

# THE AMERICAN LEGION DEPARTMENT OF



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### III. AMERICANISM COMMISSION

**MEMBERS OF COMMISSION AND APPOINTMENT PROCEDURE:** The Commission shall have fourteen (14) members, one (1) Chairperson, and thirteen (13) District Chairpersons from the respective districts. The commission chairman shall serve a term of one (1) year and is appointed by the Department Commander unless annually reappointed at the discretion of the new Department Commander. Commission members may be annually reappointed at the discretion of the District Commander.

The Department Adjutant shall serve as an ex-officio member of the Americanism Commission.

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

The rules of this commission will be reviewed by the Americanism Commission and submitted to the Department Executive Committee (DEC) for approval at the August DEC Meeting.

**RESPONSIBILITY:** The Commission shall fund raise, plan, supervise, direct, and coordinate The American Legion Americanism programs and activities that promote and encourage patriotic values, morals, culture and citizenship. The Commission shall establish and review the rules and budget for the commission annually.

1. The commission shall submit an annual budget for review by the Finance Commission no later than June 15<sup>th</sup>.
2. The commission shall coordinate with Department Headquarters for the development of commission/program content to be posted on the website, in the newsletter, and/or all other media outlets.
3. The commission shall encourage increased participation and promotion of programs and activities by Posts.
4. The commission shall establish rules, fees, and deadlines associated with program activities.
5. The commission shall coordinate with Department Headquarters to secure venues and locations for activities.
6. The commission shall select awards and activities associated with program events.

**AUTHORIZED MEETINGS:** *(there will be 1 in person meeting the commission members will be authorized to attend at mileage only, decided by the Commission Chairman)*

1. Standing Commission Meetings (JUL): Standing Commission Meetings are normally held in July following the Department Convention.
2. Fall Americanism Commission Meeting (OCT): The Americanism Commission can meet in October at Department Headquarters after the National Americanism Conference held in Indianapolis, IN.
3. Spring Americanism Meeting (MAR): The commission shall meet in the spring for budget and program planning.

If additional face to face meetings are required, the Department Commander may authorize upon the petition of the Americanism Commission Chairperson. Reimbursement shall be at mileage only.

Any additional commission meetings are authorized to utilize the Department Conference Call service. Reimbursement is not authorized for these meetings.

**OTHER AUTHORIZATION AND/OR DIRECTION:** The Chairperson is required to provide a report of the Commission activities to the August, December, April, and July Department Executive Committee (DEC) meetings and annually to the Department Convention. The Chairperson 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 no later than 14 days upon close of the meeting of which expense was incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of forty-five (\$0.45) cents per mile, roundtrip.
3. Per Diem: Travel within the state of Ohio, incidentals allowance is paid at a rate of twenty (\$20) dollars per day. A lodging allowance is paid at a rate of fifty (\$50) dollars per day for approved overnight stays; lodging receipt must accompany the voucher.