

**The American Legion
Department of New Jersey**



**THE AMERICAN LEGION DEPARTMENT OF NEW JERSEY INTERNAL AFFAIRS COMMITTEE
POLICY AND PROCEDURE**

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Approved By – Dept. of New Jersey Department Executive Committee

Authorization:

This committee was authorized in its present form at Department Convention June 11, 2021.

Membership:

Subject to the Department Commander's discretion, and with the approval of the Department Executive Committee, the Internal Affairs Committee of the Department of New Jersey will normally consist of five (9) regular members and one (1) Alternate member, without vote. One of the regular members will serve as Chairman of the Internal Affairs Committee and one will serve as Chairman of the Subcommittee for Constitution and By-Laws.

At the first meeting of the new term, the Internal Affairs Committee will elect one of its members to serve as Vice Chairman and one to serve as Secretary during the 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.

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.

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

"Alternate members will be appointed to serve a one-year term and will be designated as first and second alternate."

Purpose:

To formulate and recommend policies, update Constitution and Bylaws and to oversee the implementation of adopted policies relating to activities conducted for organizational purposes including, but not limited to, such matters that do not properly come within the scope of any other Department committee; further, to review and recommend administrative procedures of the Department Headquarters on matters referred to this committee by a Department officer.

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 next official proceeding of the meeting, conference 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.

Transacting Business:

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.

Chairman:

The Chairman shall call and conduct all meetings of the committee and shall strive to conduct them in an orderly manner to reflect the judgment of the majority of the committee members. The Chairman may also solicit opinions from guests present at the meeting. The Chairman, at the direction of the committee and with concurrence of the Department Commander, may direct specific individuals to attend a particular meeting of the Internal Affairs Committee.

The Chairman shall accumulate all information which may be considered pertinent to the committee's areas of responsibility and shall disseminate this information to all members of the committee on a timely basis. With committee approval, the Chairman will also disseminate selected information to the Department Commander, the Department Executive Committee, other involved Department Committees, individuals and/or the New Jersey Legionnaire publication.

The Chairman may forward results of committee action to the Department Commander, the Department Executive Committee, another permanent Department Committee or specific individual(s) as determined by the subject matter and the will of the Internal Affairs Committee. All results of committee action will be recorded and filed in the minutes of each meeting.

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 Order Newly Revised."

Quorum:

A quorum shall exist at any meeting of the Internal Affairs Committee when a majority thereof shall be present, or shall have replied to mail polling. At no time shall lack of a 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, with the approval of the Department Executive Committee.

CONSTITUTION AND BYLAWS SUBCOMMITTEE

Authorization:

This committee was authorized in its present form at the Department Convention, June 11, 2021.

Purpose:

All proposed changes (In Resolution Form) to the Department of New Jersey Constitution and Bylaws will be the responsibility of the Internal Affairs Committee, Sitting as a committee under the direction of the Subcommittee Chairman (Department Judge Advocate General) for Constitution and Bylaws, which were submitted to Department by the Internal Affairs Subcommittee on Constitution and Bylaws. The Subcommittee may also initiate amendments concerning Constitution and Bylaws. All amendments involving Constitution and Bylaws will be presented for a roll call vote at the next Annual Department Convention.

POLICY AND PROCEDURE SUBCOMMITTEE

Purpose:

All proposed changes (In Resolution Form) to any of the Department Policies will be the responsibility of the Internal Affairs Committee, sitting as a committee under the direction of the Subcommittee Chairman (Department Judge Advocate General) for Department Policies, which were submitted to Department by the Internal Affairs Subcommittee on Department Policies and Procedures. The Subcommittee may also initiate amendments concerning Department Policies and Procedures. All amendments involving Policy and Procedure will be presented for a roll call vote at the next Annual Department Convention.

SONS OF THE AMERICAN LEGION LIAISON

Purpose: The purpose of the Sons of The American Legion (SAL) Liaison is to supervise and coordinate Detachment Sons of The American Legion activity on all matters. To propagate an interest in and a furtherance of the principles as advocated by The American Legion.

THE AMERICAN LEGION RIDERS (ALR) LIAISON

Purpose: The purpose of The American Legion Riders (ALR) Liaison is to coordinate ALR activity on all matters between the Department and New Jersey Legion Rider Chapters, as necessary. To propagate an interest in and a furtherance of the principles as advocated by The American Legion.