



2023-2024  
CODE OF PROCEDURES





## **CODE OF PROCEDURE ADMINISTRATIVE & ADVISORY (A/A) COMMISSION**

Approved Fall D.E.C. October 2023

**Section 1:** Commission members are to be appointed as prescribed by Article IX Section 2 of the Department's Constitution and By-laws. Department Adjutant to be Ex-Officio member (voice, but no vote) by Department Executive Committee action January 7, 1990, Lebanon, Oregon. (07/11/15)

**Section 2:** The Commission shall have oversight responsibility for all matters pertaining to the retirement program; health; liability, theft, and fire insurance. Also, the special program of Association Group Insurance Administrators and Accidental Death and Dismemberment insurance for Department Officers, and any other insurance programs the Department of Oregon may participate in. (0/3/2010)

**Section 3:** The Commission shall have oversight responsibility for the maintenance and general upkeep of the Department Headquarters building. The Department Adjutant, who is responsible for the day-to-day operations of the Department Office, shall have the authority to spend up to \$5,000 annually for emergency repairs from the Building Fund with the approval of the Commission. (10/3/2010)

**Section 4:** The Commission shall have the responsibility, in conjunction with the Permanent Finance Commission, for reviewing and making recommendations to the Department Executive Committee on all revenue enhancement programs. The Commission shall meet a minimum of three (3) times a year at the call of the chairman to review and update all programs to report and make recommendations to the Department Executive Committee for action on any changes or new programs proposed that require their approval. (10/3/2010)

**Section 5:** The oversight of Headquarters Office and personnel policies of the Department of Oregon shall be the responsibility of this commission subject to the approval of the Executive Committee. The Department of Oregon's day-to-day Headquarters Office operations are the Department Adjutant's responsibility with Department Commander oversight. (10/3/2010)

**Section 6:** Retirement and insurance correspondence shall be kept on file at Department Headquarters office staff along with copies of commission/committee minutes, recommendations, and Department Executive Committee actions by the Department Adjutant. (10/29/2023)

**Section 7:** The Commission will review/approve the Performance Plan with the adjutant at the Fall Meeting. The Department Commander and the Chairperson of the A&A Commission will evaluate the Dept. Adjutant in the Spring, before his/her contract is renewed. (10/9/2021)

**Section 8:** Administrative & Advisory Commission 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. (Action approved at Fall DEC, 10/10/2021.)



## **CODE OF PROCEDURE**

### **AMERICANISM COMMISSION**

Approved Fall D.E.C. October 2023

1. The Americanism Commission shall be composed of eight (8) members, in accordance with Article IX, Section 5 of the Department By-laws. The Americanism Commission shall have Committees to be known as the Children and Youth Committee, Baseball Committee, Scouting Committee, Boys State Committee, Oratorical Committee, Jr. Shooting Sports Committee, and Law Enforcement Career Camp Committee. The Chair of these committees shall be a member of the Americanism Commission. The Chair of the Americanism Commission is to be determined by the Department Commander.
2. The Americanism Commission shall have as its objective the promotion of all programs that come under the heading of Americanism, in accordance with the Americanism Manual of the American Legion, prepared and distributed by the National Americanism Commission, and revised to date specifically, subject include:
  - a. Oratorical Contests
  - b. School Awards
  - c. Baseball
  - d. Community Service and Safety
  - e. Boys State
  - f. Boy Scouts
  - g. For God and Country
  - h. Flag Education
  - i. Patriotic Holiday Programs
  - j. American Education week
  - k. Immigration & Naturalization Activities
  - l. Shooting Sports
  - m. Law Enforcement Career Camp
  - n. Children & Youth Activities and Programs

Many of the above are generally serviced by an individual committee, however, the Americanism Commission should be available to give advice and/or help when necessary.

3. The Americanism Commission shall make such rules as it deems proper for the conduct of its activities. Any changes made to be submitted to the Department Executive Committee for its approval. The Chair shall make periodic reports of its activities to the Department Executive Committee: When unable to deliver in person, a written report is to be submitted.
4. The Americanism Commission is to be called into session, when necessary, by the Chair. Notice of the meeting and a copy of the minutes shall be sent to the members of the Department Executive Committee. The Commission should meet at least twice a year with the Committee Chair to discuss problems and schedules.

5. Committees under the Americanism Commission will be responsible for their own budgets.

6. No expenditures on behalf of the commission shall be made without prior notification and approval of the Chair.

7. The Americanism Commission shall carry out such other duties as may be assigned by the Department Commander, the Department Executive Committee, or a Department Convention.

8. The Chair of the Americanism Commission shall make a written report of the year's activities as required by Article V, Section 7 of the Department By-Laws, and submit it to the Department Adjutant no later than thirty (30) days before the opening of the Department Convention.

9. 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.

## **CODE OF PROCEDURE**

### **LEGION BASEBALL COMMITTEE**

Approved Fall D.E.C. October 2023

1. This Committee shall be composed of Fourteen (14) members, AKA Commissioners, The Chairperson is appointed for a four-year term and is A Member of the American Legion or Family of the Legion Members, Such as a Son of the American Legion or an Auxiliary Member of the American Legion. All others of this Committee shall serve as appointed until they choose to be replaced. The committee is made up of Coaches, Managers, Legion Members and Business Community Representatives.
2. The Chair shall designate one of the Committee as Vice-Chair, one to serve as "AAA" Division Chair, and one to serve as "A" Division Chair. The State of Oregon has four Areas with Committee members appointed as Area chairs for "A" and "AAA".
3. This Committee shall serve as the Appeal Board for all matters pertaining to American Legion Baseball in the State of Oregon. Their decision shall be final.
4. The Legion Baseball Committee shall have direct charge and supervision over all baseball activities and shall carry out convention mandates as pertains to their Committee. They shall be responsible for preparing the plan for conducting the program in the State of Oregon and for initial statewide publicity to the Posts and/or public.
5. The Committee shall appoint Commissioners from within the boundaries of each of the four American Legion Baseball areas and other personnel as needed. These Commissioners will have input and assist the Committee in updating the State Rule Book and Committee policy.
  - a. All Committee Members are voting members of the Oregon American Legion Baseball Committee.
6. The Committee meetings will be at the call of the Chair.
7. All sums of money that have accrued to the Legion Baseball Committee shall be carried in a segregated fund by the Department Finance Office of The American Legion, and any surplus held at the end of the baseball year shall remain in such segregated fund, and shall be carried over for such expense vouchers for the payment of all obligations, said vouchers to be signed by the Adjutant and approved by the Chair and paid by the Finance Officer as otherwise provided for in the Constitution and By-laws of this Department.
8. All rules and regulations pertaining to the program shall be the responsibility of the Committee.
9. The Chair of the Baseball Committee shall make a written report to the Department

Americanism Chair and the Department Executive Committee.

10. The Committee Chair will furnish the editor of The Oregon Legionnaire with an article for publication, with the results of the Department of Oregon Legion Baseball state contests stating the winners and results of contests or Regional and National competitions, along with other pertinent information.
11. Issue two passes each - Department Commander and Americanism Commission Chair - to the AAA tournament at no cost. (9/17/17)
12. Committee Meetings may be conducted using virtual technology, video, phone, and teleconferencing (Action approved at Fall DEC, 10/10/2021.)

**Distribution List Names:** Department of Oregon Baseball Committee (Updated 7-31-2022)

**Members:**

<b>Name</b>	<b>email</b>	<b>Phone</b>
Parker McKinley(Area 1 Chair )	<a href="mailto:Parker.McKinley@lagrandesd.org">Parker.McKinley@lagrandesd.org</a>	541-975-3009
Daniel Stauffer (area 2, A Chair)	<a href="mailto:stauffer.daniel19@gmail.com">stauffer.daniel19@gmail.com</a>	503-729-2509
Joe Duran (area 2, AAA Chair)	<a href="mailto:jojod9@hotmail.com">jojod9@hotmail.com</a>	503-803-1501
Art Cummins (area 3, Chair)	<a href="mailto:abcpc_2000@yahoo.com">abcpc_2000@yahoo.com</a>	503-510-7467
Les Duman (State AAA Chair)	<a href="mailto:lduman@comcast.net">lduman@comcast.net</a>	541-285-3151
Kevin Schafer (area 4, AAA & A Chair)	<a href="mailto:shaferk16@gmail.com">shaferk16@gmail.com</a>	541-913-8141
Rod Trask (State Vice Chair)	<a href="mailto:rodct60@hotmail.com">rodct60@hotmail.com</a>	541-679-6731
Mike Sowles (State Chair)	<a href="mailto:msowles@wvi.com">msowles@wvi.com</a>	503-509-9948
Ron Long (fundraising, recruit.)	<a href="mailto:ronlong44@gmail.com">ronlong44@gmail.com</a>	541-294-1452
Greg Admire (2021 AAA Tourney)	<a href="mailto:grega@umpquadaiv.com">grega@umpquadaiv.com</a>	541-580-1689
Nate Mayben (Area 4)	<a href="mailto:nmayben@gracechristian.org">nmayben@gracechristian.org</a>	541-941-4196
Randy Shaw (Area 1, at large)	<a href="mailto:rsshaw@q.com">rsshaw@q.com</a>	503-209-9084
Tom Fitzgerald (area 4, at large)	<a href="mailto:tom@tffitzgerald.us">tom@tffitzgerald.us</a>	818-324-4420
Vance Croney (area 3, at large)	<a href="mailto:cronvb@comcast.net">cronvb@comcast.net</a>	541-740-7166

Those listed above are members of The Oregon Baseball Committee, each one has involvement with Oregon American Legion Baseball and are involved with the teams in their area as well as having expertise in our Organization and The American Legion. Above all, these individuals volunteered.

Mike Sowles, Chairperson  
Oregon American Legion Baseball Committee  
P.O. Box 778  
Stayton, Oregon 97383



## **CODE OF PROCEDURE SCOUTING COMMITTEE**

Approved Fall D.E.C. October 2023

- I. The Committee shall be composed of five (5) members in accordance with Article IX, Section 2 of the Department By-Laws: two (2) for one-year (1 year) terms, and one: each for two (2), three (3) and four (4) year terms. Each year the commander will appoint one (1) one (1) year member and one (1) four (4) year member. Preferably the members will have a Scouting background and represent the 5 BSA Councils in Oregon. The Chair of the Committee will be designated by the Department Commander. Revised 10/01/06
  1. The Committee shall encourage the Posts in the Department of Oregon to participate in the Scouting program in cooperation with the Scout Executives in each of the five (5) councils in Oregon and will provide the Posts with opportunities to participate. Revised 10/01/06
  2. The Committee shall make available to the Post in the Department of Oregon any new programs initiated by the Boy Scouts of America.
  3. The Committee shall carry out other duties as may be assigned it by the Department Commander, the Department Executive Committee, a Department Convention, or Americanism Commission Chair.
  4. The Committee shall meet at the call of the Chair. If by prior information, a quorum cannot be present at a called meeting, the Chair shall contact each member by mail or email and their replies to proposed actions and recommendations shall be the basis for actions and recommendations by the Chair.
  5. 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.
  6. The Committee 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.
  7. The Chair shall make a written report to the Americanism Commission Chair, who will present to the Department Executive Committee, when called to do so, at the meetings of that Committee for the Commission.
  8. The Chair shall submit a written report annually of the year's activities of the Committee to the Americanism Chair who will present it to the Department Commander as required by Article V, Section 7 of the Department Constitution.
  9. Changes in the Code of Procedure shall be made by a majority vote of the Committee members and submitted to the Commander and Department Executive Committee through the

Americanism Chair for approval.

10. The Chair shall prepare and submit a budget for the year to the Permanent Finance Commission for approval by the Department Executive Committee.
11. No expenditures on behalf of the Committee shall be made without prior notifications to and approval of the Chair. Subject to funds available to the Committee, travel allowances will be made for attendance at called meetings on vouchers submitted to and approved by the Chair.
12. A notice of the called meetings, as well as a copy of the minutes of the meetings, shall be sent to the Department Commander for his/her information and to the Department Headquarters to be placed on file.
13. The Committee shall meet prior to the Convention held the last week of June to evaluate reports submitted by the Posts to determine which Posts shall receive the awards for the best Scouting program.
14. The Committee shall meet as needed prior to March 15 each year to evaluate Eagle Scout of the Year applications using the evaluation form provided by the American Legion National Office. The Department of Oregon Eagle Scout of the Year (ESOY) will not be required to have earned a Religious Award. The selectee will therefore not be eligible to move up in competition for the National Scholarship. Should the Department of Oregon Eagle Scout of the Year have the Religious Award their candidacy moves up to National. The Department of Oregon Eagle Scout of the Year will be awarded a scholarship of \$2,500.00. This scholarship may be used for advanced education beyond high school at an accredited school. The funds may be used for tuition, fees, or books. The Department of Oregon ESOY will have two (2) years after graduation from high school to use the scholarship unless they join a branch of the U.S. Military. Then they will have one (1) year after Honorable Discharge to use the scholarship. To order to receive the scholarship funds, the ESOY will provide the address of the financial aid office of the attending school to the Department. If the ESOY served in the U.S. Military, they will also send a copy of their DD-214 to the Department of Oregon. (Fall D.E.C. 2021)
15. Selection criteria for Eagle Scout of the Year
  - The application must be filled out completely with the proper signatures and supporting documents. If not complete, the application will be returned to the scout to be completed.
  - The completed application must be received by Department by May 1st. Late applications can be held by the committee for consideration the following year.
    - When multiple completed applications are received, some traits to be considered in the selection process can be: amount of detail in the answers, sentence structure, spelling, etc., is the scout still active in their troop, number of merit badges earned.
    - Remember, the applicant is already an Eagle Scout. You are not judging whether the Eagle Project is legitimate, the Council already approved it and awarded the scout the Eagle rank. You can, however, compare it to other projects received.

- Ultimately, if all things are equal, it may come down to a “gut feeling”.
  - When all the individual committee members have ranked the applications in order, the committee will meet to compare their lists and see which one ranked the highest by consensus.
16. 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.



**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](http://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.



## **CODE OF PROCEDURE CHILDREN AND YOUTH COMMITTEE**

Approved Fall D.E.C. October 2023

Section 1: In the interest of an effective organization and control of American Legion Activities, the Department Children and Youth Committee has adopted a Code of Procedure outlining the duties and responsibilities to formulate and guide the Department Children and Youth Programs.

Section 2: The Committee shall be composed of five members in accordance with Article IX, Department Standing Commission Section 2 of the Department By-Laws: Two for one-year terms and one each for two, three, and four-year terms. The Chair of the Committee will be designated by the Department Commander. The Chair will be a member of the Americanism Commission with a vote on the Commission. The National Appointees assigned to the National Children and Youth Committee will be ex-officio members without a vote of the Children and Youth Committee.

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 cannot be present at a called meeting, the Chair shall contact each member by mail 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 Children and Youth Programs of the Districts and Posts informing them of all of the different programs available from National and Department to assist the children of the veterans. The Committee shall carry out such other duties as may be assigned by the Department Commander, the Department Executive Committee, or at Department Convention.

Section 5: 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 such request shall be sent to the member concerned and a copy sent to the Chair of the Americanism Commission.

Section 6: The Chair shall make a report to the Department Executive Committee at the request of the Commander or the Americanism Chair on the Committee activities and, he/she shall submit a written report.

Section 7: The Chair shall submit a written report, annually, of the year's activities of the Committee to the Department Americanism Chair to forward 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.

Section 8: The Department Children and Youth Committee Code of Procedures shall be reviewed and updated, if necessary, by this Committee by majority vote and submitted to the Commander and the Department Executive Committee for approval for the Fall D.E.C. meeting for approval.

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) Programs (b) Administration and (c) Travel. All expenditures of all funds allocated to the Committee must be approved in advance by the Chair. Subject to funds available to the Committee, travel allowances will be made for attendance at called meetings on vouchers submitted to and approved by the Chair.

Section 10: A notice of the called meetings, as well as a copy of the minutes of the meetings, shall be sent to the Department Commander and Americanism Commission Chair for his/her information. Periodically, the Department Children and Youth Chair or Committee members should prepare an article and submit it to the Editor of *"The Oregon Legionnaire"* for publication.

Section 11: Committee will review and determine all trophy and award winners at/or prior to Convention pertaining to their Committee and the Committee will present these awards at the Annual Department Convention.

Section 12: Temporary Financial Assistance (TFA) claims are brought to, investigated by, and if found viable approved by CNY Chair and sent forward to the National Organization Children and Youth for either approval or denial. If approved a check(s) will be mailed to CNY Chair for dispersal to the veteran.

Section 13: 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.







**CODE OF PROCEDURE**  
**JUNIOR SHOOTING SPORTS AIR RIFLE COMMITTEE**  
**Department of Oregon, The American Legion**

**Approved Fall DEC: 2023**

**Section 1.** The Junior Shooting Sports Air Rifle Committee shall be composed of five (5) members, in accordance with Article IX, Section 2 of the Department Bylaws:

Two (2) with terms of one year,

One (1) with a term of two (2) years,

One with a term of; three (3) years,

One with a term of four (4) years.

Thereafter, the Department Commander shall appoint to each Commission and Standing Committee one member for a term of four (4) years and one member for a term of one (1) year, except in the case of an appointment to fill the unexpired term of a deceased or resigned member. The Chair of the Junior Shooting Sports Air Rifle Committee shall be appointed by the Department Commander and ratified by the Department Executive Committee. The Junior Shooting Sports Air Rifle Committee Chair shall be a member of the Americanism Commission with voting rights on the Americanism Commission.

**Section 2.** The Junior Shooting Sports Air Rifle Committee shall have as its objective; the promotion of all programs that are governed by the Junior Shooting Sports Manual of the American Legion. This manual shall have been prepared and distributed by the National Americanism Commission, and revised to date. The manual includes promotion of Junior Shooting Sports and the Junior 3-Position Air Rifle National Championship Tournament, at the Post, District, and Department levels, and provides criteria for Department level awards accordingly.

**Section 3.** The Junior Shooting Sports Air Rifle Committee shall make such rules; as it deems proper for the conduct of its activities. Any rule changes shall be submitted to the Department Executive Committee for its approval. The Chair of the Junior Shooting Sports Air Rifle Committee shall make periodic reports of its activities to the Department Executive Committee. When unable to deliver in person, a written report is to be submitted.

**Section 4.** All rules and regulations pertaining to the Junior Shooting Sports Program shall be the responsibility of the Junior Shooting Sports Air Rifle Committee. The Committee shall serve as the Appeals Board for any and all matters pertaining to American Legion Junior Shooting Sports within the Department of Oregon, and which are not preempted by the authority of the Department Americanism Commission, the American Legion National Junior Shooting Sports Committee, the American Legion National Americanism Commission, or the National Three-

Position Air Rifle Council.

**Section 5.** All expenditures on behalf of the Junior Shooting Sports Air Rifle Committee which have not been previously budgeted by the Department of Oregon shall be made pursuant to notification and approval of the Chair of the Department Americanism Commission.

**Section 6.** Request for materials by individual Posts shall be submitted to the Junior Shooting Sports Air Rifle Committee Chair. Said requests will be processed within seven (7) days of receipt.

**Section 7.** The Chair of the Junior Shooting Sports Air Rifle Committee shall make a written report of the year's activities and submit it to the Department Adjutant ~~and~~ via the Department Americanism Commission Chair no later than forty-five (45) days before the opening of the Department Convention.

**Section 8.** All persons working with children shall comply with the guidelines as specified by the *American Legion Junior Shooting Sports Risk Management Guidebook*. The cost of background check and training class will be reimbursed by the Junior Shooting Sports Air Rifle Committee.

**Section 9.** **InterNet E-mail and A** at-a distance InterNet meeting programs **may be utilized to minimize travel time and cost to members of the Junior Shooting Sports Air Rifle Committee, and** should be utilized whenever possible to control the spread of communicable diseases.

## **CODE OF PROCEDURE**

### **JIM WILLIS LAW ENFORCEMENT CAREER COMMITTEE**

Approved Fall D.E.C. October 2023

SECTION 1. In the interest of an effective organization and control of American Legion activities, The Law Enforcement Career Committee has developed this Code of Procedure in accordance with the Department Americanism Commission. This Code of Procedure will formulate and guide the Law Enforcement Career Committee in support of the Americanism Commission and The Department of Oregon.

SECTION 2. The committee shall consist of five (5) members; the Chair and four (4) other members. The Department Commander shall appoint these members.

SECTION 3. The committee shall meet at the discretion of the Committee or Commission Chair. The Committee Chair shall provide a written report to the Commission Chair 45 days prior to the D.E.C. and the annual Department Convention.

SECTION 4. The Committee shall annually prepare and present a proposed budget to the Commission Chair for Permanent Finance Commission review prior to the annual Convention.

SECTION 5. The Committee Chair shall act as the liaison to the Oregon State Police and the Bureau of Public Safety.

SECTION 6. The Committee shall meet as required to select the annual attendees to the annual Law Officer Enforcement Career Camp. The Committee shall also meet as required to coordinate with the Oregon State Police and Bureau of Public Safety to establish dates of the course and curriculum.

SECTION 7. 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.





## **CODE OF PROCEDURES ORATORICAL COMMITTEE**

Approved Fall D.E.C. October 2023

Section 1: In the interest of an effective organization and control of American Legion Activities, the Department Oratorical Committee has adopted a Code of Procedures outlining its duties and responsibilities to formulate and guide the Department Oratorical Program.

Section 2: This Committee shall consist of a Chair and four (4) members: The new incoming Commander shall appoint the new Chair and one one-year member, one two-year member, one three-year member, and one four-year member. The existing member's appointments will change from four-years to three-years, from three-years to two-years, and two-years to one-year, with the one-year expiring appointment to be reappointed accordingly. All appointments are subject to ratification by the Department Executive Committee (D.E.C.) at the first D.E.C. meeting after the Department Convention. The Chair shall request, in writing, to the Department Commander, the removal of a commission member for failure to participate actively in the work of the Committee. A copy of such request shall be sent to the member concerned.

Section 3: Each Oratorical Committee member shall be responsible for a specific Area of Districts within the Department of Oregon. The Chair shall make the Area assignments from within the selected four members of the Committee. The following are the assignments for the 2022-2023 contest year.

<u>Area of Responsibility</u>	<u>Department Oratorical Committee Members</u>
Districts 1,7 & 2	Debra Jacobson, District 2 Oratorical Chair
Districts 5 & 8	Gerald Outslay, Oratorical Chair Post 65, District 8
Districts 3, 4 & 9	Larry Hill, District 9 Commander
Districts 6 & 10	Aaron Wetterling, Cmdr. Post 37/Chaplain District 6

Section 4: The Department Oratorical Chair and Committee members will help and assist where needed for the Post, District, and Department contests.

Section 5: The Department Oratorical Chair is responsible for preparing the plan for conducting the program for the Department of Oregon and for initial statewide publicity to Districts, Posts, Schools, and the public. The Department Oratorical Chair sets the date and coordinates the arrangements for the Department Contest. There shall be no more than a nominal charge to the Department for the facility in which the Department contest will be held.

- (a) Post/District Contest - Should significant circumstances prevent an in-person post or district contest; the post or district oratorical chair, respectively, shall contact their respective Oratorical Committee Member and/or the Department Oratorical Chair for guidance on conducting a virtual contest.
- (b) Department Contest - Should significant circumstances prevent an in-person department contest; the Oratorical Committee shall render a decision on coordinating and conducting a virtual contest. Notification will be given to the district oratorical chairs and contestants and coordination of the virtual event will be conducted through the Department of Oregon's videoconferencing system.

Post contests shall be held prior to the District contest; District contests shall be held in January; and the Department contest is to be beheld before the National Certification of March 15, 2022. The chair shall present the Oratorical Certificate and a check for \$100.00 (from the Trophies and Awards budget) to the Post sponsoring the Department winner at the annual Department Convention.

Section 6: This Committee shall meet at the direction of the Chair or the Department Commander. The Chair shall send a copy of the minutes of all Committee meetings to the Department Commander, Department 1st and 2<sup>nd</sup> Vice Commanders, Americanism Commission Chair, and Committee members. The Americanism Commission Chair shall report for this Committee to the Department Commander and the Department Executive Committee (D.E.C.). Upon request of any two members of the Committee, the Chair shall be required to call a special meeting. A quorum of three (3) shall be required for any Committee meeting. The Chair is authorized to conduct the business of the Committee meetings by telephone, video conference, email, or correspondence. The Oratorical Committee Chair shall provide a brief written update to the Americanism Commission Chair for inclusion in scheduled D.E.C. Book of Reports, as well as, make a written report of the year's activities and submit it to the Americanism Commission Chair no later than forty-five (45) days before the opening of the Department Convention covering the activities of this Committee for the year. The Americanism Commission Chair shall submit this report for inclusion in the Book of Reports.

Section 7: Scholarships shall be provided as follows for the Department winners:

- (a) 1<sup>st</sup> Place      \$5,000
- (b) 2<sup>nd</sup> Place      \$3,500
- (c) 3<sup>rd</sup> Place      \$2,500
- (d) 4<sup>th</sup> Place      \$2,000
- (e) 5<sup>th</sup> Place      \$1,500

Section 8:                   Effective with the 1997 Department contest, winners will be allowed six (6) years, excluding time spent in the military, from the time of their graduation from high school to use their scholarship. Students may use their scholarships to pay for graduate school. Department shall forward a letter to each winner outlining the requirements and conditions of their scholarship. The Department will send a reminder letter to each winner one (1) year prior to the expiration date of their scholarship.

Section 9:                   Contest facility requirements are as follows:

- (a) One large room in which the contest will be conducted. (A school library is not an appropriate room.)
- (b) Three holding rooms large enough to seat all contestants (approximately 10-15 individuals). These three rooms will be used to accommodate: (1) judges and tabulators; (2) pre-contest pooling of contestants; and (3) post-contest pooling of contestants.
- (c) Three smaller rooms for individual contestants to prepare his/her assigned topic oration.

A Post desiring to hold a Department Contest shall bid for the Contest at least one (1) year in advance. The bid shall include the location of the facility where the Department Contest is to be held.

Section 10:                The Department Oratorical Chair will ensure the Oratorical Committee submits monthly articles to the Oregon Legionnaire for publication, in adherence to established department policy.

Section 11:               The Oratorical Committee Code of Procedures shall be reviewed annually and updated, as necessary, by this Committee, and copies provided in advance to the Americanism Commission Chair and the Department Adjutant for review and approval at the Fall D.E.C.

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.



# **CODE OF PROCEDURES CONVENTION COMMISSION**

Approved Fall D.E.C. October 2023

## **Article I**

**Section 1.** Delegates and Alternates to the annual American Legion and American Legion Auxiliary Department Convention shall pay a registration fee of twenty (\$20.00) dollars.

A. The payment of Delegates and Alternates fees will be the responsibility of the Post and Auxiliary Unit. One (1) check from the Post will be sent to Department Headquarters with the names of those Delegates and Alternates.

B. All American Legion Posts will be assessed their total delegate fee as determined by the membership. Any Post that has not paid their total fees will be considered not in good standing and will not be allowed to vote.

**Section 2.** Guests attending the Department Convention shall pay a fee not to exceed one-half (1/2) of the fee set for Delegates and Alternates, \$7.50 at this time.

A. Sons of The American Legion (S.A.L.) shall pay a Delegate and Alternate fee of \$20.00. This fee is to include the S.A.L. Detachment Convention and Guest Credentials to The American Legion Department of Oregon Convention. This fee shall be split \$15.00 to the Host Post and \$5.00 to The Detachment of Oregon.

**Section 3.** Except for paid staff of The American Legion Department of Oregon and The American Legion Auxiliary, each person attending the Convention activities shall be registered as a Delegate, Alternate, or Guest of the American Legion or The American Legion Auxiliary and pay the appropriate registration fees. Delegate, Alternate, or Guest Credential Badges must be worn at all times while on the Convention floor.

## **Article II**

**Section 1.** The funds derived from registration fees shall be expended as follows:

A. Guest registration shall be retained by the Host Post Convention Corporation.

B. The American Legion Convention and The American Legion Auxiliary Convention Delegate and Alternate registration fees shall be divided as follows:

- a. Seventy-five percent (75%) (\$15.00) allocated to the Host Post Convention Corporation.
- b. Twenty-five percent (25%) (\$5.00) shall be retained by The American Legion Department of Oregon Headquarters. Upon receipt, the remaining (75%) (\$15.00) shall be transmitted to the Host Post Convention Corporation in a timely manner and shall include a list of Posts and names of Delegates and Alternates paid.

- c. The American Legion Auxiliary of The Department of Oregon shall receive twenty-five percent (25%) (\$5.00) of each registration fee paid by a Delegate or Alternate to The American Legion Auxiliary Department Convention. The remaining seventy-five percent (75%) (\$15.00) shall be sent to the Host Post Convention Corporation and shall include a list of Units and the names of Delegates and Alternates paid.
- d. Department Headquarters shall report the correct number of Delegates and Alternates registered and paid to the Convention Credentials Committee.
- e. The Department Finance Officer shall be responsible to accept late registration fees and disburse credentials at the place set up for the purpose of Registration and Credentials at the Department Convention and shall send to the Host Post Convention Corporation the final tally and payment immediately following the close of The Department Convention.
- f. The Auxiliary Convention Chairperson will provide the number of Delegates and Alternates of the Auxiliary to the Host Post Convention Chairperson at the close of registration.

**Section 2.** All funds allocated to The American Legion Auxiliary shall be supported by complete copies of registration records.

### **Article III**

**Section 1.** The Convention Corporation of the Host Post shall agree to all sections of the Department Convention Code of Procedure and will sign an applicable contract with The American Legion Department of Oregon.

**Section 2.** Upon selection as Convention City, the Host Post shall appoint a Post-Convention Committee chairman, to be recognized as the General Chairman. The Chairman of various committees shall also be appointed, and a complete list will be furnished to the Department Adjutant and the Department Convention Commission Chairman.

A. The Host Post shall form a Convention Corporation; paperwork is available from the Secretary of State for the State of Oregon.

B. The Host Post shall obtain insurance coverage in the amount of one million (\$1,000,000.00) dollars for the dates of the Department Convention.

**Section 3.** All meetings attended by the Department Convention Commission and the Host Post shall be recorded, by the Host Post, and a copy of the minutes sent to the Department Adjutant and the Department Convention Commission Chairman.

**Section 4.** The Department Convention Commission has the authority to determine policy and procedure on all matters relating to the Convention. Any dispute not resolved may be



arbitrated by the Department Commander, Department Adjutant, and the Department Judge Advocate with the Convention Commission Chairman.

**Section 5.** Department Convention Chairman expenses shall be borne by funds allocated to the Department Convention Commission for the following:

A. At least thirty (30) days prior to the Fall D.E.C., the Department Convention Commission Chairman shall meet with the Convention Committee of the Host Post to ascertain that the Host Post is in accordance with the Department Convention Commission Code of Procedure. If the conditions of the Code of Procedure are being adhered to, the Department Convention Commission Chairman shall recommend to the Fall D.E.C. that an applicable contract be entered into as specified in Article III Section 1 of the Department Convention Commission Code of Procedure.

B. At least ninety (90) days prior to convention, the Department Convention Commission Chairman will meet with the Host Post Convention Committee to ascertain their readiness.

#### **Article IV**

**Section 1.** The obligation of the Department Executive Committee and Convention City.

A. The annual Department of Oregon Convention shall close no later than the last Saturday of June. The date of the Convention shall not be changed after the Convention has been awarded.

B. The contract, (Article III, Section 1), may be revoked at any time up to ninety (90) days prior to the Convention Dates with the approval of the D.E.C. and The American Legion, Department of Oregon, shall be relieved of any obligations.

C. The D.E.C. may assess the Host Post a fine of up to One Thousand Dollars (\$1,000.00) for any flagrant violation of the Contract.

#### **Article V**

**Section 1.** The Convention City Host Post shall obtain a minimum of 200 rooms for Delegates, Alternates, Guests, and Department Staff housing, secured by contracts between the Host Post and local Hotels/Motels.

A. The above contracts will establish contracted room rates, the type of rooms available, and any other obligations agreed upon between the Host Post and the local Hotel/Motel, subject to the approval of the Department Convention Commission.

**Section 2.** The Host Post Housing Chairperson will keep a record of rooms available at each Hotel/Motel. Housing at the Department Convention shall be the responsibility of each individual. Inquiries for rooms shall be directed to the Host Post Convention Housing Chairperson.

A. The Host Post shall recommend a Hotel/Motel to be used as Department Headquarters, to the Department Convention Commission. The Department Convention Commission will recommend the Hotel/Motel to be assigned to the Department Commander and Adjutant for approval as Headquarters. A minimum block of seventy (70) rooms of similar size and price, shall be reserved from Monday thru Saturday night.

a. The Headquarters Hotel/Motel shall have an elevator if available.

**Section 3.** Complimentary rooms, in the assigned Headquarters Hotel/Motel, shall be furnished and paid in advance, by the Host Post, for The American Legion Department Commander, The American Legion Auxiliary President, The American Legion Department Adjutant, The American Legion Auxiliary Department Secretary, and The American Legion Department Convention Commission Chairman, for a period not to exceed ~~five (5)~~ **three (3)** nights, during the Department Convention week. **If Department hosts the convention, The American Legion and the American Legion Auxiliary will bear the cost of lodging for their leadership.**

A. The rooms of The American Legion Department Commander and The American Legion Auxiliary Department President will be of equal size and value, suites when available. All other rooms will be of similar size and value to the remainder of the block in the Headquarters Hotel/Motel.

B. A complimentary room will be furnished from the block in Headquarters Hotel/Motel for one night to the Most Distinguished Guest of The Department of Oregon American Legion or The American Legion Auxiliary; the cost of which shall be borne by the respective organization's Distinguished Guests Funds and paid in advance.

C. The Convention Commission Chairman, The Host Post Convention Corp. Chairman, and Department Adjutant shall meet with the Headquarters Hotel to ensure all complimentary rooms are paid for before the close of the Convention at least one (1) day prior to check out.

**Section 4.** Travel and housing expenses for the Department Convention Commission and or Chairman shall be assumed by the Host Post for:

A. Coordinating meetings of The American Legion and The American Legion Auxiliary.

B. Any other meetings the Convention City requests, the Department Commander calls due to problems that may arise, or any meetings the Department Convention Commission Chairman deems necessary.



## **Article VI**

**Section 1.** The Department Auxiliary President and her Auxiliary Convention Chairperson shall assume the responsibility for the Department President's and Department Commander's Banquet. The Department President and the Department Commander shall share the assignment of seating at the head table.

**Section 2.** Two (2) complimentary banquet tickets each shall be presented to the Department Commander of the American Legion, the Department President of the American Legion Auxiliary, and the Detachment Commander for the Sons of the American Legion forty (40) days prior to the Department Convention.

### **Article VII Section 1.** Convention hall requirements.

- A. Signs indicating District seating shall be placed in the Convention Hall under the direction of The American Legion Department Sgt.-At-Arms.
- B. Adequate meeting rooms for the various Convention Committees will be provided, when available, with the appropriate signs. If not available, Committee meetings will be held on the floor. One (1) room will be provided for Department Headquarters Staff and one (1) room for the Trophies and Awards Commission.
- C. Platform desks and or tables for the Department Adjutant and Staff, and The Department Auxiliary Secretary and Staff will be draped to the floor on three (3) sides.
- D. Suitable podiums, microphones, and speakers shall be furnished in the Legion and Auxiliary meeting halls.
- E. Adequate ventilation, heating/ cooling systems, and water shall be provided by the Host Post or meeting hall facilities manager for personal comfort.
- F. The American Legion Department Commander and Department Auxiliary President shall select the Master of Ceremonies for the joint opening ceremony at the annual American Legion Department Convention and set the agenda.
- G. Reserved parking will be provided, when available, at the Department American Legion and Department Auxiliary Convention Halls for the Department Commander, Department Adjutant, and Staff, and the Department Auxiliary President, Auxiliary Secretary, and Staff not to exceed 5 spots per organization.

## **Article VIII**

**Section 1.** All additional Convention activities, i.e.: golf tournaments, parades, BBQ, meals, sites for candidate forums, open houses, etc. shall be coordinated by the Host Post General Chairman and the Department Convention Commission Chairman.

**Section 2.** Shuttle service shall be provided by the Host Post for all scheduled activities.

**Section 3.** All activities must have a formal printed ticket (computer generated O.K.), and each ticket must include the name of the function, cost, date, and meal choice, (beef, fish, chicken, etc.).

A. Tickets shall be distributed to The Legion, The Auxiliary and The S.A.L. members in a packet made up for this purpose.

B. Reservation forms for ticket purchases shall be sent to the Posts, Units, and Squadrons by The Department of Oregon Headquarters in the Call to Convention packets and returned to the Host Post.

**Section 4.** Host Post must have available to the following year's Host Post all materials needed to host the Department Convention (signs, flag stands, etc.) at the close of the American Legion Department and American Legion Auxiliary Convention and help to load and remove these materials from The American Legion and The American Legion Auxiliary Convention sites.

## **Article IX**

**Section 1.** The Department Finance Officer shall provide a complete financial report concerning the Department Convention to the Fall D.E.C. to include funds collected and disbursed to the Host Post. A payment of \$ 1,000.00 will be made to the Host Post Convention Corporation upon entering into a contract with The Department of Oregon. A final payment of \$1,000.00 will be made to the Host Post Convention Corporation after the final report is accepted at the Fall D.E.C. These payments are an incentive and an expression of gratitude of the Department of Oregon for the hard work of the Host Post Convention Corporation. These funds may be spent by the Post as they see fit. If for any reason the contract between The Department of Oregon and the Host Post Convention Corporation is canceled, the initial payment of \$1,000 will immediately be reimbursed by the Host Post Convention Corporation to The Department of Oregon.

## **Article X**

**Section 1.** The Host Post Convention Corporation shall not be dissolved until after the second, or Fall D.E.C. meeting, at which time the General Chairman will give a full and final report of the Department Convention.

## **Article XI**

**Section 1.** The Department Convention Commission is appointed by and serves at the pleasure of the Department Commander as per, Article VI Section 1 of the By-Laws and Article VI Section 3 of the Constitution of The American Legion Department of Oregon.

## **Article XII**

**Section 1.** The Convention Commission is responsible for oversight of all the Department Executive Committee Meetings. (15 Sep 2017)

**Section 2.** Department Executive Committee Meetings shall be the third Sunday in September, January, and April. The April meeting may fluctuate based on Easter.

- A. The incoming Department Commander in conjunction with the incoming Auxiliary President will provide Convention Commission a list of preferred locations by May 15.
- B. The Convention Commission will select hotels and negotiate rates for each location.
- C. The Host Post shall offer meals, at minimum, lunch on Saturday in two areas (White Tops, general membership) and dinner Saturday evening.
  - a. The Department Commander and Auxiliary President have discretion on a formal banquet or informal dinner.
- D. The Host Post must have or secure meeting space for the Legion (approx. 150), the Auxiliary (approximately 65), and the Sons (approximately 30). The Convention Commission relies on your community ties to help keep the cost down. The reasonable cost of meeting space will be borne by the Department of Oregon, Legion, and Auxiliary respectively.

**Addendum**  
**Code of Procedure, Department Convention Commission**

The recommended minimum number of Titles of Convention Chairpersons required to host a Department Convention.

General Chairman Vice-Chairman  
Secretary Treasurer Registration  
Liaison Housing  
Program Packets  
Facilities- Meeting Rooms Public Relations  
Legal (advisor) Parade  
(optional) Auxiliary Liaison

Some of the duties could be combined, using a single Chairman but hosting a successful Department Convention is an undertaking that is found to be better served by the efforts and participation of many Legionnaires and Auxiliary members.

## Convention Timeline

### ACTION REQUIRED

**DATE  
COMPLETED**

#### Prior to Fall D.E.C

Incorporate Convention Committee

#### Fall D.E.C.

Sign Contract with Dept.

#### November prior to Convention

Form Convention Committees

Meal Committee should begin on location & menus for convention

Wednesday – Golf

Thursday- White Tops Breakfast or Lunch, VA&R/ALVS Lunch, Banquet

Friday - Americanism Lunch, BBQ

Saturday- GNUTS Breakfast, Victory Party

Submit housing contract w/ HQ Hotel

Secure Fire Dept. Support for First Aid

Set final date for Registration of events

Meals, lodging, golf, advertising

Request District Support for transportation, convention staffing, etc.

Reserve Golf Course

Contact City, Tribal, County officials to address Convention Body

#### December

Meal Committee report to Conv Comm on menu & pricing

Submit meal recommendation for Banquet - ALA thru Conv Comm

Report on

singed HQ hotel contract

additional lodgingcontracts

advertising costs

project list/other committees

#### February

Finalize menus and pricing, lodging, ad costs

Prepare forms for Dept. for distribution via email, Legionnaire, etc.

#### April

Progress report for Spring D.E.C

Receive final Dignitary list & schedule from Dept.

Final Check with Conv Comm

Provide proof of 1,000,000 insurance for Convention

Report on Advertising

Items for Packet- Chamber of Commerce, etc.

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## CONVENTION TIMELINE FOR HOST POST

ACTION REQUIRED	DATE COMPLETED
<b>May</b>	
Cut off for meal, lodging, advertising	
Receive Department Officer pages for Program from Department (06 Oct 2019)	
Receive Convention Agendas for Program from Department (06 Oct 2019)	
Florist for banquet/ installation	
Poppy Corsages for Joint Opening	
PDCs, PDPs, District Commanders & Presidents, Dignitaries	
<b>June</b>	
Pay Convention Hotel, Golf Course	
Submit Convention Program to printer	
Provide list of convention staffing	
Finish packets	
<b>End of Convention</b>	
Have all Dept. Convention materials together for handoff to next Post	
<b>September</b>	
Final report from Host Post to Conv Comm to include breakdown of meals purchased/sold/served, advertising, complete income/expense	

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.

## **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.



## **CODE OF PROCEDURE CONSTITUTION BY-LAWS COMMITTEE**

Approved Fall D.E.C. 2023

1. The Committee shall be composed of five (5) members in accordance with Article IX, Department Standing Commission Section 2 of the Department By-laws: Two for one year (1 year) terms and one for each two (2), three (3), and four (4) year terms. In addition, the Department Judge Advocate will be an advisor to the Committee. The Chair of the Committee will be designated by the Department Commander.
2. The Committee shall make a continuous study of the Department Constitution and By- laws with a view of eliminating conflicts and clarifying and improving contents. Such eliminations, clarifications, and improvements shall be submitted in resolution form as amendments to the Constitution and By-laws.
3. The Committee shall advise and assist Posts, when requested, in preparing amendments to the Department, District, or Post Constitution and By-laws.
4. Subject to Article VII, Section 5 of the Constitution, the Committee will hold hearings on Post disputes arising among its members which threaten its proper functioning and activities when such hearings are referred to it by the Department Executive Committee (DEC). The Committee 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 Committee will be forwarded to the Department Commander and Department Executive Committee for their information and action.
5. The Committee shall carry out such other duties as may be assigned it by the Department Commander, the Department Executive Committee, or a Department Convention.
6. The Committee shall meet at the call of the Chair, and/or at least two members of the committee, at least twice annually, before the Fall meeting of the Department Executive Committee and early in April. We will require a quorum of three for meetings. If by prior information, a member cannot be present at a called meeting, the Chair shall contact each member by mail or email and their replies to proposed actions and recommendations shall be the basis for actions and recommendations by the Chair.
7. Three members shall constitute a quorum at any meeting of the Commission. Any action taken by less than a quorum shall be ratified at the next meeting of the Committee.
8. 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.

9. Unless the Committee Chair receives a call to report at other than the Fall Department Executive Committee meeting, the Chair shall make a report at the Fall meeting of the Department Executive Committee to submit to the Committee Code of Procedure for approval. If unable to be present, he/she shall submit a written report.
10. 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 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 Committee to replace him/her.
11. Changes in the Code of Procedure shall be made by majority vote and submitted to the Department Commander and the Department Executive Committee for approval.
12. The Chair shall prepare and submit a budget for the following year to the Permanent Finance Commission for approval by the Department Executive Committee.
13. No expenditures on behalf of the Committee shall be made without prior notifications to and approval of the Chair. Subject to funds available to the Committee, travel allowances will be made for attendance at called meetings on vouchers submitted to and approved by the Chair.
14. A notice of the called meetings, as well as a copy of the minutes of the meetings, shall be sent to the Department Commander for his/her information. Committee meeting minutes will be kept on file at Department Headquarters.
15. 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.

# **CODE OF PROCEDURE**

## **AMERICAN LEGION RIDERS COMMITTEE**

Approved Fall D.E.C. October 2023

1. The ALR Committee Chairperson shall be appointed by the Department Commander. The Department Internal Affairs Commission Chairperson shall serve in an advisory capacity to the Commander concerning ALR committee activities. The ALR Committee Chairperson will be a member of the American Legion Riders and Internal Affairs Commission with a vote on that Commission.
2. The American Legion Riders (ALR) Committee shall be composed of five (5), American Legion Riders in good standing, recommended to the Department Commander, individually accepting the assignment, and appointed to the committee. Reference; Article XI Department Standing commissions section 2.3. As directed through the National Constitution all members of this committee shall be American Legion members providing a Form DD 214.
3. The ALR Committee Chairperson 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 such request shall be sent to the member concerned.

The ALR Committee exists in an advisory capacity to the Internal Affairs Commission and the Department Commander concerning matters presented to them by a Post Commander representing a post ALR Chapter of the Oregon American Legion Riders (ORALR) elected officers.

5. The ALR Committee Chairperson is to communicate with Internal Affairs Commission Chairperson or Department headquarters by phone, email through the Department Adjutant for distribution or directly in support of the Oregon American Legion Rider (ORALR) Programs.
6. The ALR Committee shall meet at the call of the Chairperson, Internal Affairs Commission Chairperson, or Department Commander, and in any event at least once annually during the Department convention. A notice of scheduled ALR Committee meetings and subsequent copy of each meeting minutes shall be sent to the Internal Affairs Commission and Department Executive Committee through the Department Adjutant. Three members shall constitute a quorum at any meeting of the ALR Committee. Any action taken by less than a quorum shall be ratified at the next meeting of the ALR Committee.
7. The ALR Chairperson shall prepare and submit a budget for the coming year to the Permanent Finance Commission for approval by the Department Executive Committee. No expenditures on behalf of the committee shall be made until the Committee Code of Procedures has been submitted for annual review and approved by the Department Executive Committee. Prior approval is required other than mileage or per-diem expenditures through the ALR Committee Chairperson.
8. Changes in the Code of Procedure shall be made by the majority vote of the Committee members and submitted to the Internal Affairs Commission and Department Executive

Committee for approval at the Fall DEC.

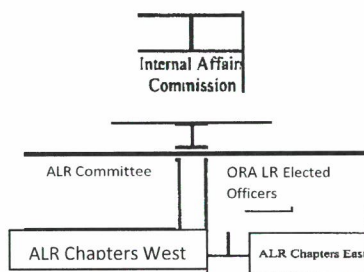
9. As required by Article V, Section 7 of the Department Constitution; The ALR Chairperson shall submit an annual report of the committee's activities to the Department Commander.

10. As the ALR Chapters coordinate rides and support events throughout Oregon and the Western United States, they shall report to the ORALR quarterly. The ORALR consolidated report will be forwarded to the ALR Committee Chairperson, through the Department Adjutant for distribution through Internal Affairs Commission and the Department Executive Committee prior to each quarterly Department meeting. ORALR Chapter activities can include but not be limited to attending Memorials, Parades, Fund Raising Events, and contributions.

11. The ALR committee and The ORALR have agreed to change the committee code of procedures. To better facilitate the selection of Chapter and Rider of the year. The goal is to have a procedure that allows the ORALR which regularly communicates with chapters to choose the Chapters large and small annually. And the committee to select the Rider of The Year reviewing the submissions from the ORALR and making a selection prior to the convention. The Large plaques reside in Department and smaller ones are developed through Department for the individual and Post.

Department  
and Post  
Commanders

12. Operational Level flow  
chart:



13. 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.

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*American Legion Department  
of Oregon Internal Affairs  
Commission Chairperson*

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*American  
Legion  
Riders  
Committee  
Chairperson*

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*Director  
Oregon American Legion Riders*





## **CODE OF PROCEDURE RESOLUTION COMMITTEE**

**Approved D.E.C.: October 2023**

1. There shall be five (5) members on this committee. There will be a Chair and four other members one of which shall be the Constitution and By-Laws Chair. The terms of members shall be one for four years, one for three years, one for two years and two for one year. The Department Commander shall appoint the Chair and one person for a four year term and one for one year.

2. The purpose of this committee shall be to review and assign resolutions to the proper commissions and committees throughout the year except at the annual Department Convention.

3. The committee shall meet as needed when there is business to be carried out. The review includes all resolutions headed to the DEC. The members will meet at the time and place to be announced by the Chair. The Chairman is authorized to conduct the business of the committee by virtual technologies (i.e., video, teleconferencing platforms).

4. No monies shall be expensed from committee budget without authority of the Chair.

5. Resolutions to be considered (except those presented at Convention) **must** be at the Department 45 calendar days prior to DEC.

Resolutions submitted to Department less than 45 calendar days prior to DEC will be returned without review to the District/Post responsible for the Resolution. At the discretion of the Department Commander, the resolution may be submitted at the next DEC for consideration.

Major Resolutions affecting Department Constitution and By-laws must be submitted to Department at least 60 calendar days prior to Convention. Major Resolutions submitted to Department less than 60 days before Convention will be submitted to the Convention Resolution Assignment Committee for review and distribution.

6. Edit of resolutions will be accomplished such as punctuation, spelling and other known errors without changing the spirit of the resolution.

7. After the document is reviewed by the Committee, it will be sent to the appropriate Commission/Committee that the resolution will apply to for consideration and review.

8. After review from both committees the resolution will be returned to the Department no later than 17 calendar days before the DEC for distribution to DEC members.

**Note: Resolutions can be submitted to the Resolution Committee throughout the year however, Resolutions that require changes to Department of Oregon Constitution and By-laws can only be voted on at Convention.**



## **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.





# **CODE OF PROCEDURE**

## **TRAINING AND DEVELOPMENT COMMITTEE**

Approved Fall D.E.C. October 2023

**Introduction** – The Training and Development Committee Shall collaborate to build a continuous development culture. It's a Legionnaire's responsibility to seek new learning opportunities. It's a Post, District or Department's responsibility to coach their members and identify member development needs. And it's Training and Development's responsibility to facilitate any development activities and processes.

**Mission:** In general, approve and encourage the following Legionnaire training:

1. Formal training sessions (individual or group)
2. Member Coaching and Mentoring
3. Participating in conferences
4. On-the-job training
5. Task shadowing
6. Leadership training for Officers
7. Training new members
8. Training members to prepare them for advancement within the Legion

**Section 1:** In the interest of an effective organization and control of American Legion activities, the Department Training and Development Committee has adopted a Code of Procedure outlining its duties and responsibilities to formulate and guide the Department Training and Development committee in its duties.

**Section 2:** This Committee shall meet at the direction of the Chairman or the Department Commanders. The Chairman shall report to the Department Commander, the Department Executive Committee, and the annual Department Convention.

**Section 3:** This Committee shall annually prepare and present a budget to the Permanent Finance Commission for the approval prior to the annual Department Convention.

**Section 4:** The Department Training and Development Committee Code of Procedure shall be reviewed and updated, if necessary, by this Committee for the Fall D.E.C. meetings approval.

**Section 5:** 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. A quorum of the training and Development Committee will be 3 members.

## **Section 6: Training**

- a. Budget requirements
  - 1) Submit budget requirements to the Permanent Finance Committee to include all expenses associated with Training and Development.
- b. Commander wants
  - 1) Shortly after the Department Convention, conduct a meeting with the Department Commander to get his/her input on their desires for training in the upcoming year.
  - 2) This will include training during DEC's, at special training events, etc.
- c. Location for training
  - 1) After the input from the Department Commander, start plans for training at the different locations, i.e., DEC's and possible other locations such as Districts and Posts.
- d. Time for location
  - 1) Once location have been determined, establish the starting and ending time on the different day(s) that the training will be held.
- e. Training of Trainers
  - 1) Identify new and old trainers using a database to list trainers and the qualifications of the trainers.
  - 2) Schedule training periods for the trainers for the subjects that they will be teaching.
- f. Evaluate success of training efforts.
  - 1) Evaluate training with test results, and student feedback forms.
- g. Keep records for better improvement opportunities.
- h. Identify the need for training.
  - 1) Get input from committee members, student feedback forms and test results to build a visual representation of what needs to be included in current and future training.
  - 2) Schedule meetings with the Commander, Vice Commanders and any other legionnaires with input(s) concerning areas which require training.
  - 3) This should include changes that need to be updated or modified to suit the needs of the Department of Oregon.
- i. Identify potential training programs or methods and have suggestions for the training programs.
  - 1) This may include virtual training, online training, National representatives giving classes, or sending legionnaires to be trained outside of the Department of Oregon.
- j. Research proposals for training with attention to budget and training content.



- k. Provide in writing training proposals that were rejected, for future references.
- l. Make arrangements for dates, accommodation, reserving places etc.
- m. Provide Proof of Training, i.e., tests, certificates, or other documents etc.
- n. Assist with learning activities and strategies.
- o. Promote training programs.
- p. Develop a training plan.
  - 1) Why it is important for The Department of Oregon to have a training and developing plan.
  - 2) Members of the American Legion need to replenish their knowledge and acquire new skills to better perform their jobs. This benefits both legionnaires of the Department. We want legionnaires to feel confident about improving efficiency and knowledge, as well as finding new ways towards personal development and success.
  - 3) Training plans are important because they address pertinent issues, such as what constitutes acceptable behavior by all Legionnaires. Procedures, on the other hand, clearly define a sequence of steps to be followed in a consistent manner, such as how the Department will respond to Code of Procedures violations. It is important for every organization to have a training and developing plan.
  - 4) Training allows our members to acquire new skills, sharpen existing ones, perform better, increase their knowledge and be better leaders. Since the Department is the sum total of what our members achieve individually, The Department will do everything in it's power to ensure that our members perform at their peak.

## **Section 7: Development**

- a. Needs analysis
  - 1) Shortly after the Department Convention, conduct a meeting with the Department Commander to get his/her input on their desires for training in the upcoming year.
  - 2) Conduct Committee meeting to discuss the needs and availability of training for the upcoming year.
- b. Instructional design.
  - 1) In-person training
  - 2) Virtual Training
  - 3) On-line training
  - 4) One-on-one training
- c. Validation – Ensuring prerequisites for training (i.e., National Legion College)
- d. Create a learning environment
- e. Select Training method.
  - 1) In person training classes
  - 2) One-on-one training

- 3) Virtual training
- 4) On-line training
- f. Implement the program
- g. Evaluation
  - 1) Use a excel spreadsheet type of evaluation to document what types of training the legionnaire has.
  - 2) Use a excel spreadsheet type of evaluation to document what types of training the legionnaire needs
- h. Identify mentors
  - 1) Assign a Past Department Commander to be the lead mentor for the individual
  - 2) Recommend additional mentors for specific areas of needs.
- i. Curriculum needs.
  - 1) Conduct meeting to determine the adequacy of the current curriculum and the changes necessary to improve the curriculum.
- j. Individual Legionnaire needs
  - 1) Review Legionnaire qualifications that they possess.
  - 2) Build a training plan for the individual to address the areas in which they need training.
- k. Advise candidates.
- l. Time line for application to National legion college.
  - 1) Determine when the National Legion College will be held.
  - 2) Send out notices as to when NLC will be and ask for members desiring to go.
- m. Membership development efforts will respect cost and time limitations, as well as individual and Department needs.
- n. Provide learning and development activities and strategies
- o. Promote membership development plans.

**Section 8: National Legion College;** This Committee shall be the advisory board for the Department Commander and Department Vice-Commanders for training and development of Department Officers, District Commander, chairmen, commission members, and identified development candidates.

- 8.1 The Legionnaire seeking to advance to Department Commander must inform the Department Commander and/or Department Vice-Commanders they will then inform the Training and Development Committee Chair of the person's name, Post number, and District. The commission will then help develop plans for their growth and development towards Department Commander. Progress of training should be documented with dates.
- 8.2. This Committee will identify mentoring positions and mentors to support future growth.
- 8.3. This Committee will establish the curriculum and location for the Oregon American Legion College and identify instructors and potential instructors for each course to be offered and

identify budget requirements to the Permanent Finance Commission at the annual Department proposed budget meeting. Department Legion College is available for anyone to attend.

- 8..4. This Committee will be an advisor for the leading candidates for Department Commander during the selection and assignment process for Department Commissions and appointed Department Officers to assure future leader candidates are selected for development assignments to prepare them for future leadership roles.
- 8.5. This Committee will provide information and applications for the National Legion College. Any Legionnaire interested will submit their application to the Training and Development Commission Chair. Applications for the National Legion College shall be submitted no later than 60 days prior to the National Legion College submission cutoff date (July 31<sup>st</sup> ) for consideration (i.e., May 31st).
  - 8.5.1. The Department Commander will select a National Legion College selection committee, consisting of the Training and Development Committee members, one Past Department Commander, and one District Commander or Vice Commander.
  - 8.5.2. The Department Commander will chair this selection committee.
- 8.6. Department Training and Development Committee will hold Training on three (3) separate days and locations across the State after the Oregon American College.

## **References:**

## **Revisions:**

## **Annex: TECHNIQUES USED IN TRAINING**

- 1) **Brainstorming:** Give participants a topic or a question. Ask them to think about as many items related to the topic or question that they can. Write down all their responses (no wrong answers). Guide learners to determine the best ideas presented.
- 2) **Case Study:** This technique provides participants with a description of an event, incident, or situation related to the subject under discussion. Participants analyze the case and report their findings to the entire group.
- 3) **Demonstration (Role Play):** Ask participants to practice a new skill by showing what they have learned to the rest of the group. Such demonstrations allow learners to “try out” new learning.
- 4) **Group Feedback:** After a demonstration or observation (role-playing, video), ask for feedback. Feedback should be constructive and not judgmental or negative about other participants’ performances. Feedback helps participants recognize their strengths as well as areas needing improvement.
- 5) **Reflection:** Give participants specific questions to consider and have them write down their thoughts. Discuss what they have learned with other participants. Plan on how to apply the new skills or knowledge to post activities. Reflection helps participants synthesize new material and connect it to their own experiences.

## **SAMPLE LESSON PLAN 1**

### **DEPARTMENT LESSON PLAN**

#### **INSTRUCTOR'S GUIDE**

Facility: Classroom or Virtual

Format: Seminar or Virtual

Classroom Style: Table or desk seating with lectern

Length of Class: One hour

Number of Instructors: One or Two

Audio Visual Equipment: Laptop, projector, screen, remote control,  
speakers, wireless microphone, lectern

Materials/Handouts: PowerPoint slides in handout format 3 or 4 to a page

PowerPoint Presentation: Supplied

Evaluation: Yes (both course and instructor)

Course Objectives:

1. Understand the purpose of visions, mission, and values statements
2. Understand how the statements were created
3. Be familiar with the National Values, Mission, and Values statements, as well as the Motto

### 3. Be familiar with the Department Vision and Mission Statements

#### **References used to create this Lesson:**

NEC Resolution 5 – October 2020

*Note: This lesson plan serves simply as an example. It **should not be used as a script to be read word-for-word**. The speaker may paraphrase the material as needed and should strive for a natural, relaxed delivery. These notes are completely optional, but we recommend that you become familiar with the notes and references and to rehearse your delivery a few times before the course begins—you will find that you will be more confident and relaxed. Each of the slides contain abbreviated notes below them. Use those notes as your basic instructional tool, and the extended notes in this lesson plan to expand on the discussion, depending on your knowledge of the material and your comfort with the topic.*

Speaker Notes: Use this space to jot down information for your own use (such as your co-instructor's name and Post).

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**“Welcome to the Oregon American Legion College course titled Legislative Priorities.**

My name is \_\_\_\_\_, a member of \_\_\_\_\_ Post \_\_\_\_\_, and I will be your instructor for this block of instruction.

Let's get started!

### **Slide 10 – Vision, Mission, Values**

- In October 2020 the National Executive Committee approved updated statements of our organizational Vision and Mission, as well six value principles.
- In simple terms, the Vision describes what we as an organization want to be and what we ultimately want to achieve.
- The Mission describes why we exist and what we aim to do in the short term. - -
- Values tell our members and our communities what is important to us and the kind of organization we are.



## Lesson Plan 2

### SAMPLE LESSON PLAN

#### Lesson summary

Students watch \_\_\_\_\_ about the American Legion, Department of Oregon.

This lesson is part of "{**Basic, Intermediate or Advanced training**}." In this unit, students will consider \_\_\_\_\_, as well as the \_\_\_\_\_ strengths and challenges. Students also learn about the \_\_\_\_\_.

#### Time allotment

XX minutes

Learning objectives: \_\_\_\_\_

Standards: \_\_\_\_\_

Explain \_\_\_\_\_

#### Supplemental Standards

Identify \_\_\_\_\_ and understand how \_\_\_\_\_

#### Supplies

- {Video, PowerPoint, On-line}:
- An interactive whiteboard, projector, or another type of screen to show videos to the class
- Books, printouts, or computers with Internet access
- Notebook paper

#### Directions

1. Ask students to \_\_\_\_\_
2. Then, indicate that they will be watching a video.



3. Play the video, ppt or on-line, \_\_\_\_\_. [Time]
4. Ask students to\_\_\_\_\_.
5. Divide students into groups and assign each one of the individuals to research. Explain that the class will be \_\_\_\_\_Indicate that each group will be doing research on their designated topic and then writing up a quick summary of why their\_\_\_\_\_.”
6. Using available print and digital sources, give the student groups {XX} minutes to research their \_\_\_\_\_.
7. Ask each group to choose someone to read the \_\_\_\_\_aloud. Have each group present their \_\_\_\_\_.” After each  
\_\_\_\_\_has been presented, have the class vote on which group presented the \_\_\_\_\_  
\_\_\_\_\_

Discuss with students how \_\_\_\_\_. Touch on how  
\_\_\_\_\_, and ask students what else\_\_\_\_\_.



## **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.

## **CODE OF PROCEDURE LEGISLATIVE COMMISSION**

Approved Fall D.E.C. October 2023

**PURPOSE:** To promote public support of the Legions programs through publicity, objectives of the American Legion by a study of American Legion legislative proposals, information to the membership thereon, direct communications with members of the Congress, and State Legislature as requested by the national legislative commission or proper department officials.

1. This Commission shall consist of five (5) members: Two (2) with terms of one year, one each with two (2) years, three (3) years, and four (4) years. Except in the case of an appointment to fill an unexpired term of the deceased, resigned, or member removed for cause. In addition, two (2) additional members shall be appointed in even years, for a period of one (1) year, coinciding with the State Legislature while in session.
2. The Chair shall be appointed by the Commander, Department of Oregon. Minimum term of the Chair shall be for one (1) year.
3. This Commission is authorized to further legislation pertaining to Veterans Affairs and Benefits as transmitted to it by the National Legislative Commission the Department of Oregon Executive Committee and by the Department of Oregon Convention Action.
4. This Commission is further authorized to act for the American Legion, Department of Oregon in preserving the rights of Veterans, their dependents, and survivors as outlined by existing laws pertaining hereto. So long as this does not conflict with National and/or Department of Oregon American Legion by-laws and mandates.
5. The Commission shall meet at the call of the Chair or at the call of the Department Commander. All expenditures of commission funds for travel and other necessary administrative expenses must be approved by the Chair in advance. Such funds shall not exceed amounts allocated to the Commission by the Department of Oregon, except upon approval of the Department Executive Committee in conjunction with the Permanent Finance Commission.
6. The Legislative Commission Chairman should report Legislative actions that take place on the National.
7. A member of the Legislative Commission will attend the United Veterans Groups of Oregon (UVGO) meetings and will report back to the commission any significant legislative agenda items that may pertain to the well-being of Veterans, their family members, or the American Legion Department of Oregon.
8. The Legislative Commission shall produce monthly articles for release and distribution through the Oregon Legionnaire. Articles, as scheduled by the Commission Chair, 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.

9. Articles will reflect activities of the Commission and efforts that advance the good work of the Department. Articles will reflect positively upon the, Department of Oregon and The American Legion.

10. 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.

## **CODE OF PROCEDURE MEDIA AND COMMUNICATION COMMISSION**

Approved Fall D.E.C. October 2023

**Section 1.** The Media and Communication Commission will oversee the Legionnaire Committee, Public Affairs Committee, and Information Technology Committee, in accordance with Article IX, Section 7, of the Department By-Laws.

**Section 2.** The Media and Communication Commission will have six (6) members in accordance with Article IX, Section 2.4, of the Department By-Laws. The members will consist of the Chair of the Legionnaire Committee, the Chair of the Public Relations Committee, the Chair of the Information Technology Committee, two members-at-large for 2 years, and one Commission Chairperson. The Department Commander will appoint all four (4) members.

**Section 3.** The Commission will coordinate the dissemination of information to Department of Oregon members and the public through technology, social media, and other digital and printed material sources. The coordination of information will provide consistent information to everyone.

**Section 4:** The Commission will approve all Department and District-level websites, social media accounts (i.e., Facebook, Twitter, Instagram, Pinterest, etc.), and other technologically derived and disseminated information; hereinafter, referred to as "Department and District accounts".

**Section 5.** The Commission and the Department Adjutant a master list of all authorized Department and District accounts, including the name and contact information of the individual(s) authorized to establish, maintain, and administer the account and its content.

**Section 6.** The Commission shall periodically monitor authorized Department and District accounts for adherence to acceptable behavior, use, and conduct, to ensure it is consistent with the standards and positive image of The American Legion.

- The Commission will notify the Internal Affairs Commission Chair and the Department Adjutant of any Unauthorized Department and District accounts.
- The Commission will notify the Internal Affairs Commission Chair and the Department Adjutant of any Department and District accounts that are inappropriate and do not hold consistent with the standards and positive image of The American Legion for appropriate action.
- The Commission will notify the Internal Affairs Commission Chair and the Department Adjutant of any Post-level accounts which disseminate information or portray endorsement of activities and conduct inappropriate and do not hold consistent with the standards and positive image of The American Legion for appropriate action.

**Section 7.** The Commission will make rules necessary for the conduct of activities. The Department Executive Committee will approve all rules and changes to the rules.

**Section 8.** The Commission will meet at the call of the Commission Chair, and usually prior to each Department Executive Committee meeting. The Commission Chair will notify commission members, the Department Commander, and the Department Adjutant of upcoming meetings and provide meeting minutes to the Department Commander, Department Adjutant, and Commission members. Meetings may use virtual technologies (i.e., video/teleconferencing platforms) in addition to what may already be in use.



## **CODE OF PROCEDURE LEGIONNAIRE COMMITTEE**

Approved Fall D.E.C. October 2023

**Section 1.** The Legionnaire Committee is under the oversight of the Media and Communications Commission, in accordance with Article IX, Section 7, of the Department By-Laws.

**Section 2.** The Legionnaire Committee will consist of five (5) members in accordance with Article IX, Section 2 of the Department By-laws: two (2) each with terms of one-year term and one (1) each with terms of two (2), three (3) and four (4) years. The Department Commander will designate the Chair of the Legionnaire Committee. The Chair will be a member of the Media and Communications Commission with a vote on the Commission.

**Section 3.** The objective and responsibility are to publish **monthly** the "Oregon Legionnaire" as a worthy and representative communication of the Department.

**Section 4.** Publisher/ Editor of the Oregon Legionnaire shall be selected by the Legionnaire Committee.

**Section 5.** It shall be the duty of the Department Adjutant with the approval of the Committee to negotiate terms of contracts for technical assistance in producing the publication and to report their findings and recommendations to the Department Executive Committee or a Department Convention. Approval of contractual obligations and/or major policy decisions reside with the Department Commander with approval of the Department Executive Committee.

**Section 6.** It shall be the duty of the Committee to ensure all material is in accordance with American Legion and Department of Oregon policy.

**Section 7.** The Committee will meet at the call of the Chair when necessary. The Committee Chair will notify committee members and the Media and Communications Commission Chair of upcoming meetings and provide meeting minutes following the meeting to the Department Commander, Department Adjutant, Committee members, and the Media and Communications Commission Chair. 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.

**Section 8.** The Committee Chair shall submit a proposed budget to the Media and Communications Commission Chair each year no later than 30 days prior to the Spring Department Executive Committee meeting for the following year.

**Section 9.** The Committee will seek and consider less costly methods of distribution of the "Oregon Legionnaire", including email, websites, Facebook, and other social media platforms, and all other methods and means to reduce distribution costs.

**Section 10.** The Committee will prepare vouchers for the payment of all Committee financial obligations. The Committee Chair will review and approve all expenditures, as appropriate, prior to the expense of funds from the Committee budget.

**Section 11.** The Committee Chair shall make periodic reports of the Committee's activities to the Department Executive Committee. The Committee Chair will submit a written report to the Media and Communications Chair or attend the Department Executive Committee upon the request of the Department Commander or Media and Communications Commission Chair.

**Section 12.** The Committee Chair shall make a written report of the year's activities according to Article V, Section 7 of the Department Constitution, and submit it to the Department Adjutant no later than 30 days before the opening of the Department Convention.

**Section 13.** The Committee shall judge or appoint a committee to judge the winners of the best Post Newsletters Awards for Posts with a membership of 15 to 499 and Posts of 500 members or more. They will complete judging of these two awards prior to the annual Department of Oregon Convention held in June of that year. The Department of Oregon will present these certificates recognizing the winner at the Department Convention that year.

## **CODE OF PROCEDURE INFORMATION & TECHNOLOGY COMMITTEE**

Approved Fall D.E.C. October 2023

**Section 1.** Appointments of the Chair and members to the Information Technology (I.T.) A committee shall be made by the Department Commander with the following terms. One (1) with a term of four (4) years, One (1) with a term of three (3) years, One (1) with a term of two (2) years, One (1) with a term of one year.

**Section 2.** The Committee shall meet a minimum of three (3) times a year, or as necessary, at the call of the Chair to review and update all programs, to report and make recommendations to the Department Executive Committee (D.E.C.) for action on any changes to the computer system, new programs needed, or software proposed.

**Section 3.** Copies of Committee minutes, recommendations, and D.E.C. action concerning any I.T. equipment/software/applications and computer systems, related software, and their application shall be kept in computer/software files located at Department Headquarters.

**Section 4.** Administration and oversight of the Department I.T. equipment and hardware/software and application software shall be the responsibilities of the I.T. Committee subject to the approval of the D.E.C.

**Section 5.** The Department Adjutant will be responsible for the inventory, budgeting, scheduling, and training documentation, for Department staff to gain or maintain as necessary and appropriate to maintain proficiency necessary to in the performance of Department business, all Headquarters and Service Office personnel of the American Legion, Department of Oregon.

**Section 6.** The I.T. Committee will be responsible for presenting Information Technology Policy/Procedures relative to the purchases, official usages, contract maintenance, systems, and internet security to the D.E.C. approval for all computer systems (hardware/software) and associated equipment in The American Legion, Department of Oregon for offices, Commissions/Committees, and Department officers.

**Section 7.** The purchase of any I.T. equipment/software/applications must be recommended by the I.T. Committee before the purchase is completed by Department officers authorized by Department Constitution and By-Laws to consummate a purchase. Prior to purchase, the I.T. Committee will consider the compatibility, security, and feasibility of any purchase and after-purchase requirements of maintenance, usage, and access.

**Section 8.** The I.T. Committee shall be consulted on all matters pertaining to computer systems, including hardware/software/accessories and any technology equipment for Department Headquarters Offices, Department Commissions/Committees, and designated Department Officers for the purpose of carrying out the mission The American Legion, Department of Oregon.

**Section 9.** The I.T. Committee will maintain frequent contact with the Department

technology users to review new technology, as it becomes available I.T. issues, and other related topics.

**Section 10.** The I.T. shall have the responsibility of reviewing and making recommendations to the D.E.C. on all matters pertaining to the computer systems, hardware/software, and all other related equipment that may need enhancement.

**Section 11.** The I.T. Committee shall have oversight for hardware/software updates, applications of software, and maintenance of all computer systems located in the Department Headquarters, Department Service Office, Department Commissions/Committees, and designated Department Officers and shall have the authority to spend up to \$5,000.00 annually for any system updates, application, or maintenance of emergency nature.

**Section 12.** The I.T. Committee will submit to the Finance Committee the amount for the Department website. Authorized personnel to submit the revisions to the website will be the Department Adjutant, the Department Administrative Assistant, and the Chair of the I.T. Committee. (09/27/2015).

**Section 13.** 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.

## **CODE OF PROCEDURES PUBLIC RELATIONS COMMITTEE**

Approved Fall D.E.C. October 2023

Section 1. The Public Relations Committee is under the oversight of the Media and Communications Commission, in accordance with Article IX, Section 7, of the Department By-Laws.

Section 2. The Public Relations Committee will consist of five (5) members in accordance with Article IX, Section 2 of the Department By-laws: two (2) each with terms of one year and one (1) each with terms of two (2), three (3) and four (4) years. The Department Commander will designate the Chairman of the Public Relations Committee. The Chairman will be a member of the Media & Communications Commission with a vote on the Commission. An Oregon Legionnaire assigned to the National Media and Communications Commission, or National Media and Communications Council shall be an ex-officio member of the Department of Oregon Public Relations Committee without a vote.

Section 3. The Committee will present the Legion to the public as a responsible, patriotic, nonmilitary, and non-partisan organization dedicated to supporting our members and communities through the four pillars – Veterans Affairs & Rehabilitation, National Security, Americanism, and Children and Youth – in public relations and communication endeavors.

Section 4. The Committee shall communicate information to encourage public understanding, favor, and support for Legion programs and objectives.

Section 5. The Committee shall present news of national, Department and Post activities, including but not limited to Veterans Affairs and Rehabilitation, National Security, Americanism, and Children and Youth.

Section 6. The Committee shall encourage all Legionnaires to become acquainted with the history and general background of the Legion since they serve as representatives of the Legion.

Section 7. Committee members shall help all Posts, through their districts, become aware of Legion activities and public relations resources available to assist in program delivery, as well as cooperate with local officials and news media outlets – press, radio, and TV stations – for proper presentation.

Section 8. The Committee shall carry out such other duties as assigned by the Media and Communications Commission, the Department Executive Committee, or a Department Convention.

Section 9. The Committee will meet at the call of the Chairman when necessary. The Committee Chair will notify committee members and the Media and Communications Commission Chair of upcoming meetings and provide meeting minutes following the meeting to the Department Commander, Department Adjutant, Committee members, and the Media and Communications Commission Chairman. The Committee may conduct meetings using virtual technologies (i.e., video/teleconferencing platforms) in addition to existing meeting formats. (Action approved at Fall DEC, 10/10/2021.)

Section 10. The Committee Chairman shall submit a proposed budget to the Media and Communications Commission Chairman in response to the Permanent Finance Commission's call for the following American Legion year.

Section 11. The Committee Chairman will review and approve, as appropriate, all expenditures prior to the expense of funds from his committee budget.

Section 12. The Committee Chairman shall make periodic reports of the Committee's activities to the Department Executive Committee. The Committee Chairman will submit a written report to the Media and Communications Chairman or attend the Department Executive Committee upon the request of the Department Commander or Media and Communications Commission Chairman.

Section 13. The Committee Chairman shall make a written report of the year's activities according to Article V, Section 7 of the Department Constitution, and submit it to the Department Adjutant no later than 30 days before the opening of Department Convention.

Section 14. The Committee shall judge or appoint a committee to judge the winners of the Post Public Relations Awards year prior to the annual Department of Oregon Convention. Public Relations Awards for the current American Legion membership year will be awarded to Posts based on membership in the following categories:

- Category 1: Posts with membership 15-150.
- Category 2: Posts with membership 151-300.
- Category 3: Posts with membership 301 and more.

The Department of Oregon Public Relations Committee will purchase plaques to recognize the winners during the annual Department Convention.



## **CODE OF PROCEDURES**

### **MEMBERSHIP & POST ACTIVITIES COMMISSION**

Approved Fall D.E.C. October 2023

1. The Membership Commission shall consist of seven (7) members, six (6) of whom will be appointed by the Department Commander as stated in the Constitution and By-laws of The American Legion, Department of Oregon. The Department First Vice-Commander, by virtue of his/her position, is an ex-officio member of the Membership Commission and could be appointed as Membership and Post Activities Commission Chair. The Department Commander shall designate the Chair and Vice-Chair of the Membership Commission for a multi-year position. The Commander, based upon a recommendation from The Membership and Post Activities Commission Chair, will appoint a subcommittee, as necessary, to perform studies, research and to make recommendations regarding membership, Post activities, revitalizations, Post closures, and realignment of assets and organizations to enhance the achievement of membership goals and objectives.
2. The purpose of The Membership Commission is to formulate and plan a long-term membership program; to stimulate and promote membership and activities for the Posts, to provide training, motivation, and educational material to District Commanders, District Membership Chairs, Post Commanders and Post Membership Chairs. To implement, monitor, and modify the Strategic Plan for Sustained Growth, and to ensure that its provisions are being followed by Posts and Districts. To provide incentives and awards, as well as to inform the membership as to how these can be earned and/or obtained.
3. The Commission shall cause the Department Adjutant and his /her staff to communicate with the National Membership Director and convey all matters pertaining to this Membership Commission, to the Department and District Officers, Membership renewals shall be accomplished online with [www.mylegion.org](http://www.mylegion.org) when possible, otherwise forward to Department on a weekly basis. A Weekly Membership Report shall be updated and forwarded to the Department Commander, Department Vice Commanders all the District Commanders, the Department Membership Chair, and Commission Members, District Adjutants, Post Commanders, and Post Adjutants. It shall also be posted on the Department Website. This Weekly Report shall be prepared on Thursday and distributed on Friday unless the reporting date is changed by mutual agreement with the Membership Chair and Department Adjutant. The latest Membership Report before the Legionnaire goes to print will be included in the publication.
4. The Department Membership Team shall be made up of Department's First Vice Commander, Second Vice Commander, Membership Commission Members, District Commanders and District Membership Chairs. The Department will be divided into three Zones. The three zones are divided into Department Districts with Membership Commission Members assigned to each Zone. Zone 1 is made up of Districts 1 & 2, and Districts 7 & 8 commission Member assigned to with each set of two Districts. Zone 2 includes Districts 3, 4, and 9 with one Commission Member assigned. Zone 3 includes 5, 6, and 10. This Zone has two Commission Members with specific Post assignments due to geographical considerations.

5. The Department Membership Chair will, upon receipt from National, divide the Department Membership Goal among the Districts. These goals will be provided to the District Commanders for distribution to the Posts with copies to the Department Membership Chair and Department Adjutant. Along with the goals, the Department Membership Chair will provide to each District Commander a copy of the DMS (Direct Mailing Service) and 114 lists for distribution to each Post.
6. The Membership Commission shall work with the Public Relations Committee, all other standing and special commissions, committees, and The Oregon Legionnaire.
7. Members of the Commission shall produce monthly articles for release and distribution through the Oregon Legionnaire. Articles, as scheduled by the Commission chair will be due to the Department Adjutant and Oregon Legionnaire committee chair no later than upon their approved scheduled due date which may or may not be later than normal timeframes due to requirements of recent information. Articles may also be released through other designated official social media platforms of the Department of Oregon. Articles will reflect activities of the Commission and efforts that advance the good work of the Commission to the benefit of Department of Oregon members. Articles will reflect positively upon the Commission, Department of Oregon, and The American Legion.
8. The M&PA (Membership and Post Activities) Commission will create and submit to the Permanent Finance Commission, no later than the established due date, an itemized budget request to support the work of the commission's planned activities for the subsequent business year.
9. All funds budgeted for Membership and Post Activities shall be paid by an expense report sanctioned and approved by the Membership Chair. If funds are available, expenses may include mileage for Membership Commission members. The Chair will be reimbursed or paid directly by The Department for motels and food when attending Commission meetings. All expenses such as telephone calls, postage, plaques, certificates, incentive programs, promotional materials, and cap ornaments for membership promotions are to be covered by Department from the Membership budget. There should be no charges applied to the Membership budget except those approved by the Membership Chair.
10. The Chair shall request, in writing, to the Department Commander, for the removal of a Commission member for failure to participate actively in the work of the Commission. A copy of such a request shall be sent to the member under question.
11. The Membership Chair shall submit an annual written report, as required by the Department Constitution and By-laws, to the Department Adjutant no less than thirty days prior to the opening of the Department Convention.
12. The Membership Commission will review and present all of the membership awards and promotional prizes at the Oregon Department Convention. The Membership Commission will work in concert with the Ritual, Ceremonials, Trophies, and Awards Commission to ensure an orderly, meaningful, and dignified presentation of membership awards.



13. 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.



**CODE OF PROCEDURE**  
**NATIONAL SECURITY/FOREIGN RELATIONS**  
**AND HOMELAND SECURITY COMMISSION**

Approved Fall D.E.C. October 2023

**Section 1.** In the interest of an effective organization and control of American Legion Activities, the Department National Security/Foreign Relations and Homeland Security Commission has adopted a code of Procedure outlining its duties and responsibilities to formulate and guide the Department National Security/Foreign Relations and Homeland Security Commission programs. The following Committees are assigned to this Commission for supervision and coordination. Foreign Relations Committee, Law and Order and Homeland Security Committee, Military Benefits and Quality of Life Committee, National Guard and Reserve Forces Committee. The Chairmen of these Committees shall also be a member of the National Security/ Foreign Relations and Homeland Security Commission.

**Section 2.** This Commission shall consist of five (5) members. The incoming Commander shall appoint a new four (4) year member and one (1) year member to the Commission. He also will pick the Chairperson. The existing Commission members will go from four (4) years to three (3) years; three (3) years to two (2) years and two (2) years to one (1) year.

**Section 3.** This Commission shall meet at the direction of the chairperson or the Department Commander. The chairperson shall report to the Department Commander, the D.E.C. and the annual Department Convention.

**Section 4.** This Commission shall annually prepare and present a budget to the Permanent Finance Commission for their approval prior to the Annual Department Convention.

**Section 5.** A minimum of two (2) meetings must be held each year and the chairperson shall make written report to the Department Commander at years' end. If, by prior information, a quorum (3 members) cannot be present at called meeting, the Chairman 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 Chairman.

**Section 6.** The Commission shall help all Posts with the programs pertaining to National Security/Foreign Relations and Homeland Security and keep the membership aware of and informed about the world situations.

**Section 7.** The Commission Chairperson shall appoint one (1) member of the Commission to take the position of MIA-POW issue and to help bring this issue to a successful conclusion.

**Section 8.** It shall be the duty of the MIA-POW Chairman to review, keep track of and report on the MIA-POW issue and to help bring this issue to a successful conclusion.

**Section 9.** The National Security/Foreign Relations and Homeland Security Commission Code of Procedure shall be reviewed and updated if necessary, by this Commission for the Fall D.E.C. meeting approval.

**Section 10.** It shall be the duty of the National Security/Foreign Relations and Homeland Security Commission to promote an active relationship with the nearest American Red Cross Chapter to every American Legion Post within this Department. The purpose of this relationship being to promote and encourage The American Legion family to participate in the long- established ARC training programs as students, teachers and blood donors. The Commission shall be responsible for the judging and awarding of the plaques for the program titled "The American Legion Post Blood Donors Program"

(a) The rules and guidelines to follow are published by the American Legion, Department of Oregon, Trophy & Awards Committee Questionnaires bulletin, "NUMER 3 Blood Donor Report".

(b) A copy of the rules and guidelines to be used by all Posts in the Department of Oregon will be sent out with The American Legion, Department of Oregon Trophy & Awards questionnaires each year prior to the Annual Department Convention or by requesting it from the Adjutant, The American legion Department of Oregon, P O Box 1730, Wilsonville, OR 97070-1730 or by phone 503-685-5006. A copy is attached.

**Section 11.** This Commission shall be responsible for the program titled "The American Legion Law Enforcement Officer of The Year Award".

(a) The rules and guidelines to follow are published by the National Security Foreign Relations Division, The American Legion, 1608 K Street, NW, Washington DC 20006 in a memorandum dated December 1, 1998, a copy of which is attached.

(b) A copy of the rules and guidelines to be used by all Posts in the Department of Oregon can be obtained by requesting it from the Adjutant, The American Legion, Department of Oregon, and PO Box 1730, Wilsonville, Oregon 97070-1730 or by phone 503-685-5006. A copy is attached.

**Section 12.** This Commission shall be responsible for the program titled "The American Legion Firefighter of the Year Award.

(a) The rules and guidelines to follow are published by the National Security Foreign Relations Division. The American Legion,

1608 K Street, NW, Washington DC20006.

(b) copy of the rules and guidelines to be used by all Posts in the Department of Oregon can be obtained by requesting it from the Adjutant, The American Legion, Department of Oregon at **P.O.** Box 1730, Wilsonville, Oregon 97070-1730 or by phone at 503-685-5006. A copy is attached.

**Section 13.** 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.



## **CODE OF PROCEDURE FOREIGN RELATIONS/ROTC COMMITTEE**

Approved Fall D.E.C. October 2023

**Section 1.** The American Legion and the Department of Oregon are strong supporters of the Reserve Officer Training Corps at both the junior level (high school) and in colleges and universities.

**Section 2.** The Committee shall meet at once a Quarter the behest of the Commission Chair or Department Commander and will be composed of five (5) members.

**Section 3.** The Committee shall prepare an activity report as directed to do so by the Commission Chair.

**Section 4.** The committee recognizes the ROTC programs in the following Colleges and Universities:

University of Oregon---Air Force

Oregon State University --Army, Navy, Air Force Western

Oregon University

Linn Benton Community College University of

Portland--Army, Air Force Portland State University

Eastern Oregon University

Southern Oregon University

**Section 5.** The Department of Oregon American Legion will provide Ribbons, Medals, and certificates for those submitting names for Military Excellence and Scholastic Excellence. The Department will also provide ribbons to Post who recognized JROTC programs.

**Section 6.** The American Legion Department of Oregon will recognize the JROTC Cadet of the year from summaries submitted to the Committee by Post no later than (NLT) May 1<sup>st</sup> each year. The recipient will receive a Plaque and Certificate and a \$1,000.00 Scholarship.

**Section 7.** The committee meetings may be conducted using virtual technologies (i.e. video, teleconferencing) or in person meetings.





## **CODE OF PROCEDURE**

### **LAW AND ORDER HOMELAND SECURITY COMMITTEE**

Approved Fall D.E.C. October 2023

**Section 1.** In the interest of an effective organization and control of American Legion Activities, the Law-and-Order Homeland Security Committee has developed a Code of Procedure in conjunction with the Department National Security/Foreign Relations and Homeland Security Commission. This Code of Procedure will better formulate and guide the Law-and-Order Homeland Security Committee in its support of the parent Commission and the Department of Oregon.

**Section 2.** This Committee shall consist of five (5) members. The Department Commander shall appoint a new four (4) year member and one (1) year member to the Committee.

**Section 3.** This Committee shall meet at the direction of the Committee Chair or the Commission Chair. The Committee Chair shall report to the Commission Chair ten (10) days prior to the D.E.C. and the annual Department Convention.

**Section 4.** This Committee shall annually prepare and present a proposed budget to the Commission Chair for Permanent Finance Commission review prior to the Annual Department Convention.

**Section 5.** A minimum of two (2) meetings must be held each year and the Chair shall make a written report to the Commission Chair at years' end. If by prior information, a quorum (3 members) cannot be present at called meeting, the Chair shall contact each member by mail, phone, conference call, or e-mail and their replies to proposed actions and recommendations shall be the basis for actions and recommendations by the Chair.

**Section 6.** The Committee shall help the Department National Security/Foreign Relations and Homeland Security Commission in supporting all Posts with the programs pertaining to this Committee and keep the Commission Chair aware of and informed about the world situations.

**Section 7.** The Commission Chair shall appoint one (1) member of the Committee to take the position of MIA-POW issue and to help bring this issue to a successful conclusion.

**Section 8.** It shall be the duty of the Law-and-Order Homeland Security Committee to review, keep track of and report on the MIA/POW issue and inform and support the Commission to help bring this issue to a successful conclusion.

**Section 9.** As the National Security/Foreign Relations and Homeland Security Commission Code of Procedure shall be reviewed and updated, if necessary, by this Commission so will the Code of Procedure for the Law and Order Homeland Security Committee prior to the Fall D.E.C. meeting approval.

**Section 10.** It shall be the duty of the Law-and-Order Homeland Security Committee to support the National Security/Foreign Relations and Homeland Security Commission in

promoting an active relationship with the nearest American Red Cross (ARC) chapter to every American Legion Post within this Department. The purpose of this relationship is to promote and encourage The American Legion family to participate in the long-established ARC training programs as students, teachers, and blood donors.

**Section 11** The Law-and-Order Homeland Security Committee will be responsible for the program titled "The American Legion Law Enforcement Officer of The Year Award".

- (a) The rules and guidelines to follow are published by the National Security Foreign Relations Division, The American Legion, 1608 K Street, NW, Washington DC 20006 in a memorandum dated December 1, 1998, a copy of which is attached.
- (b) A copy of the rules and guidelines to be used by all Posts in the Department of Oregon can be obtained by requesting it from the Adjutant, The American Legion, Department of Oregon, and PO Box 1730, Wilsonville, Oregon 97070-1730 or by phone 503-685-5006. A copy is attached.

**Section 12** The Law-and-Order Homeland Security Committee will work with the National Security Commission Chair to nominate a candidate for the program titled "The American Legion Law Enforcement Officer of The Year Award".

**Section 13** The Law-and-Order Homeland Security Committee will be responsible for the program titled "The American Legion Firefighter of the Year Award.

**Section 14** The Law-and-Order Homeland Security Committee will work with the National Security Commission Chair to nominate a candidate for the program titled "The American Legion Firefighter of the Year Award.

- (a) The rules and guidelines to follow are published by the National Security foreign Relations Division. The American Legion, 1608 K Street, NW, Washington DC20006.
- (c) A copy of the rules and guidelines to be used by all Posts in the Department of Oregon can be obtained by requesting it from the Adjutant, The American Legion Department of Oregon at P.O. Box 1730, Wilsonville, Oregon 97070-Law and 1730 or by phone at 503-685-5006. A copy is attached.

**Section 15** 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.

## **CODE OF PROCEDURE MILITARY BENEFITS AND QUALITY OF LIFE COMMITTEE**

Approved Fall D.E.C. October 2023

**SECTION 1.** In the interest of an effective organization and control of American Legion activities, the Military Benefits and Quality of Life Committee has developed this Code of Procedure in accordance with the Department National Security/Foreign Relations - Homeland Security Commission.

**SECTION 2.** The Committee shall consist of five (5) members, the Chair, and four (4) other members. The Department Commander shall appoint these members. The Chair shall also be a member of the National Security/Foreign Relations - Homeland Security Commission.

**SECTION 3.** The Committee shall meet at the discretion of the Committee or Commission Chair. The Committee shall provide a written report to the Commission Chair 45 days prior to a D.E.C. and the annual Department Convention.

**SECTION 4.** Purpose:

- a. To review compensation, retirement benefits, health care and quality of life issues for service personnel of the active, Reserve and Guard components of our nation's military and military retirees, as well as their families.
- b. To make recommendations that will assure the quality of life of our armed forces personnel and military retirees.
- c. Such other purposes that may be assigned to it by the D.E.C.

**SECTION 5. 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.**



# **CODE OF PROCEDURE**

## **NATIONAL GUARD & RESERVE COMMITTEE**

Approved Fall D.E.C. October 2023

**SECTION 1.** In the interest of an effective organization and control of American Legion activities, the National Guard and Reserve Forces Committee has developed this Code of Procedures in accordance with the Department National Security/Foreign Relations - Homeland Security Commission.

**SECTION 2.** The Committee shall consist of five (5) members; the Chair and four (4) other members. The Department Commander shall appoint two members. The Chair shall also be a member of the National Security/Foreign Relations - Homeland Security Commission.

**SECTION 3.** The Committee shall meet at the discretion of the Committee or Commission Chair. The Committee shall provide a written report to the Commission Chair and Department Headquarters 45 days prior to a D.E.C. and the annual Department Convention.

**SECTION 4.** Purpose: To review the budgets of the National Guard and Reserve components of the armed services to ensure that the Guard and Reserve Forces have a sufficient number of personnel for assigned missions both state and federal, sufficient budgets for training as well as modern equipment to meet all obligations.

**SECTION 5:** To assist Posts with assistance to the National Guard and Reserves.

**SECTION 6: 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.**



## **CODE OF PROCEDURE PERMANENT FINANCE COMMISSION**

Approved: DEC October 29, 2023

1. The Permanent Finance Commission's regularly scheduled meeting shall take place prior to any Department Executive Committee meeting.
2. A Special Meeting of the Permanent Finance Commission may be called by the Commission Chairman, the Department Commander, or any two members of the Commission if the request is submitted to the Chairman at least seven days prior to date of such meeting.
3. The participation of any three of the five voting members in a regular or special meeting shall constitute a quorum.
4. The participation in any meeting by any member may be by letter, phone, FAX, e-mail, video conferencing software or in person.
5. The Permanent Finance Commission shall be advisory to the Department Executive Committee on all matters of Department finance and, in addition thereto, shall have full authority of approval or veto over any and all expenditure in excess of the amount budgeted and adopted by the annual Department Convention. (Article VIII, Section 4 Department By-Laws)
6. Any request for expenditures by any committee, commission or individual requiring either an increase, or change in amounts budgeted as approved by the Department Convention, must be submitted to the Permanent Finance Commission a minimum of thirty (30) days prior to the Department Executive Committee meeting at which the final approval is required. Requests which are not submitted in time to meet criteria will result in not being considered or recommended by the Permanent Finance Commission until its next regularly scheduled meeting.
7. It shall be the duty of the Permanent Finance Commission to prepare annual budget for the Department of Oregon.
  - (a) The proposed budget shall be presented to the Department Executive at the Spring Department Executive Meeting (DEC)
  - (b) After such meeting, approved changes shall be made, and the proposed budget shall be published in the Pre-annual convention issue of The Oregon Legionnaire.
  - (c) The proposed budget shall be included in the material distributed to the delegates of the Department Convention.

8. The members of the Permanent Finance Commission shall be in attendance at the Department Convention for the purpose of taking remedial action to correct or clarify the Department Budget in the event of a dispute in the method of drafting the proposed budget arises. Such changes will then be presented to the Department Convention for their approval. Members will be can be provided up to two (2) days per diem and travel to Department Convention if funds are available for this purpose.
9. The budget meeting will be held at the call of the Chairman for the next year's budget.
10. The Commission along with the Administration and Advisory Commission shall have the responsibility for reviewing and making recommendations to the Department Executive Committee on all revenue enhancement programs.
11. Members of the Commission shall produce monthly articles for release and distribution through the Oregon Legionnaire. Articles, as scheduled by the Commission chair 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. Articles will reflect activities of the Commission and efforts that advance the good work of the Commission to the benefit of Department of Oregon members. Articles will reflect positively upon the Commission, Department of Oregon, and The American Legion.



## **CODE OF PROCEDURE VETERANS AFFAIRS AND REHAB (VA&R) COMMISSION**

Approved Fall D.E.C. October 2023

**Section 1:** In the interest of an effective organization and control of American Legion activities, the Department VA&R Commission has adopted a Code of Procedure outlining its duties and responsibilities to formulate and guide the Department VA&R programs. (10/05/2014)

**Section 2:** This Commission shall consist of five members: The new incoming Commander shall appoint a new four (4) year member, three (3) year member, and a one (1) year member to the Commission. The existing Commission members will go four (4) years to three; three (3) years to two (2); two (2) years to one (1). At the first meeting of the new term, the VA&R Commission will elect one of its members to serve as Vice Chair and one to serve as Secretary during that term of office. The Vice-Chair shall assume all duties of the Chair in that person's absence. (10/05/2014)

**Section 3:** This Commission shall meet at the direction of the Chair or the Department Commander. The Chair shall report to the Department Commander, the D.E.C., and the annual Department Convention. (10/05/2014)

**Section 4:**

- (a) This Commission shall annually prepare and present a budget to the Permanent Finance Commission for approval prior to the annual Department Convention.
- (b) Quarterly statements of the VA&R budget shall be mailed to all members of the VA&R Commission, members of the Department Executive Committee, the Department Commander, and all Department Service Officers. (10/05/2014)

**Section 5:**

- (a) This Commission shall be the advisory board for the Department Service Office. To implement approved policies and programs, the Department Service Officer, designated as Office Supervisor, shall have administrative authority and operate the Department Service Office at designated authorized hours. The Department Service Office shall be governed by the approved annual budget of the Department VA&R Commission. The Department Service Office will regulate Field Service and visits to VAMC's, subject to the approval of the VA&R Commission. (10/05/2014)
- (b) Employee Evaluation. All full-time and ongoing part-time Department Service Office employees shall have their work performance evaluated by the VA&R Commission chair or designee at the end of a probations period and annually thereafter with 30 days of the anniversary date of the employee's date of hire, date of reclassification or date of transfer to another position. All employee evaluations

will be timely and in writing. Once completed, the evaluation will be sent to the Department Adjutant.

- (c) All travel outside of this "plan" must be approved by the VA&R Chair. The Commission shall review each travel request so that the Service Officer is covered for actual expenses. This is to be based on the cost of a reasonably priced hotel room with single occupancy, and adequate but reasonable reimbursement for meals. (10/05/2014)
- (d) The VA&R Chair or a representative will make at least one visit to the three Department of Veterans Affairs facilities during the year. Those facilities are the Portland VA Hospital, the VA Roseburg Health Care System, and White City VA Rehabilitation Center. Visitations should be arranged with The American Legion volunteer or representative for a tour of the VA facilities. The Chair will make at least one visit to the Department Service Office during the year. (09/17/2017)

**Section 6:** The Department Service Officer shall submit a quarterly report of the Department Service Office activities to this Commission and prepare a column for The Oregon Legionnaire quarterly i.e., once for each edition. The Department Service Officers will supply Post Service Officers with forms and information necessary for their compliance with Post duties. (10/04/2014)

**Section 7:**

- (a) The Service Officer is required to hold Service Officers Outreach Programs at the Department Level. The Service Officer will be available upon request, to hold a Service Officers' Outreach Program when notified by the Commission Chair. All requests for Service Officers' Outreach Program must be submitted at least two (5) months in advance through the VA&R Commission for approval. (10/05/2012)
- (b) The Service Officer shall attend Department Executive Committee meetings, subject to the approval of the Chair and/or Commission. Adequate prior planning must be done so that Post Service Officers and veterans in the area will be able to avail themselves of this service. (10/05/2014)

**Section 8:** The annual VA&R budget will not provide for direct relief or welfare. (10/04/2014)

**Section 9:**

- (a) The VA&R Chair shall see that the VA Hospital representative has a copy of the VA&R Code of Procedure. Also, a copy defining his/her Code of Procedure and duty assignments as the VA Hospital representative, on file at his/her location. (10/05/2014)
- (b) VA&R representative and Deputy Medical Center and VA&R Center volunteers will be reimbursed at the rate of 20 cents per mile round trip, providing the travel is in excess of five (5) miles with a maximum reimbursement up to 100 miles per trip from their home to the official volunteer site. All VA&R travel expense

requests must be provided to the VA&R Chair within 30 days after the date of the event. (10/05/2014)

**Section 10:** 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.



## **CODE OF PROCEDURES**

### **EMPLOYMENT AND VETERANS PREFERENCE COMMITTEE**

#### **(Assigned to Veterans Employment and Education Commission)**

Approved Fall D.E.C. October 2023

**Section 1:** The Employment and Veterans Preference Committee shall consist of a Chairman and a member not to exceed two members. The Chairman of the Employment and Veterans Preference Committee and member shall be selected by the new incoming Department Commander and confirmed by the Department Executive Committee. The Chairman of the Employment and Veterans Preference Committee shall be a member of the Veterans Employment and Education Commission.

**Section 2:** Purpose

- To survey, study, and recommend solutions to problems relating to employment, unemployment, underemployment, reemployment, and worker's compensation of war veterans who seek, or have, attachment to the labor force, public and private.
- To study all questions involved in the protection of preferential rights of veterans in civil service.
- Such matters as may concern the obtaining of veterans' preference by legislation, with special attention to securing a more rigid enforcement and broad extension of federal, state, and municipal civil service, with adequate preference for veterans by legislation, and assisting veterans in the enforcement of the veterans' preference provisions of the law in cases which may be referred to it that show a violation of the spirit or letter of said veterans' preference provisions contained in the federal statutes, federal civil service regulations, executive orders, or otherwise in all federal governmental employment;
- To understand, support, and disseminate the principles of the Employment and Education Commission to which this Committee is assigned.
- Such other purposes as may be assigned to it by the Department Executive Committee.

Assigned to the Veterans Employment and Education Commission for supervision and coordination.

**Section 3:** The committee shall meet at the direction of the chairman or the Chairman of the Veterans Employment and Education Commission or Department Commander. The Chair is authorized to conduct business of the committee meetings by telephone, email or correspondence.

**Section 4:** This committee shall annually prepare and present a budget to the Veterans Employment and Education Commission for review and the Commission will submit 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) Programs, (b) Administration, and (c) Travel. All expenditures of all funds allocated must be approved by the Veterans Employment and Education Commission Chairman in advance.

**Section 5:** The Employment and Veterans Preference Committee will have responsibility for and to initiate action where needed concerning matters of the economic well-being and the re-establishment of veterans returning to civilian life after a period of active service.

**Section 6:** The Employment and Veterans Preference Committee shall submit a monthly report of the Employment and Veterans Preference activities to the Department Veterans Employment and Education Commission Chairman for incorporation in the activities report of the Department Veterans Employment and Education Commission.

**Section 7:**

- a) When the subject matter to be discussed at any committee meeting would be of interest or concern to chairmen of other commissions/committees, the chairman may request representation from the other commissions to ensure necessary coordination among all commissions/committees involved.
- b) Committee members are expected to participate fully in the activities of the committee. Unexcused absence from two committee meetings shall constitute a ground for removal from the committee. Consistent failure to participate as required shall constitute grounds for removal from the committee. The Department Commander shall have the authority to remove the member of the Committee upon recommendation by the Commission Chair for Cause.

**Section 8:** The Employment and Veterans Preference Committee Code of Procedures shall be reviewed and updated, if necessary, by this Committee for the Fall Department Executive Committee meeting for approval.

**Section 9: 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.**

## **CODE OF PROCEDURES**

### **VETERANS EDUCATION, OTHER BENEFITS AND HOMELESSNESS COMMITTEE**

**(Assigned to Veterans Employment and Education Commission)**

Approved Fall D.E.C. October 2023

**Section 1:** The Veterans Education, Other Benefits, and Homelessness Committee shall consist of a Chairman and a member not to exceed two members. The Chairman of the Veterans Education, Other Benefits, and Homelessness Committee and member shall be selected by the new incoming Department Commander and confirmed by the Department Executive Committee. The Chairman of the Veterans Education, Other Benefits, and Homelessness Committee shall be a member of the Veterans Employment and Education Commission.

**Section 2: Purpose**

- To insure that veterans education benefits provided by the United States government to veterans are sufficient to pay all of the cost of a college education at state-supported colleges, all of the costs of trade school education, and a substantial portion of education provided by privately-owned colleges;
- To insure that every generation of veterans has substantially the same or better benefits than the previous generation;
- To insure that the federal and local governments are allocating sufficient resources to alleviate and end the challenge of homelessness among America's veterans;
- To insure that all veterans receive the benefits to which they are entitled as recompense for their military service on behalf of a grateful nation;
- To understand, support, and disseminate the principles of the Veterans Employment and Education Commission to which this Committee is assigned.
- To coordinate and provide guidance for all Point in Time (PIT) counts for Homeless Veterans activity in the Department of Oregon.
- Such other purposes as may be assigned to it by the Department Executive Committee.

Assigned to the Veterans Employment and Education Commission for supervision and coordination.

**Section 3:** The committee shall meet at the direction of the chairman or the Chairman of the Veterans Employment and Education Commission or Department Commander. The Chair is authorized to conduct business of the committee meetings by telephone, email, or correspondence.

**Section 4:** This committee shall annually prepare and present a budget to the Veterans Employment and Education Commission for review and the Commission will submit 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) Programs, (b) Administration, and (c) Travel. All expenditures of all funds allocated must be approved by the Veterans Employment and Education Commission Chairman in advance.

**Section 5:** The Veterans Education, Other Benefits and Homelessness Committee will provide support and educational material, with support from other commissions at National Guard Yellow Ribbon events, Homeless Veteran's Stand Downs, National Guard Armory's, Revitalization Events, coordinate and support Department of Defense (DOD) Employment initiative of all returning warriors to have a job. Coordinate with the local community, Department of Labor- Veterans Employment (DOL-VETS), Veterans Administration (VA), Employers Support of Guard and Reserve (ESGR), National Guard for supporting events.

**Section 6:** The Veterans Education, Other Benefits, and Homelessness Committee shall submit a monthly report of the Veterans Education, Other Benefits, and Homelessness activities to the Department Veterans Employment and Education Commission Chairman for incorporation in the activities report of the Department Veterans Employment and Education Commission.

**Section 7:**

- a) When the subject matter to be discussed at any committee meeting would be of interest or concern to chairmen of other commissions/committees, the chairman may request representation from the other commissions to ensure necessary coordination among all commissions/committees involved.
- b) Committee members are expected to participate fully in the activities of the committee. Unexcused absence from two committee meetings shall constitute a ground for removal from the committee. Consistent failure to participate as required shall constitute grounds for removal from the committee. The Department Commander shall have the authority to remove the member of the Committee upon recommendation by the Commission Chair for Cause.

**Section 8:** The Veterans Education, Other Benefits, and Homelessness Committee Code of Procedures shall be reviewed and updated, if necessary, by this Committee for the Fall Department Executive Committee meeting for approval.

**Section 9: 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.**



## **CODE OF PROCEDURES**

### **VETERANS EMPLOYMENT AND EDUCATION COMMISSION (Formerly Economics Commission)**

Approved Fall D.E.C. October 2023

**Section 1:** In the interest of an effective organization and control of American Legion Activities, the Department Veterans Employment and Education Commission has adopted a Code of Procedures outlining its duties and responsibilities to formulate and guide the Department Veterans Employment and Education Programs.

**Section 2:** Purpose

- To supervise and coordinate all activities of committees assigned to the Veterans Employment and Education Commission.
- When necessary, to initiate action concerning all matters affecting the economic well-being of veterans and/or the re-establishment of all war veterans returning to civilian life after a period of active service in the Armed Forces of the United States.
- To keep the Department Commander and the Department Executive Committee (DEC) informed concerning all developments affecting the economic welfare of veterans in all areas under the jurisdiction of the Veterans Employment and Education Commission.
- Such other purposes as may be assigned to it by the Department Executive Committee.

Assigned to the Veterans Employment and Education Commission for supervision and coordination are the Employment and Veterans Preference Committee, and the Veterans Education, Other Benefits, and Homelessness Committee.

**Section 3:** The Veterans Employment and Education Commission will be composed of three regular members appointed by the new incoming Department Commander and confirmed by the Department Executive Committee as provided in Section 9, Article IX of the By-laws of the Department of Oregon. The Department Commander will appoint a chairman for the Veterans Employment and Education Commission and the chairman of the Employment and Veterans Preference Committee, and the Veterans Education, other Benefits and Homelessness Committee. The Veterans Employment and Education Commission members will be the commission and committee chairman. The commission members will pick a Vice-Chairman, recording secretary, and other positions deemed necessary to carry on the business of the Commission at their first meeting. Commission membership may be augmented through the appointment of liaison members to represent the Commission in key job market areas of Oregon.

**Section 4:** The commission shall meet at the direction of the chairman of the Department Commander. The Chairman shall report to the Department Commander, the Department Executive Committee, and the annual Department Convention. Upon request of any two members of the Commission, the Chair shall be required to call a special meeting. The Chair is authorized to conduct the business of the commission meetings by telephone, email, or correspondence.

**Section 5:** A majority of current regular members of this commission shall constitute a quorum for commission meetings. Except where a greater majority would be required by the nature of the motion being considered, a majority vote of regular commission members present at a meeting shall be required to adopt a motion. The concurrence of a majority of regular commission members shall be required to authorize action of the commission between meetings.

**Section 6:** This commission 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) Programs, (b) Administration, and (c) Travel. All expenditures of all funds allocated to the Veterans Employment and Education Commission must be approved in advance by the Chairman.

**Section 7:** The Veterans Employment and Education Commission will have responsibility for three areas: (a) Employment and Veterans Preference, (b) Veterans Education, Other Benefits and Homelessness, and (c) Veterans Employment events.

- a) Employment and Veterans Preference: To initiate action were needed concerning matters of economic well-being and the re-establishment of veterans returning to civilian life after a period of active service.
- b) Veterans Education, Other Benefits and Homelessness: Provide support and education material, with support from other commissions at National Guard Yellow Ribbons events, Homeless Veteran's Stand Downs, National Guard Armory's, Revitalization Events, coordinate and support Department of Defense (DOD) Employment initiative of all returning warriors to have a job. Coordinate with the local community, Department of Labor-Veterans Employment (DOL-VETS), Veterans Administration (VA), Employers Support of Guard and Reserve (ESGR), National Guard for supporting events.
- c) Veterans Employment events: As a partner with DOL-VETS, ESGR, VA, DOD, coordinate and support all Veterans Employment events with an American Legion Team to include Department Officers, Department Service Officers, this Commission, Veterans Affairs and Rehabilitation (VA&R), and Membership and Post Activities (M&PA) Commissions and Public Relations Commission support and local District and Post participation.

**Section 8:** The Department Veterans Employment and Education Commission Chairman shall submit a monthly report of the Department Veterans Employment and Education Commission activities to the Department Commander, Department Officers, Department Commission Chairs, and this Commission and prepare a column for the Oregon Legionnaire for each edition of this Commission and Committee's activities.

**Section 9:**

- a) The Department Veterans Employment and Education Commission Chairman will attend Department Executive Committee meetings, subject to the approval of the Department Commander to report the activities of this commission in addition to providing a book of reports of this commission activity for each Department Executive Committee meeting.
- b) The Department Veterans Employment and Education Commission Chairman is responsible to provide instruction on the mission and responsibilities of the Commission and Committees of this Commission at training sessions at Department Executive Committee meetings and when called on by the Department Commander.
- c) When the subject matter to be discussed at any commission meeting would be of interest or concern to chairmen of other commissions, the chairman may request representation from the other commissions to ensure necessary coordination among all commissions involved.
- d) This Commission shall be the advisory board for the Department Commander, Department Officers, and the Department Executive Committee on Employment, Veterans Preference, Veterans Education, and other Benefits, Veterans At-Risk and Homelessness and Veterans Employment issues, solutions, and events.
- e) Commission members are expected to participate fully in the activities of the commission. Unexcused absence from two commission meetings shall constitute a ground for removal from the commission. Consistent failure to participate as required shall constitute grounds for removal from the commission or committee. The Department Commander shall have the authority to remove the member of the Commission upon recommendation by the Commission Chair for Cause.

**Section 10:** The Department Veterans Employment and Education Commission Code of Procedures shall be reviewed and updated, if necessary, by this Commission for the Fall Department Executive Committee meeting for approval.

**Section 11:** 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.



**CODE OF PROCEDURE**  
**The Oregon American Legion Foundation, (TOALF), 501(c)3**

Approved: Fall D.E.C. 2023

**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 of 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 with a recommendation from the Grant Processing Subcommittee. A majority of the Governing Board 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.
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 time-frame 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 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 current status of financial holdings of the Foundation.