

THE AMERICAN LEGION, DEPARTMENT of MISSOURI
STANDARD OPERATING PROCEDURE

Distinguished Legionnaire Committee

October 20, 2014

Purpose: To oversee the Distinguished Legionnaire Program

Scope: This SOP applies to the Distinguished Legionnaire Committee, Department of Missouri. The members of this committee can use this SOP to know and understand the duties of the Distinguished Legionnaire Committee. This committee shall serve as a permanent committee for the Department of Missouri.

Authority: Department of Missouri Constitution and By-Laws, The American Legion Department of Missouri.

Membership:

1. The Distinguished Legionnaire Committee has a membership of six (6) members, including the Chairperson.
2. Each year, the Department Commander recommends to the Department Executive Committee (DEC) six (6) Past Department Commanders for appointment to either a three (3), two (2) or one (1) year term so that two (2) members membership on the committee expire each year.
3. Each year, the Department Commander, with the approval of the DEC, appoints a member of the Distinguished Legionnaire Committee to service as the Chairperson.
4. Recommendations made by the Distinguished Legionnaire Committee require a majority approval of the committee members.

Duties

Duties of the Distinguished Legionnaire Committee

1. To actively seek nominations from each of the sixteen (16) districts that comprise the Department of Missouri, of living Legionnaires who have high distinguished themselves by rendering and continuing to render outstanding and even sacrificial service to The American Legion and its programs for "God and Country"
2. To prepare, maintain and up-date the Distinguished Legionnaire Award Rules and Regulations, and suggested submission format (see attachment a). **need copy of attachment**

3. To meet at the Spring Conference for the purpose of reviewing the nominations for the Distinguished Legionnaire submitted by each district for the purpose of determining the most deserving nominee for receipt of the Distinguished Legionnaire Award.
4. To meet at the Spring Conference to review submission guidelines and update them if need for the upcoming submission year. Updates are submitted to the DEC for final approval. Once proposed updates are approved, updated guidelines and submission formats are submitted to the Department Adjutant for distribution in the Post/District/Department officer's mailings.
5. To meet at the Fall Conference to conduct a seminar type event where the program is discussed, its guidelines are reviewed, how to write resolutions, ect for Legionnaires who are interested in learning more about the program and how to submit nominations.

Duties of the Chairperson of the Distinguished Legionnaire Committee

1. Arrange for and chair the meetings of the Distinguished Legionnaire Committee. Meetings are conducted at the Fall and Spring Conference, and the Annual Department Convention if a need is determined.
2. Prepare an agenda for each meeting to ensure all business of the Distinguished Legionnaire Committee is completed.
3. To conduct a meeting of the Distinguished Legionnaire Committee prior to the Spring meeting of the Department Executive Committee for the purpose of evaluating all nominations received from each District of the purpose of selecting one legionnaire most deserving of the Distinguished Legionnaire Award.
4. To attend the Spring Conference meeting of the DEC to present to them the name of the nominee selected b the Distinguished Legionnaire Committee to receive the Distinguished Legionnaire Award for the purpose of Confirmation/approval by the DEC.

Procedures

1. One nomination for Distinguished Legionnaire may be submitted by each of the sixteen (16) districts making up the Department of Missouri.
2. Nominations must be submitted so they are received by the Department Adjutant no later than the tenth (10th) day of February of each year. This date is selected by the Distinguished Legionnaire Committee during the meeting at the Fall Conference.

3. Only living members of the American Legion, Department of Missouri, who have rendered and continue to render outstanding and even sacrificial serve to The American Legion and its' programs for "God and Country" are eligible to receive this award.
4. No Past Department Commander, Past National Commander, Past National Executive Committeeman, or Alternate National Executive Committeeman shall be eligible for the award.
5. Nominations will be written in the form of a resolution (attachment b). **need copy of attachment** It should state the branch of service and period of time during which the nominee served in the Armed Forces of the United States of America. Service in any foreign military force is not considered. Te nomination must give in detail, the history of service that the nominee has rendered to The American Legion on the Post, District and Department levels, giving dates of such service. Nominations should be accompanied with any other supporting material(s) and/or documentation.
6. No award of the Distinguished Legionnaire Award will be presented posthumously unless death occurs after the nomination of the Legionnaire has been received at Department Headquarters.
7. The Distinguished Legionnaire will attend the Department Convention VIP Luncheon as a guest of the Distinguished Legionnaire Committee and shall be escorted to the Luncheon by the Chairperson of the Distinguished Legionnaire Committee or his/her designated alternate.
8. The Distinguished Legionnaire Award will be presented with due ceremony at the next Department Convention, following the meeting of the Department Executive Committee at which the award was approved. In the event of extenuating circumstances, and at the discretion of the Department Commander, the award plaque may be presented at another time and date.
9. The rules, regulations and this SOP may be amended at any regular or special meeting of the Department Executive Committee, by a majority vote of those members of that body present. Such amendment, if any shall not be effective until the close of the next succeeding annual Department Convention.

Prepared by: _____

Reviewed/Approved by: _____

Adopted: _____