

## **CODE OF PROCEDURE INTERNAL AFFAIRS COMMISSION**

Approved: Fall D.E.C. 2023

**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 Department 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 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.

## 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.

INTERNAL AFFAIRS COMMISSION CODE OF PROCEDURES (Continued)

**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.