

THE AMERICAN LEGION DEPARTMENT OF NORTH CAROLINA



Outline of Authorization

Membership and Purpose of Commissions and Committees

June 14, 2014

-

GENERAL INFORMATION
Applicable to all Commissions and Committees

Excerpts from Department Constitution

Article IV, Section 7

There shall be such convention and standing committees as shall be provided in the Department By-Laws. They shall be appointed by the Department Commander and ratified by the Department Executive Committee. The Department Commander may also appoint such special committees as may appear necessary or desirable.

Excerpts from Department By-Laws

Article VIII

STANDING COMMITTEES

Section 1. The standing committees provided for in Article IV, section 7 of the Department Constitution shall consist of the following Commissions and Committees:

A. **DEPARTMENT AMERICANISM COMMISSION:** The Department Americanism Commission shall be responsible for all of the Americanism programs of the Department and of The American Legion. The following Committees shall have primary responsibility for the programs indicated by their names and they shall be subject to and report to the Department Americanism Commission:

Department American Legion Baseball Committee
Department of Boy Scouts Committee
Department Boy's State Committee
Department Community Service Committee
Department Oratorical Contest and Education Committee

B. **DEPARTMENT CHILDREN AND YOUTH COMMISSION**

Department Drug and Alcohol Abuse Committee

C. **DEPARTMENT INTERNAL AFFAIRS COMMISSION:** The Department Internal Affairs Commission shall be responsible for all the Internal Affairs activities of the Department and The American Legion in this Department; provided, however, that the following Committees shall have primary responsibility for the activities indicated by their names and they shall be subject to and report to the Department Internal Affairs Commission:

Department Leadership Development Committee
Department Membership, Post Activity, Post Organization,
and Revitalization Committee

Department Public Relations Committee
Department Resolutions Committee
Department Time and Place Committee
Department Legion Riders Committee, to include POW/MIA issues.
Department Commander Appointed liaison to Sons of the Legion

D. DEPARTMENT LEGISLATIVE COMMISSION: The Department Legislative Commission shall be responsible for all legislative programs of this Department including working with the State Legislative and United States Congress to further the causes affecting veterans and veterans' families.

E. DEPARTMENT NATIONAL SECURITY AND FOREIGN RELATIONS COMMISSION: The Department National Security and Foreign Relations Commission shall be responsible for all the National Security and Foreign Relations programs of the Department and of The American Legion. The following committee shall have primary responsibility for the programs indicated by its name and it shall be subject to and report to the Department National Security and Foreign Relations Commission:

Department Law and Order Committee

F. DEPARTMENT VETERANS AFFAIRS COMMISSION: The Department Veteran Affairs Commission shall be responsible for all the Veterans Affairs and Rehabilitation programs and activities of the Department and of The American Legion. The following committees shall have primary responsibility for the programs and activities indicated by their names and they shall be subject to and report to the Department Veterans Affairs Commission:

Department Rehabilitation/VAVS Medical Center Committee
Department Veterans Employment and Preference Committee

Section 2. Each of the Commissions and Committees named in Section 1 of this Article shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year, provided, however, that the Commission and Committees named in Section 3 of this Article shall be composed as specified therein. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. No person shall be a member of more than one Standing Committee and one Commission.

Section 3.

a. American Legion Baseball Committee shall be composed of one Department Chairman, appointed by the Department Commander, one Area Commissioner from each of the four Baseball Areas in the Department. The Area Commissioners shall serve for a period of four years each, with the term of one member expiring each year. The Department Chairman shall have served at least one year on the Baseball Committee before appointed as Department Chairman. One of the Area Commissioners shall be named by the Department Commander as Vice Chairman. The Department Commander shall have the power and authority to remove and/or replace the Chairman or Vice Chairman of this Committee.

b. Department Legislative Commission shall be composed of six members having staggered terms of three years each with the terms of two members expiring each year. Six

additional advisory members having discretionary terms during the Department Commander's term of office may be appointed at the discretion of the Department Commander.

c. Department Time and Place Committee shall be composed of one Department Chairman appointed by the Department Commander and one member from each Division of the Department having staggered terms of five years each with the term of one member expiring each year. One member of the Committee shall be named Vice Chairman by the Department Commander. The Department Commander shall have the power and authority to remove and/or replace the Chairman or Vice Chairman.

Section 4. Chairman and Vice Chairman of each of the Commissions and Committees named in Sections 1, 2 and 3 of this Article shall be appointed by the Department Commander from among the members of such Commission or Committee for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman of such Commissions and Committees. Exempt from this Section is Department Time and Place Committee and Department American Legion Baseball Committee.

Section 5. The annual expiration date for members of Commissions and Committees whose terms of office are expiring, shall be the close of the annual Department Convention except for the following:

- a. *Administrative Committee*- Membership shall terminate at the closing of the Department Executive Committee meeting at the Fall Conference.
- b. *Baseball Committee*- Membership shall terminate after the Department Baseball teams have completed competition.
- c. *Boys' State Committee*- Membership shall terminate upon closing of the current annual Boys' State Session or the Department Convention, whichever is later.
- d. *Leadership Development Committee*- Membership shall terminate at the closing of the current annual Legion College.

Section 6. The Department Commander and the Department Executive Committee may appoint special Committees. The special Committees may be assigned to report to a Commission. Convention Committees as needed may be appointed by the Department Commander.

Section 7. The Chairmen of the Commissions and Committees provided for in this Article shall be ex-officio non-voting members of the Department Executive Committee as provided in Article XI, Section 8, of the Department Constitution. The Chairmen of the Committees and Commissions provided for in this Article shall have the privilege of speaking on the subject of matters pertaining to their respective Committees and Commissions.

Section 8. Members of all Committees and Commissions with unexpired terms when these by-laws become effective shall remain as members of the Committees and Commissions until their normal expiration dates.

TITLE: NEW POLICY ON COMMITTEE/COMMISSION APPOINTMENTS

BE IT RESOLVED, By the Department Executive Committee meeting in Greensboro, North Carolina this 17th day of June, 1988 that The annual expiration date for committee and commission membership shall be thirty (30) days following the Department Convention except for the following:

1. Baseball Committee membership shall terminate after the Department Baseball teams have completed competition.
2. Administrative Committee membership shall terminate at the first Department Executive Committee meeting following the National Convention, and

BE IT FURTHER RESOLVED, That the term of committee and commission members who are absent from two consecutive regular meetings of the committee or commission without advance notice to the Department Adjutant or in the case a medical emergency shall be considered terminated due to non participation and lack of interest. After having given said non-participating members written notice the Department Commander may immediately appoint a successor for the unexpired term, and

BE IT FURTHER RESOLVED, That all Chairmanships shall terminate automatically upon the installation of the New Department Commander with the exception of the Baseball Committee Chairman and the Boys State Committee Chairman. The Baseball Committee Chairman shall serve until the Department Baseball teams have completed competition. The Boys State Committee Chairman shall serve until the close of Boys Nation, and

BE IT FURTHER RESOLVED, That a member of a committee or commission shall begin to serve immediately upon his/her appointment, the Department Commander shall withdraw the appointment and offer another person to the D.E.C. for consideration, and

BE IT FURTHER RESOLVED, That this resolution shall become Department policy and affect all committee and commission appointments after said adoption by the D.E.C.. Each newly appointed committee and commission member shall receive and summary of this policy with their notice of appointment, and

BE IT FINALLY RESOLVED, That all committee/commission members appointed before adoption of this resolution shall not be subject to the above described provisions

The Department Internal Affairs Commission
Department Convention, 1988

AMERICANISM COMMISSION

Americanism Commission shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Commission shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Purpose

To promote 100% Americanism throughout our state.

Responsibilities

Accept reports at Fall and Mid-Winter conferences, and Annual Convention from the following committees:

Baseball Committee
Boy Scouts of America Committee
Boys State Committee
Community Service Committee
JROTC Committee (Special Committee)
Oratorical Committee

Responsible for the following Awards

Fall Conference,

Selecting Baseball Hall of Fame recipients and Baseball Players of the year.

Accepting bid for Baseball Hall of Fame host

Annual Convention

Selection of Americanism Awards, classes, A, B, C, D, E, F

Selection of Service to God and Country Award

Baseball Committee

Shall be composed of one Department Chairman, appointed by the Department Commander, one Area Commissioner from each of the four Baseball Areas in the Department. The Area Commissioners shall serve for a period of four years each, with the term of one member expiring each year. The Department Chairman shall have served at least one year on the Baseball Committee before appointed as Department Chairman. One of the Area Commissioners shall be named by the Department Commander as Vice Chairman. The Department Commander shall

have the power and authority to remove and/or replace the Chairman or Vice Chairman of this Committee.

Membership shall terminate after the Department Baseball teams have completed competition.

Responsibilities

The mission of the Baseball Committee Chairman is the betterment of both the Senior and Junior Baseball programs. The Chairman has the help of Senior and Junior Commissioners in each of the four Areas.

The Chairman operates in the confines of the National rule book, the Department of NC rule book, and the American League MLB rule book.

The Baseball committee meets each year to develop the Department of NC rule book for the upcoming year. The Baseball Chairman makes sure the NC rule book follows the guidelines set by National.

The Baseball Chairman makes the final rulings on the interpretation of the Department of NC rule book.

The Baseball Chairman requests bids from teams in a specific Area to host both the Senior and Junior State Tournaments. The Baseball Chairman sets the dates for both Tournaments. The Baseball Chairman reviews the bids and shares them with the Baseball Committee which makes the final selection of the site.

The Baseball Chairman works with the Area Commissioner hosting the Tournament to insure the conditions of the contract are met.

The Baseball Chairman handles communications between the Commissioners. It is his job to insure all Areas are operating under like formats. The Chairman keeps the Commissioners informed of appeal rulings so that like events can be ruled on in the same way.

The Chairman answers phone call and e-mails from Commissioners, Legion Posts, Junior and Senior team managers and coaches, High School and College coaches, umpires, media, parents, and Department and National Officials on a daily basis throughout the year.

The Baseball Chairman reviews and approves the application and roster submission of all Junior and Senior teams prior to placing them online with National.

The Baseball Chairman serves as a Department of NC at the American Legion Baseball Chairman's Conference and the National Americanism Council.

The Baseball Chairman needs to insure that any disqualifications, suspensions, forfeits, or split gates are dealt with according to the National or Department rule book.

The baseball Chairman heads the scholarship selection for each Area and has the final selection on which is sent to National for additional awards.

Boy Scouts of America

Boy Scouts of America Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Responsibilities

Charged with promoting Boy Scout programs throughout the Department. Also responsible for the selection of nominees to receive the High Adventure Trek Award, Leaders of the Year, Pack, Troop and Explorer Unit of the Year, and to propose budget for the coming year.

Mid-Winter Conference – Committee meets for selection of the following awards:

- Cub Pack of the Year
- Scout Troop of the Year
- Explorer Post of the Year
- Cubmaster of the Year
- Scoutmaster of the Year
- Explorer Leader of the Year
- Scout Leader of the Year

Committee will set proposed budget at Mid-Winter Conference.

Eagle Scout of the year nomination for National Scholarship due to Department by March 1. All nominations will be mailed to committee members with scoring sheet. Committee members will rank applicants. The top applicant will be submitted to national no later than April 1.

Department Convention – All Boy Scout Awards to be presented at Convention

Any unfinished business will be conducted and acted on at the Convention if possible.

Reports from previous recipients will be received at the Convention or Mid-Winter and Fall Conference. The committee is also open for questions at their committee meeting from guests.

Fall Conference – Nominations received prior to an American Legion Boy Scout Committee Meeting will go through selection process of committee members present and will be balloted for a winner from each Division. Boy Scout Committee Awards up to \$1,000 scholarship to a Scout from each division. Each selection will be notified by Department by letter and each Scout will set up his High Adventure Trek and a check will be forwarded to the Boy Scout Council where his High Adventure Trek is scheduled. Checks will not be mailed to the Scouts.

Scouts that are selected may use the scholarship for any nationally recognized High Adventure Trek or any approved national scouting trip.

Boy Scout Committee Chairman will report to Americanism Commission after each Committee meeting at conferences and convention with a verbal report and file a copy of the minutes with the commission.

Boy Scout Committee Criteria

Committee members should consist of members from each Division in the Department to assure the program's success at all Department, Division, District and Post meetings. These committee members should have an interest in the Boy Scout Program throughout the Department of North Carolina. Scouting experience a plus but not a must.

** Note – Members not attending committee meetings without being excused should be replaced by a member that is interested in Boys Scout Program (two unexcused meetings in one year per Resolution DC88-4.

Boys State Committee

Boys State Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Membership shall terminate upon closing of the current annual Boys' State Session or the Department Convention, whichever is later.

The following is intended to serve as a guide for the Department of North Carolina American Legion Boys' State Committee. This is intended as a living and working guide, and can and should be added to, or amended as needed by the committee.

Boys' State Committee members are appointed by the Department Commander, and by accepting this appointment, agree to work together to oversee and offer general supervision of the Tarheel Boys' State Program. The duties and responsibilities of the committee include, but are not limited to the following:

The formation of policies for the supervision of the Tarheel Boys' State Program.

The selection of a Director to administer the Tarheel Boys' State Program.

Review and confirm appointment of key staff made by the Director. (Assistant Director, Chief City Counselor, and Chief Instructional Counselor). These key positions should be filled by active Legionnaires when possible.

Review and approve/disapprove an annual budget presented by the Director.

Approve contracts for facilities necessary to conduct the Boys' State Program.

Review each session at its conclusion, and make recommendations to the Director as necessary.

The Director of the Tarheel Boys' State Program shall be elected by the Boys' State Committee. His duties and responsibilities include, but are not limited to the following:

Administer the Tarheel Boys' State Program using "*Suggested Guidelines for the Operation of an American Legion Boys' State Program*" as published by the National Americanism Commission as a guide.

Appoint and present to the Boys' State Committee for review and confirmation, key staff positions (Assistant Director, Chief City Counselor, and Chief Instructional Counselor). These positions should be filled by Legionnaires when possible.

Prepare an annual budget for the committee's review and approval.
More detailed job descriptions for all key positions are attached.
All actions taken on behalf of the Tarheel Boys' State Program by committee members or staff, should be guided by the Department Constitution and By-Laws, The Department Americanism Commission and directions from the National Americanism Commission. If a situation not covered by definitive guidelines arises, sound judgment and good common sense should prevail.

Suggested Timetable for Boys State Committee

Fall Conference:

Review and approve budget for the next session.
Review and confirm key staff members appointed by the Director. (Assistant Director, Chief City Counselor, and Chief Instructional Counselor).
Review last session.

Mid-Winter Conference:

Review upcoming session.
Review and act on contracts for facilities as needed.

Convention:

Appoint/Elect Director for next session.
Review Samsung Scholarship process.
Review current session.

Guidelines for Boys State Director's Conference Attendance

Those who shall attend will be:

- Director
- Program Coordinator
- Chief Counselor
- 1 member of Boys State Committee, selected by the committee.

If a committee member is not willing to attend, or if other named staff members are not able to attend, the Director should then select a key member(s) of the staff to attend in their place. The Director will inform Department Adjutant a listing of who will be attending.

Community Service

Community Service Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term

by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Fall Conference:

The committee meets and usually has a general discussion on anything to assist the community. We always ask visiting members for their suggestions and relate what they, as a post, are doing in their area along the lines of Community Service. This way one post can pick up ideas from other posts in the area, and also pass along projects from one to another. The committee also selects the Post Adjutant and Post Commander of the Year at this conference.

Mid-Winter Conference:

The committee meets and usually has a general discussion on anything to assist the community. We always ask visiting members for their suggestions and relate what they, as a post, are doing in their area along the lines of Community Service. This way one post can pick up ideas from other posts in the area, and also pass along projects from one to another.

Convention:

At Convention time the committee has three awards to consider, the William K. Rhodes Community Service Award, the For God and Country Award, and the Legionnaire of the year Award. The committee usually meets and has a discussion period with those present to exchange ideas, etc, then the committee excuses the visitors so that they may get down to the business of going over all the reports and letters and try to make the best selections according to the information that is presented.

Oratorical Contest and Education Committee

Oratorical Contest and Education Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Responsible for the Oratorical Contest, Education and Scholarship, American Education Week and School Awards Program, and other programs requiring direct contact with schools in NC.

CHILDREN AND YOUTH COMMISSION

Children and Youth Commission shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Responsible for providing programs and activities that will assist in:

- The strengthening of the family unit for today's society.
- Supporting sound organizations already providing services for our children and youth.
- Providing information on problems affecting the children and youth of our society both to Legionnaires and the community.
- Oversees and supports the "Pull Tab" program for Ronald McDonald House of Durham.
- Conduct TFA training and information for Legionnaires to support the needs of children and veterans.

Convention:

Responsible for the selection of Children and Youth Awards (One in each classification)

The following committee reports to Children and Youth Commission:

Department Drug and Alcohol Abuse Committee

Department Drug and Alcohol Abuse Committee

Department Drug and Alcohol Abuse Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Purpose:

To Promote the knowledge of all obtainable drugs, legal and illegal. Though both are dangerous to our children and must be kept form tehn through our vigilance and education of ourselves and the children. The potential danger of these products is beyond belief.

Mid-Winter Conference

The committee sponsors a scrapbook contest of drug and alcohol articles from local newspapers in their communities so legionnaires become aware of the insidious nature of these products and how pervasive they are to our children in their very own community.

INTERNAL AFFAIRS COMMISSION

Internal Affairs Commission shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Responsible for dealing with those problems and issues that affect the internal operations of the organization and its posts such as growth and development, the orderly government of the organization and its day to day operations. Internal Affairs will also be concerned with building fixtures, building and grounds and staffing.

Internal Affairs will receive reports from the District Commanders.

Internal Affairs will receive reports from the following committees:

- Legion Riders Committee
- Membership and Post Activities Committee
- Resolutions and Resolutions Assignments Committee
- Time and Place Committee
- Public Relations and Publications Committee
- Leadership and Development Committee

Legion Riders Committee

Legion Riders Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

The duties of the North Carolina American Legion Riders (NCALR) Committee are:

- (1) To be a liaison between the Dept. of North Carolina and the North Carolina Chapters of the American Legion Riders in promoting the programs of and membership in the American Legion through motorcycle riding activities.
- (2) To recommend to the Dept. of North Carolina any guidelines, rules, and regulations for the NCALR that will promote the image and programs of the American Legion.
- (3) To assist Posts in establishing an NCALR Chapter when assistance is requested.
- (4) To maintain a directory of Posts with NCALR Chapters and their Chapter officers for the Dept. of North Carolina.
- (5) To annually survey the NCALR Chapters as to their previous year activities and current membership numbers.
- (6) To provide assistance is re-vitalizing any Chapter that appears to be inactive.

(7) To promote the POW/MIA mission/program in any way that is acceptable to the Dept. of North Carolina.

(8) To raise funds each year for the American Legion Legacy Fund in support of this American Legion program.

(9) To raise funds each year for the Colon Furr Memorial Nursing Scholarship Fund in support of this Dept. of North Carolina program. At the Mid -Winter conference to review, select, and recommend to the Dept. of North Carolina qualified applicants for receipt of the scholarship fund.

(10) The NCALR Committee may work with any other Committee/Commission in which there is a mutual interest.

The NCALR Committee submits a written and oral report of its activities to the Internal Affairs Commission after each meeting at the conferences and convention.

Membership and Post Activity, Post Organization and Revitalization Committee

Membership and Post Activity, Post Organization and Revitalization Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Responsible for developing and implementing a program in membership recruitment that gives due consideration to the renewal of existing members and the enrollment of new members. This program shall provide for appropriate awards for those who participate in membership recruitment. Receive post officers to discuss program and activities, problems, etc.

Resolutions and Resolutions Assignments Committee

Resolutions and Resolutions Assignments Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Responsible for reviewing and screening all resolutions presented to the Department for consideration. In addition, this committee shall assign said resolutions to appropriate commissions and committees for study and actions. And in so much as possible, offer proper wording as to be considered by Department.
Aid posts in getting resolutions in best wording.

Time and Place Committee

Department Time and Place Committee shall be composed of one Department Chairman appointed by the Department Commander and one member from each Division of the Department having staggered terms of five years each with the term of one member expiring each year. One member of the Committee shall be named Vice Chairman by the Department Commander. The Department Commander shall have the power and authority to remove and/or replace the Chairman or Vice Chairman.

Public Relations and Publications Committee

Public Relations and Publications Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

The essence, the function of public relations is to build and maintain a positive image of The American Legion.

Duties and Responsibilities

- A. Developing programs and awards to recognize and honor North Carolina Editors and Broadcasters who promote the ideals and programs of The American Legion.
- B. Obtaining press releases, photographs, and news stories about the Posts, Department, conferences, conventions, legislative activities, programs, etc, and making said matters available to the Editors, Broadcasters and Posts throughout the Department.
- C. Advising the Department Commander and The Department Executive Committee concerning events about which the members of the Department have keen interest and helping prepare statements about same.
- D. Scheduling, managing, and promoting activities for Press Conferences for Department and National Officials.
- E. Preparing budget requirements for the above described tasks and present same to the Department same to the Department Administrative Committee and the Department Executive Committee prior to scheduled budget meeting.
- F. Judging of Awards
 1. Post Yearbook Award. Judged at Department Convention each year, with 1st place recipient entered in national contest. Plaques awarded at Fall Conference.

2. Post Newsletter Award. Judged at Fall Conference each year, plaques presented at Annual Convention.
3. News Media Award. Judged at Mid Winter Conference each year, plaques awarded at Annual Convention.
4. Post Website Award. Judged at Mid Winter Conference each year, plaques awarded at Annual Convention.

Letters are sent out after the judging is completed to the 1st, 2nd and 3rd place recipients, followed up with invitations to receive their awards at the respective conferences/convention.

Department Leadership and Development Committee

Department Leadership and Development Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Membership shall terminate at the closing of the current annual Legion College.

The Leadership and Development Committee is the primary means to plan, develop and implement an education and training program in North Carolina with the ultimate goal to enhance the knowledge and experience level of Post Leadership Teams and Legionnaires across the state.

Receive Report(s) From- Committee Chairman on Legion College

Present Reports to- Internal Affairs

Functions & Responsibilities

Prepare budget for L/D Committee to include
 Legion College receipts/expenditures
 National Legion College attendance
 PLT travel expenses

Review bids from appropriate venues and select site for N.C. Legion College.

Schedule/Prepare/approve curriculum and instructional staff for
 N.C. Legion College.

Schedule/prepare/set-up Post Leadership Training events.

Review applications/select Legionnaire from N.C. to attend
 National Legion College

Review applications for/select Best District Commander in N.C. for
 the “Joe Riley” award at Annual Convention.

Keep HQ staff advised of all actions taken.

LEGISLATIVE COMMISSION

Department Legislative Commission shall be composed of six members having staggered terms of three years each with the terms of two members expiring each year. Six additional advisory members having discretionary terms during the Department Commander's term of office may be appointed at the discretion of the Department Commander.

The primary responsibility of this commission is to coordinate the official position of The American Legion Department of North Carolina on matters pertaining to Veterans Affairs and Veterans benefits to the members of the State Legislature and also to work with our State Legislators on any conflicts that may arise and to resolve these conflicts.

The Chairman of the Legislative Commission is responsible for any budget items, particular those that involve the Washington Conference held each spring in Washington DC. The Chairman is also responsible for coordinating the official visit to our Senators and Representatives in Congress with members of our delegation including members of the Auxiliary that are in attendance at the Conference.

The Chairman and all members of this commission must work with the Department Commander, Department Adjutant and others to assure that we hold a Veterans Rally in Raleigh during the first 30 days of the Legislative session each year.

NATIONAL SECURITY AND FOREIGN RELATIONS COMMISSION

National Security and Foreign Relations Commission shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

To promote the programs of The American Legion in regard to National Security and Foreign Relations in all phases.

Responsible for staying current on National Headquarters position on items of interest affecting National Security and keeping the Department of North Carolina advised of these positions.

The Committee shall advise the Department of any activity within our state that may have adverse effect on National Security.

National Security Commission receives reports from the following committee:
Law and Order Committee

Law and Order Committee

Law and Order Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Responsible for the development of a program to provide information and assistance to promoting law and order within local communities. Advise the National Security and Foreign Relations Commission of any known threats to America and our ideals by individuals and organizations operating in our state and developing and monitoring programs for emergency management, ie. tornadoes and other national disasters.

Oversees the Student Trooper Program

Fall Conference:

Selection of Law Enforcement Officer of the Year, EMT of the Year and Firefighter of the Year.

Convention:

Selection of the W.D. Robbins Post Law and Order Award.

VETERANS AFFAIRS AND REHABILITATION COMMISSION

Veterans Affairs and Rehabilitation Commission shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

The VA&R Commission receives reports from the following committees:

Rehabilitation/VAVS Medical Center Committee

Veterans Employment and Veterans Preference Committee

The Chairman briefs the DEC on these reports

Awards:

Convention

- The VA&R Commission selects the William Joyner Award. This award is presented to the post that has contributed the greatest per capita amount for veterans affairs and rehabilitation. Other criteria are also used.

Resolutions: If a resolution is received from one of the committees under the VA&R Commission, the commission will decide on the recommendation for the Department based on the resolution at the Department Executive Committee meeting and report the recommendation of the commission.

Rehabilitation/VAVS Medical Center Committee

Rehabilitation/VAVS Medical Center Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Responsible for keeping themselves abreast of Congressional activities that have specific bearing on veterans and the continuing REHAB problems. Keeps commission informed on problem areas.

Receives reports regarding American Legion and hospital volunteer services, contributions, programs, donations and other relevant data from all VA hospitals in North Carolina

Keeps abreast and promotes participation and support for all hospital voluntary activities, particularly those sponsored by The American Legion

Recognizes VISN and Hospital officials at all committee meetings in an attempt to promote optimal communication with respect to short and long term goals for veterans

Seeks methods to publicize and disseminate information about hospital voluntary service activities to Legionnaires throughout North Carolina.

Works closely with the VA&R Commission in monitoring activities at local VA Medical Centers to determine veterans' feelings and satisfaction toward the VA Medical Centers.

Awards:

Mid-Winter Conference:

Selects the Veterans Service Officer of the Year Award from nominations submitted by posts. (Note: members of the VA&R Commission and Rehabilitation/VAVS Medical Center Committee are not eligible for this award.

Convention:

Presents the Veterans Service Officer of the Year Award to the recipient.

Veterans Employment and Veterans Preference Committee

Veterans Employment and Veterans Preference Committee shall be composed of nine members having staggered terms of three years each with the terms of three members expiring each year. Vacancies on all Commissions and Committees provided for in the Article shall be filled for the unexpired term by the Department Commander. Chairman and Vice Chairman this Committee shall be appointed by the Department Commander from among the members for a term of one year. The Department Commander shall have the power and authority to remove and/or replace any person as Chairman or Vice Chairman.

Responsible for monitoring present activity and policy concerning LVERs. Shall maintain communication with VETS staff in Raleigh and inform the Commission of any problems that need Legion attention.

Awards:

Fall Conference:

Selects the following Employment Awards. The recipient in each category is forwarded to National Headquarters to compete at the national level.

- Employers (Small, Medium, Large), who hire veterans and promote veterans employment.
- Employer of Older Workers Award
- Employment Service Awards, LVER, DVOP, and Employment Service Local Office Awards.
- Award to Enhance the Lives of Disabled Persons Award.
- Michael Guty Homeless Veterans Outreach Award

Convention:

Presents the recipients in each category above, with a plaque.

SPECIAL COMMITTEES

There shall be such convention and standing committees as shall be provided in the Department By-Laws. They shall be appointed by the Department Commander and ratified by the Department Executive Committee. The Department Commander may also appoint such special committees as may appear necessary or desirable.

The Department Commander and the Department Executive Committee may appoint special Committees. The special Committees may be assigned to report to a Commission. Convention Committees as needed may be appointed by the Department Commander.

Department Sergeants-at-Arms Committee

A special committee; consists of Legionnaires from North Carolina, with attention for representation from all five Divisions.

Qualifications:

Must be able to walk frequently and long distances in the conference hotels, or attend to a stationary positions.

Must be able to attend the entire conference or convention. Assignments are subject to change to fit the situation.

General Duties:

- Registration desk; must be flexible and fill in as needed
- Set up and check all meeting rooms; place the flag sets in all meeting rooms and collect at the end of day, securing them in the registration area.
- Flag raising ceremony; stand by to assist as needed.
- Attend to the doors for conference and convention DEC and general session to check for proper registration credentials and to provide security on the convention floor. Also to assist and retrieve anything an officer may need during the meeting at hand.
- Present and retire the Colors; Placing Colors and POW/MIA flag in proper place at the beginning of conference and convention general session meetings. Also retire Colors.
- Man the pin and shirt sales table, being sure items and funds are secure at all times.
- Pick up guests and escort to designated area. This may entail meeting a guest at the airport and escorting to the hotel.
- Work the door at the Friday evening dances, being alert for any issues that may develop.
- Distribute the new year membership cards and the commander and adjutant packets.
- Assist with transport, loading and unloading the Department van .

JROTC Committee

A special committee, consists of members, a Chairman and Vice Chairman appointed by the Department Commander.

Purpose:

- To promote a stronger relationship between The American Legion and the JROTC units in North Carolina.
- Innovative thinking and active dialogue that seeks to improve the relationship between the organizations.
- Work to create and implement a Department JROTC Drill championship.
- To provide guidance to posts for organizing events related to JROTC. Posts are encouraged to interact with the local JROTC programs regarding marksmanship program, Oratorical Contest, Boys and Girls State, BSA, Student Trooper, etc.
- The Committee will seek new ideas from the NC Posts.
- To help grow membership through the JROTC community interaction.
- To work closely with the Americanism Commission as a special committee.

Awards

Mid-Winter Conference:

Selection Of Department JROTC Officer And NCO Of The Year

Convention:

Presentation of awards to the Department JROTC Officer and the NCo of the Year.