

THE AMERICAN LEGION, DEPARTMENT of MISSOURI
STANDARD OPERATING PROCEDURE

Americanism Committee

Purpose: To review all submitted Consolidated Post Reports (CPR) and select the best for recognition, work to improve the quality of the submissions and prepare a submission on behalf of the Department of Missouri for the Daniel J. O'Connor Americanism Award.

Scope: This SOP Applies to the Americanism Committee, Department of Missouri. The members of this committee can use this SOP to know and understand the duties of the Americanism Committee. This committee shall serve year to year as a standing committee for the Department of Missouri.

Authority: Department of Missouri Constitution and By-laws, the American Legion, Department of Missouri.

Membership:

- A. The Americanism Committee has membership of six members, including the chairperson.
- B. Each year, the Department Commander recommends to the Department Executive Committee (DEC) two Legionnaires for appointment to a three (3) year term on the Americanism Committee. The remaining four (4) members shall then be reappointed to either a two (2) year or one (1) year term with respect to their original three (3) year appointment.
- C. Each year the Department Commander, with the approval of the DEC, appoints a member of the Americanism Committee to serve as a chairperson.
- D. Recommendations made by the Americanism Committee require a majority Approval of the committee members.

Procedure:

Responsibilities of the Americanism Committee

- A. During the Department convention the committee will meet to review every Consolidated Post Report (CPR) submitted to the Department of Missouri.
- B. The best submissions, based on criteria determined by the committee, will be recommended for awards.
- C. Members of the committee may be called upon to speak and/or present seminars for the purpose of improving the quantity and quality of the CPR's submitted. This may be accomplished individually, as a committee or with assistance of other Department committees such as the Leadership Training Committee.
- D. One member of the committee, usually the Chairperson, will prepare the Department submission for the Daniel J. O'Connor Americanism Award.

Responsibilities of the Chairman of the Americanism Committee

- A. Arrange for and Chair meetings of the Americanism Committee. One meeting is conducted annually during the Department Convention. Additional meetings may be requested by the Chair to discuss business concerning the operation of the committees or its duties. Said meetings may occur during the Fall and Spring Conferences or via electronic means.
- B. Prepare of a list of the committee's award recommendations and submit it to the Department Adjutant for action.
- C. Inform the Department Commander of any opening on the committee resulting from the resignation or death of a committee member.
- D. Forward to the Department Commander the names of any individuals who are interested in being appointed to the committee.
- E. Prepare a report of the Committee's activities to be presented during the Department Convention or at the request of the Department Commander.
- F. Prepare the Department submission for the Daniel J. O'Connor Americanism Award.

Americanism Committee Policy

- A. The decisions of the Americanism committee regarding awards are not to be discussed outside the committee meetings.
- B. Awards are determined by the majority of the committee members present and voting. The decisions of the committee are final unless evidence is presented that will invalidate a Post's submission.
- C. All meetings of the Americanism Committee will be closed sessions as the committee is dealing with awards.
- D. Travel costs are not reimbursed to the members of this committee for attendance at the Department Conferences, Convention or other called meetings.

Prepared by: _____

Reviewed/Approved by: _____

Adopted: _____