



**DEPARTMENT OPERATING STRUCTURE**

**THE AMERICAN LEGION**

**DEPARTMENT OF IOWA**

*Revised - November 5, 2016*

## TABLE OF CONTENTS

<b>DIVISION A - GENERAL PROVISIONS</b>	<b>1</b>
I. Organizational Preface	1
II. Reimbursement for Expenses - General	2
III. Department Executive Committee	3
<b>DIVISION B - COMMISSIONS/COMMITTEES</b>	<b>4</b>
I. Finance Commission	4
A. Marketing Committee	5
Summary – Finance Commission Reimbursement	6
II. Internal Affairs Commission	7
A. Strategic Planning Committee	8
B. Membership Committee	9
C. Leadership College Committee	10
D. Sons of The American Legion (SAL) Committee	11
E. American Legion Riders Committee	12
F. 100 <sup>th</sup> Anniversary Committee	13
Summary - Internal Affairs Reimbursement	14
III. Americanism Commission	15
A. Community Service Committee	16
B. Children & Youth Committee	17
C. Boy Scout Committee	18
D. Baseball Committee	19
E. Oratorical Contest Committee	20
F. Junior Shooting Sports Committee	21
Summary - Americanism Commission Reimbursement	22
IV. National Affairs Commission	23
V. Veterans Affairs & Rehabilitation Commission	24
A. Health Administration Committee	25
B. Veterans Benefits Committee	26
Summary – VA&R Commission Reimbursement	27
VI. Legislative Commission	28
VII. Convention Commission	29
<b>DIVISION C – DEPARTMENT LIAISON COMMITTEE</b>	<b>30</b>
<b>DIVISION D – IOWA AMERICAN LEGION PRESS ASSOCIATION</b>	<b>31</b>
<b>DIVISION E – PAST DISTRICT COMMANDERS’ CLUB</b>	<b>32</b>

## DIVISION A - GENERAL PROVISIONS

### I. Organizational Preface

This organizational structure for the implementation of The American 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 local levels through internal communication and contact; and enhance the image of The American Legion.

All programs and activities of The American Legion as determined by the National Organization and/or the Department Convention or the Department Executive Committee shall be centered in seven (7) Commissions, and specified in Division B, hereof, to be known as:

- I. Finance Commission
- II. Internal Affairs Commission
- III. Americanism Commission
- IV. National Affairs Commission
- V. Veterans Affairs & Rehabilitation Commission
- VI. Legislative Commission
- VII. Convention Commission

The Adjutant shall assign a member of the Department staff to serve as liaison and advisor to each Commission.

A member of the Department of Iowa serving currently on a National Commission/Committee corresponding to one of the following Department Commission/Committees shall be named as an "ex officio" member of that corresponding Department Commission/Committee:

1. Americanism Commission
2. Convention Commission
3. Finance Commission
4. Internal Affairs Commission
5. Legislative Commission
6. Media & Communications Commission
7. National Security Commission
8. Veterans Affairs & Rehabilitation Commission
9. Veterans Employment & Education Commission

Reimbursement for "ex officio" members will be for mileage only.

All travel for Department Officers or Department Commission/Committee members, which is not specifically authorized by the Department Operating Structure, for which reimbursement will be requested, must be approved in advance by the Department Adjutant. Requests for authorization shall be submitted on the Travel Request Authorization Form available from Department.

Any Commission/Committee member, who is inactive, may be replaced by the Department Commander. Any vacancy may be filled for the unexpired term by appointment by the Department Commander subject to ratification by the Department Executive Committee.

As the above rules and policy do not apply to the Department Liaison Committee, a separate section governing policy of said Committee is included as Division C.

## II. Reimbursement for Expenses - General

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

1. The Department Commander shall be reimbursed in full for all ordinary, necessary and customary expense incurred in the performance of his/her duties, and such expenses, except transportation, of the Commander's spouse when accompanying the Commander in attendance at the Department Annual Convention of The American Legion of Iowa, the National Convention of The American Legion, the Department Mid-Winter Conference of The American Legion of Iowa and the Washington Conference of the National Organization of The American Legion.
2. Salaried Department officers and employees shall be reimbursed for expenses incurred when traveling away from their usual place of employment on authorized business, as follows:
  - a. Within the state of Iowa:
    - 1) Requiring overnight lodging: Per diem allowance of \$25.00 and actual cost of lodging and allowable cost of transportation.
    - 2) Not requiring overnight lodging: Actual cost of meals and allowable cost of transportation.
  - b. Outside the state of Iowa:
    - 1) Requiring overnight lodging accommodations: Per diem allowance of \$30.00 and actual cost of lodging and allowable cost of transportation.
    - 2) Not requiring overnight lodging accommodations: Actual cost of meals and allowable cost of transportation.
3. Department officers, other than the Commander and salaried officers, and members of all Department Commissions and Committees, shall be reimbursed for expenses incurred when traveling away from home on authorized business as follows:
  - a. Within the state of Iowa: requiring overnight lodging: Per diem allowance of \$50.00 and allowable cost of transportation.
  - b. Outside the state of Iowa requiring overnight lodging: Per diem allowance of \$75.00 and allowable cost of transportation.
  - c. Not requiring overnight lodging accommodations: Actual cost of meals and allowable cost of transportation.
  - d. Mileage reimbursement will be from closest point within the state of Iowa to member's home address.
4. 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. The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile.
5. The designation of the number of days for authorized meetings or activities, when used in Division B hereof, shall be interpreted as a standard of limitation (maximum) and not the basis for reimbursement for expenses.

### III. Department Executive Committee

The Department Executive Committee shall meet in business sessions at least four (4) times a year as follows:

1. Following the close of each annual Department Convention, at the call of the Department Commander, primarily for immediate organization and planning purposes and to approve Department Commander appointments.
2. On a date in the Fall for the primary purpose of approving Resolutions with legislative intent for the Iowa General Assembly, as well as any other Department business.
3. On a date immediately preceding the Department Mid-Winter Conference.
4. On a date preceding each annual Department Convention and prior to the beginning of the Department's budget fiscal year of July 1st to June 30th primarily for the purpose of adopting an annual budget referred to as the Spring meeting.

Reimbursed for attendance at the Fall and Spring DEC meetings will be mileage only.

For the purpose of attending the Department Executive Committee meetings and performing the functions of their office at the Mid-Winter Conference and Department Convention, the designated members are authorized days of per diem for reimbursement purposes as follows:

	<u>Fall DEC</u>	<u>Mid Winter</u>	<u>Spring DEC</u>	<u>Convention</u>
Vice Commanders (5)	0	2	0	2
Historian	0	2	0	2
Chaplain	0	2	0	2
Sergeant-at-Arms	0	2	0	2
Finance Officer	0	1	0	2
Judge Advocate	0	2	0	2
National Executive Committeeman	0	2	0	2
Alternate National Executive Committeeman	0	2	0	2
Past Department Commanders (3)	0	1	0	0
District Commanders (9)	0	1	0	0
Past National Commander *	0	1	0	0

The cost of meals served at DEC meetings shall be charged to the DEC account.

No per diem or mileage shall be paid for the Post-Convention DEC meeting unless otherwise authorized.

Additional meetings of the DEC may be called as authorized by the Constitution or the By-Laws of The American Legion of Iowa.

The Adjutant upon the direction of the Commander shall, by written notice, issue calls for meetings of the DEC at least ten days prior thereto. Said notice shall include the number of days authorized for each individual member of the Department Executive Committee.

\* A Past National Commander serves on the DEC for three years immediately following the term as National Commander.

#### REIMBURSEMENT:

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **DIVISION B - COMMISSIONS/COMMITTEES**

### **I. FINANCE COMMISSION**

**MEMBERS OF COMMISSION AND APPOINTMENT PROCEDURE:** The Finance Commission shall have seven (7) members. The Finance Commission shall consist of the three (3) immediate Past Department Commanders, the Department Finance Officer and one member of the Department Executive Committee to be appointed annually by the Department Commander. The Department Commander and the Department Adjutant shall serve on the Commission by virtue of their offices (By-Laws, Article III, Section 11, Paragraph H). The senior Past Department Commander shall serve as Chairman.

**RESPONSIBILITY:** The Department Finance Commission shall be charged with the preparation of the annual budget and, upon approval of the budget by the Department Executive Committee, the handling of funds under that budget, and such other duties as shall be prescribed by the Department Executive Committee.

The Department Finance Commission shall establish the number of salaried employees of the organization and the terms, conditions and benefits of employment for all salaried personnel, except as otherwise provided for in Constitution and By-Laws, or by the Department Executive Committee.

#### **AUTHORIZED MEETINGS:**

1. **Fall Meeting:** The Commission shall meet prior to the Fall Department Executive Committee meeting. All members are authorized one (1) day.
2. **Mid-Winter Conference:** The Commission shall meet prior to the Mid-Winter Department Executive Committee meeting. The Chairman is Authorized two (2) days and the Members one (1) day.
3. **Spring Meeting:** The Commission shall meet prior to the Spring Department Executive Committee meeting. The Chairman is Authorized two (2) days and the Members one (1) day.
4. **Additional meetings** may be held upon call of the Department Commander, the Finance Commission Chairman or by any three (3) members of the Commission.

**OTHER AUTHORIZATION AND/OR DIRECTIONS:** The Chairman is required to provide a report of the Commissions activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention.

The Committees comprising the Finance Commission shall be:

- A. Marketing Committee

#### **REIMBURSEMENT:**

1. **Vouchers:** All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. **Mileage:** The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. **Per Diem:** Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **A. MARKETING COMMITTEE**

**MEMBERS OF THE COMMITTEE AND APPOINTMENT PROCEDURE:** The committee shall have three (3) members appointed by the Department Commander for three (3) year staggered terms. The Chairman shall be designated annually from the membership of the committee by the Department Commander. In addition to the three appointed members, The Department Adjutant, Department Finance Officer, and Department Commander shall serve as members of the Committee with voice and vote.

**RESPONSIBILITY:** The Committee shall work in concert with all Department Commissions and Committees to build awareness and support for the mission and programs of The American Legion, and other such purposes as may be assigned to it by the Finance Commission and the Department Executive Committee.

### **AUTHORIZED MEETINGS:**

1. Fall Meeting: The Committee shall conduct a Fall meeting prior to Fall meeting of the Finance Commission. Reimbursement shall be at mileage only.
2. Spring Meeting: The Committee shall conduct a Spring meeting prior to Spring meeting of the Finance Commission. Reimbursement shall be at mileage only.
3. In the event that additional meetings are required, the Department Commander may so authorize upon the petition of the Chairman. Reimbursement shall be at mileage only.

**OTHER AUTHORIZATION AND/OR DIRECTION:** The Chairman is required to provide a report of the Committee's activities to the Fall and Spring Finance Commission meetings. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15th of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

**SUMMARY - AUTHORIZED REIMBURSEMENT – FINANCE COMMISSION**

<b><u>Commission</u></b>	<b><u>Meeting</u></b>	<b><u>Chairman</u></b>	<b><u>Members</u></b>
	Fall Meeting	1 day	1 day
	Mid-Winter Conference	2 days	1 day
	Spring Meeting	2 days	1 day

  

<b><u>Committee</u></b>	<b><u>Meeting</u></b>	<b><u>Chairman</u></b>	<b><u>Members</u></b>
Marketing	Fall Meeting	mileage	mileage
	Spring Meeting	mileage	mileage
	Other Authorized Meetings	mileage	mileage



## **II. INTERNAL AFFAIRS COMMISSION**

**MEMBERS OF COMMISSION AND APPOINTMENT PROCEDURE:** The Internal Affairs Commission shall have a Chairman and Secretary to be appointed annually by the Department Commander. They shall serve from the time of appointment until the close of the following Department Convention.

**RESPONSIBILITY:** The Commission shall direct and coordinate the activities of the Internal Affairs Committees.

### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for purposes of conducting a Commission meeting, including the Internal Affairs Committees, and to report to the Convention. The Secretary shall be authorized for one (1) day, for purposes of a Commission meeting.
2. Mid-Winter Conference: The Chairman shall be authorized for two (2) days, for purposes of conducting a Commission meeting, including the Internal Affairs Committees, and for the Chairman to report to the Department Executive Committee. The Secretary shall be authorized for one (1) day, for purposes of a Commission meeting.
3. In the event an additional Commission meeting is required, the Department Commander may so authorize said meeting upon petition by the Chairman of the Internal Affairs Commission.

**OTHER AUTHORIZATION AND/OR DIRECTION:** The Chairman is required to provide a report of the Commission's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Commission budget to the Finance Commission before the Spring DEC meeting.

Additionally it shall be the responsibility of the Commission to maintain a liaison with all Commissions to insure participation by all appointees in their respective assignments. Further, to aid the Commander, a roster shall be maintained to insure that each Department Commission and Committee has the proper number of appointees. Also, this Commission shall receive all information concerning new programs sponsored by The American Legion and further shall assign the new programs to the appropriate Commission and Committee, or if in their judgment, a new Committee should be established, then this recommendation shall be forwarded in writing to the Commander and Department Executive Committee.

The Committees comprising the Internal Affairs Commission shall be:

- A. Strategic Planning Committee
- B. Membership Committee
- C. Leadership Committee
- D. Sons of the American Legion (SAL) Committee
- E. American Legion Riders Committee
- F. 100<sup>th</sup> Anniversary Committee

### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **A. STRATEGIC PLANNING COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have five (5) members appointed by the Department Commander for five (5) year staggered terms. The Chairman shall be designated annually by the Department Commander. In addition to the five (5) appointed members, the Department Commander, National Executive Committeeman, Department Adjutant, and Department Judge Advocate shall serve as members of the Committee with voice and vote.

**RESPONSIBILITY:** Committee will assist the Department Commander and/or any Commission or Committee as requested. This committee will establish and define strategic goals of the Department and assist this organization to chart a stronger course for the future.

### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for the purposes of attending the Internal Affairs Commission meeting and to report to the Department Convention. The Members shall be authorized for one (1) day for the purpose of attending the Internal Affairs Commission meeting.
2. Mid Winter Conference: The Chairman shall be authorized for one (1) day for the purposes of attending the Internal Affairs Commission meeting and reporting to the Department Executive Committee. The Members shall be authorized for one (1) day for the purpose of attending the Internal Affairs Commission meeting.
3. In the event that additional meetings are required, the Department Commander may so authorize upon the petition of the Chairman at mileage only.

**OTHER AUTHORIZATION AND/OR DIRECTIONS:** The Chairman is required to provide a report of the Committee's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **B. MEMBERSHIP COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have eleven (11) members, a Chairman and a Vice Chairman and nine (9) District Chairmen. The Department Commander shall appoint the Chairman and Vice Chairman annually and they shall serve from the time of appointment until the close of the following Department Convention. The District Chairmen shall be selected by their respective Districts annually.

Department Vice Commanders shall serve as ex-officio members of the Membership Committee.

**RESPONSIBILITY:** The Committee shall administer and implement the Department program for membership. The Committee shall also develop and implement a program to establish new Posts in Iowa wherever the opportunity arises and to devise and implement a program of Post revitalization.

### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for the purposes of attending the Internal Affairs Commission meeting and to report to the Department Convention.
2. Mid Winter Conference: The Chairman shall be authorized for two (2) days for the purposes of attending the Internal Affairs Commission meeting and to report to the Department Executive Committee. The Vice Chairmen and Members shall be authorized for (1) day for the purpose of attending the Internal Affairs Commission meeting and assisting with registration. The Committee shall also be responsible for operating an informational table at the Programs Fair.
3. Fall Meeting: Fall meeting is typically held in conjunction with the Department Commander's homecoming. All members of the Committee are authorized to attend at mileage only.
4. Past District Commanders' Rally: All members of the committee are authorized to attend at mileage only.
5. Spring Meeting: The Committee shall meet in the spring for budget and planning. All members are authorized to attend at mileage only.
6. In the event that additional meetings are required, the Department Commander may so authorize upon the petition of the Chairman. Reimbursement shall be at mileage only.

**OTHER AUTHORIZATION AND/OR DIRECTION:** The Chairman is required to provide a report of the Committee's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **C. LEADERSHIP COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have three (3) members, a Chairman and two (2) Vice Chairmen. The terms of the members of the Committee shall be staggered, and each new appointment shall be for a term of three (3) years. The Department Commander shall designate the Chairman and Vice Chairmen annually from the members of the Committee.

**RESPONSIBILITY:** The Committee shall plan and conduct the Department Leadership School and the Department Mid-Winter Conference. The Committee is responsible for promoting the National Legion College and selecting the Department's candidates for the College.

### **AUTHORIZED MEETINGS:**

1. **Department Convention:** The Chairman shall be authorized for two (2) days for the purposes of attending the Internal Affairs Commission meeting and to report to the Department Convention. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Internal Affairs Commission meeting. Reimbursement rate for the committee at Department Convention shall be the same as that for other Commissions/Committees. Committee members will receive round trip mileage at the authorized rate and the volunteer rate of per diem of \$50.00 per day for the number of days authorized.
2. **Mid Winter Conference:** The Chairman shall be authorized for two (2) days for the purposes of attending the Internal Affairs Commission meeting, reporting to the Department Executive Committee, and conducting the Mid-Winter program. The Vice Chairmen shall be authorized for two (2) days for the purpose of attending the Internal Affairs Commission meeting and conducting the Mid-Winter program. Reimbursement rate for the committee at the Mid Winter Conference shall be the same as that for Department employees. Members will be reimbursed for actual cost of lodging for two (2) days, round trip mileage, and staff per diem rate of \$25.00 per day for two (2) days.
3. **Department Leadership School:** The Chairman and Vice Chairmen are authorized to attend the Department Leadership School for two (2) days. Reimbursement rate for the committee at the Department Leadership School shall be the same as that for Department employees. Committee members will be reimbursed for actual cost of lodging for two (2) days, round trip mileage, and staff rate of per diem of \$25.00 per day for two (2) days.
4. **Mid Winter Planning Meeting:** The Chairman and Vice Chairmen are authorized to attend at mileage only.
5. **Leadership School Planning Meeting:** The Chairman and Vice Chairmen are authorized to attend at mileage only.

**OTHER AUTHORIZATION AND/OR DIRECTIONS:** The Chairman is required to provide a report of the Committee's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

### **REIMBURSEMENT:**

1. **Vouchers:** All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. **Mileage:** The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. **Per Diem:** Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

#### **D. SONS OF THE AMERICAN LEGION (SAL) COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have three (3) members, a Chairman and two (2) Vice Chairmen. The terms of the members of the Committee shall be staggered, and each new appointment shall be for a term of three (3) years. The Department Commander shall designate the Chairman and Vice Chairmen annually from the members of the Committee.

**RESPONSIBILITY:** The Committee shall supervise and serve as the Department's liaison with the Detachment and all Squadrons of the SAL. Further, the committee shall devise and implement a program to establish SAL Squadrons throughout the state and implement the programs of the Detachment organization.

#### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for the purposes of attending the Internal Affairs Commission meeting and the Detachment Convention, and to report to the Department Convention. The Vice Chairmen shall be authorized for two (2) days for the purpose of attending the Internal Affairs Commission meeting and the Detachment Convention.
2. Mid Winter Conference: The Chairman shall be authorized for two (2) days for the purposes of attending the Internal Affairs Commission meeting, the Detachment meeting, and to report to the Department Executive Committee. The Vice Chairmen shall be authorized for two (2) days for the purpose of attending the Internal Affairs Commission meeting and the Detachment meeting. The Committee shall also be responsible for operating an informational table at the Programs Fair.
3. Annual Meetings: The Chairman and Vice Chairmen are authorized to attend the Detachment Spring and Fall meetings at mileage only.
4. The Chairman or a Vice Chairman shall be authorized to attend the Fall and Spring SAL NEC Meeting in Indianapolis at two (2) days each.

**OTHER AUTHORIZATION AND/OR DIRECTIONS:** The Chairman is required to provide a report of the Committee's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

#### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **E. AMERICAN LEGION RIDERS COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have three (3) members, a Chairman and two (2) Vice Chairmen appointed by the Department Commander. The terms of the members of the Committee shall be staggered, and each new appointment shall be for a term of three (3) years. The Department Commander shall designate the Chairman and Vice Chairmen annually from the members of the Committee.

**RESPONSIBILITY:** The Committee shall serve as the Department's liaison with all Chapters of the American Legion Riders throughout the Department.

### **AUTHORIZED MEETINGS:**

1. **Department Convention:** The Chairman shall be authorized for two (2) days for the purposes of attending the Internal Affairs Commission meeting, the American Legion Riders meeting, and to report to the Department Convention. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Internal Affairs Commission meeting and the American Legion Riders meeting.
2. **Mid Winter Conference:** The Chairman shall be authorized for two (2) days for the purposes of attending the Internal Affairs Commission meeting, the American Legion Riders meeting, and to report to the Department Executive Committee. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Internal Affairs Commission meeting and the American Legion Riders meeting. The Committee shall also be responsible for operating an informational table at the Programs Fair.

**OTHER AUTHORIZATION AND/OR DIRECTIONS:** The Chairman is required to provide a report of the Committee's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

### **REIMBURSEMENT:**

1. **Vouchers:** All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. **Mileage:** The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. **Per Diem:** Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **F. 100<sup>TH</sup> ANNIVERSARY COMMITTEE**

**MEMBERS OF THE COMMITTEE AND APPOINTMENT PROCEDURE:** The committee shall have seven (7) members appointed by the 2016 Department Commander. The members shall be appointed to serve on said committee until completion of duties after the 2019 National Convention. The Chairman shall be appointed annually from the membership of the committee by the Department Commander.

**RESPONSIBILITY:** The Committee shall plan and coordinate the Department of Iowa's commemoration of the 100th Anniversary of The American Legion and will encourage the Posts of the Department of Iowa to plan local celebrations of the 100th Anniversary and compile post histories.

### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for the purposes of attending the Internal Affairs Commission meeting and to report to the Department Convention. The Members shall be authorized for one (1) day for the purpose of attending the Internal Affairs Commission meeting.
2. Mid Winter Conference: The Chairman shall be authorized for one (1) day for the purposes of attending the Internal Affairs Commission meeting and reporting to the Department Executive Committee. The Members shall be authorized for one (1) day for the purpose of attending the Internal Affairs Commission meeting.
3. Planning Meeting. A planning meeting is authorized to be held between the Department and National conventions for the purpose of planning upcoming centennial events. All members of the committee are authorized to attend at mileage only.
4. In the event that additional meetings are required, the Department Commander may so authorize upon the petition of the Chairman. Reimbursement shall be at mileage only.

**OTHER AUTHORIZATION AND/OR DIRECTION:** The Chairman is required to provide a report of the Committee's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15th of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

**SUMMARY - AUTHORIZED REIMBURSEMENT – INTERNAL AFFAIRS COMMISSION**

<u>Commission</u>	<u>Meeting</u>	<u>Chairman</u>	<u>Secretary</u>	
	Department Convention	2 days	1 day	
	Mid-Winter Conference	2 days	1 day	
	Other Authorized Meetings	mileage	mileage	
<u>Committee</u>	<u>Meeting</u>	<u>Chairman</u>	<u>Vice Chairmen</u>	<u>Members</u>
Strategic Planning	Department Convention	2 days		1 day (4)
	Mid-Winter Conference	1 day		1 day (4)
	Other Authorized Meetings	mileage		mileage
Membership	Department Convention	2 days		
	Mid-Winter Conference	2 days	1 day	1 day (9)
	Fall Meeting	mileage	mileage	mileage
	Past District Commanders'	mileage	mileage	mileage
	Spring Meeting	mileage	mileage	mileage
Leadership	Department Convention	2 days	1 day (2)	
	Mid-Winter Conference	All members reimbursed at employee rate for 2 days.		
	Leadership School	All members reimbursed at employee rate for 2 days.		
	Annual Meetings (2)	mileage	mileage	
SAL	Department Convention	2 days	2 days (2)	
	Mid-Winter Conference	2 days	2 days (2)	
	Fall Detachment	mileage	mileage	
	Fall NEC	2 days		
	Spring Detachment	mileage	mileage	
	Spring NEC	2 days		
Legion Riders	Department Convention	2 days	1 day (2)	
	Mid-Winter Conference	2 days	1 day (2)	
100 <sup>th</sup> Anniversary	Department Convention	2 days		1 day (6)
	Mid Winter Conference	1 day		1 day (6)
	Other Authorized Meetings	Mileage		mileage

**REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.



### III. AMERICANISM COMMISSION

**MEMBERS OF COMMISSION AND APPOINTMENT PROCEDURE:** The Americanism Commission shall have a Chairman and Secretary appointed by the Department Commander. They shall serve from the time of appointment until the close of the following Department Convention.

**RESPONSIBILITY:** The Commission shall direct and coordinate the activities of the Americanism Committees. The Commission shall also be responsible for selecting the hosts for the Department Bowling Tournament and the Department Golf Tournament.

#### AUTHORIZED MEETINGS:

1. Department Convention: The Chairman shall be authorized for two (2) days for purposes of conducting a Commission meeting, including the Americanism Committees, and to report to the Convention; the Secretary shall be authorized for one (1) day, for purposes of attending the Commission meeting.
2. The Mid-Winter Conference: The Chairman shall be authorized for two (2) days for purposes of conducting a Commission meeting, including the Americanism Committees, and to report to the Department Executive Committee. The Secretary shall be authorized for one (1) day for the purpose of attending the Americanism Commission meeting.
3. In the event an additional Commission meeting is required, the Department Commander may so authorize said meeting upon petition by the Chairman of the Americanism Commission to be reimbursed at mileage only.
4. The Commission Chairman shall be authorized to select two (2) people to attend the National Americanism Conference sponsored by the National Organization for two (2) days each, less any reimbursement provided by the National organization.

**OTHER AUTHORIZATION AND/OR DIRECTION:** The Chairman is required to provide a report of the Commission's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Commission budget to the Finance Commission before the Spring DEC meeting.

The Committees comprising the Americanism Commission shall be:

- A. Community Service Committee
- B. Children & Youth Committee
- C. Boy Scout Committee
- D. Baseball Committee
- E. Oratorical Contest Committee
- F. Junior Shooting Sports Committee

#### REIMBURSEMENT:

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

**A. COMMUNITY SERVICE COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have three (3) members, a Chairman and two (2) Vice Chairmen. The terms of the members of the Committee shall be staggered, and each new appointment shall be for a term of three (3) years. The Department Commander shall designate the Chairman and Vice Chairmen annually from the members of the Committee.

**RESPONSIBILITY:** The Community Service Committee shall plan, supervise, direct, and conduct all Community Service programs of the Department not specifically assigned to other Committees and shall encourage and inspire Post participation in all phases of Community Service. The Committee is responsible for judging and selection of Department Community Service Award winners from the Consolidated Post Reports.

**AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for the purposes of attending the Americanism Commission meeting and to report to the Department Convention. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Americanism Commission meeting.
2. Mid Winter Conference: The Chairman shall be authorized for one (1) day for the purposes of attending the Americanism Commission meeting and to report to the Department Executive Committee. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Americanism Commission meeting. The Committee shall also be responsible for operating an informational table at the Programs Fair.
3. Annual Meeting: The Committee shall meet annually in the spring to determine the winners of the Department Community Service Awards at mileage only.

**OTHER AUTHORIZATION AND/OR DIRECTION:** The Chairman is required to provide a report of the Committee's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

**REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **B. CHILDREN AND YOUTH COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have three (3) members, a Chairman and two (2) Vice Chairmen. The terms of the members of the Committee shall be staggered, and each new appointment shall be for a term of three (3) years. The Department Commander shall designate the Chairman and Vice Chairmen annually from the members of the Committee.

**RESPONSIBILITY:** The Committee shall plan, supervise, direct and coordinate all Children & Youth Programs of the Department, and the Committee shall encourage greater Post participation in Children & Youth programs. The Committee is responsible for organizing and judging of the Fifth Grade Flag Essay Contest, judging Department Children & Youth Awards from the Consolidated Post Reports, oversight of the Temporary Financial Assistance (TFA) program, the operation of the Children's Activity Center at Mid-Winter, promoting the School Awards Program, and the coordination of other Department and National Education Programs. Further, the Committee shall cooperate fully with the similar committee within the Iowa Department of The American Legion Auxiliary and the Sons of The American Legion.

### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for the purposes of attending the Americanism Commission meeting and to report to the Department Convention. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Americanism Commission meeting.
2. Mid Winter Conference: The Chairman shall be authorized for one (1) day for the purposes of attending the Americanism Commission meeting and to report to the Department Executive Committee. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Americanism Commission meeting. The Committee shall also be responsible for operating an informational table at the Programs Fair.
3. Annual Meeting: The Committee shall meet annually in the spring to determine the winners of the Department Children & Youth Awards at mileage only.
4. The Chairman shall be authorized to select one (1) person to attend the National Children & Youth Conference sponsored by the National Organization for two (2) days, less any reimbursement provided by the National organization.

**OTHER AUTHORIZATION AND/OR DIRECTIONS:** The Chairman is required to provide a report of the Committee's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

### **C. BOY SCOUT COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have three (3) members, a Chairman and two (2) Vice Chairmen. The terms of the members of the Committee shall be staggered, and each new appointment shall be for a term of three (3) years. The Department Commander shall designate the Chairman and Vice Chairmen annually from the members of the Committee.

**RESPONSIBILITY:** The Committee shall plan, supervise, direct, and coordinate all American Legion participation in the Scouting program and encourage increased participation by Posts. The Committee shall be responsible for the selection of the Eagle Scout of the Year, the Adult Cub Scout of the Year, the Adult Boy Scout of the Year, and all Square Knot Awards.

#### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for the purposes of attending the Americanism Commission meeting and to report to the Department Convention. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Americanism Commission meeting.
2. Mid Winter Conference: The Chairman shall be authorized for one (1) day for the purposes of attending the Americanism Commission meeting and to report to the Department Executive Committee. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Americanism Commission meeting. The Committee shall also be responsible for operating an informational table at the Programs Fair.
3. Annual Meeting: The Committee shall meet annually in the spring to determine the winners of the Scouting program awards at mileage only.

**OTHER AUTHORIZATION AND/OR DIRECTION:** The Chairman is required to provide a report of the Committee's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

#### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **D. BASEBALL COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have eleven (11) members, a Chairman and Vice Chairman and nine (9) District Chairmen. The District Chairmen shall be selected by their respective Districts annually. The two (2) Department members are appointed by the Department Commander. Their terms shall be staggered and each new appointment shall be for a term of two (2) years. The Commander shall designate the Chairman and Vice Chairman annually from the two Department members of the Committee.

**RESPONSIBILITY:** The Committee shall plan, supervise, direct, and coordinate The American Legion Senior and Junior Baseball Programs and encourage increased participation by Posts. The Committee shall establish the rules for the programs and is responsible for certifying teams and rosters and organizing Department Tournaments. The Committee is responsible for the selection of all awards associated with the Baseball program.

### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for the purposes of attending the Americanism Commission meeting and to report to the Department Convention. The Vice Chairman shall be authorized for one (1) day for the purpose of attending the Americanism Commission meeting.
2. Mid Winter Conference: The Chairman shall be authorized for one (1) day for the purposes of attending the Americanism Commission meeting and to report to the Department Executive Committee. The Vice Chairman shall be authorized for (1) day for the purpose of attending the Americanism Commission meeting. The Members are authorized mileage only for the purpose of attending the Americanism Commission meeting. The Committee shall also be responsible for operating an informational table at the Programs Fair.
3. Fall Meeting: The Committee shall hold a meeting annually for purpose of planning the program and establishing the rules at mileage only.
4. Spring Meeting: The Committee shall hold a meeting annually for purpose of certifying rosters and drawing the tournaments at mileage only.
5. Area/District Tournaments: One individual is authorized to attend each Area/District Tournament (Senior and Junior) at mileage only. The individual for each Area/District Tournament shall be designated by the Chairman.
6. Department Tournaments: The Chairman and Vice-Chairman shall be authorized to attend the Department Tournaments (Senior and Junior) for up to three (3) days each.
7. National Regional Tournament: The Chairman is authorized to attend the National Regional Tournament (Senior) for up to four (4) days.

**OTHER AUTHORIZATION AND/OR DIRECTION:** The Chairman is required to provide a report of the Committee's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **E. ORATORICAL CONTEST COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have eleven (11) members, a Chairman and Vice Chairman and nine (9) District Chairmen. The District Chairmen shall be selected by their respective Districts annually. The two (2) Department members are appointed by the Department Commander. Their terms shall be staggered and each new appointment shall be for a term of two (2) years. The Commander shall designate the Chairman and Vice Chairman annually from the two Department members of the Committee.

**RESPONSIBILITY:** The Committee shall plan, supervise, direct and conduct the Area and Department Oratorical Contest(s) and encourage increased participation by Posts and students.

### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for the purposes of attending the Americanism Commission meeting and to report to the Department Convention. The Vice Chairman shall be authorized for one (1) day for the purpose of attending the Americanism Commission meeting.
2. Mid Winter Conference: The Chairman shall be authorized for one (1) day for the purposes of attending the Americanism Commission meeting and to report to the Department Executive Committee. The Vice Chairman shall be authorized for (1) day for the purpose of attending the Americanism Commission meeting. The Committee shall also be responsible for operating an informational table at the Programs Fair.
3. Annual Meetings: The Committee shall hold one (1) meeting annually for purpose of planning the program and establishing the rules at mileage only.
4. Department Contest: All contest officials shall be authorized at mileage only.

**OTHER AUTHORIZATION AND/OR DIRECTION:** The Chairman is required to provide a report of the Committee's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **F. JUNIOR SHOOTING SPORTS COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have three (3) members, a Chairman and two (2) Vice Chairmen. The terms of the members of the Committee shall be staggered, and each new appointment shall be for a term of three (3) years. The Department Commander shall designate the Chairman and Vice Chairmen annually from the members of the Committee.

**RESPONSIBILITY:** The Committee shall organize and promote the Junior Shooting Sports program with the Department, for the purpose of making information and assistance available to any American Legion Post within Iowa that expresses a desire to form a shooting club for participation in the program. The Committee shall organize and conduct the annual Junior Shooting Sports Department Tournament. The Committee shall also encourage participation in the National qualification postal match.

### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for the purposes of attending the Americanism Commission meeting and to report to the Department Convention. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Americanism Commission meeting.
2. Mid Winter Conference: The Chairman shall be authorized for one (1) day for the purposes of attending the Americanism Commission meeting and to report to the Department Executive Committee. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Americanism Commission meeting. The Committee shall also be responsible for operating an informational table at the Programs Fair.
3. Annual Meeting: The Committee shall meet annually to plan the Department Tournaments at mileage only.
4. Department Tournament: All tournament officials shall be authorized at mileage only.
5. The Committee Chairman shall be authorized to select one (1) person to attend the National Junior Shooting Sports Conference sponsored by the National Organization for two (2) days less any reimbursement provided by the National organization.

**OTHER AUTHORIZATION AND/OR DIRECTIONS:** The Chairman is required to provide a report of the Committee's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Committee budget to the Finance Commission before the Spring DEC meeting.

### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

**SUMMARY - AUTHORIZED REIMBURSEMENT - AMERICANISM COMMISSION**

<u>Commission</u>	<u>Meeting</u>	<u>Chairman</u>	<u>Secretary</u>	
	Department Convention	2 days	1 day	
	Mid-Winter Conference	2 days	1 day	
	Other Authorized Meetings	mileage	mileage	
	National Americanism Conf.	2 attendees for 2 days each (4)		
<u>Committee</u>	<u>Meeting</u>	<u>Chairman</u>	<u>Vice Chairmen</u>	<u>Members</u>
Community Service	Department Convention	2 days	1 day (2)	
	Mid-Winter Conference	1 day	1 day (2)	
	Annual Meeting	mileage	mileage	
Children & Youth	Department Convention	2 days	1 day (2)	
	Mid-Winter Conference	1 day	1 day (2)	
	Annual Meeting	mileage	mileage	
	National C&Y Conference	1 attendee for 2 days		
Boy Scouts	Department Convention	2 days	1 day (2)	
	Mid-Winter Conference	1 day	1 day (2)	
	Annual Meeting	mileage	mileage	
Baseball	Department Convention	2 days	1 day	
	Mid-Winter Conference	1 day	1 day	mileage
	Fall Meeting	mileage	mileage	mileage
	Spring Meeting	mileage	mileage	mileage
	Area Tournament (Junior)	mileage for one individual at each Area		
	Department Tournament (Jr.)	3 days	3 days	
	Area Tournament (Senior)	mileage for one individual at each Area		
Department Tournament (Sr.)	3 days	3 days		
Oratorical	Department Convention	2 days	1 day	
	Mid-Winter Conference	1 day	1 day	
	Annual Meeting	mileage	mileage	mileage
	Department Contest	mileage	mileage	mileage
Junior Shooting Sports	Department Convention	2 days	1 day (2)	
	Mid-Winter Conference	1 day	1 day (2)	
	Annual Meeting	mileage	mileage	
	Department Tournament	mileage	mileage	
	National JSSP Conference	1 attendee for 2 days		

**REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.



**IV. NATIONAL AFFAIRS COMMISSION**

**MEMBERS OF COMMISSION AND APPOINTMENT PROCEDURE:** The Commission shall have three (3) members, a Chairman and two (2) Vice Chairmen appointed by the Department Commander. The terms of the members of the Commission shall be staggered, and each new appointment shall be for a term of three (3) years. The Department Commander shall designate the Chairman and Vice Chairmen annually from the members of the Commission.

**RESPONSIBILITY:** The National Affairs Commission shall supervise and coordinate the Department's activities in support of the policy of the National Organization in the area of National Security and Foreign Relations. The Commission shall monitor the budgets, manpower requirements and equipment needs of the National Guard to ensure that those units are able to meet the requirements of both Federal and State deployments and that the Reserve Forces based in Iowa are sufficiently manned, equipped and resourced to fulfill their federal duties when deployed.

The National Affairs Commission is responsible for coordinating and judging of the Department Law Enforcement Officer of the Year program, the Department Firefighter of the Year program, the ROTC and Junior ROTC Awards program and the POW/MIA program.

**AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for the purposes of conducting the National Affairs Commission meeting and to report to the Department Convention. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the National Affairs Commission meeting.
2. Mid Winter Conference: The Chairman shall be authorized for two (2) days for the purposes of conducting the National Affairs Commission meeting and reporting to the Department Executive Committee. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the National Affairs Commission meeting. The Commission shall also be responsible for operating an informational table at the Programs Fair.
3. In the event that additional meetings are required, Department Commander may so authorize said meeting upon the petition of the Chairman at mileage only.

**OTHER AUTHORIZATION AND/OR DIRECTIONS:** The Chairman is required to provide a report of the Commission's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Commission budget to the Finance Commission before the Spring DEC meeting.

**REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

**SUMMARY - AUTHORIZED REIMBURSEMENT – NATIONAL AFFAIRS COMMISSION**

<u>Commission</u>	<u>Meeting</u>	<u>Chairman</u>	<u>Vice Chairmen</u>
	Department Convention	2 days	1 day (2)
	Mid-Winter Conference	2 days	1 day (2)
	Other Authorized Meetings	mileage	mileage

## **V. VETERANS AFFAIRS AND REHABILITATION COMMISSION**

**MEMBERS OF COMMISSION AND APPOINTMENT PROCEDURE:** The Veterans Affairs and Rehabilitation Commission shall have a Chairman and Secretary to be appointed annually by the Department Commander. They shall serve from the time of appointment until the close of the following Department Convention.

**RESPONSIBILITY:** The Commission shall direct and coordinate the activities of the Veterans Affairs and Rehabilitation Committees. The Commission Chairman, the Health Administration Committee Chairman and the Department Service Officer shall conduct an annual inspection tour of the Veterans Administration Medical Centers located in Des Moines, Iowa City, Omaha and Sioux Falls and the Iowa Veterans Home in Marshalltown. The Commission shall also serve as liaison to the Iowa Commission of Veterans Affairs.

The Commission is responsible for selecting awards for the National Economic Awards Program and the Val Likens Post Service Officer of the Year. The Commission is also responsible for all other National and Department Veterans Affairs and Rehabilitation awards.

### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for purposes of conducting a Commission meeting and to report to the Convention; the Secretary shall be authorized for one (1) day, for purposes of a Commission meeting.
2. Mid-Winter Conference: The Chairman shall be authorized for two (2) days, for purposes of conducting a Commission meeting and to report to the Department Executive Committee. The Secretary shall be authorized for one (1) day for the purposes of a Commission meeting. The Commission shall also be responsible for operating an informational table at the Programs Fair.
3. In the event an additional Commission meeting is required, the Department Commander may so authorize said meeting upon petition by the Chairman of the Veterans Affairs and Rehabilitation Commission chairman at mileage only.

**OTHER AUTHORIZATION AND DIRECTIONS:** The Chairman is required to provide a report of the Commission's activities to the Fall, Mid-Winter and Spring Department Executive Committee meetings and the Department Convention. The Chairman shall annually submit a proposed Commission budget to the Finance Commission before the Spring DEC meeting.

The Committees comprising the Veterans Affairs and Rehabilitation Commission shall be:

- A. Health Administration Committee
- B. Veterans Benefits Committee

### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **A. HEALTH ADMINISTRATION COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have three (3) members, a Chairman and two (2) Vice Chairmen. The terms of the members of the Committee shall be staggered and each new appointment shall be for a term of three (3) years. The Department Commander shall designate the Chairman and Vice Chairmen annually from the members of the Committee.

**RESPONSIBILITY:** The committee shall supervise, direct and conduct all programs which deal with the Veterans Administration Medical Centers and clinics serving Iowa veterans including the Veterans Administration Volunteer Services (VAVS) program as well as all programs which deal with the Iowa Veterans Home. The Committee Chairman will accompany the Veterans Affairs and Rehabilitation Commission Chairman and the Department Service Officer on an actual inspection tour of the Veterans Administration Medical Centers located in Des Moines, Iowa City, Omaha and Sioux Falls and the Iowa Veterans Home in Marshalltown.

### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for purposes of attending the Veterans Affairs and Rehabilitation Commission meeting and to report to the Convention. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Veterans Affairs and Rehabilitation Commission meeting.
2. Mid-Winter Conference: The Chairman shall be authorized for two (2) days for the purposes of attending the Veterans Affairs and Rehabilitation Commission meeting and to report to the Department Executive Committee. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Veterans Affairs and Rehabilitation Commission meeting. The Committee shall also be responsible for operating an informational table at the Programs Fair.
3. In the event an additional Committee meeting is required, the Department Commander may authorize said meeting upon petition by the Chairman of the Health Administration Committee at mileage only.

### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

## **B. VETERANS BENEFITS COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have three (3) members, a Chairman and two (2) Vice Chairmen. The terms of the members of the Committee shall be staggered and each new appointment shall be for a term of three (3) years. The Department Commander shall designate the Chairman and Vice Chairmen annually from the members of the Committee.

**RESPONSIBILITIES:** The Committee shall supervise, direct and conduct all programs concerning Veterans Administration non-medical benefits including but not limited to education, housing loans, insurance, claims, ratings, burial benefits, veterans preference and employment and all other benefits granted to Iowa veterans by the State of Iowa. The Chairman shall serve as liaison to the National Veterans Cemeteries in Keokuk and Rock Island and the State Veterans Cemetery. The Committee shall recommend to the Veterans Affairs and Rehabilitation Commission suitable awardees for the National Economic Awards Program and the Val Likens Post Service Officer of the Year.

### **AUTHORIZED MEETINGS:**

1. Department Convention: The Chairman shall be authorized for two (2) days for purposes of attending the Veterans Affairs and Rehabilitation Commission meeting and to report to the Convention. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Veterans Affairs and Rehabilitation Commission meeting.
2. Mid-Winter Conference: The Chairman shall be authorized for two (2) days for the purposes of attending the Veterans Affairs and Rehabilitation Commission meeting and to report to the Department Executive Committee. The Vice Chairmen shall be authorized for one (1) day for the purpose of attending the Veterans Affairs and Rehabilitation Commission meeting. The Committee shall also be responsible for operating an informational table at the Programs Fair.
3. In the event an additional Committee meeting is required, the Department Commander may authorize said meeting upon petition by the Chairman of the Health Administration Committee at mileage only.

### **REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

**SUMMARY - AUTHORIZED REIMBURSEMENT - VETERANS AFFAIRS & REHABILITATION COMM.**

<u>Commission</u>	<u>Meeting</u>	<u>Chairman</u>	<u>Secretary</u>
	Department Convention	2 days	1 day
	Mid-Winter Conference	2 days	1 day
	Other Authorized Meetings	mileage	mileage
	Annual Inspections	mileage	mileage
<u>Committee</u>	<u>Meeting</u>	<u>Chairman</u>	<u>Vice Chairmen</u>
Health Administration	Department Convention	2 days	1 day (2)
	Mid-Winter Conference	2 days	1 day (2)
	Other Authorized Meetings	mileage	mileage
	Annual Inspections	Mileage	
Veterans Benefits	Department Convention	2 days	1 day (2)
	Mid-Winter Conference	2 days	1 day (2)
	Other Authorized Meetings	mileage	mileage

## VI. LEGISLATIVE COMMISSION

**MEMBERS OF COMMISSION AND APPOINTMENT PROCEDURE:** The Commission shall have four (4) members, a Chairman and three (3) Members. The Chairman shall be appointed annually by the Department Commander and shall serve from time of appointment until the close of the following Department Convention. The Members shall be appointed by the Department Commander. The terms of the Members of the Commission shall be staggered, and each new appointment shall be for a term of three (3) years. The Department Commander shall appoint annually a representative or firm to serve as the Legislative Representative (lobbyist) to the Iowa General Assembly.

**RESPONSIBILITY:** The Legislative Commission shall: recommend the representative or firm to serve as Legislative Representative to the Iowa General Assembly; prepare and implement bills as required by Department Convention or Department Executive Committee action; and serve as a "watchdog" on all legislation, Federal and State, which affects veterans or The American Legion mandates and program. The Commission will plan the annual Legislative Day at the State Capitol.

### AUTHORIZED MEETINGS:

1. Department Convention: The Chairman shall be authorized for two (2) days for the purposes of conducting the Legislative Commission meeting and to report to the Department Convention. The Members and Department Commander's Representative shall be authorized for one (1) day each for the purpose of attending the Legislative Commission meeting.
2. Mid Winter Conference: The Chairman shall be authorized for two (2) days for the purposes of conducting the Legislative Commission meeting and reporting to the Department Executive Committee. The Members and the Department Commander's Representative shall be authorized for one (1) day each for the purpose of attending the Legislative Commission meeting. The Commission shall also be responsible for operating an informational table at the Programs Fair.
3. Legislative Day: Members are authorized at mileage only.
4. In the event that additional meetings are required, Department Commander may so authorize said meeting upon the petition of the Chairman at mileage only.

**OTHER AUTHORIZATION AND/OR DIRECTIONS:** The Chairman is required to provide a report of the Commission's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Commission budget to the Finance Commission before the Spring DEC meeting.

### REIMBURSEMENT:

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

### SUMMARY - AUTHORIZED REIMBURSEMENT - LEGISLATIVE COMMISSION

<u>Commission</u>	<u>Meeting</u>	<u>Chairman</u>	<u>Members</u>	<u>Dept Cdr Rep</u>
	Department Convention	2 days	1 day (3)	1 day
	Mid-Winter Conference	2 days	1 day (3)	1 day
	Legislative Day	mileage	mileage	mileage
	Other Authorized Meetings	mileage	mileage	mileage

## VII. CONVENTION COMMISSION

MEMBERS OF COMMISSION AND APPOINTMENT PROCEDURE: The Convention Commission shall have sixteen (16) members. The members of the Commission shall be as follows:

- Chairman – 1st immediate Past Department Commander
- Vice Chairman – 2nd immediate Past Department Commander
- Member – 3rd immediate Past Department Commander
- Member – Department Commander
- Member – Department Adjutant
- Member – Department Finance Officer
- Member – Department Commander's appointee from the DEC
- Nine (9) District members – elected at District Spring Conferences for three (3) year staggered terms.

RESPONSIBILITY: The Convention Commission is responsible for planning and organizing the annual Department Convention. The Commission will receive and consider bids from potential host cities. The Commission is not responsible for selecting the site of the Convention. Site selection is made by the delegates to the annual Department Convention. The Commission is responsible for establishing the rules for the Color Guard contests. The commission shall also be responsible for announcing and publishing the results of the contests.

### AUTHORIZED MEETINGS:

1. Department Convention: Members of the Convention Commission are authorized mileage only for the purposes of conducting the Convention Commission meeting to receive bids.
2. Mid Winter Conference: Members of the Convention Commission are authorized mileage only for the purposes of conducting the Convention Commission meeting for planning and budget.
3. In the event that additional meetings are required, Department Commander may so authorize said meeting upon the petition of the Chairman at mileage only.
4. The Department Commander shall annually appoint four (4) people to the Department Convention's Credentials Committee (three members and one alternate). Members of the Credentials Committee shall be authorized one (1) day for the purpose of certifying delegate strength to the Convention and maintaining the delegate strength register at registration.

OTHER AUTHORIZATION AND/OR DIRECTIONS: The Chairman is required to provide a report of the Commission's activities to the Fall, Mid-Winter, and Spring Department Executive Committee meetings and annually to the Department Convention. The Chairman shall annually submit a proposed Commission budget to the Finance Commission before the Spring DEC meeting.

### REIMBURSEMENT:

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty five (35) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, allowance is \$50.00 per day; outside the state of Iowa, allowance is \$75.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

### SUMMARY - AUTHORIZED REIMBURSEMENT - CONVENTION COMMISSION

<u>Commission</u>	<u>Meeting</u>	<u>Members</u>	<u>Credentials</u>
	Department Convention	mileage	1 day (4)
	Mid-Winter Conference	mileage	
	Other Authorized Meetings	mileage	

## **DIVISION C – DEPARTMENT LIAISON COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** Each American Legion District in the Department of Iowa shall have three (3) voting representatives. The representatives shall be selected according to the rules established within each district.

This Committee shall exercise the usual functions of such a committee. This includes promulgation of a listing of announced candidates for the several elective offices to the officers of the Department and to the delegates at the annual Convention. The Committee shall not select candidates except in the event that no candidate has announced for a particular office by the first day of the annual Convention.

**AUTHORIZED MEETINGS:** This Committee shall meet twice annually - the Department Mid-Winter Conference and the Department Convention and/or at the call of the Chairman upon fifteen (15) days written notice to the members of the Committee.

**EXPENSES:** The Committee shall function at no expense to the Department.

**OTHER PROCEDURE:** The Committee shall operate under Robert's Rules of Order unless otherwise determined by a majority of the Committee.

Further, the Committee shall elect a Chairman and a Secretary, at the annual Convention, from the membership of the Committee as constituted for the ensuing year.



## **DIVISION D – IOWA AMERICAN LEGION PRESS ASSOCIATION**

**MEMBERS OF THE ASSOCIATION:** Membership in the Iowa American Legion Press Association (IALPA) will be open to any current member of The American Legion, The American Legion Auxiliary and the Sons of The American Legion. Members in the IALPA will be considered current as long as their dues are paid as outlined in the current IALPA Constitution and Bylaws. The IALPA will annually elect a President, Vice President and Secretary Treasurer at the annual Department Convention meeting, from the current paid membership. The Department Executive Committee shall ratify all officers.

**RESPONSIBILITY:** The IALPA shall promote communication within The American Legion at all levels of the organization. The IALPA will conduct an annual Media Contest with awards for numerous categories to be presented at the Department Convention of The American Legion, Department of Iowa.

**AUTHORIZED MEETINGS:** The IALPA will meet twice annually, at the Department Mid-Winter Conference and the Department Convention and/or at the call of the President upon fifteen (15) days written notice to the members.

**EXPENSES:** The Association shall function at no expense to the Department.

**FINANCES:** All funds of the Association shall be administered by The American Legion, Department of Iowa. The association shall submit a budget annually to the Department Finance Commission and Department Executive Committee (DEC) for adoption.

**OTHER AUTHORIZATIONS AND/OR DIRECTIONS:** The IALPA will maintain a Constitution and By-laws that does not conflict with the National, Department or National American Legion Press Association (NALPA) Constitution and By-laws. The IALPA Constitution and By-laws, as well as amendments to said Constitution and By-laws shall be approved by the Department Executive Committee. The IALPA shall operate under Robert's Rules of Order unless otherwise stipulated in the current IALPA Constitution and By-laws.

## **DIVISION E – PAST DISTRICT COMMANDERS’ CLUB**

**MEMBERS OF THE CLUB:** Membership in the Iowa American Legion Past District Commanders’ Club will be open to any current member of The American Legion, Department of Iowa, who has served a term as District Commander. Members in the Past District Commanders’ Club will be considered current as long as their current dues are paid. The Past District Commanders’ Club will annually elect a President and Secretary at the annual Department Convention meeting from the current paid membership. The Department Executive Committee shall ratify all officers.

**AUTHORIZED MEETINGS:** The Past District Commanders’ Club will meet twice annually, at the Department Mid-Winter Conference and the Department Convention and/or at the call of the President upon fifteen (15) days written notice to the members.

**EXPENSES:** The Association shall function at no expense to the Department.

**FINANCES:** All funds of the Past District Commander’s Club shall be administered by The American Legion, Department of Iowa. The association shall submit a budget annually to the Department Finance Commission and Department Executive Committee (DEC) for approval.

