

# **CODE OF PROCEDURE**

## **CHILDREN AND YOUTH COMMITTEE**

Approved Special D.E.C. December 2025

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 at any event, at least twice annually. If with prior information, a quorum cannot be present at a meeting called, 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 members 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 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 expenditure 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 meetings called, 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: 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. This background check must be completed prior to 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 State program.