



DEPARTMENT OPERATING STRUCTURE  
&  
OUTLINE OF AUTHORIZATION  
  
THE AMERICAN LEGION  
  
DEPARTMENT OF TEXAS

January 29, 2017

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## TABLE OF CONTENTS

Section 1 – General Provisions	2
I. Organizational Preface	2
II. The American Legion Family, Structure and Responsibility	4
III. Reimbursement of Expenses - General	6
IV. Department Executive Committee	7
Section 2 – Commissions, Committees and Boards	9
1. Americanism Commission	10
2. Membership, Organization and Post Activities Commission	13
3. National Security Commission	15
4. Veterans Affairs and Rehabilitation Commission	17
5. Convention City Commission	20
6. Legislative Commission and Council	21
7. Public Relations and Publications Commission	22
8. Finance and Budget Committee	23
9. Long Range Planning Committee	24
10. Training Committee	25
11. Board of Trustees	26
Section 3 – Department Convention Committee	28
Section 4 – Hubmaster Communications Network	29

## SECTION 1 – GENERAL PROVISIONS

### I. Organizational Preface

This organizational structure for the implementation of The Americans Legion's programs is designed to involve an increased number of Legionnaires in the affairs of the Department. More involvement will develop leadership in every level; increase activity at the local levels through internal communications and contact; and enhance the image of The American Legion.

All programs and activities of The American Legion determined by the National Organization and/or the Department Convention or the Department Executive Committee shall be centered in seven (7) Commission, three (3) Committees and one (1) Board, and specified in the Department Bylaws, Article IV:

- A. Commissions;
  - 1) Americanism
    - a. Boys State
    - b. Baseball
    - c. Boy Scouts
    - d. Children & Youth
    - e. Community Service
    - f. Junior Shooting
    - g. Legion Riders
    - h. Oratorical Contest and School Awards
    - i. Sons of The American Legion
  - 2) Membership, Organization and Post Activities
    - a. Membership
    - b. Uniformed Organization
    - c. Constitution and By-Laws
    - d. Awards and Trophies
  - 3) National Security
    - a. Military Affairs
    - b. Foreign Relations
    - c. Aerospace
    - d. Law and Order
    - e. Disaster Preparedness
  - 4) Veterans Affairs and Rehabilitation
    - a. Hospitals and VAVS
    - b. Veterans Preference and Employment
    - c. Homeless Veterans
    - d. Women Veterans
  - 5) Convention City
  - 6) Legislative
    - a. Legislative Council
  - 7) Public Relations and Publications

## B. Committees

- 1) Finance and Budget
- 2) Long Range Planning
- 3) Training

## C. Boards

- 1) Board of Trustees

Special Committees. The Department Commander shall have the authority to appoint such special committee to serve for a period not to exceed the Department Commander's respective term of office, and as may be authorized by the Department Convention and the Department Executive Committee. (Bylaws Article IV, Section 1, Subsection 3).

All Committees shall cooperate with other respective and like committees, with the Department Executive Committee and with National Commissions and Committees. (Bylaws Article IV, Section 1, Subsection 4).

Duties of the Commissions consist of duties normally appertaining thereto, see section 2, and as may be assigned by the Department Commander, the Department Executive Committee and/or the Department Convention.

A member of any standing Committee or Commission may be removed for proper and adequate cause by the Department Commander, with the consent of the Department Executive Committee, and he/she shall be replaced for the unexpired term in the manner provided for the original appointment. (Bylaws, Article IV, Section 3C).

Ex-officio members appointed to any commission, committee or board, shall have voice but no vote.

The Chairmen of any committee or commission is in charge of the official meeting for said committee /commission and shall conduct the meeting in accordance with Roberts Rule of Order. The Chairmen is responsible for setting the agenda, conducting the meeting and making the official report of the meeting to the Department Executive Committee. The Vice Chair shall be responsible for the above in the absence of the Chair.

It is the Chairmen's and the Department Adjutant are responsibility to develop the agenda for the meeting and have it available to the Department Adjutant 60 days prior to the committee/commission meeting as required by the Department Executive Committee.

The Chairmen is also responsible for writing and submitting the minutes of the meeting. These minutes should follow the same format as all minutes recorded by the Department of Texas and as a minimum should identify all individuals who made comments, motions, etc. The Department Staff will assist with the typing and making copies of your committee or commission minutes.

## II. The American Legion Family, Structure and Responsibility

- A. This section is provided to answer questions we receive on a daily basis via phone, letter or email, here is information with regards to the American Legion Family and each organizations responsibility.
1. The National Headquarters of The American Legion has no control over the day to day operations of Department Headquarters or Posts.
    - It does no good to call, write or email national Headquarters about problems within a Post or about anything to do with membership. They simply refer said correspondence/calls back to Department Headquarters and, if it is anything other than membership, Department Headquarters refers same back to the Division Commander, District Commander and to the Post.
  2. Department Headquarters has no control over the day to day operations of the Posts.
    - There is a chain of command for complaints regarding officers or members of a Post beginning with the Post Commander of the Post.
    - If the Post Commander is the problem or fails to solve the problem, the next step is to contact the District Commander, then the Division Commander and as a last resort the Department Commander, Vice Commander, Adjutant, other Department Officer or the Department Headquarters.
- B. The American Legion Auxiliary was provided for by the first National Convention of The American Legion in 1919 as a **SEPARATE** corporation with **NO** oversight or monetary ties to The American Legion at any level of the organization. The relationship between the two organizations is one of **COOPERATION** rather than **REGULATION**. The American Legion Posts and American Legion Auxiliary Units are related, but independent organizations each with separate EIN's, financial records, constitution and bylaws and incorporations.

The National Judge Advocate of The American Legion has issued the following ruling:

*"It is crystal clear that The American Legion Post has no authority to control the Unit related to it. The Post may not revoke nor threaten revocation of its Unit's charter. The Unit should regard its connection with the Post as a distinct honor. It should strive unceasingly to carry out the National Constitution's pledge to participate in and contribute to the accomplishment of the aims and purposes of the American Legion."*

Eligibility and membership in the American Legion Auxiliary is limited to women who have direct personal connection with service members from World War I and II, the Korean or Vietnam War, or conflicts in Lebanon, Grenada, Panama, Operation Desert Shield/Storm, the Gulf War, OIF/OEF/War on Terror, until the cessation of hostilities as determined by the US Government. (Additional information on eligibility and membership may be obtained from the American Legion Auxiliary National Website.)

As of this writing, men are not eligible for membership in the American Legion Auxiliary.

- C. There are five rules of subsidiary corporations for Department and Post levels, to include the Sons of The American Legion and The American Legion Riders are as follows:
1. All officers, directors, trustees, etc. must be named by the Department/Post, usually nominated by the Department/Post Commander and confirmed by the Department/Post Executive Committee.
  2. All vacancies in the subsidiary corporation must be filled by the Department/Post.
  3. The subsidiary corporation must report to the Department/Post no less than once per month, these reports must include financial reports.
  4. The Department/Post Treasurer or Finance Officer must be the signatory on all accounts.
  5. All amendments to article of incorporation or bylaws must be approved by the Department. If the current text has not been approved by the Department, it too must be so approved.

- D. The Sons of The American Legion was created in 1932 as a Committee within The American Legion. It is made up of boys and men of all ages whose parents or grandparents served in the US Military and became eligible for membership in The American Legion.

All male descendants, adopted sons, stepsons of members of The American Legion and such male descendants of veterans who died in service during periods of war as designated by the United States Congress for eligibility in The American Legion or who died subsequent to their honorable discharge from such service, shall be eligible for membership in the Sons of The American Legion. You are NOT eligible under an uncle or aunt.

No females are eligible for membership in the Sons of The American Legion.

All actions of the Sons of The American Legion at all levels shall be subject to review and ratification at the appropriate level of The American Legion. The SAL Squadron shall be organized under the jurisdiction and sponsorship of a local Post of The American Legion. Squadron officers elected are subject to the approval of the sponsoring American Legion Post.

All funds of the Sons of The American Legion shall be deposited in a duly authorized banking institution under the EIN of the appropriate/sponsoring level of The American Legion and no such funds shall be withdrawn except on draft signed by the sponsoring level Treasurer/Finance Officer and at least one SAL officer or other member thereof duly elected for that purpose.

The financial records of the Sons of The American Legion must be open and available for review by the sponsoring level of The American Legion at all times. All funds must be reported annual to the Internal Revenue Service as part of the appropriate/sponsoring level of The American Legion's annual 990 report.

- E. The American Legion Riders are a program of a Post with all the same rules and regulations of all other programs of the Post, however the Riders are open to all members of The American Legion Family. They are sponsored at the discretion of a Post and can be disbanded by a vote of the Post. The Director of the Riders can be appointed and removed at the Post Commander's discretion.

All funds of the Riders shall be deposited in a duly authorized banking institution under the EIN of the sponsoring Post and no such funds shall be withdrawn except on draft signed by the sponsoring Post Treasurer/Finance Officer and at least one Riders officer or other member thereof duly elected for that purpose.

The financial records of the Riders must be open and available for review by the sponsoring Post at all times. All funds must be reported annual to the Internal Revenue Service as part of the Post's annual 990 report.

### III. Reimbursement for Expenses - General

Unless otherwise specifically provided herein or by action of the Department Executive Committee, reimbursement for expenses incurred, upon the submission of a documented expense voucher/statement, shall be governed by the following rules:

1. The Department Commander and Vice Commander shall have an expense accounts for each budget year to cover all ordinary, necessary and customary expenses incurred in the performance of his/her duties, they shall be issued Department credit card to use and will submit monthly all receipts and mileage report to the Department Adjutant.
2. Salaried Department Officers and employees shall be reimbursed for expenses incurred when traveling away from the usual place of employment on authorized business, as prescribed in the Department Personnel Policy Manual. The Department Adjutant, Director of Internal Affairs and Department Service Officers shall be issued Department credit cards to use and shall submit monthly all receipts.
  - a. Per Diem allowance of \$36.00 per day and actual cost of lodging.
  - b. Mileage at the set IRS rate, if using personnel automobile.
3. Department Officers, Division Commanders, District Commander and members of the Department Commissions, Committees and/or Boards that are issued an authorized call in for the purpose of attending a commission, committee or board meeting at the Fall DEC, Midwinter Conference, Department Convention or other authorized travel, shall be reimbursed in the following manner:
  - a. Vouchers - all members will submit an expense voucher/statement to the Department Treasurer for expenses incurred at said meeting and prior to the issuance of a reimbursement check.
  - b. Mileage – the reimbursement for mileage by private automobile shall be for round trip at the current set Department rate (0.48), from the city of their home to the city of the meeting. Legionnaires that travel together will each be reimbursed mileage for one way.
  - c. Per Diem – the reimbursement for per diem will be for the authorized number of days, at the current set Department rate (\$110.00); provided that they stay in the contracted hotel block. In the event the hotel block is sold out they will be authorized to stay at another hotel after first contacting the Department Adjutant.
4. Division Commanders and District Commander and will be given a travel budget to offset, shall be reimbursed in the following manner:
  - a. Vouchers - will submit an expense voucher/statement to the Department Adjutant for expenses incurred due to travel and prior to the issuance of a reimbursement check.
  - b. Mileage – the reimbursement for mileage by private automobile shall be for round trip at the current set Department rate (0.48 per mile), from the city of their home to the city of the event.
  - c. Hotel – the reimbursement for overnight stays will be for the authorized number of days, at the actual room cost.
5. Emeritus member(s) will not receive reimbursement for per diem or mileage, unless on an authorized call in to a commission, committee or board; or as directed by the Department Executive Committee or Department Constitution and Bylaws.

#### IV. Department Executive Committee

The Department Executive Committee (DEC) shall hold its meetings at least three times between Conventions, and more often if said Committee shall deem it necessary. The place and dates of such meetings shall be determined by the Department Commander. (Department Bylaws Article III, Paragraph I, Section2)

1. Post DEC Meeting - the first meeting of the Department Executive Committee shall be held immediately after the adjournment of the Department Convention, at the call of the Department Commander, primarily for immediate organization and planning purposes, election of Department representation at the American Legion National Convention, approval of Department Commanders appointments and other Department business. No mileage or per diem shall be paid for the Post Convention DEC meeting unless otherwise authorized
2. Fall DEC - on a date in the month of September, for the primary purpose of approving the annual budget, additional appointments of the Department Commander, hear reports form Department Commissions and Committee and conduct other Department business.
3. Midwinter Conference - on a date in the month of January for primarily to hear reports form Department Commissions and Committee and conduct other Department business.
4. Department Convention – on a date preceding the annual Department Convention to hear reports form Department Commissions and Committee and conduct other Department business.

For the purpose of attending the Department Executive Committee meeting and performing the functions of their office at the Fall DEC, Midwinter Conference and Department Convention, the designated members are authorized round trip mileage at the current set rate (0.48), from the city of their home to the city of the meeting and the authorized number of days of per diem, at the current set rate (\$110.00), for reimbursement purposes as follows: Legionnaires that travel together will each be reimbursed mileage for one way. In the event the hotel block is sold out they will be authorized to stay at another hotel after first contacting the Department Adjutant.

Department Executive Committee members, Division Commander and District Commanders that are assigned to a Commission or Committee will received one additional day per diem for the date of the meeting.

	<b>Fall DEC</b>	<b>Midwinter</b>	<b>Convention</b>
Judge Advocate	2	2	4
Treasurer	2	2	4
Historian	2	2	4
Chaplain	2	2	4
Sergeant at Arms	3	4	4
Asst. Sergeant at Arms	3	4	4
National Executive Committeeman	2	2	4
Alternate National Executive Committeeman	2	2	4
Immediate Past Department Commander	2	2	4
Past National Commander	2	2	4
4 Division Commanders	2	2	4
23 District Commanders	2	2	4

Additional meeting of the DEC may be called as authorized by the Department Constitution and Bylaws. (Bylaws Article III, Section A, Subsection 3 and Section I, Subsection 3).

The Department Adjutant upon the direction of the Department Commander shall, by written and/or electronic notice, issue calls for meetings of the Department Executive Committee, Department Convention and all commission, committee, and boards at least five (5) days before said meeting. (Bylaws Article III, Section A, Subsection 3).

All Past National Commanders of the Department, while in good standing in their respective Posts, shall be members for life of the Department Executive Committee, without vote, (Department Bylaws Article I, Section 1).

All Past Department Commanders who served in that capacity while a member of the Department of Texas, while in good standing in their respective Post within the Department, shall have a voice, without vote, at all Department Executive Committee Meetings, except the Immediate Past Department Commander who shall be a voting member of the Department Executive Committee, (Department Bylaws Article I Section 1 and Section 2).

## **SECTION 2 – COMMISSIONS, COMMITTEES AND BOARDS**

### **(Department Bylaws Article IV, Section 3).**

The Americanism, Membership, Organization and Post Activities, National Security, Veterans Affairs and Rehabilitation, Convention City, Legislative, Public Relations and Publication Commissions shall consist of four members, each representing a different Division, A Division Commander, designated by the Department Commander, and a chairman of each sub-division.

The four Division Commanders shall serve on the Membership, Organization and Post Activities Commission and the Long Range Planning Committee.

The members of each of the said Commissions shall be appointed from a different Division and shall serve a term of four years except that one will retire each year. The Chairman of each sub-division under each Commission shall be appointed annually, as they serve a one year term.

The Chairman of the Legislative Commission shall serve as Chairman of the Legislative Council. The Legislative Council shall consist of one member from each American Legion District in Texas.

Appointments shall be by the Department Commander subject to approval by the Department Executive Committee. The Chairman of each Commission shall be designated annually by the Commander, except that the Department Vice Commander shall be chairman of the Membership Sub-Division.

In the event a Division member of a standing commission or committee is elected to the Department Executive Committee, he/she shall, if his/her term does not expire prior to assuming office, resign his/her position as Division member so that the incoming Department Commander may appoint a member to fill the unexpired term.

In the event of a vacancy on any commission, committee or board, the Department Commander shall appoint a member to fill the unexpired term as prescribed in the Department Constitution and Bylaws.

A member of any standing Committee or Commission may be removed for proper and adequate cause by the Department Commander, with the consent of the Department Executive Committee, and he/she shall be replaced for the unexpired term in the manner provided for the original appointment. (Bylaws, Article IV, Section 3C).

## **1. Americanism Commission (Department Bylaws Article IV, Section 4a):**

**MEMBERS OF THE COMMISSION:** In addition to the four (4) Division representatives and one (1) Division Commander the Americanism Commission will consist of the following sub-committees Chairman that will report to the commission: a) Boys State, b) Baseball, c) Boy Scouts, d) Children & Youth, e) Community Service and Education, f) Junior Shooting, g) Legion Riders, h) Oratorical Contest and School Awards, i) Sons of The American Legion. All sub-committee members serve a term of one (1) year.

### **RESPONSIBILITY:**

- To promote all programs that come under the heading of Americanism, in accordance with the current Americanism Manual of The American Legion as prepared and distributed by the National Americanism Commission.
- To develop and maintain a spirit of 100% Americanism among Legionnaires and the citizens of the State of Texas.
- To put into effect the Americanism programs of The American Legion.
- To coordinate any overlapping of plans dealing with Americanism and to develop an overall policy of Americanism.
- To oversee and report on programs that relates to Americanism and many youth programs.

1a) Boys State Sub-Committee: shall consist of a Chairman and Director who are appointed by the Department Commander:

- They shall work together to oversee the Texas Boys State Program.
- Supervise the Assistant Directors, County & City Counselors and support staff members.
- Plan, coordinate and oversee the Texas Boys State program,
- Prepare an annual operating budget for presentation to the Americanism Commission, Finance and Budget Committee and the Department Executive Committee.
- To promote the Texas Boys State program to Posts, District, Divisions, and schools (public, private, and home school) within the state.

1b) Baseball Sub-Committee: shall consist of a Chairman, a Director and one (1) member:

- To oversee the Department Baseball program and the annual Department Baseball Tournament
- Shall annually review the baseball rule book to conform to the national directives and make recommendation to the Department Americanism Commission for consideration and to forward to the Department Executive Committee for approval.
- Select the Baseball Scholarship recipient.
- Promote the Baseball program to all divisions, districts and posts within the department.
- Insure that the baseball rules that the Americanism Commission and Department Executive Committee have approved are followed and enforced.
- Appointments will expire after the completion of Department Baseball tournament for the year of the appointment.

1c) Boy Scouts Sub-Committee Chairman:

- Shall encourage Post participation in all Scouting activities in the local community.
- Shall be responsible for selecting committee members to review all applications submitted for Eagle Scout of the Year and for the selection of the Department winner.

1d) Children & Youth Sub-Committee Chairman:

- To insure that any child of a veteran in need of care and protection shall receive proper and timely service and aid.
- Shall encourage greater Post participation in all Children & Youth programs that will assist in the strengthening of the family unit for today's society.
- Support sound organizations already providing services for our children and youth.
- Provide information on problems affecting the children and youth of our society both to Legion Family

Members and the community.

- Provide information and training on Temporary Financial Assistance (TFA) program to support the needs of children and veterans.
- Assist Department Staff with filing of TFA applications.

1e) Community Service and Education Sub-Committee Chairman:

- Shall encourage and inspire Post participation in all phases of Community Service and the Education Program.
- To promote and develop materials to be used by Posts and schools in implementing the School awards program in their communities.

1f) Junior Shooting Sub-Committee Chairman:

- Promote gun safety and marksmanship for junior shooters.
- Shall encourage Posts to participate in the program.
- Provide information to Posts, Districts and Divisions on the JSSP.

1g) Legion Riders Sub-Committee Chairman:

- Shall serve as the Department's liaison with all Chapters of The American Legion Riders throughout the Department in promoting the programs of and membership in The American Legion through motorcycle riding activities.
- Recommend any guidelines, rules and regulations for the ALR program that will promote the image and programs of The American Legion.
- To assist Posts in establishing an ALR Chapter.
- To annually survey the ALR Chapters in Texas as to their previous year activities and current membership numbers.
- To assist with raising funds for The American Legion Legacy Fund in support of this American Legion Program.
- To assist with the planning and organizing the Annual Department ALR Rally.

1h) Oratorical Contest and Schools Awards Sub-Committee Chairman:

- Shall plan, supervise and conduct the Department Oratorical Contest.
- Shall insure the Department Finals contest is held in conformance with national Contest procedures, rules and regulations.
- Shall promote the School Awards program, Education and Scholarship, American Education week and encourage participation by all Posts, Districts and Divisions.

1i) The SAL Sub-Committee Chairman:

- Shall serve as the Department's liaison with the Detachment and all Squadrons.
- Shall devise and implement a program to establish SAL Squadrons throughout the state and implement the programs of the Detachment organization.
- Authorized two (2) days for all Department meetings where the Detachment conducts meetings.

#### AUTHORIZED MEETINGS:

1. Fall DEC Meeting – all commission members and all sub-committee chairman shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
2. Department Convention - The Commission Chairman is authorized two (2) days for the purpose of chairing the Americanism Convention Committee meeting, presenting the convention committee minutes, resolutions and the annual report of the Americanism Commission to the Department Convention. The Community Service sub-committee Chairman, along with the Children and Youth sub-committee Chairman and the Americanism Commission Chairman are responsible for judging and selecting of the

Department Community Service Award winners from the Consolidated Post Reports and will announce the winner during the annual Department Convention, each member is authorized a one (1) day call in for per diem and mileage.

<b>SUMMARY – AUTHORIZED REIMBURSEMENT</b>		<b>Chairman</b>	<b>Members</b>
<b><u>Commission</u></b>			
	Fall DEC	2	1
	Department Convention	3	
<b><u>Committees</u></b>			
Boys State	Program expense set by their budget		
Baseball	Baseball Tournament	6	6
Children & Youth	Department Convention	1	
Community Service	Department Convention	2	
Oratorical	Oratorical Contest	3	
SAL	Fall DEC	2	
	Midwinter Conference	2	
	Department Convention	2	

## **2. Membership, Organization and Post Activities Commission (Department Bylaws, Article IV, Section 4b):**

MEMBERS OF THE COMMISSION AND APPOINTMENT PROCEDURE: In addition to the four (4) Division representatives and the four (4) Division Commanders the Membership, Organization and Post Activities Commission will consist of the following sub-committee Chairman that will report to the commission: a) Membership, b) Uniformed Organization, c) Constitution and By-Laws and d) Awards and Trophies

### **RESPONSIBILITY:**

- To recommend programs to the Department and Posts for the promotion of such activities as would stimulate interest in The American Legion and its programs in all communities.
- To promote an increase of membership in the Department by utilizing the Department Membership Plan and the Department Strategic Plan.
- To review the Department Membership Plan on an annual basis and recommend changes.
- To develop and implement Department Revitalization/Retention Teams within the Department, Divisions and Districts.
- Determine the areas in which new Posts are needed, usually wherever a high school exists without a nearby Post or where population can absorb an additional Post.
- 

#### **2a) Membership Sub-Committee Chairman:**

- The Department Vice Commander shall be in charge of membership (Department Bylaws Article III, Section B).
- Shall be responsible for developing and implementing a program in membership recruitment that gives due consideration to the renewals of existing members and the enrollment of new members.
- Encourage current member in the benefits of enrollment in the National Paid Up For Life program.
- Shall make recommendations for appropriate awards for those who participate in membership recruitment and retention at the annual awards committee meeting.

#### **2b) Uniformed Organizations Sub-Committee Chairman:**

- Shall plan and coordinate the Uniformed Groups (color guard) contest held at the Department Convention.
- Responsible to make recommendations for changes to the rules of the Uniform Groups contest
- Announce the winners of the Uniform Groups contest at the Department Convention.

#### **2c) Constitution and Bylaws Sub-Committee Chairman:**

- Assist the Department Judge Advocate to conduct an annual review of the Department Constitution and Bylaws.
- Serve as the Chairman of the Department Convention Constitution and Bylaws Committee meeting and present resolution(s) that change the Department Constitution and Bylaws to the Department Convention for approval

#### **2d) Awards and Trophies Sub-Committee Chairman:**

- Shall oversee the annual review of all Department membership awards at the annual awards meeting.
- Shall assist the Department Commander and Department Staff with the presentation of awards at the Midwinter Conference and the Department Convention.

### **AUTHORIZED MEETINGS:**

1. Fall DEC Meeting – all commission members and the sub-committee chairman shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.

2. Midwinter Conference – all commission members and the sub-committee chairman shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day, the Awards and Trophies Sub-chairman is authorize one (1) additional day to assist with awards presentations.
3. Department Convention – the Commission Chairman is authorized two (2) days for the purposing of chairing the Membership, Organization and Post Activities Convention Committee Meeting, presenting the convention committee minutes, resolutions and the annual report of the Membership, Organization and Post Activities Commission to the Department Convention. The Awards and Trophies Sub-chairman is authorize four (4) days to assist with awards presentations.
4. Annual Award Meeting – The Membership, Organization and Post Activities Chairman, Awards Committee Sub-Chairman, Membership Chairman, 4 Division Commanders, One Even Year District Commander, One Odd Year District Commander, Department Commander, and Department Adjutant shall review membership awards and goals for the upcoming year prior to the Midwinter Conference meeting and shall be authorized one (1) day.

**SUMMARY – AUTHORIZED REIMBURSEMENT**

	<b>Chairman</b>	<b>Members</b>	<b>Awards Chairman</b>
Fall DEC	2	1	1
Midwinter Conference	2	1	2
Department Convention	2	0	4
Annual Awards Meeting	1	0	1

### **3. National Security Commission (Department Bylaws Article IV, Section 4c):**

MEMBERS OF THE COMMISSION AND APPOINTMENT PROCEDURE: In addition to the four (4) Division Representatives and one (1) Division Commander the National Security Commission will consist of the following sub-committee Chairman that will report to the commission: a) Military Affairs, b) Foreign Relations, c) Aerospace, d) Law and Order, and e) Disaster Preparedness.

#### **RESPONSIBILITY:**

- Shall be responsible for all the National Security and Foreign Relations programs of The American Legion within the Department.
- To organize the members in support of national or civilian defense projects in the communities.
- To organize the Department and to assist in organizing the communities for readiness to meet any emergency.
- To inform the members of any actions that could have an effect on the security of the community, state and nation.
- To stay current on the National Headquarters positions on items of interest affecting National Security and keeping the Department advised of these positions.
- Responsible for the selection of the Law Enforcement Officer of the Year, EMT of the Year and Firefighter of the Year.

#### **3a) Military Affairs Sub-Committee Chairman:**

- Responsible for staying current on National Headquarters position on items of interest affecting our Armed Forces, both Active Duty, Reserves and National Guard and keeping the Department advised of these positions.

#### **3b) Foreign Relations Sub-Committee Chairman:**

- Promote the programs of The American Legion in regards to Foreign Relations in all phases.
- Responsible for staying current on National Headquarters position on items of interest affecting Foreign Relations and keeping the Department advised of these positions.

#### **3c) Aerospace Sub-Committee Chairman:**

- To consider and project the advancement of military and commercial aerospace technologies and programs to include space exploration and research.
- Other purposes as may be directed by the National Aerospace Committee.

#### **3d) Law and Order Sub-Committee Chairman:**

- Responsible for the development of a program to provide information and assistance to promoting law and order within local communities.
- Presenting the applications for Law Officer of the Year, Fire Fighter of the Year and EMT of the Year to the National Security Commission for selection of one awardee in each category.
- Attend the Midwinter Conference to assist the Department Commander and National Security Commission Chairman with presenting the awards and will be authorized one (1) day.

#### **3e) Disaster Preparedness Sub-Committee Chairman:**

- Responsible for the developing and monitoring programs for emergency management.
- Assist local Posts with developing and implementing a disaster preparedness plan for their post and members.

**AUTHORIZED MEETINGS:**

1. Midwinter Conference – The Commission Chairman and Law & Order sub-committee Chairman are authorized one (1) day for the presentation of awards.
2. Department Convention - the commission shall meet prior to the Post Department Executive Committee meeting. The Chairman is authorized two (3) days and members one (1) day. The Chairman will chair the National Security Convention Committee Meeting, present the convention committee minutes, resolutions and the annual report of the National Security Commission to the Department Convention.

<b>SUMMARY – AUTHORIZED REIMBURSEMENT</b>	<b>Chairman</b>	<b>Members</b>	<b>Law &amp; Order Chairman</b>
Midwinter Conference	1	0	1
Department Convention	3	1	1

#### **4. Veterans Affairs and Rehabilitation Commission (Department Bylaws Article IV, Section 4d):**

**MEMBERS OF THE COMMISSION AND APPOINTMENT PROCEDURE:** In addition to the four (4) Division representatives and one (1) Division Commander the Veterans Affairs and Rehabilitation Commission will consist of the following sub-committee Chairman that will report to the commission: a) Hospitals and VAVS, b) Veterans Preference and Employment, c) Women Veterans Outreach, and d) Homeless Veterans.

**RESPONSIBILITY:** Shall be responsible for all the Veterans Affairs and Rehabilitation Programs within the Department. To promote the programs of rehabilitation, employment and claims assistance for veterans and their dependents. To promote and coordinate volunteers at the Veterans Administration Hospitals to assist hospitalized veterans. To assist the Department Service Officers in the various locations and Regional Offices of the Veterans Administration to address issues and problems with veterans claim processing and rating. To encourage Posts and Districts to select qualified and able members to serve as Post and District Service Officers and to provide assistance to help them carry out their duties.

##### **4a) Hospitals and VAVS Sub-Committee Chairman:**

- Responsible for keeping abreast of Congressional activities that have specific bearing on veterans and the VA Hospitals and clinic in Texas.
- Receives reports regarding American Legion and hospital volunteer service, program and other relevant data from all VA Hospitals in Texas.
- Promote participation and support for all hospital voluntary activities particularly those sponsored by The American Legion.
- Monitor activities at all VA Medical Centers to determine veteran's feelings and satisfaction toward the VA Medical Centers in Texas.
- Disseminate information about hospital voluntary service activities to the Posts, Districts and Divisions.

##### **3b) Veterans Preference and Employment Sub-Committee Chairman:**

- Responsible for monitoring present activity and policy concerning LVERs and DVOPs.
- Coordinating veterans job fairs.
- Reviewing and selecting a recipient in each category of the National Employment Awards.
- Assist with the presentation of the Employment Awards at the Department Convention, authorized one (1) day.

##### **3c) Women Veterans Outreach Sub-Committee Chairman:**

- Function as VA& R lead committee member for informing Department and Post leadership of The American Legion's role in the Women's Veterans Outreach Program, and the need to educate communities to be prepared to support and recognize women veterans as necessary.
- Works with the VA&R Chairman to understand, advocate for, and present briefings on programs important to women service members & veterans.
- Maintains a close working relationship with appropriate congressional committees and subcommittees through the Legislative Committee.
- Reads and understands all resolutions of The American Legion relative to the Veterans Affairs & Rehabilitation portfolio, and assists the Veterans Affairs & Rehabilitation Commission and departments with the preparation of resolutions as they relate to issues relative to the Commission's mandate.
- Serves as a spokesperson for the Veterans Affairs & Rehabilitation Commission regarding women veteran's issues of concern public and private sector constituencies, Congress and the Media.
- Assists Department in coordinating with local veteran service organizations and other non-profit organizations, business leaders, chambers of commerce, state and local governments, Congressional liaisons, financial, legal, educational and religious institutions, local military units, and other organizations and agencies interested in providing support.
- Communicates directly with Veteran Service Organizations (VSO), Veteran Health Administration (VHA) and Veterans Officers, VA Women Veterans Program Managers, and Sexually Assaulted Prevention and Response Office (SAPRO).

- Assists in the planning, development, and execution of outreach events.
- Tracks, records, evaluates, and reports program effectiveness.
- Participates in site visits at community and VHA locations as directed by staff and volunteer leadership to assess needs and accomplishments, while gathering and recording best practices.
- Provides and attends outreach events in order to educate women veterans on benefits and services provided by the Department of Veteran Affairs.
- Develops programs to address issues identified through The American Legion research, while identifying emerging gaps and trends that deal with women veterans.
- Performs research and writes point papers using primary research sources on a variety of issues dealing with women veterans, and able to make recommendations to the Division Director based on that research, using critical analysis and data supported evidence.
- Provides an annual report on accomplishments of the Women Outreach Programs to the VA&R Commission and the Department.

3d) Homeless Veterans Sub-Committee Chairman:

- Collect and disseminate information on the homeless veterans' situation in the State of Texas.
- Develop a Department Homeless Veterans' Task Force with participation by the American Legion Auxiliary and Sons of The American Legion.
- Encourage participation by Divisions, District, Posts, Unit and Squadrons in fundraising, volunteering and advocacy that will lead to ending homelessness among veterans.
- Participate in the development of a plan to address the gaps in services to homeless veterans' in the State of Texas with other VSO's and state agencies.
- Collaborate with the Department Legislative Chairman on legislative solutions within the state to address ending homelessness among veterans.
- Encourage Divisions, District, Posts, Units and Squadrons to develop homeless veterans programs where none currently exist and the need has been demonstrated.
- Develop Department recognition program for Divisions, Districts, Posts, Units and Squadrons activities assisting homeless veterans.
- Annual collect and report Department activities to the National Economic Commission
- Assist the Department Employment Chairman with promoting and selecting the Homeless Veterans Outreach Award for our Department.

AUTHORIZED MEETINGS:

1. Fall DEC Meeting – the commission shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
2. Midwinter Conference – the commission shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
3. Department Convention - the commission shall meet prior to the Post Department Executive Committee meeting. The Chairman is authorized two (3) days and members one (1) day. The Chairman will chair the Veterans Affairs and Rehabilitation Convention Committee meeting, present the convention committee minutes, resolutions and the annual report of the Veterans Affairs and Rehabilitation Commission to the Department Convention. The Veterans Employment and Preference Sub-committee Chairman is authorized one (1) additional day to assist with the presentation of the annual employer awards.

**SUMMARY – AUTHORIZED  
REIMBURSEMENT**

	<b>Chairman</b>	<b>Members</b>
Fall DEC	2	1
Midwinter Conference	2	1
Department Convention	3	1

**5. Convention City Commission (Department Bylaws Article IV, Section 4e):**

MEMBERS OF THE COMMISSION AND APPOINTMENT PROCEDURE: The four (4) Division representatives, one (1) Division Commander and the local host city chairman will make up the commission.

**RESPONSIBILITY:**

- To investigate the facilities of cities placing a bid for a Department Convention.
- To recommend to the Department Executive Committee the city best qualified to hold a Department Convention.
- Provide periodic inspections and reports on the pending convention sites.

**AUTHORIZED MEETINGS:**

1. Fall DEC Meeting – the commission shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
2. Midwinter Conference – the commission shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
3. Department Convention - The Commission Chairman will present the Convention City Commission annual report to the Department Convention and is authorized one (1) day.

**SUMMARY – AUTHORIZED REIMBURSEMENT**

	<b>Chairman</b>	<b>Members</b>
Fall DEC	2	1
Midwinter Conference	2	1
Department Convention	1	0

**6. Legislative Commission and Legislative Council (Department Bylaws Article IV, Section 4f):**

MEMBERS OF THE COMMISSION AND APPOINTMENT PROCEDURE: The four (4) Division representatives and one (1) Division Commander will make up the Commission. The Legislative Council is the grassroots effort of the Legislative Commission and will be supervised by the commission. Each District Commander shall make a recommendation to the Department Commander for the appointment of a member from their District to the Department Legislative Council.

**RESPONSIBILITY:**

- To represent the Department of Texas with the State Legislature and to contact Congress on matters of interest to Texas veterans, as long as contact does not conflict with any National American Legion policy.
- To consider legislative matters and make recommendations to the Department Convention and/or Department Executive Committee and in general supervise the legislative program of the Department.
- To assist with the planning, coordinating and promoting the Bi-Annual Legislative Days of the Department.

**AUTHORIZED MEETINGS:**

1. Midwinter Conference – the commission shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
2. Department Convention - the Commission Chairman is authorized two (2) days for the purpose of chairing the Legislative Convention Committee meeting, presenting the minutes of the convention committee, resolutions, and the annual report of the Legislative Commission to the Department Convention.
3. Bi Annual Legislative Days – the commission and council members shall meet and carry the Departments legislative priorities to the Texas Senate and House during the Legislative Days and shall be authorized two (2) days.

**SUMMARY – AUTHORIZED REIMBURSEMENT**

	<b>Chairman</b>	<b>Members</b>
Midwinter Conference	2	1
Department Convention	2	0
Bi-Annual Legislative Days	2	2

**7. Public Relations and Publications Commission (Department Bylaws Article IV, Section 4g):**

MEMBERS OF THE COMMISSION AND APPOINTMENT PROCEDURE: The four (4) Division representatives, one (1) Division Commander and the Department Webmaster/Legion Times Editor make up the Public Relations and Publications Commission.

**RESPONSIBILITY:**

- To serve as the voice of veterans by enhancing public perception of The American Legion, America’s veterans and their families.
- Is responsible for the maintaining of the image of The American Legion and to communicate our various messages to the public, promoting and publicizing projects, events, programs and accomplishment of The American Legion.
- To provide direct oversight on all Department publications, Department Website, The Legion Times and any and all communications medias of the Department.

**AUTHORIZED MEETINGS:**

1. Fall DEC Meeting – the commission shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
2. Midwinter Conference – the Chairman is authorized one (1) day to assist the Department Commander with presentation of the Department Media Awards at the Joint Session.
3. Department Convention - The Chairman is authorized two (2) days for the purpose of chairing the Public Relations Convention Committee meeting, presenting the convention committee minutes, resolutions and the annual report of the Public Relations and Publications Commission to the Department Convention.

**SUMMARY – AUTHORIZED REIMBURSEMENT**

	<b>Chairman</b>	<b>Members</b>
Fall DEC	2	1
Midwinter Conference	1	
Department Convention	2	

**8. Finance and Budget Committee (Department Bylaws Article IV, Section 1a):**

MEMBERS OF THE COMMISSION AND APPOINTMENT PROCEDURE: The Finance and Budget Committee shall consist of five members, two of whom shall be appointed by the Department Commander from the Department Executive Committee and who shall serve for one year, the other three members shall be appointed for a term of three years, one to be appointed each year by the Department Commander and all shall be subject to approval by the Department Executive Committee. Chairmen shall be designated by the Department Commander.

The Department Commander, Department Treasurer and the Chairman of the Board of Trustees shall be ex-officio members of said Committee and the Department Adjutant shall be ex-officio secretary.

**RESPONSIBILITY:**

- The Department Finance and Budget Committee shall be charged with the preparation of the annual budget and, upon the approval of the budget by the Department Executive Committee, the handling funds under that budget, and such other duties as shall be prescribed by the Department Executive Committee.
- Annually, the Department Commander shall recommend any changes to the number of salaried employees of the organizations and the terms, conditions and benefits of employment for all Department Employees to the Finance and Budget Committee, except as otherwise provided for in the Constitution and Bylaws, or by the Department Executive Committee. The Finance and Budget Committee serves as the Personnel Committee.

**AUTHORIZED MEETINGS:**

1. Fall DEC Meeting – the committee shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
2. Midwinter Conference – the committee shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
3. Department Convention - the committee shall meet prior to the Post Department Executive Committee meeting. The Chairman is authorized three (3) days and members one (1) day. The Chairman will present a report to the Post Department Executive Committee and the annual report to the Department Convention.

**SUMMARY – AUTHORIZED REIMBURSEMENT**

	<b>Chairman</b>	<b>Members</b>
Fall DEC	2	1
Midwinter Conference	2	1
Department Convention	3	1

**9. Long Range Planning Committee (Department Bylaws Article IV, Section 1b):**

MEMBERS OF THE COMMISSION AND APPOINTMENT PROCEDURE: The Long Range Planning Committee shall consist of the current Department Commander and six other members who shall be appointed to 3-year terms. The Department Commander shall appoint two members each year.

The Division Commanders, Department Judge Advocate, Department Treasurer and the Department Adjutant shall serve as Secretary, an ex-officio members with voice but no vote. At the first Committee meeting of each year, the voting members of the Committee shall elect a Chairman and a Vice Chairman.

**RESPONSIBILITY:**

- The Long Range Planning Committee is to develop and perpetuate a long term plan for the Department and shall submit recommendations for action to the appropriate Commissions, Committee or to the Department Executive Committee for its consideration.
- To recommend the yearly objective for the Department.
- To review the Department Strategic Plan each year and make recommendations to the Department Executive Committee.

**AUTHORIZED MEETINGS:**

1. Fall DEC Meeting – the committee shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
2. Midwinter Conference – the committee shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
3. Department Convention - the committee shall meet prior to the Post Department Executive Committee meeting. The Chairman is authorized three (3) days and members one (1) day. The Chairman will present a report to the Post Department Executive Committee and an annual report to the Department Convention.

**SUMMARY – AUTHORIZED REIMBURSEMENT**

	<b>Chairman</b>	<b>Members</b>
Fall DEC	2	1
Midwinter Conference	2	1
Department Convention	3	1

**10. Training Committee (Department Bylaws Article IV, Section 1c):**

**MEMBERS OF THE COMMISSION AND APPOINTMENT PROCEDURE:** The committee shall consist of six members who shall be appointed to 3-year terms. The Department Commander shall appoint two members each year and designate the Chairman and Vice-Chairman. The Department Adjutant shall serve as Secretary, an ex-officio member with voice but no vote.

**RESPONSIBILITY:**

- The committee is to develop a comprehensive series of training programs that will satisfy the needs for appropriate instruction from the Post level through the Department level to develop future leaders.
- Incorporate the current courses of instruction, such as the Legion College, District & Division Commanders School, and the American Legion Extension Institute, but expanded to satisfy more of the grassroots requirements.
- Create the necessary curriculum and standards of instruction to develop a trained cadre that is proficient in both subject matter and teaching skills and can be employed at every level within the Department.
- Ensure that the Department is maximizing the latest and most appropriate training media, consistent with the needs and resources of the Department.
- Responsible for promoting the National Legion College and selecting the Department’s candidate to attend the National Legion College.

**AUTHORIZED MEETINGS:**

1. Fall DEC Meeting – the committee shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
2. Midwinter Conference – the committee shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
3. Department Convention - the committee shall meet prior to the Post Department Executive Committee meeting. The Chairman is authorized three (3) days and members one (1) day. The Chairman will present a report to the Post Department Executive Committee and an annual report to the Department Convention.

**SUMMARY – AUTHORIZED REIMBURSEMENT**

	<b>Chairman</b>	<b>Members</b>
Fall DEC	2	1
Midwinter Conference	2	1
Department Convention	3	1

## **11. Board of Trustees (Department Bylaws Article II):**

**MEMBERS OF THE COMMISSION AND APPOINTMENT PROCEDURE:** A Board of Trustees is hereby created to consist of six members of The American Legion, Department of Texas, and the current Department Commander, with right to vote, to be known as "The Board of Trustees of The American Legion, Department of Texas." One member of said Board of Trustees shall be elected each year by the Department Executive Committee on nomination by the Department Commander to serve for a term of six years. No member of said Board shall be eligible to succeed himself/herself unless serving an unexpired term.

At the first regular meeting of the Board of Trustees in each year, the Board shall elect a Chairman and a Vice Chairman who shall serve for a term of one year and shall not be eligible to succeed themselves.

The Department Treasurer, Chairman of Finance and Budget Committee, Department Judge Advocate, and Department Adjutant shall serve the Board in their respective capacities but shall not be granted privilege of vote on any question coming before the Board of Trustees. The meetings of the Board shall be held at such time and place as deemed necessary by the chairman or on call of three members thereof. The Board of Trustees shall be responsible to the Department of Texas.

If a member of the Board of Trustees fails to attend in person two consecutive meetings of the Board, without a valid cause, his/her place shall be declared vacant. Vacancies in the Board of Trustees shall be filled by election by the Department Executive Committee of The American Legion, Department of Texas, upon nomination by the Department Commander.

### **RESPONSIBILITY:**

- A majority shall have power to act and to exercise all the authority of the Board. The members of the Board shall serve without pay.
- The duties of the Board of Trustees shall be to take charge of all trust funds and all trust properties, real, personal or mixed, the legal title to which is now vested, or may hereafter vest, in The American Legion, Department of Texas, or which may be offered to and accepted by The American Legion, Department of Texas.
- The disposal of Department property shall be made only upon a resolution authorizing same by the Board of Trustees and the execution of proper instrument of conveyance by the current Department Commander and attested to by the Department Adjutant.
- Said Board shall have the power and it shall be its duty to invest and reinvest such funds, and to administer said properties according to their discretion as trustees; provided, however, that in no event shall such Board of Trustees invest any such property or funds as may come into their possession except in such income property as guardians are, at the time of such investment, authorized to invest the funds of their wards as provided by the laws of the State of Texas. Said Board may delegate to a responsible trust company the details of handling such of said funds as they may find and deem advisable. It shall be the duty of the Board of Trustees to properly cover all property by adequate insurance in order that the Department shall be protected against fire, hail, tornado, liability and other losses. Coverage shall be only by such insurance companies as are authorized to do business in Texas by the State Board of Insurance.
- The income from all such properties and funds as said Board may hold for the benefit of The American Legion, Department of Texas, may be used by said Board for such purposes as may be recommended to and approved by the Department Executive Committee, and in no event shall any part of the corpus of such trust property or funds be expended for any other purpose whatsoever. If it shall be deemed advisable to sell any part of the corpus of such trust property the entire proceeds of such sale shall immediately be re-invested and shall become a part of the corpus of such trust estate. The income, if any, from mineral leases, whether as bonus or royalty, may be considered as income of the trust estate by said Board.
- The authorized expenses incurred by the members of said Board in the discharge of their duties shall be allowed them and shall be paid from the income of said trust estate upon approval of such expense account by the Chairman of the Board.

**AUTHORIZED MEETINGS:**

1. Fall DEC Meeting – the committee shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
2. Midwinter Conference – the committee shall meet prior to the Department Executive Committee meeting. The Chairman is authorized two (2) days and members one (1) day.
3. Department Convention - the committee shall meet prior to the Post Department Executive Committee meeting. The Chairman is authorized three (3) days and members one (1) day. The Chairman will present a report to the Post Department Executive Committee and an annual report to the Department Convention.
4. Annual Budget Meeting – The Department Commander, Department Treasurer, Chairman of the Finance and Budget Committee, Chairman of the Board of Trustees and Department Adjutant shall prepare or cause to be prepared a proposed budget for the upcoming year prior to the Fall DEC meeting and shall be authorized one (1) day.

**SUMMARY – AUTHORIZED REIMBURSEMENT**

	<b>Chairman</b>	<b>Members</b>
Fall DEC	2	1
Midwinter Conference	2	1
Department Convention	3	1
Annual Budget Meeting	1	

### **SECTION 3 - Department Convention Committees**

#### **(Department Bylaws Article IV, Section 1, Subsection 2):**

Department Convention Committees shall be Americanism, Membership, Organization and Post Activities, National Security, Veterans Affairs and Rehabilitation, Constitution and By-Laws, Legislative, Public Relations and Publications, Resolution Assignment and Credentials and Rules.

The Convention Committees shall consist of the Standing Commission or Committee Chairman of the respective Commission or subcommittee, one member from each District and one alternate who may serve in the absence of the principal, except that the Department Convention Resolutions Assignment Committee shall consist of a Chairman and the four Division Commanders.

The Department Commander shall appoint the Chairman of the Department Convention Committees for Resolutions Assignment and Credentials and Rules.

1. Americanism – To recommend action on such resolutions as may be referred by the Resolutions Assignment Committee. To receive and consider the reports submitted by the individual Sub-committees comprising the Americanism Commission.
2. Membership, Organization and Post Activities – To recommend action on such resolutions as may be referred by the Resolutions Assignment Committee. To receive and consider the reports submitted by the individual Sub-committees comprising the M,O &PA Commission.
3. National Security – To recommend action on such resolutions as may be referred by the Resolutions Assignment Committee. To receive and consider the reports submitted by the individual Sub-committees comprising the National Security Commission.
4. Veterans Affairs and Rehabilitation – To recommend action on such resolutions as may be referred by the Resolutions Assignment Committee. To receive and consider the reports submitted by the individual Sub-committees comprising the Veterans Affairs and Rehabilitation Commission.
5. Constitution and By-Laws – To recommend action on such resolutions as may be referred by the Resolutions Assignment Committee.
6. Legislative – To recommend action on such resolutions as may be referred by the Resolutions Assignment Committee.
7. Public Relations and Publications – To recommend action on such resolutions as may be referred by the Resolutions Assignment Committee. To review and select the winner of the Department Media Awards.
8. Resolution Assignment - Responsible for reviewing and screening all resolutions presented to the Department for consideration, shall assign said resolutions to the appropriate committee for actions and in so much as possible, offer proper wording as to be considered by Department.
9. Credentials and Rules. – To recommend action on such resolutions as may be referred by the Resolutions Assignment Committee. To review and adopt the Department Convention Rules and responsible for the certification of Post Delegates.

#### **SECTION 4 - Hubmaster Communication Network**

1. The Department Hubmaster system is designed to provide data and information flow from the Department level to the Division, District and Post levels.
2. This system will provide for wide distribution of information/data, reduce Department expenses, speed up communications with in the organization, create more involvement with leaders and increase response.
3. Hubmasters at all levels are appointed by the Commander at each level, the Legionnaire needs to have their own computer, have an internet connection, knows how to receive and send emails and checks their email on a daily basis.
4. The Department Hubmaster will send information to the Division and District Commanders and Hubmasters, who will then send to the Post Level for dissemination.
5. Commanders at each level should review information and then instruct their Hubmaster to forward to the appropriate level.