

# **CODE OF PROCEDURE BOY SCOUTS COMMITTEE**

Approved DEC: October 2020

- I. 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.