



## **OPERATING STRUCTURE**

**AMERICAN LEGION OF IOWA**

**"HAWKEYE" BOYS STATE, INC.**

## **I. Organizational Preface**

- A. The purpose of Hawkeye Boys State, Inc. is to teach the youth of Iowa the fundamental principles of the Republican form of Democratic Government.
- B. The members of this corporation are the members of The American Legion, Department of Iowa.
- C. The annual meeting of this corporation shall be held in conjunction with the Department Convention of The American Legion, Department of Iowa.
- D. The business affairs of this corporation shall be conducted by a Board of Directors. Members of the Board of Directors are as follows:
  - 1. President – The Department Commander of The American Legion of Iowa
  - 2. Secretary – The Department Adjutant of The American Legion of Iowa
  - 3. Treasurer – The Department Finance Officer of The American Legion of Iowa
  - 4. Directors (4) – The Board shall have four (4) directors elected by the members of Hawkeye Boys State, Inc. at the annual meeting for four (4) year staggered terms.
- E. The Board of Directors shall appoint annually the Boys State Director and Deputy Director at the June meeting of the Board. The Boys State Director shall be a member of The American Legion, Department of Iowa.

## **II. Reimbursement for Expenses - General**

- A. Unless otherwise specifically provided herein or by action of the Board of Directors, reimbursement for expenses incurred, upon submission of a documented expense voucher, shall be governed by the following rules:
- B. Board members and Boys State staff members, other than the President and members of The American Legion of Iowa Department staff, shall be reimbursed for expenses incurred when traveling away from home on authorized business as follows:
  - 1. Within the state of Iowa: requiring overnight lodging: Per diem allowance of \$50.00 and allowable cost of transportation.
  - 2. Outside the state of Iowa requiring overnight lodging: Per diem allowance of \$75.00 and allowable cost of transportation.
  - 3. Not requiring overnight lodging accommodations: Allowable cost of transportation.
  - 4. Mileage reimbursement will be from closest point within the state of Iowa to member's home address.
- C. Expense for transportation shall be reimbursed for the cost of round-trip air or train fare at coach rate only or round-trip mileage by private automobile, over the most direct route, provided that required transportation is not otherwise arranged, furnished and/or made available by the Iowa Department of The American Legion or the National organization of The American Legion. The reimbursement rate for mileage by private automobile shall be at the rate of thirty five (35) cents per mile.
- D. The designation of the number of days for authorized meetings or activities shall be interpreted as a standard of limitation (maximum) and not the basis for reimbursement for expenses.

### **III. Reimbursement for Expenses – Boys State Counselors**

- A. Basic reimbursement for 1<sup>st</sup> year counselors shall be \$55.00. Rate increases \$5.00 for each year of service to a maximum amount of \$130.00
- B. The Boys State Director and Deputy Director shall recommend any additional reimbursement based on staff assignments.
- C. The Secretary and/or Treasurer shall approve and pay the reimbursements for Boys State Counselors.

### **IV. Board of Directors**

- A. AUTHORIZED MEETINGS: Board of Directors members are authorized reimbursement for the following meetings:
  - 1. Winter Board of Directors Meeting: Called for the primary purpose of:
    - a. Reviewing the financial statements and annual audit
    - b. Approving the annual budget
    - c. Planning for the upcoming Boys State session
  - 2. Spring Planning Meeting: For the purpose of planning the annual Boys State session.
  - 3. Summer Board of Directors Meetings: Called during the annual Boys State session for the primary purposes of:
    - a. Reporting on the progress of the current session
    - b. Appointing a Director and Deputy Director for the following year
  - 4. In the event an additional Board meeting is required, the President may so authorize said meeting.
- B. REIMBURSEMENT:
  - 1. Reimbursement for Board and Planning meetings shall be for mileage only.
  - 2. All expense vouchers must be submitted to the Secretary by the 15<sup>th</sup> of the month following the month incurred.
  - 3. The reimbursement rate for mileage by private automobile is designated in Section II.

### **V. Director, Deputy Director & Key Staff**

- A. AUTHORIZED MEETINGS & REIMBURSEMENT: The Boys State Director, Deputy Director and Key Staff members are authorized reimbursement for attendance at meetings as follows:
  - 1. Department Convention: The Director shall be authorized two (2) days for the purpose of attending the Americanism Commission meeting, to report to the Convention, and for the purpose of hosting the Boys State Governor and Outstanding Citizen.
  - 2. Fall DEC Meeting: The Director shall be authorized to attend at mileage only for the purpose of reporting to the Department Executive Committee of The American Legion of Iowa.3. Winter Board of Directors Meeting: The Director and Deputy Director shall be authorized to attend at mileage only. The Director may also designate Boys State key staff members to attend at mileage only.

4. Spring Planning Meeting: The Director and Deputy Director shall be authorized to attend at mileage only. The Director may also designate Boys State key staff members to attend at mileage only.
5. Mid-Winter Conference: The Director shall be authorized for two (2) days, for purposes of attending the Americanism Commission meeting, conducting the Boys State Workshop, participating in the Programs Fair, reporting to the Department Executive Committee, and hosting the Boys Nation Senators. The Deputy Director shall be authorized for one (1) day, for purposes of attending the Americanism Commission meeting, the Programs Fair, and Boys State Workshop.
6. Spring Planning Meeting: The Director and Deputy Director shall be authorized to attend at mileage only. The Director may also designate Boys State key staff members to attend at mileage only.
7. Summer Board Meeting: The Director and Deputy Director shall attend and the Director may also designate Boys State key staff members to attend. Reimbursement rate shall be designated under Section III.

**B. REIMBURSEMENT:**

1. All expense vouchers must be submitted to the Secretary by the 15<sup>th</sup> of the month following the month incurred.
2. The reimbursement rate for mileage by private automobile is designated in Section II.
3. The reimbursement rate for per diem is designated in Section II.

**VI. Annual Conference of American Legion Boys State Directors and Chairmen**

- A. The Board of Directors shall designate individuals to attend the Annual Conference of American Legion Boys State Directors and Chairmen.

**B. REIMBURSEMENT:**

1. Reimbursement shall be allowable cost of transportation and two (2) days per diem for each designated attendee.
2. All expense vouchers must be submitted to the Secretary by the 15<sup>th</sup> of the month following the month incurred.
3. The reimbursement rate for allowable cost of transportation is designated in Section II.
4. The reimbursement rate for per diem is designated in Section II.

**VII. Boys State Delegates**

- A. The Boys State Governor and Outstanding Citizen shall be authorized attendance at the Department Convention for the purpose of addressing the Convention and participating in the Convention Parade.
- B. The Boys Nation Senators shall be authorized attendance at the Department Mid-Winter Conference for the purpose of addressing the Conference.
- C. Reimbursement of delegates shall be \$100.00 for transportation and lodging.