



2022-2023

# CODE OF PROCEDURES

To be voted on at Fall DEC



## Code of Procedures to be voted on at Fall DEC

Commission / Committee (As of: 09/22)	Name	Updated / rec'd	CC
Admin & Advisory Commission	Charles Schmidt	revised	CS
Americanism Commission	Lou Neubecker	no change	LN
Baseball Committee	Michael Sowles	revised	MS
Boy Scouts Committee	Larry Wittmayer	no change	LW
Boys State Committee	Fred Broadwater	no change	FB
Children & Youth Committee	Judy Johnston	no change	JJ
Junior Shooting Sports Air Rifle Comt	Rahl Salem	no change	RS
Law Enforcement Career Committee	Eddie Owens	no change	EO
Oratorical Committee	Maria Tye	revised	MT
Convention Commission	Jon Marsh	revised	JM
Internal Affairs Commission	Richard Ramey	revised	RR
American Legion Riders Committee	Gale Sears	no change	GS
Constitution & By-Laws Committee	Ward Allen	no change	WA
Resolution Assignment Committee	Terry Brown	revised	TB
Sons of the American Legion Committee	Steve Adams	revised	SA
Training & Development Committee	Steve Adams	revised	
Trophy and Awards Committee	Judy Johnston	no change	JJ
Legislative Commission	John Lee	revised	JL
Media & Communications Commission	Don Weber	revised	DW
Legionnaire Committee	Renee Ohler	no change	RO
Information & Technology Committee	Larry Edwards	no change	LE
Public Relations Committee	Don Weber	revised	DW
Membership & Post Activities Commission	Dan Burks	revised	DB
National Security Commission	Greg Marvin	no change	GM
Foreign Relations Committee/ROTC	Tom Fitzgerald	revised	TF
Law & Order and Homeland Security Committee	David Solomon	no change	DS
Mil Ben & Quality of Life Committee	Adam Gettmann	no change	AG
National Guard & Reserve Committee	Greg Marvin	no change	GM
Permanent Finance Commission	Kevin Owens	no change	KO
VA&R Commission	Bob Huff	no change	BH
Vets Employment & Ed Commission	Bob Huff	no change	BH
Vets Ed & Homeless Committee	Bob Huff	no change	BH
The Oregon American Legion Foundation	Kevin Owens	revised	KO

Commissions = 12

Committees = 21





# **CODE OF PROCEDURE**

## **ADMINISTRATIVE & ADVISORY COMMISSION**

Approved Fall D.E.C. October 2021

Commission members are 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, 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 personal 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 with the adjutant at the Fall Meeting. The Dept. Commander and the Chairperson of the A & A Commission will evaluate the Dept. Adjutant in the Spring, before his/her contract is renewed. (10/9/2021)

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.)



# CODE OF PROCEDURE

## LEGION BASEBALL COMMITTEE

Proposed by Michael Sowles Baseball committee Chair

1. This Committee shall be composed of Fourteen (14) members, AKA Commissioners, The Chair person is appointed for a four-year term and is A Member of the American Legion or Family of the Legion Members, Such as a Son of the American Legion or an Auxiliary Member of the American Legion. All others of this Committee shall serve as appointed until they choose to be replaced. The committee is made up of Coaches, Managers, Legion Members and Business Community Representatives.
2. The Chair shall designate one of the Committee as Vice-Chair, one to serve as "AAA" Division Chair, one to serve as "A" Division Chair. The State of Oregon has four Areas with Committee members appointed as Area chairs for "A" and "AAA".
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. All Committee Members are voting members of the Oregon American Legion Baseball Committee.
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 reports to the Department Americanism Chair and the Department Executive Committee.

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. Committee Meetings may be conducted using virtual Technology, video, phone and teleconferencing.



**Distribution List Name:** Department of Oregon Baseball Committee (updated 7-31-2022)

**Members:**

<b>Name</b>	<b>email</b>	<b>Phone</b>
Parker McKinley(Area 1 Chair)	<a href="mailto:parker.mckinley@lagrandesd.org">parker.mckinley@lagrandesd.org</a>	541-975-3009
Daniel Stauffer (area 2, A Chair)	<a href="mailto:stauffer.daniel19@gmail.com">stauffer.daniel19@gmail.com</a>	503-729-2509
Joe Duran (area 2, AAA Chair)	<a href="mailto:joiod9@hotmail.com">joiod9@hotmail.com</a>	503-803-1501
Art Cummins (area 3, Chair)	<a href="mailto:abcp_2000@yahoo.com">abcp_2000@yahoo.com</a>	503-510-7467
Les Duman (State AAA Chair)	<a href="mailto:lduman@comcast.net">lduman@comcast.net</a>	541-285-3151
Kevin Schafer (area 4, AAA & A Chair)	<a href="mailto:shaferk16@gmail.com">shaferk16@gmail.com</a>	541-913-8141
Rod Trask (State Vice Chair)	<a href="mailto:rodct60@hotmail.com">rodct60@hotmail.com</a>	541-679-6731
Mike Sowles (State Chair)	<a href="mailto:msowles@wvi.com">msowles@wvi.com</a>	503-509-9948
Ron Long (fund raising, recruit.)	<a href="mailto:ronlong44@gmail.com">ronlong44@gmail.com</a>	541-294-1452
Greg Admire(2021 AAA Tourney)	<a href="mailto:grega@umpquadairy.com">grega@umpquadairy.com</a>	541-580-1689
Nate Mayben (Area 4)	<a href="mailto:nmayben@gracechristian.org">nmayben@gracechristian.org</a>	541-941-4196
Randy Shaw (Area 1, at large)	<a href="mailto:rsshaw@q.com">rsshaw@q.com</a>	503-209-9084
Tom Fitzgerald (area 4, at large)	<a href="mailto:tom@tffitzgerald.us">tom@tffitzgerald.us</a>	818-324-4420
Vance Croney (area 3, at large)	<a href="mailto:cronvb@comcast.net">cronvb@comcast.net</a>	541-740-7166

Those listed above are members of The Oregon Baseball Committee, each one has an involvement with Oregon American Legion Baseball and are involved with the teams in their area as well as having expertise in our Organization and the American Legion. Above all, these individuals volunteered.

Mike Sowles, Chairperson  
Oregon American Legion Baseball Committee  
P.O. Box 778  
Stayton, Oregon 97383





# CODE OF PROCEDURES ORATORICAL COMMITTEE

Approved Fall D.E.C. October 2021

Section 1: In the interest of an effective organization and control of American Legion Activities, the Department Oratorical Committee has adopted a Code of Procedures 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-years, from three-years to two-years, two-years 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 2021-2022 contest year.

<u>Area of Responsibility</u>	<u>Department Oratorical Committee Members</u>
District 1, 7 and 2	Debra Jacobson, District 2 Oratorical Chair
District 5 and 8	Gerald Outsley, Oratorical Chair Post 65, District 8
District 3, 4, and 9	Larry Hill, District 9 Commander
District 6 and 10	Aaron Wetterling, Cmdr. Post37/Chaplain District 6

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 the Department contest is to be beheld before the National Certification of March 15, 2022. 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 2<sup>nd</sup> 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) 1<sup>st</sup> Place \$5,000
- (b) 2<sup>nd</sup> Place \$3,500
- (c) 3<sup>rd</sup> Place \$2,500
- (d) 4<sup>th</sup> Place \$2,000
- (e) 5<sup>th</sup> Place \$1,500



Section 8: Effective with the 1997 Department contest, winners will be allowed six (6) years, excluding time spent in the military, from the time of their graduation from high school to use their scholarship. Students may use their scholarships to pay for graduate school. Department shall forward a letter to each winner outlining the 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 to 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 Americanism Commission Chair and the Department Adjutant for review and approval at the Fall D.E.C.

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.)



# CODE OF PROCEDURES CONVENTION COMMISSION

Approved Fall D.E.C. October 2021

## Article I

**Section 1.** Delegates and Alternates to the annual American Legion and American Legion Auxiliary Department Convention shall pay a registration fee of **twenty (\$20.00)** 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 the 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 **\$20.00**. 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 \$11.25 to the Host Post and \$3.75 to The Detachment of Oregon.

**Section 3.** Except for 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) was 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.





## CODE OF PROCEDURE INTERNAL AFFAIRS COMMISSION

Approved: D.E.C. \_\_\_\_\_ 202~~1~~<sup>2</sup>

**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 terms: 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 *virtual technologies (i.e., video/teleconferencing platforms)*, telephone, email or correspondence. Four members shall constitute a quorum at any meeting of the Commission. *The Commission will keep a record of all meetings and provide meeting minutes to be filed at Department Headquarters as a record of business conducted.*

**Section 4:** This Commission shall annually prepare and present a budget to the ~~President~~ *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 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 ~~—Legion College~~ 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.

## INTERNAL AFFAIRS COMMISSION CODE OF PROCEDURES (Continued)

**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 are 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.

~~**Section 10:9. 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.)~~





*Terry Brown*  
*will send us*  
*the Electronic copy*  
*7*

**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 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 except~~ 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 committee budget without authority of the Chair.
5. All resolutions to be considered (except those presented at Convention) **must** be at the Department 45 days prior to DEC.  
Resolutions submitted to 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.
- 8.. 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.

Note: Resolutions can be submitted to the Resolution Committee throughout the year however, Resolutions that require changes to Department of Oregon Constitution and By-laws can only be voted on at Convention.





# **CODE OF PROCEDURE**

## **SONS OF THE AMERICAN LEGION COMMITTEE**

Approved Fall D.E.C. **October 2021**

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) one (1) 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 the 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 the 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 the Department Commander for his/her information.
18. 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.)

# **CODE OF PROCEDURE**

## **TRAINING AND DEVELOPMENT COMMITTEE**

Approved Fall D.E.C. October ~~2021~~

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 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 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.~~
- (g) Department Training & Development Committee will hold Training on three (3) separate days and locations across the State after the Oregon American College.

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.

Section 7: 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~~.)

# **CODE OF PROCEDURE LEGISLATIVE COMMISSION**

Approved Fall D.E.C. October 2021

**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. The Legislative Commission Chairman should report Legislative actions that take place on the National.
7. 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.

8. The Legislative Commission shall produce monthly articles for release and distribution through the Oregon Legionnaire. Articles, as scheduled by the Commission Chair, will be due to the Department Adjutant and Oregon Legionnaire committee chair no later than upon their scheduled due date. Articles may also be released through other designated official social media platforms of the Department of Oregon.
9. Articles will reflect activities of the Commission and efforts that advance the good work of the Department. Articles will reflect positively upon the, Department of Oregon, and The American Legion.
10. 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.)



CODE OF PROCEDURE  
MEDIA AND COMMUNICATION COMMISSION

Approved Fall D.E.C. October 2022

Section 1. The Media and Communication Commission will ~~have oversight of~~ oversee 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~~ will have six (6) members in accordance with Article IX, Section 2 ~~4.4~~, 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 two~~ members at-large for 2 years, and one Commission Chairperson. The Department Commander will appoint all ~~five four~~ (45) 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~~ approve 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 and the Department Adjutant will maintain 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.~~

The Commission will notify the Internal Affairs Commission Chair and the Department Adjutant of any Unauthorized Department and District accounts 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.

The Commission will notify the Internal Affairs Commission Chair and the Department Adjutant of any Department and District accounts that are inappropriate and do not hold consistent with the standards and positive image of The American Legion for appropriate action.

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The Commission will notify the Internal Affairs Commission Chair and the Department Adjutant of any Post-level accounts, 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.

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. 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.)

#### 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.

4. 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.)

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## CODE OF PROCEDURES PUBLIC RELATIONS COMMITTEE

Approved Fall D.E.C. October 202~~2~~<sup>4</sup>

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, nonmilitary, and non-partisan organization dedicated to supporting our members and communities through the four pillars – Veterans Affairs & Rehabilitation, ~~N~~ational ~~S~~security, Americanism, and ~~C~~ehildren and ~~Y~~youth – in public relations and communication endeavors.

Section 4. ~~The~~ Committee shall communicate ~~faetual~~ 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, ~~N~~ational ~~S~~security, Americanism, and ~~C~~ehildren and ~~Y~~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 through~~ 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~~~~Committee~~ ~~Chairman~~~~Chair~~ will notify committee members and the Media and Communications Commission ~~Chairman~~~~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 Chairman. The Committee may conduct meetings using virtual

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technologies (i.e., video/teleconferencing platforms) in addition to existing meeting formats.  
(Action approved at Fall DEC, 10/10/2021.)

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~~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 and more.

The Department of Oregon Public Relations Committee will purchase plaques to recognize the winners during the annual Department Convention.

Section 15. 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.)~~

# **Code of Procedures**

## **MEMBERSHIP & POST ACTIVITIES COMMISSION**

Approved DEC: October 2021

1. The Membership Commission shall consist of seven (7) members, six (6) whom will be appointed by the Department Commander as stated in the Constitution and By-laws of The American Legion, Department of Oregon. The Department First Vice-Commander, by virtue of his/her position is an ex-officio member of the Membership Commission and could be appointed as Membership and Post Activities Commission Chair. The Department Commander shall designate the Chair and Vice-Chair of the Membership Commission for a multi-year position. The Commander, based upon a recommendation from The Membership and Post Activities Commission Chair, will appoint a subcommittee, as necessary, to perform studies, research and to make recommendations regarding membership, Post activities, revitalizations, Post closures, and realignment of assets and organizations to enhance the achievement of membership goals and objectives.
2. The purpose of the Membership Commission is to formulate and plan a long-term membership program; to stimulate and promote membership and activities for the Posts, to provide training, motivation, and educational material to District Commanders, District Membership Chairs, Post Commanders and Post Membership Chairs. To implement, monitor, and modify the Strategic Plan for Sustained Growth, and to insure that its provisions are being followed by Posts and Districts. To provide incentives and awards, as well as to inform the membership as to how these can be earned and/or obtained.
3. The Commission shall cause the Department Adjutant and his /her staff to communicate with the National Membership Director and convey all matters pertaining to this Membership Commission, to the Department and District Officers, Membership renewals shall be accomplished on line with [MyLegion.org](http://MyLegion.org) when possible and otherwise forwarded to National on a weekly basis. A Weekly Membership Report shall be promulgated and forwarded to the Department Commander, Department Vice Commanders, to all the District Commander, the Department Membership Chair and Commission Members, District Adjutants, Post Commanders and Post Adjutants. It shall also be posted on the Department Website. This Weekly Report shall be prepared on Thursday and distributed on Friday unless the reporting date is changed by mutual agreement with the Membership Chair and Department Adjutant. The latest Membership Report before the Legionnaire goes to print will be included in the publication.
4. The Department Membership Team shall be made up of the Department First Vice Commander, Second Vice Commander, Membership Commission Members, District Commanders and District Membership Chairs. The Department will be divided into three Zones. The three zones are divided into Department Districts with Membership Commission



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

5. The Department Membership Chair will, upon receipt from National, divide the Department Membership Goal among the Districts. These goals will be provided to the District Commanders for Post allotment and distribution to the Posts with copies to the Department Membership Chair and Department Adjutant. Along with the goals, the Department Membership Chair will provide to each District Commander a copy of the DMS and 114 lists for distribution to each Post.
6. The Membership Commission shall work with the ~~Public Relations and Publicity Commission~~ **Public Relations Committee**, all other standing and special commissions, committees, and The Oregon Legionnaire.
7. **Members of the Commission shall produce monthly articles for release and distribution through the Oregon Legionnaire. Articles, as scheduled by the Commission chair will be due to the Department Adjutant and Oregon Legionnaire committee chair no later than upon their approved scheduled due date which may or may not be later than normal timeframes due to requirements of recent information. Articles may also be released through other designated official social media platforms of the Department of Oregon. Articles will reflect activities of the Commission and efforts that advance the good work of the Commission to the benefit of Department of Oregon members. Articles will reflect positively upon the Commission, Department of Oregon, and The American Legion.**
8. **The M&PA Commission will create and submit to the Permanent Finance Commission, no later than the established due date, an itemized budget request to support the work of the commission's planned activities for the subsequent business year.**
9. 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.
10. 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.
11. 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.

12. 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.
13. 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.)



# CODE OF PROCEDURE

## FOREIGN RELATIONS/ROTC COMMITTEE

Approved Fall D.E.C. October 2021

**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 encourage 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

[Southern Oregon University](#)

**Section 6.** JROTC programs are to be added to the list as they are presented.

**Section 7.** 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.)





**CODE OF PROCEDURE**  
**The Oregon American Legion Foundation, (TOALF), 501(c)3**

Proposed: D.E.C. October 30, 2022

**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 and veteran's programs of The American Legion, Department of Oregon. The composition of the Governing 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 of 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 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 Governing Board with a recommendation from the Grant Processing Subcommittee. A majority of the Governing Board 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 Governing Board.
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 or video conferencing software). 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 Governing Board members.

#### Article 4. Communications

1. Members of the Foundation shall produce monthly articles for release and distribution through the Oregon Legionnaire. Articles, as scheduled by the Foundation president, will be due to the Department Adjutant and Oregon Legionnaire committee chair no later than upon their scheduled due date. Articles may also be released through other designated official social media platforms of the Department of Oregon.
2. Articles will reflect the activities of the Foundation and efforts that advance the good work of the Foundation. Articles will reflect positively upon the Foundation, Department of Oregon, and The American Legion.

#### Article 5. Financial Reporting

1. An annual financial report will be produced describing the annual financial transactions that occurred and the current status of financial holdings of the Foundation.