

The American Legion Department of New Jersey



THE AMERICAN LEGION DEPARTMENT OF NEW JERSEY AMERICANISM AND COMMUNITY SERVICE COMMITTEE POLICY AND RULES OF PROCEDURE

Date Published – 2-14-2021

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Approved By – Dept. of New Jersey Department Executive Committee

Authorization:

This committee was authorized in its present form at previous Department Convention.

Membership:

Subject to the Department Commander's discretion and with the approval of the Department Executive Committee the Americanism and Community Service Committee of the Department of New Jersey will normally consist of Twenty One (21) regular members, with vote.

At the first meeting of the new term, the Americanism and Community Service Committee will elect one of its members to serve as Vice Chairman and one to serve as Secretary during that term of office. The Vice Chairman shall assume all duties of the Chairman in that person's absence.

Members that are on mandated committees or serving in an Alternate or Assistant position on the Department Executive Committee may also serve on an appointive Department committee but not in a Chairmanship.

No Legionnaire may be appointed to serve on more than one regular standing appointive Department Committee at any one time.

Appointments shall be made at the Department Committee on Committee Meeting held each year after Convention, time and place to be determined by the Department Commander.

Purpose:

The purpose of the Americanism and Community Service Committee is to develop and coordinate Department activity, promoting understanding and appreciation of American Government and activity in the American way of life through youth activities, community service, instruction of

prospective citizens and immigrants, education and education facilities and to combat subversive activities.

Meetings:

Meetings may be held at Department Headquarters, via telephone conference, or internet conference capability (provided all members can hear each member during proceedings).

Minutes:

Written minutes of each meeting shall be recorded by the Secretary and shall constitute the Chairman's report to the Department Executive Committee or the delegates to the Department Convention and will be included in the official proceeding of the meeting, conferences or convention thereby being made a permanent record for retention at the Department office. Minutes of any special meetings, adoption of motions or resolutions approved at any time occurring between Department meetings, conferences or convention shall be incorporated into the next official proceedings. Recommendations and/or resolutions must be presented in proper form to the Department Executive Committee or delegates at the Department Convention.

Consolidated Post Reports:

Judging of Consolidated Post Reports (CPR's) is broken down into sub-categories for Overall Best Community Support Program to receive certificates for overall accomplishment, with the winner receiving the trophy for best CPR. This will recognize smaller posts that provide a great service to their local community.

- Posts with membership from 1- 50
- Posts with membership from 51-100
- Posts with membership from 101-150
- Posts with membership from 151-250
- Posts with membership 251 and higher

Vote:

The committee may transact business by mail, telephone, e-mail, and other technologies including, but not limited to, Skype, Facetime, conference calls, and webinar/video chat, provided all members see/hear all votes made. If an e-mail vote is implemented, each response must be forwarded to all members of the Committee. If standard mail, the voting shall be considered closed at the end of seven (7) business days provided a majority of members of the committee have returned to the Chairman their votes by that time, or it shall be considered closed at anytime prior thereto and when all the members have returned their votes. Other technical votes include a telephone conference or web conference provided each member can see and/or hear each other members' votes. In the event one-third (1/3) members of the committee objects in writing, the matter shall not be decided and will be considered as the first order of business at the next regular meeting or special meeting and the Chairman shall notify the committee of the action taken.

The Chairman and Committee shall plan and implement the program of the Americanism and Community Service Committee to be presented at the Department Executive Committee meeting for approval in the fall of each year.

Chairman:

The Chairman shall prepare the Americanism and Community Service program for the year, to be submitted to the Department Executive Committee.

The Chairman will attend the National Americanism Convention.

An Annual Report is to be written and submitted to the Editor by May 1st of each year.

Procedure:

Parliamentary procedure used to conduct meetings of this committee shall be governed by the Department of New Jersey, The American Legion, Constitution and By-Laws. All questions not covered by the Department of New Jersey Constitution and By-Laws will be governed by "Roberts Rules of Orders Newly Revised."

Quorum:

A quorum shall exist at any meeting of the Americanism and Community Service Committee when a majority thereof shall be present, or shall have replied to mail polling. At no time shall lack of quorum prevent those present from proceeding with the program, but where there is not a quorum no vote shall be taken.

Amendments:

These procedures may be amended, in content but not in format, by a majority of the members of the Committee; submitted to the Internal Affairs Committee for review and recommendation; and approved by the Department Executive Committee.