

# THE AMERICAN LEGION

## DEPARTMENT OF WISCONSIN



## LEADERSHIP COMMUNICATIONS GUIDE

Revised Fall 2011

(FORMERLY THE DISTRICT COMMANDER/DEPARTMENT OFFICERS GUIDE & THE MASTER OUTLINE ON DEPARTMENT COMMITTEES AND COMMISSIONS)

*The mission of The American Legion, Department of Wisconsin is to provide service to veterans, their families and their communities.*

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# **DUTIES OF A DEPARTMENT VICE COMMANDER**

The Bylaws of the Department Constitution, Article II, Section 2, outlines the primary duties of a Vice Commander as follows:

“The Department Vice Commanders shall be the representatives of the Department Commander on all matters referred to any of them by him, and shall, on his request, preside over meetings of the Department Convention or Department Executive Committee, and perform such other duties as are usually incident to the office.”

## **Representing The Department Commander**

The Department Commander will notify and authorize the Vice Commanders to represent him/her whenever the Commander deems it necessary. In addition, whenever the Commander desires a Vice Commander to preside at a Department Executive Committee, Department Convention, or other event, he/she will be notified by the Commander. Vice Commanders will keep in mind at all times their primary duty is to be of assistance to the Department Commander.

## **Membership**

The Vice Commanders, by virtue of Department Constitution & Bylaws, are members of the Department Membership Committee. Whenever the Membership Committee meets, the Vice Commanders are automatically authorized to attend the Membership Committee meeting. Each year, the Commander designates a certain membership area for each Vice Commander including three (3) Districts, which is the area the Vice Commander is responsible for. A weekly membership report is prepared to include the membership in the Vice Commander's respective area, weekly membership standings of the Districts and other pertinent information. This weekly report generally commences approximately ten days after the annual Convention.

## **Oratorical Contest**

While the requirement for Department Vice Commanders to conduct the Regional Oratorical Contests has been eliminated it is highly recommended you attend the Department Oratorical Contest in Ripon each year to show your support for the program.

## **Department Vice Commander's Allowance**

Pursuant to a standing Department Executive Committee mandate, Department Vice Commanders are allocated a certain allowance, as determined by the Finance Committee and approved by the Department Executive Committee, to be used for promotion of American Legion programs and membership. Primarily, of course, it is to assist you in the travel through the Department, District meetings, and whatever other expenses you may incur.

Pursuant to the recommendation of the Auditors, which has been confirmed by the Finance Committee and the Executive Committee, you will receive a bi-monthly allowance check of equal amounts for your year as Department Vice Commander. You cannot exceed your allowance. Your travel to the Department Executive Committee meetings does not come under this allowance, but rather, under the Department Executive Committee budget.

Bi-monthly stipend checks will be processed after your expense voucher/report is submitted to the Department Adjutant.

All expense voucher/reports must be submitted the last week of the second month in order to have the stipend checks processed the first week of the next month.

**REPORT PERIODS:**

August – September  
October – November  
December – January  
February – March  
April – May  
June – July

**CHECKS CUT:**

**October**  
**December**  
**February**  
**April**  
**June**  
**August**

**Summary**

A Department Vice Commander, as stated, is to be of assistance to the Department Commander. He/She should stay in close contact with the Department Commander and Department Headquarters.

A Department Vice Commanders' primary responsibility is membership in the agreed upon Districts and he/she is expected to make visits to posts and county councils.

# DISTRICT COMMANDER'S INFORMATION

The following information has been prepared in the hopes it will be of some assistance to District Commanders upon taking office at the Department Convention. For a complete understanding of District duties, new District Commanders should get in touch with their Past District Commanders who will be happy to assist them.

## **District Commander's Allowance**

Pursuant to a standing Department Executive Committee mandate, District Commanders are allocated a certain allowance, as determined by the Finance Committee and approved by the Department Executive Committee, to be used for promotion of American Legion programs and membership. Primarily, of course, it is to assist you in the travel through the District, District meetings, and whatever other expenses you may incur. The amount varies according to the Districts. The Districts in Milwaukee and close to Milwaukee have a lesser amount, while the larger Districts, of course, receive an increased amount.

Pursuant to the recommendation of the Auditors, which has been confirmed by the Finance Committee and the Executive Committee, you will receive a bi-monthly allowance check of equal amounts for your year as District Commander. You cannot exceed your District Commander's allowance. Your travel to the Executive Committee meetings does not come under this allowance, but rather, under the Executive Committee budget. If you have any questions relative to your District Commander's allowance, please get in touch with Department Headquarters.

Bi-monthly stipend checks will be processed after your expense voucher/report is submitted to the Department Adjutant.

All expense voucher/reports must be submitted the last week of the second month in order to have the stipend checks processed the first week of the next month.

### **REPORT PERIODS:**

August – September  
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February – March  
April – May  
June – July

### **CHECKS CUT:**

**October**  
**December**  
**February**  
**April**  
**June**  
**August**

## **District Commander's Responsibility**

As the District Commander, you are responsible for your District in that you are the head of the District. By virtue of your office, you represent the District on the Executive Committee. In the event at any time you are unable to attend an Executive Committee meeting, you should notify your First Vice Commander who has the authority to represent you in your absence and thus ensure your District of proper representation.

At the Department Convention, the District Commander conducts his/her Caucuses and is customarily the Floor Leader for the District.

When a District Commander attends the National Convention, he/she is automatically the representative of his/her District. In the event a District Commander does not attend a National Convention, he/she should advise Department Headquarters as to who will represent their District or the Department Commander shall name someone from their District to be the official representative during the National Convention. This is primarily for roll calls and keeping in touch with the various delegates to the National Convention.

### **District Officers**

Each District varies as to the structure of their District since some operate with full staffs and some with a minimum of officers. Every District should have a First Vice Commander who would be the logical one to represent the District in the absence of the District Commander. Some Districts elect other Vice Commanders and in some instances, they are appointed. Each District should be represented by a District Adjutant and such other officers as a District Commander may designate. ***Please send the full list of your elective and appointed officers to our office 30 days before Convention for compilation of the annual Officers and Committee Roster.***

***The officers initial stipend will be withheld until a complete officer and committee roster is received by the Department Adjutant.***

### **Membership**

The new membership cards are distributed to all District Commanders before the Department Convention (traditionally at King Day, but subject to change). A record of the cards issued to District Commanders is kept at Department Headquarters.

A Weekly Membership Report by District is issued which gives up-to-date information on District membership. District Commanders receive a complete breakdown of the District by Posts and Counties showing the membership data received at the time of the mailing of the weekly report.

### **Department Contact**

Our office is happy to be of service to the District Commanders. It is the responsibility of the Department office staff to keep the District Commanders fully informed as to anything which may occur within their District that the Department becomes aware of.

Each year, it has been customary for the Department Vice Commanders to be assigned certain Districts as their respective area. Just as soon as the Department Commander makes these assignments, all District Commanders are notified.

All Department Executive Committee meetings are established according to the "Master Schedule of Department Committee Meetings" and are posted on the Department website [www.wilegion.org](http://www.wilegion.org). The first meeting of the year following the Department Convention is the Fall Meetings. The Official Call, together with event registration and hotel reservation information for these events will be mailed to you. The Department Constitution and Bylaws allows for Electronic polling of the Department Executive Committee. It is vitally important that you monitor your email and alert Department Headquarters if you are unable to do so.

If District Commanders have any questions in regards to their duties, or need any additional information, please contact Department Headquarters.



# MASTER OUTLINE OF DEPARTMENT COMMITTEES

## Appointment of Committee Chairmen

The following is an outline of the appointment of Committee Chairmen. The same method also applies to a Committee Vice Chairman. The tenure of a Chairman is one (1) year.

<u>Committee</u>	<u>Selection of Chairman</u>
Americanism.....	Department Commander
Camp American Legion.....	Department Commander
Children & Youth .....	Department Commander
Communications .....	Department Commander
Convention & Activities .....	Department Commander
Finance.....	Department Commander
Fundraising .....	Department Commander
Hospital.....	Department Commander
Legislative.....	Department Commander
Membership & Post Activities.....	Department Commander
National and Homeland Security.....	Department Commander
Policy .....	Committee
Religious Emphasis .....	Department Commander
Sons of The American Legion.....	Department Commander
Veterans Affairs & Rehabilitation.....	Department Commander

## Explanation of Committee Titles

Ex-Officio:The Department Commander shall be an Ex-Officio member to all committees **with voice and vote**. Any past National Commander who served in that capacity while a member of The American Legion, Department of Wisconsin shall be an Ex-Officio member of the Policy Committee **with voice and vote**.

Consultant:The Department Adjutant shall serve as a consultant to all Department Committees. The Adjutant and all others listed as a “Consultant” **have a voice but cannot make a motion or vote**.

Liaison:Members that are appointed to a Committee as a liaison by the Department Commander **have a voice but cannot make a motion or vote**.

## **AMERICANISM COMMITTEE**

### **Duties of the Committee**

To develop the spirit of Americanism among The American Legion and citizens and residents of the State of Wisconsin; to put into effect Americanism policies and programs of The American Legion; to coordinate any overlapping of programs dealing with Americanism. To oversee and report on programs that relate to Americanism and many youth programs.

### **Composition of the Committee**

The Americanism Committee is made up of twelve (12) members, all of which are a **1 year appointment**. There are three (3) at large members which are appointed by the Department Commander. The other nine (9) Americanism Committee members are appointed Chairmen of Americanism Programs as follows; Americanism & Government Test Program, Badger Boys State, Baseball, Boy Scouts, County Youth Government Day, Education & Scholarship, Oratorical, Shooting Sports, and Sons of The American Legion. Committee members and program chairmen each have voice and a vote at Americanism Committee meetings. The Americanism Committee meetings are established according to the "Master Schedule of Department Committee Meetings" or at the discretion of the Department Commander.

Members of the Americanism Committee meet prior to the Department Convention to judge competition for the Cooper Trophy, McCoy Americanism Trophy, O.W. Rolfe Americanism Trophy, Pendill Trophy, Harvey B. Higley Trophy, Spalding Victory Trophy, Jessel S. Whyte Memorial Trophy, National Americanism awards, Gung-Ho Americanism Award and Post Rifle Squad Commander Award.

### **Outline of the Committee**

Member	Chairman
Member	Vice Chairman
Member	
Program Chairman	A&G Testing Program
Program Chairman	Director of the Badger Boys State Program
Program Chairman	American Legion Baseball Program
Program Chairman	Boy Scout Program
Program Chairman	County Youth Government Program
Program Chairman	Education & Scholarship Program
Program Chairman	Oratorical Program
Program Chairman	Shooting Sports Program
Program Chairman	Sons of The American Legion
Liaison	DEC Member
Ex-Officio	Department Commander
Consultant	Department Adjutant

## AMERICANISM PROGRAMS

### AMERICAN LEGION BASEBALL PROGRAM



American Legion Baseball is a program of The American Legion. Rules and Bylaws for the baseball program are established by the WI American Legion Baseball Association. The association enforces all rules, oversees and manages the baseball program. The Baseball Association manages expenditures, income and finances of the Wisconsin American Legion Baseball Program. They establish a budget for approval by the Finance Committee and any surplus income remains in the Baseball Program. The program is headed by the State Baseball Commissioner and a President who are selected by the Directors of the Baseball Association. The Board of Directors consists of ten (10) Regional Directors who manage The American Baseball program in their respective regions. The Directors schedule games in their respective Regions. The association sets dates and sites for state tournament games, secures umpires, establishes a schedule and makes all necessary arrangements.

Regional Directors make recommendations of players from their district to participate in the annual American Legion All-Star game at Miller Park in Milwaukee. The association makes the final selection of fifty-four (54) graduating seniors from across the state to participate and also arranges details with the Milwaukee Brewers for the selling of tickets and playing of the All-Star game.

American Legion Baseball is a summer program for boys 13-19 years old. Posts sponsor and financially support over 200 Wisconsin American Legion Baseball teams. All teams have to play at least ten (10) games against Legion Baseball teams to compete in regional play. There are seven (7) Regional tournaments played in each class statewide.

An annual scholarship is awarded by the Wisconsin American Legion Baseball Association to a graduating senior who demonstrates outstanding leadership, scholarship, character, citizenship and who has a demonstrated need for funding to continue their education. Players are nominated by their respective team managers in June, and the winner is selected by the Wisconsin American Legion Baseball Association each July.

The following are important deadlines in regards to the Baseball Program:

- All teams must register, buy insurance and pay fees through National's electronic registration system at [www.legion.org/baseball](http://www.legion.org/baseball) prior to June 1st.
- A hard copy of the Player Agreement (form 2) must be completed and signed prior to the team's first scheduled game.
- On-line team roster (form 1) must be completed on or before June 30<sup>th</sup> at [www.legion.org/baseball](http://www.legion.org/baseball).
- All-Star Nomination forms must be returned to the respective regional director prior to July 1<sup>st</sup>.
- All-Star Game at Miller Park held in August. Tickets can be purchased through Department Headquarters.

#### *Code of Sportsmanship*

**I will:** Keep the rules;

Keep faith with my teammates;

Keep my temper;

Keep myself fit;

Keep a stout heart in defeat;

Keep my pride under in victory;

Keep a sound soul, a clean mind, and a healthy body.

## **AMERICANISM & GOVERNMENT TESTING PROGRAM**



This is an Americanism Scholarship program that fosters interest in all levels of government, citizenship and provides students with the opportunity to receive recognition and scholarship awards. The program has been endorsed by the State Superintendent of Public Instruction and is open to any student in the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade in any public, private, parochial and home school within the State. The first week in

April a fifty (50) question test is administered, testing a student's knowledge of U.S. Government & History, County Government, Wisconsin Government & History and Flag Etiquette. Staff from each participating school will score the test papers and select two (2) students from each grade 10, 11 and 12.

The winning test papers are forwarded to the District Americanism and Government Testing Program Chairperson who will select each District's 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade winners. The District winners will then be forwarded to the Department A&G Chairperson for further judging and the awarding of scholarships.

There are thirty-two (32) winners selected as follows:

- 10 - \$250 scholarships for Grade 10
- 10 - \$250 scholarships for Grade 11
- 12 - \$500 scholarships for Grade 12
- Six (6) students with the two highest scores in each class will receive a Certificate of Achievement from The American Legion, Department of Wisconsin.

For more information on the Americanism & Government Testing Program see the Department Administrative Manual, pages 77-95.

## **BADGER BOYS STATE PROGRAM**



Badger Boys State is a separate corporate entity with a Board of Directors which administers the Boys State program for the Department. The BBS Board of Directors appoints a Director that is a member of, and reports to, and votes on the Department Americanism Committee.

The program brings together over 850 young men who have just completed their junior year of high school to form a 51<sup>st</sup> State, called Badger Boys State. For eight (8) days, the citizens of this new state carry out all the functions of local, county and state government including elections, drafting and passing ordinances and laws and have law enforcement officials to carry out the laws.

Any American Legion Post in the state of Wisconsin, patriotic, fraternal, civic and religious organization or an individual through a local American Legion Post can sponsor a Badger Boys State participant. If you wish to sponsor a participant, wait until the latter part of December prior to the upcoming session and contact the BBS Program Coordinator at Department Headquarters to request information. If a Post wishes to increase the number of sponsorships, contact Department Headquarters where they will be placed in a "Request Over Quota File".

For more information on the Badger Boys State Program, see the Department Administrative Manual, pages 55-56 or visit [www.badgerboysstate.com](http://www.badgerboysstate.com).

## **BOY SCOUTS PROGRAM**



The American Legion is the single largest sponsor of Boy Scout programs. Numerous Posts throughout the state of Wisconsin sponsor Boy Scout Troops.

The Department Boy Scout Chairman is responsible for promoting the program and reporting the programs activities to the Department Americanism Committee as a member of said committee. The Chairman will make arrangements to judge applicants for the Eagle Scout of The Year and determine a Department winner. Applications must be received at Department Headquarters no later than March 1<sup>st</sup>. The Department winner will be forwarded on to National headquarters no

later than April 1<sup>st</sup>. The National Americanism Commission's Youth Activities Subcommittee will review all Department nominations, and, in their judgment, select The American Legion Eagle Scout of the Year to be announced in the National Americanism Commission Report to the NEC at the National Spring Meetings.

The National Eagle Scout of the Year winner will receive a \$10,000 scholarship and be invited to The American Legion National Convention. Three (3) runner-up scholarship awards will be granted in the amount of \$2,500 each. The application can be found in the Administrative Manual in Appendix B, pages 15-18.

## **COUNTY YOUTH GOVERNMENT PROGRAM**



The American Legion County Youth Government Program gives High School students an opportunity to experience hands on the workings of the County Government. The Department County Youth Government Chairman is a member of the Americanism Committee and shall promote the program throughout the year and will assume responsibility for the ultimate success of the program.

If you would like to start a County Youth Government Program, the first step to take is to appoint a committee comprised of both Legionnaires and Auxiliary members. Contact school officials and county officials to ascertain their willingness to participate. Call a meeting of the three groups: The American Legion, School Officials and County Officials to coordinate the program. Each group has an appointed part in the program, and cooperation means success. The American Legion cannot turn over the materials to the schools and let them do it on their own, nor can they make demands on the various schools as to how they should operate their portion of the program.

To assist the schools, confer with school officials to select a date to hold The American Legion County Youth Government Day. Assist them in lining up officials and lawyers to assist in the advance instruction on County operation. Arrange with officials for the loan of voting booths and other equipment for the schools to use for an actual election. Start the program early in the year so school officials can include a period of instruction on election procedures as well as the powers and duties of public officials.

To assist the County Officials, clear the selected date with County Officials for use of the Courthouse and so that various County Officers will be available to the students elected to County offices. This date will vary by location, however, the entire program should wind up by early April. Coordinate local programs so the Sheriff and other County officers can come to the Courthouse on the same day.

## EDUCATION & SCHOLARSHIP PROGRAM



The Department Education and Scholarship Program Chairman is a member of the Americanism Committee and is responsible for selecting a panel of five (5) judges for the selection of the Schneider-Emmanuel Scholarships of \$1,000 each. The judges will be comprised of two (2) qualified professional educators, the Department Education & Scholarship Program Chairman, past Department Commander or their delegate and the Department Commander or their delegate.

The winners will be announced by the annual Department Spring Meetings and listed in the July issue of the *Badger Legionnaire*.

Applications are to be completed and received at Department Headquarters no later than March 1<sup>st</sup>. Information and applications can be found in the Administrative Manual, pages 147-155 and Appendix A, pages 57-61.

## ORATORICAL PROGRAM



The Oratorical Program gives students the opportunity to prepare an oration on a phase of the Constitution of the United States and earn scholarships. The Department Oratorical Chairman is a member of the Americanism Committee and responsible for overseeing the program to assure its success.

The Department Chairman will make arrangements for contests leading to the Department finals and make sure that the Department Finals contest is held in conformance with National Contest procedures, rules and regulations. Failure to submit a Department winner by the date established by the National American Legion could result in disqualification of the Department winner.

More information on the Oratorical program can be found in the Wisconsin Oratorical Contest Rules and "The American Legion National High School Oratorical Contest Official Rules" and in the Department Administrative Manual pages 27-45.

## SHOOTING SPORTS PROGRAM



The Shooting Sports Program provides an opportunity for students to compete in shooting contests sponsored by The American Legion and earn scholarships. The top scorer from Wisconsin competing in the State/Regional Championship and declared Wisconsin State Champion will be considered for a \$1000.00 scholarship and the top scorer of the opposite category (Sporter or Precision) will receive a \$500.00 scholarship. No two scholarships will go to the same person.

The Shooting Sports Program Chairman is appointed by the Department Commander and is a member of the Americanism Committee. This is a one (1) year appointment, with the responsibility of promoting the Shooting Sports Program.

More information on the Shooting Sports Program and the scholarship application can be found in the Administrative Manual on pages 175-176 and in Appendix A, pages 77-78.

## **CAMP AMERICAN LEGION COMMITTEE**

### **Duties of the Committee**

To oversee and make recommendations on the operations of Camp American Legion, located in the town of Lake Tomahawk, Wisconsin, to the Department Executive Committee.

### **Composition of the Committee**

The Committee is composed of six (6) members who have been appointed by successive Department Commanders to staggered 3 year terms. Each newly elected Commander appoints two (2) members each year ensuring continuity on the committee. The Department Service Officer, Immediate Past Department Commander, VA&R Committee Chairman, Department Adjutant and the Camp Director are consultants to the Committee.

### **Outline of the Committee**

Member (Chairman)	Ex-Officio – Department Commander
Member (Vice Chairman)	Consultant – Department Service Officer
Member	Consultant – Immediate Past Dept. Commander
Member	Consultant – VA&R Chairman
Member	Consultant – Department Adjutant
Member	Consultant – Camp Director
Liaison - DEC Member	

## **CHILDREN & YOUTH COMMITTEE**

### **Duties of the Committee**

To insure that any child of a veteran in need of care and protection shall receive proper and timely service and aid; to strengthen the family unit; extend support; extend support to sound organizations and facilities that provide services for children and youth; and to maintain a well-rounded program that meets the needs of the young people in their respective communities.

### **Composition of the Committee**

The Committee is composed of six (6) members who have been appointed by successive Department Commanders to staggered 3 year terms. Each newly elected Commander appoints two (2) members each year ensuring continuity on the committee.

### **Outline of the Committee**

Member (Chairman)	Liaison – DEC Member
Member (Vice Chairman)	Ex-Officio – Department Commander
Member	Consultant – Department Adjutant
Member	
Member	
Member	

## COMMUNICATIONS COMMITTEE

### Duties of the Committee

To serve as the voice of Veterans by enhancing public perceptions of The American Legion, America's Veterans and their families. It is the responsibility of the committee to maintain the image of The American Legion and to communicate our various messages to the public promoting and publicizing projects, events, programs and accomplishments of The American Legion. The committee will be responsible for recommending policy changes in the publication of the "*Badger Legionnaire*".

### Composition of the Committee

The Committee is composed of six (6) members who have been appointed by successive Department Commanders to staggered 3 year terms. Each newly elected Commander appoints two (2) members each year ensuring continuity on the committee. The Department Historian will serve as consultant to the Committee, and there will be three (3) Auxiliary Liaison Members.

### Outline of the Committee

Member (Chairman)	Liaison – Auxiliary Member
Member (Vice Chairman)	Liaison – Auxiliary Member
Member	Liaison – Auxiliary Member
Member	Ex-Officio – Department Commander
Member	Consultant – Department Adjutant
Member	Consultant – Department Historian
Liaison – DEC Member	

## CONVENTION & ACTIVITIES COMMISSION

### Duties of the Committee

This Commission shall be empowered to make the necessary investigation and recommendations for the holding of the annual Department Convention and shall make such further investigation and recommendations for such other annual events of the Department as requested by the Department Executive Committee, and shall make their recommendations after such investigation to the Department Executive Committee, which shall be empowered thereafter to select the time and place for such annual Conventions and events.

### Composition of the Committee

The Committee is composed of six (6) members who have been appointed by successive Department Commanders to staggered 3 year terms. Each newly elected Commander appoints two (2) members each year ensuring continuity on the committee.

### Outline of the Committee

Member (Chairman)	Member
Member (Vice Chairman)	Liaison – DEC Member
Member	Ex-Officio – Department Commander
Member	Consultant – Department Adjutant
Member	



## **FINANCE COMMITTEE**

### **Duties of the Committee**

To approve, budget and audit the expenditures of the Department, its decisions being final unless overruled by a majority of the members present at a regular or special meeting of the Department Executive Committee. The Committee shall have the authority to engage the auditors for Department Funds. The Committee shall adopt its own rules regulating the approval, budgeting and auditing of the expenditures of the Department, subject to approval by the Department Executive Committee. The Committee shall arrange to have the monthly financial statement of the Department published in the official publications, or other designated media used by the Department.

### **Composition of the Committee**

The Committee is composed of six (6) members who have been appointed by successive Department Commanders to staggered 3 year terms. Each newly elected Commander appoints two (2) members each year ensuring continuity on the committee.

### **Outline of the Committee**

Member (Chairman)	Member
Member (Vice Chairman)	Liaison – DEC Member
Member	Ex-Officio – Department Commander
Member	Consultant – Department Adjutant
Member	Consultant – Fundraising Chairman

## **FUNDRAISING COMMITTEE**

### **Duties of the Committee**

The Committee is responsible for overseeing, accounting and reporting of all fundraising activities within the Department as directed by the Department Executive Committee. The Committee will make recommendations on program changes or new programs to the Department Executive Committee and advise the Department Finance Committee how much fundraising money will be projected for budgeting purposes and Fundraising. The Chairman of the Fundraising Committee shall be a consultant to the Finance Committee.

### **Composition of the Committee**

The Committee is composed of six (6) members who have been appointed by successive Department Commanders to staggered 3 year terms. Each newly elected Commander appoints two (2) members each year ensuring continuity on the committee.

### **Outline of the Committee**

Member (Chairman)	Member
Member (Vice Chairman)	Liaison – DEC Member
Member	Ex-Officio – Department Commander
Member	Consultant – Department Adjutant
Member	

## **HOSPITAL COMMITTEE**

### **Duties of the Committee**

To provide entertainment and recreational programs at all Federal and State Veteran's Hospitals in Wisconsin, to work in close cooperation with the Department VA&R Committee and to assist existing hospital facilities to aid in making the Veteran's stay in the hospital as pleasant as possible.

### **Composition of the Committee**

The Committee is composed of two (2) members and in addition, the eight (8) hospital representatives or their assistant representative, for each of the eight (8) Veterans Hospitals as stated in the outline of the committee for a term of one (1) year.

### **Outline of the Committee**

Member (Chairman)	Representative – King
Member (Vice Chairman)	Representative – Union Grove
Representative – Iron Mountain	Representative – Chippewa Falls
Representative – Zablocki	Liaison – DEC Member
Representative – Fort Snelling	Ex-Officio – Department Commander
Representative – Tomah	Consultant – Department Adjutant
Representative – Madison	Consultant – Department Service Officer

## **LEGISLATIVE COMMITTEE**

### **Duties of the Committee**

To represent The American Legion, Department of Wisconsin with the State Legislature and contact Congress on matters of interest to Wisconsin Veterans as long as contact does not conflict with National American Legion policy. The Committee shall make recommendations to the Department Convention and to the Department Executive Committee, and in general supervise the legislative program of the Department. The Committee has exclusive responsibility for petitioning the State Legislature on behalf of or in opposition to all legislation in which The American Legion, Department of Wisconsin is interested. The Committee shall select the Department Legislator of the Year.

### **Composition of the Committee**

The Committee is composed of six (6) members who have been appointed by successive Department Commanders to staggered 3 year terms. Each newly elected Commander appoints two (2) members each year ensuring continuity on the committee. The Department Judge Advocate shall be a consultant to the Committee.

### **Outline of the Committee**

Member (Chairman)	Member
Member (Vice Chairman)	Liaison – DEC Member
Member	Ex-Officio – Department Commander
Member	Consultant – Department Adjutant
Member	Consultant – Department Judge Advocate

## **MEMBERSHIP AND POST ACTIVITIES COMMITTEE**

### **Duties of the Committee**

To promote an increase of membership in the Department, to ascertain the causes for failure of former members to renew their membership and to assist the Posts in a program working toward increasing the numerical strength of the Department. To recommend programs to Posts for the promotion of such activities as would stimulate interest in The American Legion and its programs in all communities.

### **Composition of the Committee**

The Committee is composed of six (6) members who have been appointed by successive Department Commanders to staggered 3 year terms. Each newly elected Commander appoints two (2) members each year ensuring continuity on the committee. The four (4) Department Vice Commanders are also members of the Committee.

### **Outline of the Committee**

Member (Chairman)	Member – Department Vice Commander
Member (Vice Chairman)	Member – Department Vice Commander
Member	Member – Department Vice Commander
Member	Liaison – DEC Member
Member	Ex-Officio – Department Commander
Member	Consultant – Department Adjutant
Member – Department Vice Commander	

## **NATIONAL AND HOMELAND SECURITY COMMITTEE**

### **Duties of the Committee**

To organize the membership in support of national or civilian defense projects in the communities. To organize the Department and to assist in organizing the communities for readiness to meet any emergency. Keep the rank and file of The American Legion informed of any actions that could have an effect on the security of the state and nation. Use sources available such as media and/or word of mouth to ensure that we are informed of threats to our foreign interests. The Committee will select the National Guard/Reservist of the Year, the Edward J. Ormsby Law and Order Award, the Outstanding Fire Fighter Award and the Emergency Medical Technician Award. The Committee will provide increased awareness of POW/MIA's within the Department and provide POW/MIA activities and education to the public.

### **Composition of the Committee**

The Committee is composed of six (6) members who have been appointed by successive Department Commanders to staggered 3 year terms. Each newly elected Commander appoints two (2) members each year ensuring continuity on the committee. The Blood Donor Chairman shall be a member of the Committee.

### **Outline of the Committee**

Member (Chairman)	Member
Member (Vice Chairman)	Liaison – DEC Member
Member (Blood Donor Chairman)	Ex-Officio – Department Commander
Member	Consultant – Department Adjutant
Member	

### **BLOOD DONOR PROGRAM**

The most important part about blood donating is to remember it is the blood on the shelf that saves lives. Waiting for an emergency to donate will not get the blood to the receiver on time. Wisconsin is served by both the American Red Cross and the Blood Center of Wisconsin. It does not matter where you donate, as long as you donate.

Blood donation information is collected on the Consolidated Post Report (CPR) which is due by June 1<sup>st</sup> of each year. The cumulative reported numbers are needed for a national report found in the Department Adjutant's Manual and due to The American Legion Office in Washington, DC by July 15 each year. Traditionally, Post's who participate in the blood donor program receive a Certificate of Participation signed by the Commander and the Blood Program Chairman at the end of the year.

The Blood Donor Chairman works with the Red Cross, the Convention Committee and the Department Adjutant to coordinate a blood drive during State Convention and the Midwinter Conference.

## **POLICY COMMITTEE**

### **Duties of the Committee**

To study, recommend, and formulate policies that will be beneficial to the Department on all matters that will tend to increase the prestige of The American Legion, Department of Wisconsin and to advance the best interests of The American Legion. No recommendation shall be considered as final unless approved by the Department Executive Committee or a Department Convention. The Committee will review all Convention Resolutions before they are presented to the Convention for action. The Committee will determine if Convention Resolutions are properly written and /or germane to the policies and mandates of The American Legion, Department of Wisconsin.

### **Composition of the Committee**

The Committee is composed of six (6) members who have been appointed by successive Department Commanders to staggered 3 year terms. Each newly elected Commander appoints two (2) members each year ensuring continuity on the committee. The Committee elects its own Chairman and Vice Chairman. Any Past National Commanders that were members of The American Legion, Department of Wisconsin when elected will serve as Ex-Officio members of this committee and the Department Judge Advocate shall serve as consultant to this Committee.

### **Outline of the Committee**

Member (Chairman)	Liaison – DEC Member
Member (Vice Chairman)	Ex-Officio – Past National Commander
Member	Ex-Officio – Department Commander
Member	Consultant – Department Adjutant
Member	Consultant – Department Judge Advocate
Member	

## **RELIGIOUS EMPHASIS COMMITTEE**

### **Duties of the Committee**

To oversee the religious activities of the Department, plan the Department Convention Memorial Service, choose the Martha Marlowe Post Chaplain of the Year, provide Chaplain's Training and any other religious activities that the Committee deems necessary.

### **Composition of the Committee**

The Committee is composed of three (3) members, two (2) of which are the Immediate Past Department Chaplain and the Department Assistant Chaplain.

### **Outline of the Committee**

Member – Immediate Past Department Chaplain	Ex-Officio – Department Commander
Member – Department Assistant Chaplain	Consultant – Department Adjutant
Member	
Liaison – Department Chaplain	

## **SONS OF THE AMERICAN LEGION COMMITTEE**

### **Duties of the Committee**

The Sons of The American Legion is a program of The American Legion, Department of Wisconsin. The Chairman of the SAL Committee is a member of the Americanism Committee. For more information on the Sons of The American Legion see the Department Administrative Manual, pages 226-230.

### **Composition of the Committee**

The Committee is composed of five (5) members, two (2) of which are members of the Sons of The American Legion and the Chairman plus two (2) others who shall be members of The American Legion.

### **Outline of the Committee**

- Member – Sons of The American Legion member
- Member – Sons of The American Legion member
- Member (Chairman) – American Legion member
- Member – American Legion member
- Member – American Legion member

## **VETERANS AFFAIRS & REHABILITATION COMMITTEE**

### **Duties of the Committee**

To formulate policies in coordination with the Department Service Officer, subject to approval by the Department Executive Committee or a Department Convention, relating to all the different phases of the rehabilitation problems of veterans of all wartime conflicts as defined by U.S. Congress and their dependents.

### **Composition of the Committee**

The Committee is composed of six (6) members who have been appointed by successive Department Commanders to staggered 3 year terms. Each newly elected Commander appoints two (2) members each year ensuring continuity on the committee. Also assigned to the Committee is an Employment Chairman, Hospital Chairman and Homeless Veterans Task Force Chairman. The Department Adjutant, Department Service Officer and the Department Camp Committee Chairman are consultants to the Committee.

### **Outline of the Committee**

- |                              |   |
|------------------------------|---|
| Member (Chairman)            | Member (Hospital Chairman)                      |
| Member (Vice Chairman)       | Member (Homeless Veterans Task Force Chairman)  |
| Member                       | Liaison – DEC Member                            |
| Member                       | Ex-Officio – Department Commander               |
| Member                       | Consultant – Department Adjutant                |
| Member                       | Consultant – Department Service Officer         |
| Member (Employment Chairman) | Consultant – Department Camp Committee Chairman |

# MASTER SCHEDULE OF DEPARTMENT COMMITTEE MEETINGS

Pursuant to Department Executive Committee action, the following Master Schedule for all Department Committee meetings is in effect.

## DEPARTMENT FALL MEETINGS – PORTAGE, WISCONSIN

### 2<sup>nd</sup> Weekend in October

Americanism Committee	Fundraising Committee
Camp American Legion Committee	Membership & Post Activities Committee
Communications Committee	National Security Committee
Convention and Activities Commission	Past Department Commanders
Executive Committee	Policy Committee
Finance Committee	Veterans Affairs & Rehabilitation Committee

## MIDWINTER CONFERENCE – CONFERENCE CITY

### 3<sup>rd</sup> Weekend in January thru 2015

Americanism Committee	Hospital Committee
Camp American Legion Committee	Legislative Committee
Children & Youth Committee	Membership & Post Activities Committee
Communications Committee	National Security Committee
Convention and Activities Commission	Past Department Commanders
Executive Committee	Policy Committee
Finance Committee	Religious Emphasis Committee
Fundraising Committee	Veterans Affairs & Rehabilitation Committee

## DEPARTMENT SPRING MEETINGS – PORTAGE, WISCONSIN

### 2<sup>nd</sup> Weekend in May

Camp American Legion Committee	Legislative Committee
Communications Committee	Membership & Post Activities Committee
Convention and Activities Commission	National & Homeland Security Committee
Executive Committee	Past Department Commanders
Finance Committee	*Policy Committee
Fundraising Committee	Veterans Affairs & Rehabilitation Committee
Pre- Convention Committees:	
a. Rules Committee	
b. Credentials Committee	
c. Permanent Organization Committee	

\*The Policy Committee meets during the month of June within the prescribed Constitutional period of time to review resolutions, make recommendations and assign resolutions to Convention Committees. The Department Adjutant will prepare a brief on each resolution to be distributed to each Post prior to Convention.

**DEPARTMENT CONVENTION MEETING – CONVENTION CITY**

**3<sup>rd</sup> Weekend in July**

Americanism Committee	Legislative Committee
Children & Youth Committee	Membership & Post Activities Committee
Communications Committee	National & Homeland Security Committee
Convention & Activities Commission	Past Department Commanders
Executive Committee	Policy Committee
Finance Committee	Religious Emphasis Committee
Fundraising Committee	Veterans Affairs & Rehabilitation Committee
Hospital Committee	*Credentials Committee

\*Per the Department Constitution Article V, Section 4, “There shall be a Credentials Committee consisting of three delegates to be appointed by the Department Executive Committee to sit the day before, and the first day of the Convention, to pass upon and decide eligibility of delegates and alternates.”

**SPECIAL NOTE:**

In addition to the listed meetings and in accordance with the Executive Committee mandate, the Finance Committee will meet between the four major meeting times at such time as determined by the members of the Finance Committee.



# MASTER PROCEDURES

## HOW THE AMERICAN LEGION SERVICE OFFICE OPERATES

The American Legion has developed a closely knit organization to assist veterans in securing benefits they are entitled to under the law. The Department Service Office is the center of this organization. The Service Office personnel includes a Service Officer and Claims Representatives, all of whom are recognized by the Veterans Administration as accredited representatives and they are assisted by a staff. The services of our offices are available to all veterans and/or their dependents, whether they are members of The American Legion or not.

### How To File A Claim

The backbone of the service program is the Post and County Veterans Service Officer (CVSO). It is they who are aware of the needs of the veterans in their own community. It is also extremely important that the Post Service Officer discuss with the Department Service Officer the Department's guidelines regarding their assistance to veterans and their dependents.

In general, the Post Service Officer's (PSO) primary responsibility is to help the Department Service Officer (DSO) protect a claimant's interests. This means doing nothing that could have an adverse effect on his/her claim, including providing information or advice that may not be accurate or proper.

The Post Service Officer should work with and through The American Legion Department Service Officer and the staff of Legion accredited representatives located at the VA Regional Office in the filing of any claim or evidence in support of a claim or appeal. Similarly, the PSO should strongly advise claimants that it is to their advantage to cooperate with and work through the DSO. Only the DSO's and their staff have direct access to a claimant's VA claims folder called a (C-file) and can take official action on the claimant's behalf.

### What Happens To Your Claim

When a claim for benefits of any kind is received at the Department Service Office, the staff goes over it to determine if all the necessary information has been included. In most cases it is forwarded to the proper section in the Regional Office. From this point on, it is the responsibility of the Service Officer and his/her staff to see to it that the claim follows an orderly routing through the appropriate sections with no undue delay. All rating action is reviewed by the Service Office as soon as the rating board has made a decision. At this point, as an accredited representative, the Service Office staff may discuss the case with the Adjudication Officer or his staff, and voice an opinion as to the soundness of the decision.

### What Happens If The Veterans Administration Decision Is Not Satisfactory

If a reasonable decision cannot be arrived at in the Regional Office, your Department Service Office has at its disposal the professional services of the National Rehabilitation Commission for administrative review, medical opinions, or appeal to the Administrator of Veterans Affairs. The Service Office will guide the veteran through the appeals process to assure accuracy and timeliness.

### Who Sees You In The Hospital

In addition to the Claims Service, there has been established with the Department Service Office a Contact Service in all of the Veterans Administration Hospitals within our jurisdiction. The Contact Representative will call on all veterans who, upon admission, make known that they are members of The American Legion. Their first duty is to notify the Post Service Officer that a member of his Post has been admitted. Next, it is their duty to assist this member to secure any of the rights and benefits provided by the laws covering veterans and their basic rights as such.

### **Who To Write To For Information**

All inquiries regarding veteran's benefits should be sent to:

**American Legion Service Office  
VA Regional Office  
5400 W. National Ave, # 164  
Milwaukee, WI 53214-3461**

**Phone: (414) 902-5722**

**Fax: (414) 902-9401**

The Service Office will do everything they can to assist you. The office is your friend and Power of Attorney (advocate) in all your relations with the Veterans Administration.

### **HOW TO SUBMIT NEWS ITEMS FOR THE BADGER LEGIONNAIRE**

#### **Where To Submit News Items**

All articles to appear in the *Badger Legionnaire* are to be submitted by email to [adjutant@wilegion.org](mailto:adjutant@wilegion.org).

#### **When To Send News Items**

The first day of the month preceding month of publication is the deadline date for submitting articles.

#### **How To Submit News Items**

- Present a concise, clear-cut report of the happenings.
- Make sure the Post name, number and city is on the copy.
- If it is a District or County story rather than a Post story, be sure to specify.
- Make certain all names are spelled correctly.
- Furnish the following facts:
  - “What” the news is
  - “Where” it took place
  - “When” it happened
  - “Who” was involved
  - “Why” it took place
  - “How” it was handled

#### **Where To Send Pictures**

All photos to appear in the *Badger Legionnaire* are to be submitted by email to [adjutant@wilegion.org](mailto:adjutant@wilegion.org) in jpeg form.

#### **When To Send Pictures**

The first day of the month preceding month of publication is the deadline date for submitting pictures for publication.

**NOTE:** News items and photographs submitted for publication are given every consideration, but in accordance with mandates of the Communications Committee, the deciding factor as to how or when they appear must necessarily rest with the Editor.



## **HOW TO BECOME A MEMBER OF THE AMERICAN LEGION AUXILIARY**

### **Basis Of Eligibility**

1. Eligible through husband, son, father, grandfather or brother who is a member of The American Legion.
2. Eligible through the service of a deceased husband, son, father, grandfather or brother.
3. Eligible through own service in World War I or II, the Korean War, or the Vietnam War, Grenada, Lebanon, Panama or Persian Gulf (see below).

### **Eligibility Dates**

World War I	- April 6, 1917 to November 11, 1918
World War II	- December 7, 1941 to December 31, 1946
Korean War	- June 25, 1950 to January 31, 1955
Vietnam War	- February 28, 1961 to May 7, 1975
Grenada & Lebanon	- August 24, 1982 to July 31, 1984
Panama	- December 20, 1989 to January 31, 1990
Persian Gulf	- August 2, 1990 to ... open

### **Application For Membership**

Application for membership can be made to any Unit, not necessarily the Unit the relative belongs to. Applicant will be given an application form to be completed showing basis of eligibility, properly certified, together with other essential information.

### **Class Of Membership**

The only form of membership authorized is active membership. There are two classes:

1. **SENIOR MEMBERSHIP** is the functioning (or active) group composed of members over the age of 18 years; provided, however, that a wife under the age of 18 years who is eligible through her husband shall be classed as a senior member.
2. **JUNIOR MEMBERSHIP** shall consist of that group under the age of 18 years whose activities shall be supervised by the Senior membership.

### **Dues**

Dues are paid annually and are determined by each Unit. Each Unit is required to send to Department Headquarters, Department and National per capita dues for Senior membership and Junior membership.

# MAJOR EVENT INFORMATION

## DISTRICT CONFERENCE DATES

Dates will be submitted to the Department Adjutant for publication to Candidates for higher office, all Department Officers and Past Department Commanders. The schedule will also be posted on the Department website.

## DEPARTMENT EVENT SELECTION SCHEDULE

Listed below is the schedule of dates indicating at which meeting of the Department Convention and Activities Commission final consideration will be given to the event designated.

<u>Department Event</u>	<u>“Desired” Decision Date</u>	<u>“Final” Decision Date</u>
Department Convention	DEC at Department Convention	Fall Meeting
Midwinter Conference	Midwinter Conference	Spring Meeting
Golf Tournament	Fall Meeting	Midwinter Meeting

The above dates are flexible since many times events are scheduled by the Convention and Activities Commission several years in advance. The above schedule is the latest possible time that scheduling can be made for these events.

## DEPARTMENT GOLF TOURNAMENT REQUIREMENTS

If your District, County or Post is interested in the Annual Department Golf Tournament, you may contact the Department Adjutant for the most current information and contacts.

## DISTRICT APPOINTMENTS TO THE DEPARTMENT AND NATIONAL CONVENTION

It is advised, due to Convention planning at Headquarters that you administer the following appointments and fill out the proper forms at your District Spring Conference.

### Department Convention

Ballot Clerks  
Assistant Sergeant At Arms  
Convention Committee Appointments  
Standing Committee Appointment Forms  
Standing Committee Applications

### National Convention

Assistant Sergeant At Arms  
Delegate Assignment Form  
National Room Reservations

**\*The forms mentioned above will be mailed from Department Headquarters to the District Commanders and Adjutants the 1st week in April\***

### **GENERAL PROTOCOL GUIDELINES**

Please keep in mind the following protocol recommendations when the Department Commander and/or other Officers are visiting your District, County or Post.

1. The Commander is given the privilege of selecting the time of their appearance.
2. No other Department Officers shall appear on the program before the Commander with the exception that at a District Conference, the Department Adjutant and/or the Department Service Officer may give a short report before the Commander.

**The Department Commander, as titular head of the organization, outlines the programs which should be followed by the District, County or Post and by the various committee chairmen. Consequently the Commander is the keynote speaker and as such, sets the tone for the programs.**

3. The Commander should be met by a person charged with the responsibility of looking after the needs and comfort of the Commander. This person should be conversant with the details of the function and not leave the Commander by themselves.
4. Meals and hotel accommodations for the Commander and their spouse, if it is necessary to stay overnight, will be paid for by the Post.
5. Those courtesies which are usually extended to a visitor in your home, must be accorded the Commander, and the host organization must make every effort to see that such amenities are extended.
6. A "Request for a Visit by the Department Commander or Department Officer" form must be filled out and submitted to Department Headquarters as a proper invitation.
7. For more protocol recommendations, please see page 19 of the 2011 Officer's Guide and Manual of Ceremonies.

# **POST INFORMATION**

## **ORGANIZATION OF A NEW AMERICAN LEGION POST**

1. A Temporary Charter is issued to a Post when fifteen (15) veterans sign the application.
2. Applicants should not be members of any other Post at the time.
3. The original application form is in triplicate. The original copy should bear the signatures of the applicants, but the names must be typed on the other two copies.
4. Department Headquarters assigns a number to the Post. The new Post should adopt a name before mailing the blanks in triplicate to our offices. No Post should be named after any living person. These applications are then forwarded to the National Headquarters where a Temporary Charter is prepared.
5. A Post should designate a representative to sign the form at the bottom. This representative then becomes the individual with whom correspondence is carried on until the Post Officers are elected.
6. Department and National per capita dues total \$25.00 and should be submitted with the applications.

## **PROCEDURE ON STATEMENT OF INTENTION TO INCORPORATE**

Under the Wisconsin Statutes, Section 188.08, a duly chartered Post of The American Legion may incorporate under the laws of Wisconsin.

The procedure for incorporation is as follows:

1. 3 sets (3 copies each) of incorporation papers are sent to the Post desiring to incorporate.
2. The Post, at a regular business meeting, will pass the resolution which is a part of the set of three papers.
3. After the Resolution of Incorporation is passed, all three sets (three copies each) must be filled out and all three sets sent to Department Headquarters.

Department Headquarters will process the request to incorporate and then forward the papers to the Secretary of State.

After the papers are returned from the Secretary of State, Headquarters will process the papers. The following will then be forwarded to the Post:

1. Certificate of Incorporation.
2. One set of original papers for Post file.
3. Procedure outline and papers for Supplemental Charter.

## **APPLICATION FOR SUPPLEMENTAL CHARTER**

After a Post has been duly incorporated under the laws of the State of Wisconsin, the Post should complete the procedure and obtain a Supplemental Post Charter. The procedure is as follows:

1. Three (3) copies of the Application for Supplemental Charter are sent to the Post.
2. The Post fills out the three copies, forwarding two (2) copies to Department Headquarters and retaining one (1) copy for the Post files.
3. Department Headquarters processes the application and forwards to the National Headquarters.
4. After the application has been duly recorded by the National Headquarters, a Supplemental Charter will be sent to the Department Headquarters.
5. Department Headquarters will process the Supplement Charter and forward to the Post.

## **PROCEDURE ON APPLICATION FOR PERMANENT CHARTER**

Send the Post requesting a Permanent Charter three (3) copies of National form, "Post Application for Permanent Charter."

Post returns two (2) completed copies to Department Headquarters, keeping one (1) copy for Post files.

Department will then endorse the copies, forwarding one copy to National Headquarters. Upon approval, National Headquarters will prepare a Permanent Charter and forward Charter to Department Headquarters, which will be signed by the Department Commander and Adjutant. The completed Charter will then be sent to the Post.

Posts, upon receipt of the Charter, should have all the Charter members sign the Charter Roll which will accompany the Charter, and then should:

1. Frame and display the Permanent Charter.
2. Frame and display the Charter Roll which carries the signatures of the Charter sights.

## **BONDING OF POST OFFICERS**

Article VI, Section 1, of the National Bylaws provides as follows:

"All National, Department and Post officials handling American Legion monies shall be properly bonded with a good solvent bonding and surety company, as surety . . . In case of delinquencies in the payment of amounts due Department and National Headquarters, action shall be taken at once by the proper officials to bring about a speedy and complete settlement . . ."

It is the position of the Post (such as Adjutant, Finance Officer, etc.) that is bonded rather than the individual person holding the office. ***ANY POST WHOSE OFFICERS ARE NOT NOW BONDED SHOULD HAVE THEM COVERED.*** A new position of office can be added to the bond at any time.

## **CHANGE OF POST NAME**

The procedure for a Post to change the name of the Post is as follows:

1. At a regular Post meeting, pass the attached resolution.
2. After the resolution of name change is duly passed, fill out the three (3) copies of the resolution.
3. Forward two (2) copies to Department Headquarters and retain one (1) copy for the Post files.

Department Headquarters then forwards the resolution to National Headquarters.

After the change is recorded, a new Post Charter is sent to Department Headquarters.

After processing at Department Headquarters, the new Post Charter is sent to the Post and the change of name is official.

**Note:** A sample copy of the resolution to be submitted is attached. The resolution, in triplicate, is sent to the Post desiring to change its' name upon request.

(SAMPLE COPY OF RESOLUTION)

POST NO. \_\_\_\_\_

BE IT RESOLVED: That \_\_\_\_\_ Post No. \_\_\_\_\_,

The American Legion, Department of Wisconsin, located at \_\_\_\_\_, Wisconsin, desires to

change its name to \_\_\_\_\_, Post No. \_\_\_\_\_, The American Legion, Department of Wisconsin.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Yea's \_\_\_\_\_ Nay's \_\_\_\_\_

We certify that the above is a full, true, and correct copy of a resolution adopted by

\_\_\_\_\_ Post No. \_\_\_\_\_, located at

\_\_\_\_\_, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_,

20 \_\_\_\_\_, and we further certify that the change includes the name of a deceased veteran.

\_\_\_\_\_  
POST COMMANDER

\_\_\_\_\_  
POST ADJUTANT

Total Membership \_\_\_\_\_

Number Voting \_\_\_\_\_

Number in Favor \_\_\_\_\_

Number Opposed \_\_\_\_\_



## **CONSOLIDATION OF POSTS**

Consolidation or merger takes place by mutual agreement between two or more Posts. When two Posts wish to consolidate, the following is the procedure for the merger:

### **Resolution “A”**

The Post willing to have its Charter cancelled will adopt and pass Resolution “A” at a Post meeting.

### **Resolution “B”**

The Post willing to complete the merger and agree to the transfer of the membership from the cancelled Post to its’ Post will adopt and pass Resolution “B”.

Both Posts will complete three (3) copies of their respective resolutions, forwarding two (2) copies to Department Headquarters, retaining one (1) copy for their Post files.

If, in the event there will be any change of name involved in the merger, the Post adopting Resolution “B” will also adopt and pass the Change-of-Name resolution at the meeting.

Upon receiving the Resolutions “A” and “B” and Change-of-Name (if such resolution is passed), Department Headquarters will process the resolutions as follows:

1. The Department Executive Committee will have to act on the resolutions.
2. When the Department Executive Committee approves the resolutions, their motion, together with copies of the resolutions, will be forwarded to the National Headquarters.

National Headquarters will record the cancellation and merger and, if necessary, issue a new Charter.

Upon receipt of notification of the change being recorded at the National Headquarters, the Department will process the notice and forward the new Charter, if necessary, to the Post which adopted Resolution “B”. Notice of this action will also be sent to the Post adopting Resolution “A”.

**(SAMPLE RESOLUTION FOR CONSOLIDATION OF POSTS)**

**RESOLUTION "A"**

WHEREAS: The members of the \_\_\_\_\_ American Legion Post No. \_\_\_\_\_ feel that the purpose of The American Legion could be best served by a larger Post, and,

WHEREAS: The \_\_\_\_\_ Post, No. \_\_\_\_\_, has had difficulty in maintaining attendance at meetings because many of its members have moved away or did not renew their membership, and now therefore be it

RESOLVED: That \_\_\_\_\_ Post No. \_\_\_\_\_ requests the Department Executive Committee of The American Legion, Department of Wisconsin to accept the voluntary surrender of its Charter and approve transfer of its membership to the \_\_\_\_\_ Post, No. \_\_\_\_\_.

Resolution Adopted: \_\_\_\_\_  
(Date)

Certified: \_\_\_\_\_  
Post Commander Post Adjutant

**RESOLUTION "B"**

WHEREAS: The members of \_\_\_\_\_ American Legion Post No. \_\_\_\_\_ have expressed their desire to surrender their Post Charter, and petition the Department Executive Committee of The American Legion, Department of Wisconsin to give approval to a transfer of members to the \_\_\_\_\_ Post, No. \_\_\_\_\_, and

WHEREAS: \_\_\_\_\_ Post, No. \_\_\_\_\_, feels that this merger and consolidation would be to the best interests of all concerned, and now therefore be it

RESOLVED: That \_\_\_\_\_ Post No. \_\_\_\_\_ requests the Department Executive Committee to effect the consolidation and transfer of the members of the \_\_\_\_\_ Post No. \_\_\_\_\_, to the \_\_\_\_\_ Post, No. \_\_\_\_\_.

Resolution Adopted: \_\_\_\_\_  
(Date)

Certified: \_\_\_\_\_  
Post Commander Post Adjutant

**FEDERAL TAX EXEMPTION**

Section 6033 (a) of the Internal Revenue Code of 1954 requires The American Legion and all its component parts to file annual information reports with the Bureau of Internal Revenue on Form 990 Treasury Department, Internal Revenue Service. A copy of this form can be secured by writing to:

DISTRICT DIRECTOR  
INTERNAL REVENUE  
(IN YOUR AREA)

The American Legion and its component Department and Posts are exempt from the payment of Federal Income Taxes under Section 501 (c) (19) of the Internal Revenue Code of 1954, as amended. All Posts in existence as of December 1945 were, in 1946, exempted by a 1946 Internal Revenue Department ruling. Posts chartered after December 1945 must contact Department Headquarters for the date of their exemption.

Accordingly, the questions on Form 990, as to exemption, should be answered as follows:

QUESTION: Have you been advised by the Bureau as to your exemption?

ANSWER: YES.

QUESTION: If so, state date of letter under which you are exempt.

ANSWER: All American Legion Posts in existence as of December 1945 were granted tax exemption by 1946 Internal Revenue Department ruling.

**Note:** Posts chartered after Dec. 1945 must contact Department Headquarters for date of ruling.

QUESTION: State nature of your activities.

ANSWER: Civic league not organized for profit but operated exclusively for the promotion of social welfare.

All Posts, Units, and component parts should file form with:

DISTRICT DIRECTOR  
INTERNAL REVENUE  
(IN YOUR AREA)

The form must be filed with the District Director at the close of the annual accounting period.

**STATEMENT SHOWING A FEW OF THE PROVISIONS OF THE INTERNAL REVENUE CODE OF 1954 (Public Law 591, Approved August 16, 1954) OF INTEREST TO AMERICAN LEGION POSTS, DEPARTMENT, ETC.**

**Exemption From Federal Income Taxes**

Section 501 (c), (19) continue the exemption previously granted The American Legion, its Posts, Department, etc., from the payment of Federal Income Taxes.

It should be noted the Bureau of Internal Revenue has held the position when Posts go into a commercial business, they lose their exemption from Federal Income Taxes.

**Admissions Tax On Junior Baseball Games**

Section 4233, (8) provides that no Admissions Tax shall be imposed on amateur and semi-professional games if all the players who participate have an amateur or semi-professional standing, and if (A) such game is not primarily conducted for profit, (B) neither team participating in such game is regularly engaged in playing baseball for its own profit, and (C) no part of the net earnings thereof inures to the benefit of any private stockholder or individual.

**Bequests To The American Legion**

Bequests, legacies, devises or transfers, made to The American Legion are exempt from Federal Estate Taxes.

Section 2055, (a) (4) exempts any bequests, legacies, devises or transfers to or for the use of any veterans' organization incorporated by an Act of Congress, or its Departments or Posts, no part of the net earnings of which inures to the benefit of any private shareholder or individual.

**Charitable Contributions And Gifts**

Under the provisions of Section 170, (c) (3), deductions may be claimed for charitable contributions (not dues) made to a Post or organization of war veterans, or an auxiliary unit or society of, or trust or foundation for, any such Post or organization (a) organized in the United States or any of its possessions, and (b) no part of the net earnings of which inures to the benefit of any private shareholder or individual. (The amounts claimed for such deductions, however, are subject to the other limitations depending on the taxpayer's income.)

## AMERICAN LEGION SPECIAL CAP REGULATIONS

The following are the existing regulations with regard to American Legion Special Caps as listed below. The original National Executive Committee action on Special American Legion Caps was taken in May of 1937 and provides as follows:

### DEPARTMENT OFFICERS: (All White Cap)



This cap is to be worn only while serving in office. Upon retiring, you must revert to all blue Post Cap with proper title designation on right side.

### DISTRICT OFFICERS: (Blue Cap with White Top)



This cap is to be worn only while serving in office. Upon retiring, you must revert to all blue Post Cap with proper title designation on right side.

### COUNTY OFFICERS: (All Blue Cap, Piped in Silver, Lettered in White)



This cap is to be worn only while serving in office. Upon retiring, you must revert to all blue Post Cap with proper title designation on right side.

Please insure that all newly elected officers follow the procedure as established by our Headquarters. For your information, the following are the National regulations relative to the above officers:

“That Officers of the National Organization, Departments, Districts, and Counties of The American Legion, be authorized to wear Caps designating their office, be extended to mean ALL CONSTITUTIONAL Officers of such Organizations, whether elected or appointed.” The foregoing is, of course, governed by the Constitution of each Department.

No prior authorization for American Legion Caps for the above Officers is required by Department Headquarters. In order to expedite the ordering of these caps, it would be appreciated if you would follow the procedure listed below:

Read the National Emblem Sales Catalog.

Select the cap of your choice and remit the necessary check or money order (payable to National Emblem Sales).

Contact Emblem Sales at: [www.emblem.legion.org](http://www.emblem.legion.org) or call 1-888-453-4466

**THANK YOU**

**FOR YOUR**

**SERVICE!**