

# CODE OF PROCEDURE

## JUNIOR SHOOTING SPORTS AIR RIFLE COMMITTEE

Approved Special D.E.C. December 2025

**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 pre-empted 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 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 each background check and training class will be reimbursed by the Junior Shooting Sports Air Rifle Committee.

**Section 9.** 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.