

# **CODE OF PROCEDURE**

## **RITUALS, CEREMONIES, TROPHIES AND AWARDS COMMITTEE**

Approved Fall D.E.C. October 2023

**Section 1:** In the interest of an effective organization and control of the American Legion rituals, ceremonies, trophies, and awards presentations the Rituals, Ceremonies, Trophies, and Awards Committee has adopted a Code of Procedure outlining the duties and responsibilities to formulate and guide the Department rituals, ceremonies, trophies, and awards.

**Section 2:** The Rituals, Ceremonies, Trophies, and Awards Committee (RCTAC) will be composed of five (5) members in accordance with Article IX, Department Standing Commission Section 2 of the Department By-Laws: one for four years, one for three years, one for two years and two for one year. The Chair of this Committee will be designated by the Department Commander. The Chair of the RCTAC Committee will be a member of the Internal Affairs Commission with a vote on the Internal Affairs Commission.

**Section 3:** The Committee shall meet at the call of the Chair, and in any event at least twice annually. If by prior information, a quorum (three members) cannot be present at a called meeting, the Chair shall contact each member by mail, phone, or e-mail and their replies to proposed actions and recommendations shall be the basis for actions and recommendations by the Chair.

**Section 4:** The Committee shall study, advise and assist, when requested, in the rituals, ceremonies, and distribution of trophies and awards. It is the responsibility of this Committee to maintain accurate records on distribution of awards at Department Executive Committee Meetings (DEC) and Department Convention. Ninety (90) days before Convention, the Chair will confirm with Department Headquarters that the Department Convention Award Questionnaires are in order and ready for distribution to Post and District Commanders, RCTAC members, and legion members.

**Section 5:** The American Legion Emblem will be printed on the award certificates. Personal trophies/plaques will have the American Legion Emblem affixed. Awards will be conferred in the form of certificates suitable for framing except for personal plaques for Service Officer of the Year, Adjutant of the Year, Chaplain of the Year, Legionnaire of the Year, Teacher of the Year, and the Unity Award which will be presented at the Department Convention Banquet Dinner. The cost of trophies will not exceed \$60.00 without D.E.C. approval and the cost of personal plaques will not exceed \$50.00.

**Section 6:** The Post Questionnaires need to be returned to Department Headquarters no later than May 15th, except for the Unity Award and Legionnaire of the Year Award questionnaire due May 1st for judging by May 15th, and Department Commission and Committees listing the winners of awards of their Commissions and Committees by May 25 for their Commission. The Commission and Committee Chair will return the forms on a sheet listing the winners to Department Trophy and Awards Chair no later than June 1.

**Section 7:** An impartial Committee to be selected by the Department Commander, consisting of three members at the Department Convention including the Department Historian will judge the History

Books. A copy of the results of the judging will be given to the Department Trophies and Awards Chair no later than 3 p.m. on Thursday at Convention.

**Section 8:** The Chair of this Committee shall make a written report of the year's activities as required and submit it to the Department Adjutant no later than thirty days prior to the opening of the Department Convention. The Department Commander and Department First and Second Vice-Commanders shall be notified of all meetings of this Committee. A list of the Trophy and Awards winners will be given to the Department Historian and the Chair of the Oregon Legionnaire after the convention.

**Section 9:** This Committee shall annually prepare and present a budget to the Permanent Finance Commission for approval at the Department Convention. The budget shall be itemized to indicate the amount to be used for (a) certificates and award trophies (b) Administration and (c) Travel. The Chair will work within budgeted funds approved and allocated to this Committee and be responsible for accurate and up-to-date records on the disbursement of funds.

**Section 10:** 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 Committee; a copy of the such request shall be sent to the member concerned, and copy sent to the Chair of the Internal Affairs Commission Chair.

**Section 11:** The Rituals, Ceremonies, Trophies, and Awards Committee Code of Procedures shall be reviewed and updated, if necessary, by this Committee for the Fall D.E.C. meeting for approval. Any changes in the Code of Procedure after their approval at the Fall D.E.C. shall be made by a majority vote of the Committee and submitted to the Commander and the Department Executive Committee for approval at the next D.E.C. meeting.

**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.**