

# CODE OF PROCEDURE

## The Oregon American Legion Foundation, (TOALF), 501(c)3

Approved Fall D.E.C. October 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 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 Governing Board of Directors with a recommendation from the Grant Processing Subcommittee. A majority of the Governing 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 Governing 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 timeframe 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 status of financial holdings of the Foundation.