be the duty of the Permanent Finance Commission to prepare an annual budget for the Department of Oregon; such budget shall be presented to the Department Executive Committee for its approval at the Spring Department Executive Meeting.

(b) After such meeting, approved changes shall be made and the proposed budget shall be published in the Pre-convention (May-June issue) with the electronic The Oregon Legionnaire.
8. The members of the Permanent Finance Commission shall be in attendance at the Department Convention for the purpose of taking remedial action to correct or clarify the Department Budget in the event of a dispute in the method of drafting the proposed budget arises. Such changes will then be presented to the Department Convention for their approval. Members will be provided up to two (2) days per diem and travel to Department Convention for this purpose.

9. The budget meeting will be held at the call of the Chairman for the next year’s budget.

10. The Commission along with the Administration and Advisory Commission shall have the responsibility for reviewing and making recommendations to the Department Executive Committee on all revenue enhancement program.
CODE OF PROCEDURE
VETERANS AFFAIRS AND REHAB (VA&R) COMMISSION

Approved DEC: October 2020

Section 1: In the interest of an effective organization and control of American Legion activities, the Department VA&R Commission has adopted a Code of Procedure outlining its duties and responsibilities to formulate and guide the Department VA&R programs. (10/05/2014)

Section 2: This Commission shall consist of five members: The new incoming Commander shall appoint a new four (4) year member, three (3) year member, and a one (1) year member to the Commission. The existing Commission members will go four (4) years to three; three (3) years to two (2); two (2) years to one (1). At the first meeting of the new term, the VA&R Commission will elect one of its members to serve as Vice Chair and one to serve as Secretary during that term of office. The Vice Chair shall assume all duties of the Chair in that person's absence. (10/05/2014)

Section 3: This Commission shall meet at the direction of the Chair or the Department Commander. The Chair shall report to the Department Commander, the D.E.C. and the annual Department Convention. (10/05/2014)

Section 4:

(a) This Commission shall annually prepare and present a budget to the Permanent Finance Commission for the approval prior to the annual Department Convention.

(b) Quarterly statements of the VA&R budget shall be mailed to all members of the VA&R Commission, members of the Department Executive Committee, the Department Commander and all Department Service Officers. (10/05/2014)

Section 5:

(a) This Commission shall be the advisory board for the Department Service Office. To implement approved policies and programs, the Department Service Officer, designated as Office Supervisor, shall have administrative authority and operate the Department Service Office at designated authorized hours. The Department Service Office shall be governed by the approved annual budget of the Department VA&R Commission. The Department Service Office will regulate Field Service and visits to VAMC’s, subject to approval of the VA&R Commission. (10/05/2014)

(b) Employee Evaluation. All full-time and ongoing part-time Department Service Office employees shall have their work performance evaluated by the VA&R Commission chair or designee at the end of a probationary period and annually thereafter with 30 days of the anniversary date of the employee’s date of hire, date of reclassification or date of transfer to another position. All employee evaluations
will be timely and in writing. Once completed, the evaluation will be sent to the Department Adjutant.

(c) All travel outside of this “plan” must be approved by the VA&R Chair. The Commission shall review each travel request so that the Service Officer is covered for actual expenses. This to be based on cost of a reasonably priced hotel room with single occupancy, and adequate but reasonable reimbursement for meals. (10/05/2014)

(d) The VA&R Chair or a representative will make at least one visit to the three Department of Veterans’ Affairs facilities during the year. Those facilities are the Portland VA Hospital, the VA Roseburg Health Care System, and White City VA Rehabilitation Center. Visitations should be arranged with The American Legion volunteer or representative for a tour of the VA facilities. The Chair will make at least one visit to the Department Service Office during the year. (09/17/2017)

Section 6: The Department Service Officer shall submit a quarterly report of the Department Service Office activities to this Commission and prepare a column for The Oregon Legionnaire quarterly i.e., once for each edition. The Department Service Officers will supply Post Service Officers with forms and information necessary for their compliance with Post duties. (10/04/2014)

Section 7:

(a) The Service Officer is required to hold Service Officers Outreach Programs at the Department Level. The Service Officer will be available upon request, to hold a Service Officers’ Outreach Program when notified by the Commission Chair. All requests for Service Officers’ Outreach Program must be submitted at least two (2) months in advance through the VA&R Commission for approval. (10/05/2012)

(b) The Service Officer shall attend Department Executive Committee meetings, subject to the approval of the Chair and/or Commission. Adequate prior planning must be done so that Post Service Officers and veterans in the area will be able to avail themselves of this service. (10/05/2014)

(c) The Department Service Officer will be the Department designee for processing Temporary Financial Assistance (TFA) requests. (10/23/11) (Eliminate)

Section 8: The annual VA&R budget will not provide for direct relief or welfare. (10/04/2014)

Section 9:

(a) The VA&R Chair shall see that the VA Hospital representative has a copy of the VA&R Code of Procedure. Also a copy defining his/her Code of Procedure and duty assignments as the VA Hospital representative, on file at his/her location. (10/05/2014)

(b) VA&R representative and Deputy Medical Center and VA&R Center volunteers will be reimbursed at the rate of 20 cents per mile round trip, providing the travel
is in excess of five (5) miles with a maximum reimbursement up to 100 miles per 
trip from their home to the official volunteer site. All VA&R travel expense 
requests must be provided to the VA&R Chair within 30 days after the date of the 
event. (10/05/2014)

Section 10: The VA&R Commission may recommend to the Department the forming of a 
sub-Committee(s) when it is deemed necessary to the health and welfare of our veterans, their 
dependents, and survivors. (10/04/2014)

  a) Department Service Office Expansion of Services. The Commission recommends to the 
Department to form a sub-committee to increase Department Service Office throughout 
the State of Oregon under the Power of Attorney of the American Legion Department 
Services Office. The American Legion Oregon notes an increased demand for trained 
service officers due to multiple factors. Primarily, this increase is in response to the 
changing service model of Oregon Department of Veteran Affairs (ODVA).

  b) The purpose of this sub-committee is as follows:

1) To assess the benefits of expanding services throughout the 10 districts of Oregon 
   with minimal costs to current budget.

2) To identify claims agents with cross-accreditation recognized by the American 
   Legion such as County Veteran Service Officers, Veteran Service Officers and 
   Tribal Veteran Representatives/Service Officers.

3) Create a Memorandum of Understanding between Office of Tribal Government 
   Relations (OTGR)-which is Veterans Affairs, ODVA, American Legion Oregon 
   and the 9 Tribes of Oregon.

  c) The sub-Committee will conduct monthly meetings via GoToMeetings. The meetings 
will include the following representatives:

1) Veteran Affairs & Rehabilitation Commission Chair and members

2) Administrative & Advisory Commission Chair or representative

3) Permanent Finance Commission Chair or representative

4) Department Service Officer

5) Department Commander, Department 1st Vice Commander, Department 2nd Vice 
   Commander, Department Adjutant, OTGR, ODVA & 9 Tribes of Oregon as 
   needed

  d) The VA&R Commission Chair will submit a written report at quarterly DEC meetings.
CODE OF PROCEDURES

VETERANS EMPLOYMENT AND EDUCATION COMMISSION
(Formerly Economics Commission)

Approved: D.E.C. October 2020

Section 1: In the interest of an effective organization and control of American Legion Activities, the Department Veterans Employment and Education Commission has adopted a Code of Procedures outlining its duties and responsibilities to formulate and guide the Department Veterans Employment and Education Programs.

Section 2: Purpose

- To supervise and coordinate all activities of committees assigned to the Veterans Employment and Education Commission.
- When necessary, to initiate action concerning all matters affecting the economic well-being of veterans and/or the re-establishment of all war veterans returning to civilian life after a period of active service in the Armed Forces of the United States.
- To keep the Department Commander and the Department Executive Committee (DEC) informed concerning all developments affecting the economic welfare of veterans in all areas under the jurisdiction of the Veterans Employment and Education Commission.
- Such other purposes as may be assigned to it by the Department Executive Committee.

Assigned to the Veterans Employment and Education Commission for supervision and coordination are the Employment and Veterans Preference Committee, and the Veterans Education, Other Benefits and Homelessness Committee.

Section 3: The Veterans Employment and Education Commission will be composed of three regular members appointed by the new incoming Department Commander and confirmed by the Department Executive Committee as provided in Section 9, Article IX of the By-laws of the Department of Oregon. The Department Commander will appoint a chairman for the Veterans Employment and Education Commission and the chairman of the Employment and Veterans Preference Committee, and the Veterans Education, other Benefits and Homelessness Committee. The Veterans Employment and Education Commission members will be the commission and committee chairman. The commission members will pick a Vice-Chairman, recording secretary, and other positions deemed necessary to carry on the business of the Commission at their first meeting. Commission membership may be augmented through the
appointment of liaison members to represent the Commission in key job market areas of Oregon.

Section 4: The commission shall meet at the direction of the chairman or the Department Commander. The Chairman shall report to the Department Commander, the Department Executive Committee, and the annual Department Convention. Upon request of any two members of the Commission, the Chair shall be required to call a special meeting. The Chair is authorized to conduct business of the commission meetings by telephone, email, or correspondence.

Section 5: A majority of current regular members of this commission shall constitute a quorum for commission meetings. Except where a greater majority would be required by the nature of the motion being considered, a majority vote of regular commission members present at a meeting shall be required to adopt a motion. The concurrence of a majority of regular commission members shall be required to authorize an action of the commission between meetings.

Section 6: This commission shall annually prepare and present a budget to the Permanent Finance Commission for approval at the Department Convention. The budget shall be itemized to indicate the amount to be used for (a) Programs, (b) Administration, and (c) Travel. All expenditures of all funds allocated to the Veterans Employment and Education Commission must be approved in advance by the Chairman.

Section 7: The Veterans Employment and Education Commission will have responsibility for three areas: (a) Employment and Veterans Preference, (b) Veterans Education, Other Benefits and Homelessness, and (c) Veterans Employment events.

   a) Employment and Veterans Preference: To initiate action were needed concerning matters of the economic well-being and the re-establishment of veterans returning to civilian life after a period of active service.

   b) Veterans Education, Other Benefits and Homelessness: Provide support and education material, with support from other commissions at National Guard Yellow Ribbons events, Homeless Veteran’s Stand Downs, National Guard Armory’s, Revitalization Events, coordinate and support Department of Defense (DOD) Employment initiative of all returning warriors to have a job. Coordinate with the local community, Department of Labor-Veterans Employment (DOL-VETS), Veterans Administration (VA), Employers Support of Guard and Reserve (ESGR), National Guard for supporting events.

   c) Veterans Employment events: As a partner with DOL-VETS, ESGR, VA, DOD, coordinate and support all Veterans Employment events with an American Legion
Team to include Department Officers, Department Service Officers, this Commission, Veterans Affairs and Rehabilitation (VA&R) and Membership and Post Activities (M&PA) Commissions and Public Relations Commission support and local District and Post participation.

Section 8: The Department Veterans Employment and Education Commission Chairman shall submit a monthly report of the Department Veterans Employment and Education Commission activities to the Department Commander, Department Officers, Department Commission Chairs and this Commission and prepare a column for the Oregon Legionnaire for each edition of this Commission and Committee’s activities.

Section 9:

a) The Department Veterans Employment and Education Commission Chairman will attend Department Executive Committee meetings, subject to the approval of the Department Commander to report the activities of this commission in addition to providing a book of reports of this commission activity for each Department Executive Committee meeting.

b) The Department Veterans Employment and Education Commission Chairman is responsible to provide instruction on the mission and responsibilities of the Commission and Committees of this Commission at training sessions at Department Executive Committee meetings and when called on by the Department Commander.

c) When the subject matter to be discussed at any commission meeting would be of interest or concern to chairmen of other commissions, the chairman may request representation from the other commissions to ensure necessary coordination among all commissions involved.

d) This Commission shall be the advisory board for the Department Commander, Department Officers and the Department Executive Committee on Employment, Veterans Preference, Veterans Education, and other Benefits, Veterans At-Risk and Homelessness and Veterans Employment issues, solutions and events.

e) Commission members are expected to participate fully in the activities of the commission. Unexcused absence from two commission meetings shall constitute a ground for removal from the commission. Consistent failure to participate as required shall constitute grounds for removal from the commission or committee. The Department Commander shall have the authority to remove the member of the Commission upon recommendation by the Commission Chair for Cause.

Section 10: The Department Veterans Employment and Education Commission Code of Procedures shall be reviewed and updated if necessary, by this Commission for the Fall Department Executive Committee meeting for approval.
CODE OF PROCEDURES

VETERANS EDUCATION, OTHER BENEFITS AND HOMELESSNESS COMMITTEE
(Assigned to Veterans Employment and Education Commission)

Approved: D.E.C. October 2020

Section 1: The Veterans Education, Other Benefits, and Homelessness Committee shall consist of a Chairman and a member not to exceed two members. The Chairman of the Veterans Education, Other Benefits, and Homelessness Committee and member shall be selected by the new incoming Department Commander and confirmed by the Department Executive Committee. The Chairman of the Veterans Education, Other Benefits, and Homelessness Committee shall be a member of the Veterans Employment and Education Commission.

Section 2: Purpose

- To insure that veterans education benefits provided by the United States government to veterans are sufficient to pay all of the cost of a college education at state-supported colleges, all of the costs of trade school education, and a substantial portion of education provided by privately-owned colleges;
- To insure that every generation of veterans has substantially the same or better benefits than the previous generation;
- To insure that the federal and local governments are allocating sufficient resources to alleviate and end the challenge of homelessness among America’s veterans;
- To insure that all veterans receive the benefits to which they are entitled as recompense for their military service on behalf of a grateful nation;
- To understand, support, and disseminate the principles of the Veterans Employment and Education Commission to which this Committee is assigned.
- To coordinate and provide guidance for all Point in Time (PIT) counts for Homeless Veterans activity in the Department of Oregon.
- Such other purposes as may be assigned to it by the Department Executive Committee.

Assigned to the Veterans Employment and Education Commission for supervision and coordination.

Section 3: The committee shall meet at the direction of the chairman or the Chairman of the Veterans Employment and Education Commission or Department Commander. The Chair is authorized to conduct business of the committee meetings by telephone, email, or correspondence.
Section 4: This committee shall annually prepare and present a budget to the Veterans Employment and Education Commission for review and the Commission will submit to the Permanent Finance Commission for approval at the Department Convention. The budget shall be itemized to indicate the amount to be used for (a) Programs, (b) Administration, and (c) Travel. All expenditures of all funds allocated must be approved by the Veterans Employment and Education Commission Chairman in advance.

Section 5: The Veterans Education, Other Benefits and Homelessness Committee will provide support and education material, with support from other commissions at National Guard Yellow Ribbon events, Homeless Veteran’s Stand Downs, National Guard Armory’s, Revitalization Events, coordinate and support Department of Defense (DOD) Employment initiative of all returning warriors to have a job. Coordinate with the local community, Department of Labor-Veterans Employment (DOL-VETS), Veterans Administration (VA), Employers Support of Guard and Reserve (ESGR), National Guard for supporting events.

Section 6: The Veterans Education, Other Benefits, and Homelessness Committee shall submit a monthly report of the Veterans Education, Other Benefits, and Homelessness activities to the Department Veterans Employment and Education Commission Chairman for incorporation in the activities report of the Department Veterans Employment and Education Commission.

Section 7:

a) When the subject matter to be discussed at any committee meeting would be of interest or concern to chairmen of other commissions/committees, the chairman may request representation from the other commissions to ensure necessary coordination among all commissions/committees involved.

b) Committee members are expected to participate fully in the activities of the committee. Unexcused absence from two committee meetings shall constitute a ground for removal from the committee. Consistent failure to participate as required shall constitute grounds for removal from the committee. The Department Commander shall have the authority to remove the member of the Committee upon recommendation by the Commission Chair for Cause.

Section 8: The Veterans Education, Other Benefits, and Homelessness Committee Code of Procedures shall be reviewed and updated if necessary by this Committee for the Fall Department Executive Committee meeting for approval.

Adopted:
CODE OF PROCEDURES

EMPLOYMENT AND VETERANS PREFERENCE COMMITTEE
(Assigned to Veterans Employment and Education Commission)

Approved:  D.E.C. October 2020

Section 1: The Employment and Veterans Preference Committee shall consist of a Chairman and a member not to exceed two members. The Chairman of the Employment and Veterans Preference Committee and member shall be selected by the new incoming Department Commander and confirmed by the Department Executive Committee. The Chairman of the Employment and Veterans Preference Committee shall be a member of the Veterans Employment and Education Commission.

Section 2: Purpose

- To survey, study, and recommend solutions on problems relating to employment, unemployment, underemployment, reemployment, and workers compensation of a war veterans who seek, or have, attachment to the labor force, public and private;
- To study all questions involved in the protection of preferential rights of veterans in civil service;
- Such matters as may concern the obtaining of veterans’ preference by legislation, with special attention to securing a more rigid enforcement and broad extension of federal, state, and municipal civil service, with adequate preference for veterans by legislation, and assisting veterans in the enforcement of the veterans’ preference provisions of the law in cases which may be referred to it that show a violation of the spirit or letter of said veterans’ preference provisions contained in the federal statutes, federal civil service regulations, executive orders, or otherwise in all federal governmental employment;
- To understand, support, and disseminate the principles of the Employment and Education Commission to which this Committee is assigned.
- Such other purposes as may be assigned to it by the Department Executive Committee.

Assigned to the Veterans Employment and Education Commission for supervision and coordination.

Section 3: The committee shall meet at the direction of the chairman or the Chairman of the Veterans Employment and Education Commission or Department Commander. The Chair is authorized to conduct business of the committee meetings by telephone, email or correspondence.
Section 4: This committee shall annually prepare and present a budget to the Veterans Employment and Education Commission for review and the Commission will submit to the Permanent Finance Commission for approval at the Department Convention. The budget shall be itemized to indicate the amount to be used for (a) Programs, (b) Administration, and (c) Travel. All expenditures of all funds allocated must be approved by the Veterans Employment and Education Commission Chairman in advance.

Section 5: The Employment and Veterans Preference Committee will have responsibility for and to initiate action where needed concerning matters of the economic well-being and the re-establishment of veterans returning to civilian life after a period of active service.

Section 6: The Employment and Veterans Preference Committee shall submit a monthly report of the Employment and Veterans Preference activities to the Department Veterans Employment and Education Commission Chairman for incorporation in the activities report of the Department Veterans Employment and Education Commission.

Section 7:

a) When the subject matter to be discussed at any committee meeting would be of interest or concern to chairmen of other commissions/committees, the chairman may request representation from the other commissions to ensure necessary coordination among all commissions/committees involved.

b) Committee members are expected to participate fully in the activities of the committee. Unexcused absence from two committee meetings shall constitute a ground for removal from the committee. Consistent failure to participate as required shall constitute grounds for removal from the committee. The Department Commander shall have the authority to remove the member of the Committee upon recommendation by the Commission Chair for Cause.

Section 8: The Employment and Veterans Preference Committee Code of Procedures shall be reviewed and updated if necessary by this Committee for the Fall Department Executive Committee meeting for approval.

Adopted:
CODE OF PROCEDURE
The Oregon American Legion Foundation
(ТОALF), 501(c)3

Approved: D.E.C. October 2020

PURPOSE:
In strict Compliance with the Constitution and Bylaws of this Foundation, the purpose of this Foundation is to serve as an adjunct nonprofit to The American Legion, Department of Oregon. The Funds raised by this Foundation are to be used to support the charitable programs of The American Legion, Department of Oregon. The composition of the Board of TOALF is defined in the Constitution and Bylaws.

Article 1. Fundraising

1. This commission shall develop the rules for fundraising within the Foundation.
2. The Constitution and Bylaws of the Foundation define the methods that can be used to solicit funds.
3. Fundraising will be encouraged by the Foundation to be conducted throughout the Department of Oregon, by assuring that there is a clear understanding that the funds that are to be designated as tax-exempt under IRS Code 501(c)3 must be directed to the Foundation. Training will be provided throughout the year, with at least one formal training program provided to interested Department members each year.
4. All in-kind donations of goods and services must be documented and receipted for by the Foundation. Every donation, monetary or in-kind, must be acknowledged by a letter of gratitude that identifies the donation and displays the Tax Id Number of the TOALF.
5. All actions of the Fundraising Subcommittee must represent the approval of a majority of the Subcommittee members.

Article 2. Administration/Management

1. Fund maintenance will be open, visible, and consistent with the needs of TOALF, as well as The American Legion, Department of Oregon.
2. All funds will be kept in a separate bank account, clearly documenting all transactions consistent with Generally Accepted Accounting Practices.
3. Investments, when called for, will be recommended by the Administration/Management Subcommittee for approval of a majority of the Board Members voting at a regularly scheduled meeting of the Board, with a quorum present.

4. Any movement of funds from the accounts of TOALF must be within the guidelines of the Constitution and Bylaws and approved by a majority of the Board Members voting at a regularly scheduled meeting of the Board, with a quorum present.

5. All actions of the Administration/Management Subcommittee must represent the approval of a majority of the Subcommittee members.

Article 3. Grant Processing

1. All decisions on grant applications must be presented to the Board of Directors with a recommendation from the Grant Processing Subcommittee. A majority of the Board of Directors in attendance at a regularly scheduled meeting constituting a quorum is required to approve any grant request.

2. Grant processing procedures, including application forms and criteria for approval, must be proposed by the Grant Processing Subcommittee to the Board of Directors.

3. Information regarding the procedures, forms, and criteria for approval of grants from TOALF must be shared throughout The American Legion, Department of Oregon.

4. All approved grants will require the recipient to meet certain targets or goals and to report the activities supported by the grant to TOALF.

5. All actions of the Grant Processing Subcommittee must represent the approval of a majority of the Subcommittee members.

6. When short time-frame grant approval is required between regularly scheduled meetings, grants will be sent to the Chair of the Grant Committee, and voting upon grants may be conducted by electronic means (email). In such cases, email responses by voting members will be made to all voting members, so that terms and conditions of grant approval may be viewed by all members.