

# CODE OF PROCEDURE BOYS STATE COMMITTEE

Approved Fall D.E.C. October 2021

**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](http://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.

**Section 12.** Technical Correction: Meetings may be conducted using virtual technologies (i.e., video/teleconferencing platforms) in addition to what may already be provided for in this code of procedure. (Action approved at Fall DEC, 10/10/2021.)

**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