

THE AMERICAN LEGION, DEPARTMENT of MISSOURI
STANDARD OPERATING PROCEDURE

**The American Legion Foundation of Missouri,
Inc.**

Purpose: Securing the future of Missouri and the Nation through scholarships to deserving young men and women.

Scope: The foundation was created by the Department Executive Committee of the American Legion, Department of Missouri, to receive and administer donations, gifts, and bequests from any source. The Foundation relies on donations to ensure the Department of Missouri's scholarship program remains viable well into the 21st century.

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

MEMBERSHIP: The Foundation consist of (9) members.

- a. The nine members are appointed by the Department Commander, with the approval of the DEC, to serve (3) year terms with three member's appointments expiring each year.
- b. The Department Commander shall recommend to the DEC one member to serve as Foundation Chairman.
- c. At the end of the DEC at the Department Convention the nine Foundation members appoint their own President, Vice President, Secretary, and Treasurer. These nine members of the Foundation will run the operations of the Corporation during the next year.

ANNUAL MEETING SCHEDULED

The Foundation members meet at the Fall Conference, Spring Conference, and at the Department Convention every year. The Chairman of the Foundation makes a report at each of these functions, keeping the membership of the Department of Missouri informed on the Foundation status.

DUTIES AND RESPOSIBILITES

President: The duties of the President shall be to preside at all Foundation meeting and to perform all other usual duties connected with the Corporation of the Foundation.

Vice President: The Vice President shall, in the event of absence or disability of the President, perform the duties of the President and such other duties as the members of the Foundation may from time to time prescribe.

Secretary: The Secretary shall record all meetings of the Foundation. At the next Foundation meeting the Secretary will provide copies to all the Foundation members for approval of the minutes from the last meeting of the Foundation.

Treasurer: The Treasurer shall be the custodian of the funds, securities, books of account, and all other valuables of the Corporation. The Treasurer shall keep a separate set of books of entry, containing in detail all the financial transactions of the Corporation. The Treasurer shall furnish surety bond in such amount as the Foundation members shall prescribe. The premium for which shall be paid by the Corporation.