

## **CODE OF PROCEDURE**

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

Approved Fall D.E.C. October 2023

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.
  - (a) Once a squadron has completed all the requirements, the membership cards will be sent to the Squadron Adjutant of record.
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 one (1) year 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 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.

