

THE AMERICAN LEGION, DEPARTMENT of MISSOURI
STANDARD OPERATING PROCEDURE

Veterans Affairs and Rehabilitation Committee

Purpose: The purpose of the Veterans Affairs and Rehabilitation Committee is to formulate and recommend to the Department Executive Committee of the The American Legion, Department of Missouri policies, plans and programs as they concern veterans of World War I, World War II, Korean and Vietnam Wars, in their physical and vocational rehabilitation, their education, their social and economic readjustment, their entitlement to compensation and pension, and the support of their dependents and survivors, to coordinate the activities of their dependents and survivors, to coordinate the activities of the Department of Missouri in veterans services to these war veterans and their dependents in claims for benefits administered by both Federal and State governments.

Scope: The VA&R Committee coordinates the activities of the Department of Missouri in veterans' services to these war veterans and their dependents in claims for benefits administered by both Federal and State governments.

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

References:

Membership:

1. Subject to the Department Commander's discretion and with the approval of the Department Executive Committee the Veterans Affairs and Rehabilitation Committee of the Department of Missouri will normally consist of six (6) regular members with vote. One of the regular members will serve as Chairman of the Veterans Affairs and Rehabilitation Committee.
2. The term of office of all regular members of the Department Committee shall be staggered so that the term of one-half of the committee shall expire at the close of the Annual Department Convention each year. Appointments, except when a shorter term shall be necessary to comply with this provision, shall be for a term of two (2) years each.
3. All committee members shall be appointed and may be removed for cause by the Department Commander with the approval of the Department Executive Committee. The Department Commander shall name the Chairman of each committee to serve until the next Department Convention.

4. At the first meeting of the new term, the Veterans Affairs and Rehabilitation Committee will elect one of its members to serve as Vice-Chairperson. The Vice Chairperson shall assume all duties of the Chairperson in that person's absence.

Meetings

1. Three regular meetings of the Department of Veterans Affairs and rehabilitation Committee may be held during the fiscal year of the Department. The Chairperson and/or other representatives as designated may be authorized to attend the May budget meeting of the Finance Committee, for the purpose of presenting the Veterans Affairs and Rehabilitation budget.
2. Parliamentary procedure used to conduct meetings of this Committee shall be governed by the Department of Missouri, The American Legion, Constitution and By-Laws. All question not covered by the Department of Missouri Constitution and By-Laws will be governed by "Roberts Rules of Order Newly Revised."
3. A quorum shall exist at any meeting of the Veterans Affairs and Rehabilitation Committee when a majority thereof shall be present, or shall have replied to mail polling. At no time shall lack of quorum prevent those present from proceeding with the program, but where there is not a quorum no vote shall be taken.

Meeting Schedule

1. Fall Leadership Conference
2. Spring Meeting
3. Department Convention

Special Meetings

Necessary Special Meetings may be held at Department Headquarters with prior approval of the Department Commander.

Per Diem and/or Mileage

1. All meetings requesting travel expenses from the Department funds or any funds subject to Department control or raised for any Department program shall be upon the call of the Department Commander to qualify for receipt of said funds in manner and form as provided by the Department Executive Committee and within the limitation as set up by the Finance Committee.
2. Per Diem and/or mileage, if any, and only upon the authority of the Department Commander, shall be in accordance with current published Department policy as recommended by the Department Finance Committee.

Procedures

Minutes

Written minutes of each meeting shall be recorded by the Secretary and shall constitute the Chairperson's report to the Department Executive Committee or the delegates to the Department Convention and will be included in the next official proceeding of the meeting, conference or convention thereby being made a permanent record for retention at the Department office. Minutes of any special meetings, adoption of motions or resolutions approved at any time occurring between Department Meetings, Conferences, or Conventions shall be incorporated into the next official proceedings.

Mail Vote

The Committee may transact business by mail vote. The voting shall be considered closed at the end of seven (7) days provided a majority of the members of the committee have returned to the Chairperson their votes by that time, or it shall be considered closed at anytime prior thereto if and when all the members have returned their votes. In the event two (2) members of the Committee, object in writing the matter shall not be decided and will be considered as the first order of business at the next regular meeting or special meeting and the Chairperson shall notify the committee of the action taken.

Duties

Chairperson

1. The Chairperson shall preside at all meeting and in the event of his/her absence, the Vice Chairperson shall preside
2. The Chairperson shall, when possible, attend National and Area Rehabilitation Conferences. The Vice-Chairperson shall attend these meetings when the Chairperson is unable to attend.
3. The Chairperson and committee shall plan and implement e program of the Veterans Affairs and Rehabilitation Committee to be presented at the Department Executive Committee meeting for approval at the Fall Leadership Conference.
4. Between meetings of the Veterans Affairs and Rehabilitation Committee, full power of the committee shall be vested in the Chairperson, subject to ratification by the Veterans Affairs and Rehabilitation Committee by means of mail vote or vote at the next regular or special meeting.
5. The Chairperson, with the committee, will act on all resolutions assigned to them and will also prepare resolutions, pertaining to all phases of the Veterans Rehabilitation legislation for presentation at Conferences, Meetings and Conventions.

6. An article for the Missouri Legionnaire is to be submitted to the Editor the by the Department Director.

Adjutant

1. “The Adjutant shall be the chief administrative officer of the Department. He or she shall be the custodian of and shall cause to be kept all official Department records. He or she shall perform all administrative and clerical acts necessary to conduct the business of the Department. He or she shall receive all dues and miens from Posts, keep a record thereof, and shall deposit the same in the name of “The American Legion Department of Missouri” in a bank or banks as ordered by the Finance Committee with the approval of the Department Executive Committee. The Adjutant shall receive such salary as shall be fixed by the Finance Committee subject to the approval of the Department Executive Committee.” (Article III, Section 5, The American Legion Department of Missouri Constitution and By-Laws, Revised.)
2. The Adjutant s responsible for the monies received from the State of Missouri through the medium of appropriations, or from other sources, and shall deposit them properly in the depositories specified by the Finance Committee.
3. The disbursement of Veterans Affairs and Rehabilitation Funds, within the annual budget, shall be at the Adjutant’s direction. The Adjutant shall check and sign all Veterans Affairs and Rehabilitation Funds Disbursing checks and vouchers and mail copies of supporting vouchers to the Chairperson of the Committee.
4. The Adjutant shall at all times keep the Department Director, Veterans Affairs and Rehabilitation posted on the following for purpose of Veterans Affairs and Rehabilitation only:
 - a. Names of Post Service Officers and Post Commander and/or Post Adjutants.
 - b. Time and Place of regular meetings of Posts therein by Districts.

Department Director

1. The Department of Missouri shall employ a Department Director, Veterans Affairs and Rehabilitation who shall supervise and carry out the Veterans Affairs an Rehabilitation’s program, as determined and outlined by the Veterans Affairs and Rehabilitation Committee. The Director shall be interviewed and hired by the Department Commander, the Department Adjutant and the Chairperson of the Veterans Affairs and Rehabilitation Committee.
2. The Director shall be responsible to the Department Adjutant who is the Chief Administrator.

3. The Director shall be responsible for the personnel of the Veterans Affairs and Rehabilitation Offices and shall be responsible for the proper functioning of the offices within the Veterans Affairs and Rehabilitation budget.
4. The Director shall be responsible for all contacts with the Veterans Administration and the offices of the National Rehabilitation Committee, its branch offices and field representatives.
5. The Director will act as a liaison with the guidance for the Service Officers of the Sons of the American Legion, Detachment of Missouri.
6. The Director shall be charged with the duty of disseminating all information available on Rehabilitation Legislations, Rehabilitation, Veterans preferences and Civil Service employment matters, to the officers of the Department, the Posts of the Department and insofar as budget limitations will permit, the membership of The American Legion, Department of Missouri.
7. He or she shall not have other conflicting employment, while holding the office of Department Director nor shall he or she be a member of any standing Department Committee, or an active participant in policy making groups in this or any other section of The American Legion, except as otherwise provided by the Department Constitution and By-Laws.
8. The Director shall attend National and Area Rehabilitation Conferences.

Veterans Service Officers

1. The Department shall employ Veterans Service Officers who will be under the direction and supervision of the Department and whose duties will be provided for in part in the job description on file in the office of the Department Adjutant.

Amendments

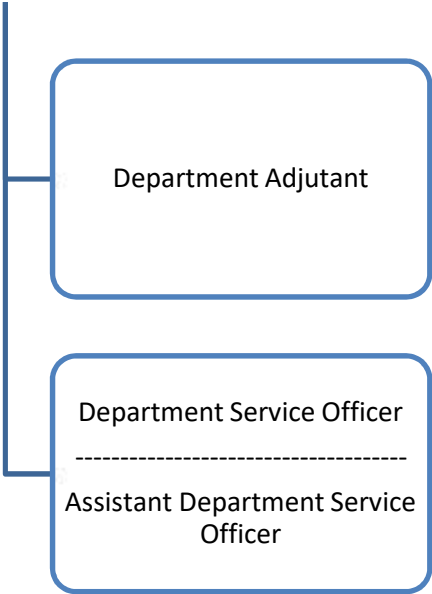
These procedures may be amended, in content but not in form, by a majority of the members of the Committee; submitted to the Internal Affairs Committee for review and recommendation; and approval by the Department Executive Committee.

Prepared by: _____

Reviewed/Approved by: _____

Adopted: _____

Department Commander



VAMC St Louis J.C. Div Asst Service Officer	VAMC St Louis J.B. Div Asst Service Officer (Part Time)	VAMC Columbia Asst Service Officer	VAMC Kansas City Asst Service Officer	VAMC Poplar Bluff Asst Service Officer (Part Time)	VA Outpatient Clinic Mt Vernon Asst Service Officer (Part Time)
--	---	---	--	--	--