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Commission members to be appointed as prescribed by Article IX Section 2 of
Department 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.

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. 10/3/2010

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

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 to the Department Executive
Committee and make recommendations to the Department Executive Committee for
action on any changes or new programs proposed that require their approval. 10/3/2010

Copies of Commission minutes, recommendations and Department Executive Committee
actions concerning retirement and insurance shall be kept in the insurance files at
Department Headquarters.

The day-to-day operations of the Department of Oregon are the responsibility of the
Department Adjutant. 10/3/2010

The oversight of the Office and personnel policies of the Department of Oregon shall be
the responsibilities of this commission subject to the approval of the Executive
Committee.

The Commission will review/approve the Performance Plan and Quarterly Performance
Reports for the Department Adjutant. 10/3/2010
CODE OF PROCEDURE
AMERICANISM COMMISSION

Approved: D.E.C. September 27, 2015

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 Children and Youth Committee, Baseball Committee, Boy Scouts Committee, Boys State Committee, Oratorical Committee, Jr. Shooting Sports Committee, and American Legion Public Safety Career Committee. The Chairman of these committees shall be a member of the Americanism Commission. The Chairman 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                e. 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. Public Safety Career Camp  n. Children & Youth Activities & 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 Chairman shall make periodic reports of its activities to the Department Executive Committee. When unable to deliver in person, a written report to be submitted.

4. The Americanism Commission is to be called into session when necessary by the Chairman, notice of meeting and a copy of minutes shall be sent to the members of the Department Executive Committee. The Commission should meet at least twice a year with the Committee Chairman to discuss problems and schedules.

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

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

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

8. The Chairman 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 Department Convention.
Code of Procedure
Legion Baseball Committee

Approved: DEC September 27, 2015

1. This Committee shall be composed of (7) seven members AKA Commissioners, one appointed for a four year term, one appointed for a three year term, one appointed for a two year term and four appointed for a one year term except in the case of an appointment to fill the unexpired term of a deceased or resigned member. If more than (7) members are necessary, additional members shall serve for one (1) year only. The appointment of the Chairman shall be designated by the Department Commander and ratified by the Department Executive Committee.

2. The Chairman shall designate one of the Commissioners to serve as: Vice-Chairman, one to serve as "AAA" Division Chairman, one to serve as "AAA" Division Vice-chairman, one to serve as "A" Division Chairman, one to serve as "A" Division Vice Chairman and one to serve as Umpire Chairman. The remainder of members shall serve as Area Commissioners.

3. This Committee shall serve as the Appeal Board for any and 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. They will have the power to vote if they are members of the American Legion.

6. The Committee meetings will be at the call of the Chairman.

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 Chairman 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 Chairman of the Baseball Committee shall make a written report of the year’s activities, and submit it to the Americanism Chairman no later than forty five (45) days before the opening of the Department Convention.

10. The Committee Chairman 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 competition, along with other pertinent information.
1. The Commission shall be composed of five 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 members and one (1) four (4) year member. Preferably the members will have a Scouting background and represent the 5 BSA councils in Oregon. The Chairman of the Commission will be designated by the Department Commander. Revised 10/01106

2. The Committee shall encourage the Posts in the Department of Oregon to participate in the Boy Scout Program and in cooperation with the Scout Executives in each of the five (5) councils in Oregon, will provide the Posts with opportunities to participate. Revised 10/01106

3. The Committee shall make available to the Posts in the Department of Oregon any new programs initiated by the Boys Scouts of America.

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

5. The Commission shall meet at the call of the Chairman. If, by prior information a quorum cannot be present at a called meeting, the Chairman 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 Chairman.

6. 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 Commission.

7. The Committee 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 Commission; a copy of such request shall be sent to the member concerned.

8. The Chairman 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.

9. The Chairman shall submit a written report annually of the year’s activities of the Commission to the Americanism Chair who will present to the Department Commander as required by Article V, Section 7 of the Department Constitution.

10. 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.

11. The Chairman shall prepare and submit a budget for the year to the Permanent Finance Commission for approval by the Department Executive Committee.

12. No expenditures in behalf of the Committee shall be made without prior notifications to and approval of the Chairman. 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 Chairman.

13. 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.

14. 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. The Committee shall also meet as needed, prior to March 15th each year to evaluate Eagle Scout of the Year nominations.
CODE OF PROCEDURES
BOYS STATE COMMITTEE

Approved: D.E.C. September 27, 2015

Section 1. There is hereby created a Committee to be known as the American Legion Oregon Boys’ State Committee, to consist of six members with terms as follows: One four year, one three year, one two year and two, one year members, unless appointed to fill the un-expired term of other members. If more than six (6) 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 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 Chairman from the members of the Committee. In addition, two (2) Sons of The American Legion members may serve on the Committee at the discretion of the Department Commander as ex-officio members with voice, but no vote. The Chairman of the American Legion Boys State Committee will be a member of the Americanism Commission with vote.

Section 2. As Chairman of Oregon Boys’ State Committee, it is his responsibility to schedule and chair all Oregon Boys State Committee meetings. As Chairman, his responsibilities shall be to plan, organize and direct the yearly session of Oregon Boys State. The Committee shall have direct charge over all Oregon Boys State activities. The Chairman shall carry out the mandates of each Department Convention and the D.E.C.

The Commission Committee shall meet prior to the Fall D.E.C. meeting to change/update Code of Procedures for presentation to the D.E.C. for ratification. The Committee shall also ask for ratification by the Department Commander and the D.E.C. of any additional members deemed necessary to carry out the functions of the Committee.

Section 3. All sums of money that have accrued to Oregon Boys’ State Committee shall be carried in a segregated fund by the Department Finance Officer of the American Legion, and any balance held at the end of the fiscal year shall remain in such segregated fund and shall be carried over for expenditures and used in the succeeding years. All expenditures (not to exceed two thousand dollars) from this segregated fund shall be made at the direction of the Chairman. Any expenditure exceeding two thousand dollars must be approved by the D.E.C.

Section 4. The Oregon Boys’ State Committee shall set up the rules and regulations governing eligibility and any other forms of procedure by following the guidelines set forth by the National Americanism/Children and Youth Commission: At the discretion of the Commission, 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 situation.

b. Their performance is reviewed annually

c. Must have Commission approval prior to any acceptance.

d. And/or all materials produced become the sole property of Boys State.

Section 5. The Committee shall annually submit a report and accounting of monies received and expended by the Committee and shall annually make a report of its activities for the past year at the Department Convention and submit a proposed budget to the Permanent Finance Commission for the following year prior to Spring D.E.C.

Section 6. The annual Oregon Boys’ State fee shall be recommended by the Oregon Boys’ State Committee at the Fall D.E.C. meeting.

Section 7. The Chairman shall organize the necessary staff for the Oregon Boys’ State session. The staff shall consist of the members of the Committee, Legionnaires, Alumni of Oregon Boys’ State, and can also include Sons of the American Legion essential to carry out a successful program.

Section 8. The Chairman's responsibilities are as follows:

a. Report on the Oregon Boys’ State session at the annual Department Convention (refer to Section 5)

August, September & October

b. Call a Committee meeting prior to the Fall D.E.C. to prepare the Oregon Boys' State Committee Code of Procedure, review the annual budget and make other program changes as appropriate for the next session.

c. Upon approval of the Committee, the Chairman and/or members of the Boys State Committee and Staff (not to exceed two individuals) shall attend the National Boys State Directors Conference in Indianapolis, IN (provided funding is available).

d. Ensure Oregon Boys State Applications and other informational brochures are available on the Oregon Boys State website (www.alorboysstate.org). Mail and/or email via electronic means as necessary, applications and brochures to Posts in the Department. Disseminate information and or applications/brochures, etc. to the District Commanders at the Fall D.E.C.
November & December

e. Oregon Boys State application, brochures and other written material for distribution to Posts and new citizens as necessary. Inventory supplies, i.e. Boys State pins, staff and citizens shirts and order a sufficient quantity for the coming year.

January through June:

f. Confer with the University housing representative to arrange details of the coming session. Arrange for facilities to conduct Staff meetings as needed prior to the session.

g. Contact the Insurance Company recommended by the National Americanism/Children and Youth Commission.

h. Communicate with the Program Coordinator and Co-Coordinator, Alumni of the Oregon Boys State program regarding Counselor training and planning meetings and any other requirements essential to a successful program.

i. Arrange Oregon Boys’ State orientation sessions for Posts and/or Districts as needed. Have a knowledgeable person make presentation with all Orientations conduct prior to June.

j. The guest speaker program and discussion seminars will be the responsibility of the Oregon Boys’ State Committee.

k. Trophies and awards: Selection of winners for Post awards, the Samsung Scholarship winner, First Citizen Home Post and Governor’s Home Post to be completed during the current session of Boys State.

l. The Chairman shall be available twenty-four (24) hours a day of each day of the Oregon Boys’ State session to handle any emergencies that might occur.

m. The Chairman shall appoint the Program Coordinator and Co-Coordinator and their appointment must be approved by the Committee. The responsibilities of the Program Coordinator and Co-Coordinator are follows:

(1) They shall carry out the mandates of the Committee and the Chairman to the best of their ability.

(2) Organize the Alumni Staff to Head Judicial, Legislative, Executive, Executive Commissions and any other significant positions of the session deemed significant. These positions are subject to approval of the Chairman and/or the Committee.
(3) Communicate with the Chairman as to the progress of the staff in planning the coming session. Progress reports to be done on a bi-monthly basis.

(4) The Program Coordinator will report to the Committee at their request and/or if the feels there is a question or problem that the Committee should be cognizant of.

(5) The Program Coordinator and his staff will be responsible for preparing the Oregon Boys' State Handbook and Session Schedule, subject to review and approval of the Chairman.

(6) If the Program Coordinator or Co-Coordinator should wish to resign, he must do so in writing to the Commission.

Section 9. Every staff member must complete a background check. Each staff member will fill out a background check form which will be submitted to the Oregon State Police (OSP). The Committee will ensure each staff member completes the form at the 1st training session. The Committee will submit all background checks to OSP and pay for subject check.

Section 10. The Oregon Boys' State-Committee Code of Procedure shall be reviewed prior to the Fall D.E.C. meeting by the Committee and updated as necessary. The Committee will ask the D.E.C. to approve and/or ratify the proposed Code of Procedure.

Section 11. The Chairman of the Boys' State Committee shall make a written report of the year's activities, and submit it to the Americanism Chairman no later than forty five (45) days before the opening of Department Convention.

Summary: The Oregon Boys' State Committee, Chairman and Program Coordinator(s) must have a harmonious relationship in order to realize a successful American Legion Oregon Boys' State Program. Pitfalls that might occur must be solved in haste and the cooperation of all responsible persons will be needed for solutions.
CODE OF PROCEDURE
CHILDREN AND YOUTH COMMITTEE

Approved: DEC September 27, 2015

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 Commission Committee shall be composed of five members in accordance with Article IX, Department Standing Commission Section 2 of the Department By-Laws: 2 for 1 year terms and one each for 2, 3, and 4 year terms. The Chairman of the Committee will be designated by the Department Commander. The Chairman 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 vote of the Children and Youth Committee.

Section 3: The Committee shall meet at the call of the Chairman, and in any event at least twice annually. If, by prior information, a quorum cannot be present at a called meeting, the Chairman shall notify 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 Chairman.

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 Chairman 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 copy sent to the Chairman of the Americanism Commission.

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

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

Section 10: A notice of the called meetings, as well as copy of the minutes of the meetings shall be sent to the Department Commander and Americanism Commission Chairman for his/her information. All past Department Children and Youth Chairmen may attend meetings, etc. if they so desire. Periodically, the Department Children and Youth Chairman or Committee members should prepare an article and submit it to the Editor of "The Oregon Legionnaire" for publication.

Section 13: Committee will review and determine all trophy and award winners at/or prior to Convention pertaining to their Committee and that the Committee will present these awards at the Annual Department Convention.
CODE OF PROCEDURE
JUNIOR SHOOTING SPORTS COMMITTEE

Approved: September 27, 2015

Section 1. The Junior Shooting Sports Committee shall be composed of five (5) members, in accordance with Article IX, Section 2 of the Department By-laws. Two (2) with terms of one year, and one (1) each with terms of two (2), three (3) and 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 un-expired term of a deceased or resigned member. The Chairman of the Junior Shooting Sports Committee shall be determined by the Department Commander, and ratified by the Department Executive Committee. The Junior Shooting Sports Committee Chairman shall be a member of the Americanism Commission with voting rights on the Americanism Commission.

Section 2. The Junior Shooting Sports Committee shall have as its objective, the promotion of all programs that come under the heading of the Junior Shooting Sports Manual of the American Legion, prepared and distributed by the National Americanism Commission, and revised to date specifically. To include promotion of Junior Shooting Sports and the Junior 3-Position Air Rifle National Championship, at the Post, District and Department levels, and provide criteria for Department level awards accordingly.

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

Section 4. All rules and regulations pertaining to the program shall be the responsibility of the Committee. The Committee shall serve as the Appeal Board for any and all matters pertaining to Junior Shooting Sports in the Department of Oregon.

Section 5. No expenditures in behalf of the Committee shall be made without prior notification and approval of the Chairman.

Section 6. Request for materials by individual Posts shall be submitted to the Committee Chairman. Said requests will be processed within seven (7) days of receipt.

Section 7. The Chairman of the Junior Shooting Sports Committee shall make a written report of the year’s activities and submit it to the Department Adjutant and Americanism Chairman no later than forty-five days before the opening of the Department Convention.
CODE OF PROCEDURE
ORATORICAL COMMITTEE
Approved: D.E.C. September 27, 2015

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

Section 2: This Committee shall consist of a Chairman and four (4) members: The new incoming Commander shall appoint the new Chairman and one (1) year member, one (2) year member, one (3) year member, and one (4) year member. The existing members will go from four (4) years to year (3), (3) years to two (2), two (2) years to one (1), one year expiring member to be reappointed. 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 Chairman 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 Chairman shall make the Area assignments from within the selected four members of the Committee. The following are the assignments for the 2015-2016 contest year:

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<th>Areas of Responsibility</th>
<th>Contest Chairman</th>
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<tr>
<td>(a) Area 1 (Districts 1, 7 &amp; 8)</td>
<td>James Craigg</td>
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<tr>
<td>(b) Area 2 (Districts 2 &amp; 3)</td>
<td>Richard Ramey</td>
</tr>
<tr>
<td>(c) Area 3 (Districts 4 &amp; 9)</td>
<td>Larry Hill</td>
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<tr>
<td>(d) Area 4 (Districts 5, 6 &amp; 10)</td>
<td>Lara Chan</td>
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Section 4: Each Area Chairman shall be responsible for conducting and participation in their respective Area contest. The Area Chairman shall forward all certifications and required paperwork on the 1st and 2nd place winners to the Department Chairman no later than 1 week prior to the Department Contest. The Area Chairman will be responsible for the training and information flow with the District Oratorical Chairman in their jurisdiction. The Department Oratorical Chairman will assist Area Chairman in whatever manner required. The Department Oratorical Chairman and Committee members will help and assist where needed for the Post, District, Area, or Department contests.
Section 5: The Department Oratorical Chairman is responsible for preparing the plan for conducting the program for the State of Oregon and for initial statewide publicity to Districts, Posts, Schools, and the public. The Department Oratorical Chairman 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. Post Contests are to be held in December; Area Contests in February; and Department Contest is to be held before the National Certification date. The Chairman shall present the Oratorical Plaque, or a check for no more than $45.00 to a Post without a Post home, to the Post sponsoring the Department winner at the annual Department Convention.

Section 6: This Committee shall meet at the direction of the Chairman or the Department Commander. The Chairman shall send a copy of the minutes of all Committee meetings to the Department Commander, Department 1st and 2nd Vice Commanders, Americanism Commission Chairman and Committee members. The Americanism Commission Chairman 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 Chairman shall be required to call a special meeting. A quorum of three (3) shall be required for any Committee meeting. The Chairman is authorized to conduct business of the Committee meetings by telephone, email or correspondence. The Oratorical Committee Chairman shall make a written report of the year’s activities, and submit it to the Americanism Commission Chairman 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 Chairman shall submit this report for inclusion in the Book of Reports.

Section 7: Scholarships shall be provided as follows for the Department and Area Winners:

(A) Department

(a) 1st Place $2,500
(b) 2nd Place $1,800
(c) 3rd Place $1,700
(d) 4th Place $1,600

(B) Area

(a) 1st Place $500.00
(b) 2nd Place $100.00

Section 8: Effective with the 1997 Department Contest winners will be allowed six (6) years, excluding time spent in military, from time of their graduation from high school to use their scholarship. Students may use their scholarship to pay for graduate school. Department shall forward a letter to each winner outlining 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 10: 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) Two holding rooms large enough to seat all of the contestants and their escorts (maximum of 8 people.)

(c) Rooms for 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 11: The Department Chairman shall present the Editor of *The Oregon Legionnaire* with an article on the Department Contest stating winners and other pertinent information.

Section 12: The Oratorical Committee Code of Procedures shall be reviewed annually and updated if necessary by this Committee for the Fall D.E.C. meeting approval.
CODE OF PROCEDURES
PUBLIC SAFETY/LAW CAREER COMMITTEE

Approved: September 27, 2015

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

SECTION 2. The committee shall consist of 5 members. The Chairman and 4 other members. The Department Commander shall appoint these members.

SECTION 3. The committee shall meet at the discretion of the Committee or Commission Chairman. The Committee Chairman shall provide a written report to the Commission Chairman 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 Chairman for Permanent Finance Commission review prior to the annual Convention.

SECTION 5. The Committee shall meet as required to select the attendees to the annual Public Career Safety Course. The Committee shall also meet as required to co-ordinate with the Oregon State Police and Bureau of Public Safety to establish dates of the course and curriculum.
CODE OF PROCEDURES
CONVENTION COMMISSION

Approved: D.E.C. September 27, 2015

Article I

Section 1. Delegates and Alternates to the annual American Legion and American Legion Auxiliary Department Convention shall pay a registration fee of fifteen ($15.00) 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 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 $7.50. 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 $5.00 to the Host Post and $2.50 to The Detachment of Oregon.

Section 3. With the exception of 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%) ($11.25) allocated to the Host Post Convention Corporation.

b. Twenty-five percent (25%) ($3.75) shall be retained by The American Legion Department of Oregon Headquarters. Upon receipt, the remaining (75%) ($11.25) 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%) ($3.75) of each registration fee paid by a Delegate or Alternate to The American Legion Auxiliary Department Convention. The remaining seventy-five percent (75%) ($11.25) 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 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 Chairnan.

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 Chairnan.

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. Obligation of the Department Executive Committee and Convention City.

A. The annual Department of Oregon Convention shall close not later than the last Saturday of June. 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 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 350 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, type of rooms available and any other obligations agreed upon between the Host Post and local Hotels/Motels, 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) nights, during the Department Convention week.

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 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; cost of which shall be borne by the respective organizations 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 insure all complimentary rooms are paid before the close of 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 of 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 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 with the appropriate signs. One (1) room will be provided for Department Headquarters Staff and one (1) room for 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 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.: Golftournament, Parade, 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.), each ticket must include name of 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 years 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 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 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 cancelled, 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.

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.
<table>
<thead>
<tr>
<th>ACTION</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>Prior to Fall D.E.C</td>
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<tr>
<td>Incorporate Convention Committee</td>
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<tr>
<td>Fall D.E.C.</td>
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<tr>
<td>Sign Contract with Dept.</td>
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<tr>
<td>November prior to Convention</td>
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<tr>
<td>Form Convention Committees</td>
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<tr>
<td>Meal Committee should begin on location &amp; menus for convention</td>
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<tr>
<td>Wednesday - Golf</td>
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<tr>
<td>Thursday- White Tops Breakfast or Lunch, VA&amp;R/ALVS Lunch, Banquet</td>
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<td>Friday- Americanism Lunh, BBQ</td>
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<td>Saturday - GNUTS Breakfast, Victory Party</td>
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<td>Submit housing contract w/ HQ Hotel</td>
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<td>Severe Fire Dept Support for Frst Aid</td>
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<tr>
<td>Set final date for Registration of events</td>
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<tr>
<td>Meals, lodging, golf, advertising</td>
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<tr>
<td>Request District Support for transportation, convention staffing, etc.</td>
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<tr>
<td>Reserve Golf Course</td>
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<tr>
<td>Contact City, Tribal, County officials to address Convention Body</td>
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<tr>
<td>December</td>
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<tr>
<td>Meal Committee report to Conv Comm on menu &amp; pricing</td>
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<tr>
<td>Submit meal recommendation for Banquet - ALA thru Conv Comm</td>
<td></td>
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<tr>
<td>Report on singed HQ hotel contract</td>
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<tr>
<td>additional lodging contracts</td>
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<tr>
<td>advertising costs</td>
<td></td>
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<tr>
<td>project list/other committees</td>
<td></td>
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<tr>
<td>February</td>
<td></td>
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<tr>
<td>Finalize menus and pricing; lodging, ad costs</td>
<td></td>
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<tr>
<td>Prepare forms for Dept for distribution via email, Legionnaire, etc</td>
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<td>April</td>
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<tr>
<td>Progress report for Spring D.E.C</td>
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<tr>
<td>Receive final Dignitary list &amp; schedule from Dept</td>
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<tr>
<td>Final Check with Conv Comm</td>
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<tr>
<td>Provide proof of $1,000,000 insurance for Convention</td>
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<tr>
<td>Report on Advertising</td>
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<td>Items for Packet - Chamber of Commerce, etc</td>
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<tr>
<td>May</td>
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<tr>
<td>Cut off for meal, lodging, advertising</td>
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<tr>
<td>Task</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>Start working on meal/activity tickets</td>
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<tr>
<td>Florist for banquet installation</td>
<td></td>
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<tr>
<td>Poppy Corsages for Joint Opening</td>
<td></td>
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<tr>
<td>PDCs, POPs, District Commanders &amp; Presidents, Dignitaries</td>
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</tbody>
</table>

**June**

- Pay Convention Hotel, Golf Course
- Submit Convention Program to printer
- Provide list of convention staffing
- Finish packets

**End of Convention**

- Have all Dept Convention materials together for handoff to next Post

**September**

- Final report from Host Post to Conv Comm to include breakdown of meals purchased/sold/served, advertising, complete income/expense
CODE OF PROCEDURE
INTERNAL AFFAIRS COMMISSION

Approved: D.E.C. September 27, 2015

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 Commander shall appoint a new four (4) year member and three (1) year members. The existing Commission members will go from four (4) years to three (3) years, three (3) years to two (2); two (2) years to one (1). 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: 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 – Legion College 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 telephone, email or correspondence. Four members shall constitute a quorum at any meeting of the Commission.

Section 4: 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 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 – Legion College 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.

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
INTERNAL AFFAIRS COMMISSION CODE OF PROCEDURES (Continued)

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.

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 AND INTERNAL AFFAIRS COMMITTEE

Approved: D.E.C. September 27, 2015

1. The Committee shall be composed of five members in accordance with Article IX, Department Standing Commission Section 2 of the Department By-laws: 2 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 Chairman 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 threatens its proper functioning and activities, when such hearing are referred to it by the Department Executive Committee (D.E.C.). 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 Chairman, and/or at least 2 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 Chairman 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 Chairman.

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 Chairman 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.

9. Unless the Committee Chairman receives a call to report at other than the Fall Department Executive Committee meeting, the Chairman shall make a report at the Fall meeting of the Department Executive Committee to submit the Committee Code of Procedure for approval. If unable to be present, he/she shall submit a written report.

10. The Chairman 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 Chairman 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 Chairman. 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 Chairman.

15. A notice of the called meetings, as well as 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.
CODE OF PROCEDURE AMERICAN LEGION RIDERS COMMITTEE

Approved: D.E.C. September 27, 2015

1. The American legion Riders (ALR) 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 Department Judge Advocate shall serve in an advisory capacity to the Committee. The chairperson shall be appointed by the Department Commander. The Chairman will be a member of the Internal Affairs Commission with a vote on that Commission. The members selected for this Committee should recommend being ORALR Officers.

2. The ALR Committee shall oversee the activities of The American Legion Riders in the Department and shall be the liaison between the Posts and the Department Executive Committee.

3. All proposed activities of the American Legion Riders, Detachment of Oregon shall be submitted to the Internal Affairs Commission and Department Executive Committee for approval before being implemented.

4. Communication with Department Headquarters, the American Legion, must be in writing.

5. Each Post of the American Legion Riders group will adopt and participate in at least one (1) American Legion program. This may be a separate American Legion Riders project or in conjunction with the American Legion Post.

6. The Committee shall meet at the call of the Chairman or the Department Commander, and, in any event at least once annually -- following the Department Convention.

7. 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.

8. The Chairman 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.

9. The Chairman shall submit a written report of the Commissions activities to the Internal Affairs Commission and Department Executive Committee at its meetings.

10. The Chairman 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.

11. Changes in the Code of Procedure shall be made by majority vote of the Committee members and submitted to the Commander and Department Executive Committee for approval at the Fall DEC.
12. The Chairman 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 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 Chairman.

14. 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 to the Department Commander for his/her information.
CODE OF PROCEDURE
RESOLUTION ASSIGNMENT COMMITTEE

Approved:  D.E.C. September 27, 2015

1. There shall be four members on this committee. There will be a chairperson and three other members one of which shall be the Constitution and By-laws chairperson. The terms as members shall be one four years, one for three years, one for two years and one for one year. The Department Commander shall appoint the chairperson and one person for a four year term.

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

3. The committee shall meet one day before the start of convention. The members will meet at the convention city, time and place to be announced by the chairperson.

4. No monies shall be expensed from committee budget without authority of the chairperson.
CODE OF PROCEDURE
SONS OF THE AMERICAN LEGION COMMITTEE

Approved: D.E.C. September 27, 2015

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 Chairman 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. Membership cards for the ensuing membership year will not be sent to the Squadrongs until the Officers’ Certification Form has been received at Department Headquarters and they have accounted for the previous year’s membership cards.
   
   (a) Once a squadron has completed all the requirements, the membership cards will be sent to the Post Adjutant.

6. Communication with Department Headquarters, the American Legion, must be in writing.

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 Squadrongs may be subject to suspension or revocation of their charters. Before such action is implemented, the Squadron shall be notified they have three (3) years to initiate and pursue some type of activity whether it be in the field or community service, children and youth, veterans affairs or Americanism.

9. The Committee shall meet at the call of the Chairman, 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 Chairman 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 Chairman shall submit a written report of the Committee activities to the Department Executive Committee at its meetings.

13. The Chairman 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 majority vote of the Committee members and submitted to the Commander and Department Executive Committee for approval.

15. The Chairman 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 in 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 Chairman.

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 to the Department Commander for his/her information.
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 consist of five members: The new incoming Commander shall appoint from the roster of Department of Oregon Past Department Commanders (PDC) a new four (4) year member and a one (1) year member to the Committee. The existing Committee members will go from four (4) years to three (3); three (3) to two (2); two (2) to one (1). The Committee will also pick an Assistant Chairman at their first meeting.

Section 3: This Committee shall meet at the direction of the chairman or the Department Commander. The Chairman shall report to the Department Commander, the D.E.C. and the annual Department Convention.

Section 4: This Committee shall annually prepare and present a budget to the Permanent Finance Commission for the approval prior to the annual Department Convention.

Section 5. (a) This Committee shall be the advisory board for the Department Commander and Department Vice-Commanders for training and development of department officers, District commanders, chairs, commission members and identified development candidates.

(b) 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 Chairman of the person's name, Post number, and District. The commission will then help develop plans for their growth and development towards Department Commander.

(c) This Committee will identify mentoring positions and mentors to support future growth.

(d) 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.

(e) 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.

(f) 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 Chairman. Selections will be made by the Commission with NEC and the Alternate NEC’s participation.

Section 6: 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.
CODE OF PROCEDURE
RITUALS, CEREMONIES, TROPHIES AND AWARDS COMMITTEE

Approved: D.E.C. September 27, 2015

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 Commission (RCTAC) Committee will be composed of Five (5) members in accordance with Article IX, Department Standing Commission Section 2 of the Department By-Laws: one for 4 years, one for 3 years, one for 2 years and two for 1 year. The Chairman of this Committee will be designated by the Department Commander. The Chairman 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 Chairman, and in any event at least twice annually. 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 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 Chairman 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, 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. The cost of personal plaques will be $45.00.

Section 6: The Post Questionnaires need to be returned to Department Headquarters no later than June 1st, except for the Unity Award and Legionnaire of the Year Award questionnaire due May 1st for judging by June 1st, and Department Commission and Committees listing the winners of awards of their Commissions and Committees by June 10 for their Commission. The Commission and Committee Chairman will return the forms on a sheet listing the winners to Department Trophy and Awards Chairman no later than June 12th.
Section 7: An impartial Committee to be selected by the Department Commander, consisting of three members at Department Convention to include 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 Chairman no later than 3 p.m. on Thursday at Convention.

Section 8: The Chairman 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 opening of 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 Chairman 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 Chairman will work within budgeted funds approved and allocated to this Committee, and be responsible for accurate and up-to-date records on disbursement of funds.

Section 10: The Chairman 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 copy sent to the Chairman of the Internal Affairs Commission Chairman.

Section 11: The Rituals, Ceremonies, Trophies and Awards Commission (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 majority vote of the Committee and submitted to the Commander and the Department Executive Committee for approval at the next D.E.C. meeting.
CODE OF PROCEDURE
LEGISLATIVE COMMISSION

Approved: September 27, 2015

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 there on, 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 Chairman shall be appointed by the Commander, Department of Oregon. Minimum term of the chairman 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 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 bylaws and mandates.

5. The Commission shall meet at the call of the Chairman 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 Chairman 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. 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.
CODE OF PROCEDURE
MEDIA AND COMMUNICATION COMMISSION

Approved: DEC September 27, 2015

Section 1: The Media and Communication Commission will have oversight of the Legionnaire Committee, Public Affairs Committee, and the Information Technology Committee. Article IX of the Department By-Laws outlines the organization of the Media and Communication Commission.

Section 2: The Media and Communication Commission will have five (5) members. The members will consist of the Chairman of the Legionnaire Committee, Chairman of the Public Affairs Committee, Chairman of the Information Technology Committee, one member at-large, and one Commission Chair Person. The Department Commander will appoint all five (5) members.

Section 3: The Commission will coordinate the dissemination of information to Department of Oregon Members and the public through technology, social media, and printed material. The coordination of information will provide consistent information to everyone.

Section 4: The Commission will make rules necessary for the conduct of activities. The Department Executive Committee will approve all changes to the operating rules.

Section 5: The Commission will meet at the call of the Commission Chair, and usually prior to each Department Executive Committee meeting. The Commission will notify members, Department Commander, and 2nd Vice Commander of upcoming meetings and provide meeting minutes following the meeting.
CODE OF PROCEDURE
"OREGON LEGIONNAIRE"-PUBLICATIONS COMMITTEE
Approved: D.E.C. September 27, 2015

1. The objective and responsibility is to publish quarterly "The Oregon Legionnaire" newspaper as a worthy and representative communication of the Department.

2. The Committee is subject to Article No. IX, Sections 2 & 3 of the By-laws of The American Legion, Department of Oregon. The Chairman will be a member of the Media and Communications Commission with a vote on the Commission.

3. By virtue of the office, the Department Adjutant shall be the editor of the "Oregon Legionnaire" publication.

4. The Auxiliary Editor will be an ex-officio member with voice but no vote.

5. It shall be the duty of the Department Adjutant with the approval of the Committee to negotiate terms of contracts for publication of the newspaper 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 resides in the Department Commander with approval of and Executive Committee.

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

7. The Chairman or their representative will report to the Committee at Department Convention.

8. The Chairman will call the Committee into session when necessary with notice of meeting, to the Department Commander and Vice-Commander, members, the Editor, and the Auxiliary office.

9. A member acting as Secretary will record each meeting. They will file one copy with the Department Adjutant and distribute other copies as necessary.

10. The Committee will prepare vouchers for the payment of all obligations.

11. The Committee will file budgetary information, both planning and actual expenditures, with the Permanent Finance Commissions of the Department and the Auxiliary. They will make further distribution as necessary.

12. The Committee will always look for less costly methods of distribution of the Legionnaire, keeping in mind that the Constitution and Bylaws require distribution to all members. They will explore Email, Websites, Face Book and other methods to reduce distribution costs.

13. The Committee shall judge or appoint a committee to judge the winners of the Best Post Newsletters for Posts with membership of 15 to 499 and Posts of over 500 members. 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 PROCEDURES
INFORMATION TECHNOLOGY COMMITTEE

Approved:  D.E.C. September 27, 2015

1. Appointments of the Chair and members to the Information Technology (LT.) 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, Two (2) with a term of one (1) year

2. The Committee shall meet a minimum of three (3) times a year 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.

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

4. The administration and oversight of the Department of Oregon computer systems, related hardware/software, and application software shall be the responsibilities of the LT. Committee subject to the approval of the D.E.C.

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

6. The LT. 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 equipments in The American Legion, Department of Oregon for offices, Committees/committees, and department officers.

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

8. The LT. Committee shall be consulted on all matters pertaining to computer systems, including hardware/software/accessories and any technology equipment for Department Headquarters Offices, Department Committees/committees, and designated Department Officers for the purpose of carrying out the mission The American Legion, Department of Oregon.
9. The LT. Committee will maintain frequent contact with the Department technology users to review new technology, as it becomes available LT. issues and other related topics.

10. The LT. 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.

11. The LT. 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.

12. The LT. 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, Department Administrative Assistant and the Chair of the LT. Committee. (09/27/2015)
CODE OF PROCEDURE
PUBLIC RELATIONS COMMITTEE

Approved: D.E.C. September 27, 2015

Section 1. The Committee will consist of five (5) members in accordance with Article IX, Section 2 of the Department By-laws: two (2) for one (1) year terms and one (1) each for two (2), three (3) and four (4) year terms. 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. The National Appointees assigned to the National Public Relations Committee will be ex-officio member without vote of the Department Public Relations Committee.

Section 2. The Committee knows that good public relations result from well-planned efforts. PR is the lifeblood of any organization.

Section 3. The Committee goal is to present the Legion to the public as a responsible, patriotic, non-military and non-partisan organization dedicated to serve Veterans, their families, widows and orphans.

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

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

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 in their areas become aware of legion activities and cooperate with local officials and news media – working press, radio and TV stations – for proper presentation.

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

Section 9. The Chairman will call the Committee in session when necessary. He will send a notice of meeting and a copy of minutes to the Department Commander and Department Adjutant.

Section 10. The Committee Chairman shall submit a proposed budget each year no later than 30 days prior to the Spring Department Executive Committee meeting for the following year.

Section 11. The Committee Chairman will approve all expenditures prior to the expense of funds from his Committee budget.

Section 12. The Committee Chainman shall make periodic reports of the Commission's Committee’s activities to the Department Executive Committee. He/She will submit a written report to the Media and Communication Chairman or attend the D.E.C. upon the request of the Department Commander or Chairman of the Media and Communication Commission.

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.
CODE OF PROCEDURE
MEMBERSHIP & POST ACTIVITIES COMMISSION

Approved: September 27, 2015

1. The Membership Commission shall consist of seven (7) members, six (6) 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 Chairperson. The Department Commander shall designate the Chairperson and Vice-Chairperson of the Membership Commission. The Commander, based upon a recommendation from The Membership and Post Activities Commission Chairperson, will appoint a subcommittee, as necessary, to perform studies, research and to make recommendations regarding membership, post activities, reinvigoration, 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 Chairpersons, Post Commanders and Post Membership Chairpersons. To implement, monitor, and modify the Strategic Plan for Sustained Growth, and to insure 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. This 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 and assertions should be forwarded to National on a weekly basis. Also, a Weekly membership report shall be forwarded to the Department Commander, Department Vice-Commanders, to all of the District Commanders, the Department Membership Chairperson and Commission Members, District Adjutants, Post Commanders, and Post Adjutants. The Weekly Membership Report shall be generated on Wednesday and distributed on Thursday unless the reporting date is changed by mutual agreement with the Membership and Post Activities Commission Chair and the Department Adjutant. The latest membership report before the Legiionnaire goes to print will be included in the publication.

4. The Membership Commission shall work with the Public Relations and Publicity Commission, all other standing and special commissions, committees, and The Oregon Legionnaire.

5. All funds budgeted for Membership and Post Activities shall be paid by an Expense Report sanctioned and approved by the Membership Chairperson. If funds are available, expenses may include mileage for Membership Commission members. The Chairperson 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 Chairperson.
6. The Chairperson 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.

7. The Membership Chairperson 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.

8. 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 insure an orderly, meaningful and dignified presentation of membership awards.
CODE OF PROCEDURE
NATIONAL SECURITY/FOREIGN RELATIONS AND HOMELAND SECURITY COMMISSION

Approved: D.E.C. September 27, 2015

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.

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 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.
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 Fire Fighter 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) 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 97070-1730 or by phone at 503-685-5006. A copy is attached.
CODE OF PROCEDURE
NATIONAL SECURITY FOREIGN RELATIONS AND HOMELAND SECURITY
COMMISSION

FOREIGN RELATIONS/ROTC COMMITTEE

Approved: D.E.C. September 27, 2015

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 the behest of the Commission Chairperson or Department Commander and will be composed of 5 members.

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

Section 4. The Committee shall conform to the guidance contained in Resolution No. 20 passed by the National Executive Committee at the Spring 2000 meeting encouraging Departments to establish outstanding JROTC Cadet of the Year. Also Resolution No. 11. Passed during the Spring 2006 NEC meetings which encourages departments, districts and posts to present American Legion ROTC medals to requesting Colleges, Universities, Junior Colleges and High Schools.

Section 5. As of July 2015, ROTC is being offered at the following Colleges and Universities in the Department of Oregon:

- University of Oregon
- Eastern Oregon University
- Western Oregon University
- Southern Oregon University
- Oregon State University
- University of Portland
- Portland State University
- Oregon State University-Cascades Campus
- Linfield College
- Corban College
- Willamette University
- Linn-Benton Community College
Section 6. JROTC is offered at a number of high schools in Oregon. Posts and Districts should be encouraged to contact schools in their respective areas to determine if any are offering JROTC and to inquire as to whether or not they would like to have the American Legion present ROTC medals.

Section 7. ROTC medals, ribars, and neck ribbons are available through the Flag and Emblem catalogue. The award certificates may be purchased individually or by utilizing the Certificate Maker CD also available through the Flag and Emblem Catalogue.

Section 8. The Committee Chair will be available to provide advice and assistance to all Posts and Districts in the Department so that they may properly honor ROTC and JROTC cadets.
CODE OF PROCEDURE
LAW AND ORDER HOMELAND SECURITY COMMITTEE

Approved: September 27, 2015

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 ICW 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 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 Chairman or the Commission Chairman. The Committee Chairman shall report to the Commission Chairman 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 Chairman 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 chairman shall make a written report to the Commission Chairman at years’ end.

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 Chairman aware of and informed about the world situations.

Section 7. The Commission Chairman 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 Procedures 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 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.
Section 11  The Law and Order Homeland Security Committee will support the Commission in its responsibility 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 200006 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 support the Commission in its responsibility for the program titled "The American Legion Fire Fighter 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) 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 97070-1730 or by phone at 503-685-5006. A copy is attached.
SECTION 1. In the interest of an effective organization and control of American Legion activities, the Military Benefits and Quality of Life Committee have developed this Code of Procedures in accordance with the Department Nation Security/Foreign Relations-Homeland Security Commission.

SECTION 2. The Committee shall consist of 5 members, the Chairman and 4 other members. The Department Commander shall appoint these members. The Chairman 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 Chairman. The Committee shall provide a written report to the Commission Chairman 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 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 Nation Security/Foreign Relations – Homeland Security Commission.

SECTION 2. The Committee shall consist of 5 members. The Chairman and 4 other members. The Department Commander shall appoint two members. The Chairman 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 Chairman. The Committee shall provide a written report to the Commission Chairman 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 sufficient number of personnel for assigned missions both state and federal, sufficient budgets for training as well as modem equipment to meet all obligations.
CODE OF PROCEDURE
PERMANENT FINANCE COMMISSION


1. The Permanent Finance Commission's regularly scheduled meeting shall meet three weeks prior to any Department Executive Committee meeting, or at the call of the Chairman or Department Commander.

2. A Special Meeting of the Permanent Finance Commission may be called by any two members 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 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 or e-mail 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. Failure to do so will mean no consideration or recommendation will be made by the Permanent Finance Commission until its next regularly scheduled meeting.

7. (a) It shall be the duty of the Permanent Finance Commission to prepare an annual budget for the Department of Oregon; such budget shall be presented to the Department Executive Committee for its approval at the Spring Department Executive Meeting.

(b) After such meeting, approved changes shall be made and the proposed budget shall be published in the Pre-convention (June-July issue) of The Oregon Legionnaire.

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 provided up to two (2) days per diem and travel to Department Convention 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 program.
PROCEDURES

Per Diem Payments for Substitutes

Approved: D.E.C. September 27, 2015

1. This procedure is when a District Commander cannot attend a regularly scheduled meeting of the Department Executive Committee (DEC) or a short notice DEC meeting. This also will apply to any meeting where the chairman of a committee is eligible to receive compensation for attending.

2. This procedure only applies to those meetings where per diem or related expenses are paid to pre-designated attendees.

3. When the District Commander (or other chairman) is going to be absent, he must notify the Department Adjutant with a copy of his/her letter to the Department Commander and the Department Finance Officer. The Department Adjutant can make and deliver the copies. In this letter, he must indicate who his/her substitute will be. Only District Vice Commanders can substitute for the District Commander.

4. The substitute will receive the same per diem payments and be under the same restrictions as the District Commander or other attendees.

5. The per diem payment will be charged to the budget item for that District or Committee.

Electronic Payments

1. The American Legion Department of Oregon processes the financials of the department by electronic payment methods.

2. All electronic payments shall be directed by one (1) of the four (4) signatures and verified by two of the four (4) signatures initialing the approved document for payment.

Travel Claim Procedures

1. Travel claims will be processed in the following manner. (a) Pier Diem for meals with no hotel is $25 per day max and no receipts required. (b) Pier Diem meals with hotel are up to $25 per day for meals with a max of $80 per day. Hotel receipt is required for payment. Mileage is reimbursed at the rate of $.20 per mile.

2. In lieu of motel/hotel, motor homes and RV’s may be used with the same restrictions ($80 max, receipts required).

3. To receive any per diem you have to be on official business that is determined by the Department Commander or as outlined in the Constitution and Bylaws.

4. Commission Chairman are required to sign travel vouchers for commission members before being paid.

5. Travel claims must be filed within thirty days from the time of DEC or Special Event to be paid.
6. **All** travel claims must be submitted on the American Legion Department of Oregon Expense Report form.

7. Pier Diem breakdown as follows:

   a. Department Officers and District Commanders are authorized maximum of two nights for a Department Executive Committee meeting unless authorized in advance of the meeting by the Department Commander.

   b. Department Officers and District Commanders are authorized a maximum of four nights for a Department Convention unless authorized in advance of the meeting by the Department Commander.

   c. Day of travel to and from a Department Executive Committee meeting or Department Convention you are authorized max of $25 per day for a maximum of $50.00

   d. Commission Chairman are authorized maximum of two nights and mileage for a Department Executive Committee meeting and only if they have a call to meeting. Commission members will only be authorized one night and mileage at Department Executive Committee meetings and will not be authorized any pier diem at Department Convention unless prior approval of the Department Commander and the Permanent Finance Commission.

   e. No reimbursement will be authorized for Commissions that hold their meeting at the Fall Department Executive Committee meeting to approve their Code of Procedures, these should be done prior to fall meeting.

   **Travel Claim NEC, Washington Conference, National Convention**

1. Travel claims will be processed in the following manner. (a) Pier diem is allowed to anyone attending either the National Executive Committee, Washington Conference or National Convention that did not receive a call in, but authorized by Department to attend. Pier Diem rates is as follows (a) $125.00 per day for hotel, receipt required (b) mileage will be $.20 per mile (c) luggage expense is $25 per bag up to two bags, receipts are required. No reimbursement for meals authorized.

   **Credit Card Policy**

1. Credit card will be used for only official American Legion business, any unauthorized use will result in discipline action up to termination of employment or suspension of membership. This applies to employees of the Department.
2. American Legion Department of Oregon has set the rates for official travel within the State as follows:
   a. Breakfast-$10.00
   b. Lunch-$10.00
   c. Dinner-$20.00

Out of State:

   a. Breakfast-$15.00
   b. Lunch-$15.00
   c. Dinner- $25.00

The rates will be strictly enforced by the Department.
CODE OF PROCEDURE
VETERANS AFFAIRS AND REHAB (VA&R) COMMISSION

Approved: September 27, 2015

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 and the Chairperson of the Volunteer Services Committee: 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 Chairperson and one to serve as Secretary during that term of office. The Vice Chairperson shall assume all duties of the Chairperson in that person’s absence. (10/05/2014)

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. (10/05/2014)

Section 4:

(a) This Commission shall annually prepare and present a budget to the Permanent Finance Commission for the 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 approval of the VA&R Commission. (10/05/2014)

(b) All travel outside of this "plan" must be approved by the VA&R Chairperson. The Commission shall review each travel request so that the Service Officer is covered for actual expenses. This to be based on cost of a reasonably priced hotel room with single occupancy, and adequate but reasonable reimbursement for meals. (10/05/2014)

(c) The VA&R Chairperson or a Representative will make at least one visit to the four (4) Department of Veterans’ Affairs facilities during the year. Visitations should be arranged with The American Legion Volunteer or Representative for a tour of the VA facilities. The Chairperson will make at least one visit to the Department Service Office during the year. (10/05/2014)
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 Chairperson. All requests for Service Officers’ Outreach Program must be submitted at least two (2) month 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 Chairperson 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)

(c) The Department Service Officer will be the Department designee for processing Temporary Financial Assistance (TFA) requests. (10/23/11)

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

Section 9:

(a) This Commission shall be the advisory board for the Chairperson and Committee members of The American Legion Voluntary Service Committee, which are appointed by the Department Commander. The ALVS Chairperson shall submit a quarterly report to this Commission. (10/05/2014)

(b) The VA&R and VAVS Chairpersons shall see that the VA Hospital Representative has a copy of the ALVS Code of Procedure, as well as 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)

(c) VAVS 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 VAVS travel expense requests must be provided to the VAVS Chairperson within 30 days after the date of the event. (10/05/2014)

Section 10: The Commission may recommend to the Department the forming of a sub-Committee(s) when it is deemed necessary to the health and welfare of our veterans, their dependents, and survivors. (10/04/2014)

Section 11: The Department VAVS Committee Code of Procedure shall be reviewed and updated if necessary by this Commission for the Fall D.E.C. meeting approval.

Adopted: October 25, 1959

Revised: October 23, 1998
Revised: April 1, 1990
Revised: April 21, 1991
CODE OF PROCEDURE
AMERICAN LEGION VOLUNTEER SERVICE

Approved: D.E.C. September 27, 2015

Section 1: In the interest of an effective organization and control of American Legion activities, The American Legion Volunteer Service has adopted a code of procedure outlining the duties and responsibilities to formulate and guide the volunteer service program and needs.

Section 2: The Department Commander, with the consultation of the committee chairperson, shall appoint a representative for each of the DVA facilities and at least one deputy representative for each facility. A chairman from these appointed representatives shall be designated. Terms of appointments for representatives and deputies are for an indefinite period, and subject to annual review.

Section 3: The Chairperson of the ALVS committee will be a member and attend meetings of the VA&R Commission, which will be called at the direction of the Chairperson or The Department Commander.

Section 4: The Committee Chairperson will annually prepare and present a budget, after review by the VA&R Commission. Said budget will be submitted with the VA&R budget for approval prior to the annual Department Convention.

Section 5: The ALVS Chairperson will make at least one visit to the three DVA facilities yearly; Visitations should be scheduled with the facility representative or deputy.

Section 6: Monies allotted ALVS by the Department shall be distributed throughout the year to the various facilities. Monthly reports shall be submitted to the chairperson by each facility representative. No monies will be distributed unless all reports are submitted on a timely basis. These reports will be consolidated and submitted to the chairperson of the VA&R Commission on a monthly basis.

Section 7: The ALVS Committee will meet at a time and place as directed by the Chairperson, The Department Commander or the VA&R Commission. The Department Commander and The chairperson of the VA&R Commission will be notified of all meetings in advance. The committee shall on an ongoing basis solicit help in acquiring needed items from all areas of the state, using innovative ideas to get Posts and all Legionnaires involved in this most important program. All solicitations must be from groups, Posts or Districts on strictly a voluntary basis. All monetary gifts must be turned into Department, who will keep them in a designated fund to be used for the intended purpose only. There will be no “separate accounts” set up for any reason other than the one administrated by Department. Funds requested from this account must have the approval of the ALVS or VA&R Commission Chairperson.

Section 8: The American Legion Volunteer Service Committee Code of Procedure shall be reviewed and updated if necessary by this committee for the fall DEC meeting approval and/or ratification.
CODE OF PROCEDURE
Veterans Employment and Education Commission

Approved: D.E.C. September 27, 2015

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 Procedure outlining its duties and responsibilities to formulate and guide the Department Veterans Employment and Education Programs.

Section 2: This Commission shall consist of six members: The new incoming Commander shall appoint a new four (4) year member and two (1) year member of which one of the (1) year members will be a development position with vote to the Commission. The existing Commission members will go from four (4) years to three (3) year three, (3) years to two (2); two (2) years to one (1). The Commission will also pick an Assistant Chairman at their first meeting. The National Appointees assigned to the National Veterans Employment and Education Commission will be ex-officio members without vote of the Economics (Veterans Employment and Education) Commission.

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 two members of the Commission, the Chair shall be required to call a special meeting. The Chair is authorized to conduct business of the commission meetings by telephone, email or correspondence.

Section 4: 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 commission must be approved in advance by the Chairman.

Section 5: 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) Hire Our Heroes (HOH) events.

(a) Employment and Veterans Preference: 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.

(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 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) Hire Our Heroes (HOH) events: As a partner with DOL-VETS, ESGR, VA, DOD, NBC, CBS, coordinate and support all HOH 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 Commissions (PR) support and local District and Post participation.

Section 6: The Department Veterans Employment and Education Commission Chair 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.

Section 7:

(a) The Department Veterans Employment and Education Commission Chair will attend Department Executive Committee meetings, subject to the approval of the Department Commander to report the activities of this commission.

(b) The Department Veterans Employment and Education Commission Chair is responsible to provide instruction on the mission and responsibilities of the Commission at the Oregon American Legion College, at training sessions at Department Executive Committee meetings when called on by the Department Commander.

(c) The Department Veterans Employment and Education Chair is responsible to participate in Hire Our Heroes (HOH) planning telecom/meetings and will be the lead for the Department for HOH events and to communicate the requirements to the Department Commander and Department Officers, Department Executive Committee and the Chairs of other Department Commissions required in supporting the HOH events.

(d) 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.

Section 8:

(a) This Commission shall be the advisory board for the Department Commander, Department Officers and the Department Executive Committee on Employment, Veterans Preference, Veterans Education, other Benefits, Veterans At-Risk and Homelessness and Hire Our Heroes issues, solutions and events.

(b) 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 Chair for Cause.

(c) Economics Veterans Employment and Education Commission members will be reimbursed per the guidelines of the Permanent Finance Commission. All Veterans Employment and Education Commission Expense Reports must be approved by the Commission Chair prior to the activity.

Section 9: The Department Veterans Employment and Education Commission Code of Procedures shall be reviewed and updated if necessary by this Commission for the Fall D.E.C. meeting approval.
CODE OF PROCEDURES
VETERANS EDUCATION, OTHER BENEFITS AND HOMELESSNESS COMMITTEE
(Assigned to Veterans Employment and Education Commission)

Approved: D.E.C. September 27, 2015

Section 1: The Veterans Education, Other Benefits and Homelessness Committee shall consist of a Chairman and 4 members not to exceed five 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.
- 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 education 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 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 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.
HIRE OUR HERO'S COMMITTEE

CODE OF PROCEDURE

(THIS COMMITTEE IS BEING DESOLVED BY NATIONAL HEADQUARTERS)

WE DO NOT HAVE A CODE OF PROCEDURES FOR IT. THE CODE OF PROCEDURES IS INCLUDED IN THE VETERANS EMPLOYMENT AND EDUCATION COMMISSION
CODE OF PROCEDURES

EMPLOYMENT AND VETERANS PREFERENCE COMMITTEE

(Assigned to Veterans Employment and Education Commission)

Approved: D.E.C. September 272015

Section 1: The Employment and Veterans Preference Committee shall consist of a Chairman and 4 members not to exceed five 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 on problems relating to employment, unemployment, underemployment, reemployment and workers compensation of a 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 will have responsibility for 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 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.
CODE OF PROCEDURE
The Oregon American Legion Foundation, (TOALF), 501(c)3

Approved: D.E.C. September 27, 2015

PURPOSE:
In strict Compliance with the Constitution and Bylaws of this Corporation, the purpose of this Foundation is to serve as an adjunct non profit to The American Legion, Department of Oregon. The Funds raised by this Corporation are to be used to support the charitable programs of The American Legion, Department of Oregon. The composition of the Board of TOALF is defined in the Constitution and Bylaws.

Article 1. Fundraising

1. This commission shall develop the rules for fundraising within the Corporation.
2. The Constitution and Bylaws of the Corporation define the methods that can be used to solicit funds.
3. Fundraising will be encouraged by the Corporation 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 Board of Directors with a recommendation from the Grant Processing Subcommittee. A majority of the Board of Directors 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 Board of Directors.
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.
CODE OF PROCEDURE
Ad-Hoc
OREGON AMERICAN LEGION CENTENNIAL COMMITTEE

Approved: DEC September 27, 2015

Section 1: The Oregon American Legion Centennial Committee (OALCC) is a temporary ad-hoc committee created to plan and coordinate centennial activities and promote The American Legion throughout Oregon. The Committee will serve at the pleasure of the Department Commander, and will end after completing after action reviews about October 31, 2019. This Code of Procedure (COP) will guide the planning and activities of the Committee.

Section 2: The OALCC shall consist of at least five members, including a chairperson and four members. The Department Commander will appoint all members, fill vacancies, and appoint additional members as they deem necessary. The Committee will meet at the call of the Chairman, and in any event at least twice annually. The Auxiliary and the Sons of the American Legion are welcome to join the committee and participate in planning and execution of events.

Section 3: Recommended activities of the OALCC.

a. Coordinate with National through the Oregon Legislative Commission for U.S. National proclamations, supporting The American Legion.

b. Prepare recommendations with the Oregon Legislative Commission for a Governors proclamation in Oregon.

c. Prepare a template for Post's to present to Cities and Counties for proclamations.

d. Coordinate with the Convention Commission for special events and activities at the Oregon Centennial and 100 year Convention.

e. Train and assist Post's with entries on the National Centennial web site.

f. Create a special recognition for all Centennial Posts within Oregon.

g. Create a 100 year History Book.

h. Participate with 100 year banners, in as many state wide activities as possible. Examples would be The Portland Rose Festival Parade, Veteran Day celebrations, and other Veteran activities.

i. Plan a special 100 year gala event in March of 2019.

Section 4: The OALCC will request a budget for each year at the annual Permanent Finance meeting.