

CODE OF PROCEDURE
BOYS STATE COMMITTEE

Approved Fall D.E.C. October 2023

SECTION 1. There is hereby created a Committee to be known as the American Legion Oregon Boys State Committee, to consist of five members with terms as follows: One four-year, one three-year, one two-year, and two (2) one year members, unless appointed to fill the unexpired term of other members. If more than five (5) members are necessary, additional members shall serve for one (1) year only. Members of the Committee shall be derived from within the Department of Oregon family and be appointed by the Department Commander, subject to the approval of the Department Executive Committee (D.E.C.). Vacancies shall be filled by the Department Commander in the same manner as appointments are made. The Department Commander shall appoint a Chair from the members of the Committee.

Section 2. The Chair of the Oregon Boys State Committee is responsible to schedule and chair all Oregon Boys State Committee meetings. Said meetings may be conducted or attended using virtual technologies (i.e., video/teleconferencing platforms). The Committee will plan, organize, and direct the yearly session of Oregon Boys State. The Committee shall have direct charge over all Boys State activities. The Committee shall carry out the mandates of the Department Convention and D.E.C.

The Committee shall meet prior to the Fall D.E.C. meeting to change/update this Code of Procedures for presentation to the D.E.C. for ratification. Said changes/updates shall be forwarded to the D.E.C. not later than (N.L.T.) forty-five (45) days prior to said Fall D.E.C. The Committee shall also ask for ratification by

the Department Commander and the D.E.C. of new committee members or any additional members deemed necessary to carry out the functions of the Committee.

Section 3. The Oregon Boys State Committee shall establish the rules and regulations governing eligibility and other forms of procedure by following the guidelines set forth by the National Americanism/Children and Youth Commission: At the discretion of the Committee, Citizens returning to Oregon Boys State as a Counselor may serve as a counselor or staff member as follows:

- A. It is a year-to-year situational appointment.
- B. Their performance is reviewed annually.
- C. They must secure Committee approval prior to any acceptance.
- D. Any materials they produce become the sole property of Boys State.

Section 4. The Committee shall consolidate and publish a report identifying income and expenditures by the Committee in support of the Boys State session. Said report is due to Department N.L.T. 45 days prior to Fall D.E.C. for the session immediately previous. This report shall include a proposed budget for the subsequent Boys State session. Said budget will be forwarded to the Permanent Finance Commission and answered as accepted or rejected N.L.T. than the Mid Winter D.E.C.

Section 5. The annual Oregon Boys State fee shall be set by the Committee N.L.T. 45 days prior to the Fall D.E.C. meeting.

Section 6. The Chair shall organize the necessary Staff for the Oregon Boys State session. This Staff shall consist of the members of the Committee, other members of the Legion Family, Alumni of Oregon Boys State, and other personnel essential to carry out a successful program, subject to Committee approval.

Section 7. The Chair's responsibilities are as follows:

July, August, & September

A. Establish and publish Committee meeting dates for the ensuing year. This listing of dates will be shared with the Americanism Commission Chair, Department Commander, Department 1st Vice, and 2nd Vice as well as all Oregon Boys State Committee members. Also the Chair will ensure that minutes of said Committee meetings are published and shared with committee members and Command Staff as noted.

B. Adhere to the suspense dates established in Sections 2, 4, and 5.

C. Upon approval of the Committee, the Chair and/or members of the Oregon Boys State Committee (maximum of two individuals) will be authorized to attend the National Boys State Directors Conference in Indianapolis, IN. In the event no funds are available from the Department of Oregon, such attendance and travel shall be self-funded with no compensation expected.

D. Ensure Oregon Boys State Applications and other informational brochures are updated and available on the Oregon Boys State website (ORlegion.org/programs/boys-state). All Boys State applications must be received at Department N.L.T. on May 17 annually. Remind District Commanders (via the Americanism Commission Chair at the fall D.E.C.) of their responsibilities regarding publishing brochures and Post procedures for submission of applications.

October, November, & December

E. Confirm with the Host establishment representative to establish the

dates for the Oregon Boys State upcoming session.

F. Inventory supplies ie. Handbooks, lanyards, name tags, graduation folders, etc., for the upcoming session. Start to secure and set aside these materials at the Department.

G. Coordinate with the Boys State citizens Senior Staff for their recommendations regarding uniforms and staff assignments for their Counselor Staff.

January through June

H. Establish and update as required the Daily Event Schedule for the upcoming Oregon Boys State Session to include Guest Speakers.

I. The Committee shall establish an Administrative Operations Center that will be staffed twenty-four (24) daily. The Chair will be available and/or make his location known at all times to those "duty personnel."

J. Trophies and Awards: The Samsung American Legion Scholarship recipient is announced at graduation session completion. The following local trophies are established and will be presented at graduation session completion: The Grady Bourell Award, The Bob Holmes Leadership Award, and The Bob Fawcett Leadership Award. The following scholarship monies shall be awarded at the same time: The Governors Award, \$500.00 to the citizen-elected Governor by his peers; the Boys Nation Award, \$250.00 to each of the Oregon Boys State citizens selected by the Boys State Committee with input from the Counselor Staff to attend Boys Nation; and finally First citizen Award of \$250.00. Each winner will be issued a two-party check made payable to the scholarship awardee AND to the institution of higher learning to which the awardee has proven their acceptance.

Section 8. Every Staff member **must** complete a background check (Committee members and Counselors over the age of 18 prior to the session end date). The Committee will provide a roster (including email addresses) to the Department

Administrator of those individuals who require said background check. Background checks must be completed before the start of the annual session. Failure to submit or successfully complete said background check will result in that individual being denied participation in the Boys State program.