



SONS OF THE AMERICAN LEGION DETACHMENT OF IOWA

BY-LAWS

ARTICLE I

Advisors

Section 1 The Sons of The American Legion, Detachment of Iowa, shall recognize an individual or individuals designated by the Department Commander or the Department Executive Committee of The American Legion of Iowa, including the Department Sons of The American Legion Committee, as Detachment Advisor or Advisors to the Sons of The American Legion, Detachment of Iowa, and he or they shall be ex-officio members of all committees or commissions of the Detachment Organization of The Sons of The American Legion, Detachment of Iowa.

Section 2 The Department Commander and the Department Adjutant of The American Legion of Iowa, and the staff members of The American Legion of Iowa, at the Department Headquarters responsible for the routine administrative work for The Sons of The American Legion, Detachment of Iowa, shall be recognized as ex-officio Advisors to the Detachment Organization of The Sons of The American Legion, Detachment of Iowa.

Section 3 In fulfilling their duties and responsibilities the Detachment Officers of The Sons of The American Legion, shall be responsible to the Department Executive Committee of The Sons of The American Legion of Iowa, or to a subordinate body by it designated.

ARTICLE II

Duties of Officers

Section 1 **Detachment Commander** - It shall be the duty of the Commander to preside at all meetings of the Detachment in convention assembled and the Detachment Executive Committee; to enforce a strict observance of the Constitution and By-Laws and to perform such other duties as custom and parliamentary usage require. The Commander shall also present a report to the Department Executive Committee of The American Legion of Iowa at their meeting held in conjunction with the Mid-Winter Conference of The American Legion of Iowa and to the delegates assembled in Department Convention of The American Legion of Iowa. The Detachment Commander shall not serve more than two (2) terms in succession.

Section 2 **Detachment Vice-Commanders** - The Vice-Commanders shall act as representatives of the Commander on all matters referred to them by him and shall on his request preside over meetings and perform such duties as are usually incident to the office.

Section 3 **Detachment Adjutant** - The Adjutant, who corresponds to the Secretary of an organization, shall be charged with the usual duties of an Adjutant or Secretary. He is the administrative officer of the policies and mandates of the organization.

Section 4 **Detachment Finance Officer** - The Finance Officer shall be the custodian of the funds of the organization. He shall be charged with the receiving and disbursing of the funds of the Detachment and shall make reports on the condition of the treasury at each regular meeting, and when called for by the Commander or Executive Committee; provided, however, that all disbursements shall first be approved at the Department level of The American Legion of Iowa. He shall perform such other duties as are usually incident to the office.

Section 5 **Detachment Chaplain** - The Chaplain shall perform such divine and nonsectarian services as shall be necessary, adhering to the ceremonial rituals as may be prescribed.

Section 6 **Detachment Historian** - The Historian shall collect from year to year all records and data of value and interest to The Sons of The American Legion and The American Legion and shall compile during his term a complete history of the year's activities.

Section 7 **Detachment Sergeant-at-Arms** - The Sergeant-at-Arms shall be charged with the responsibility of preserving order at all meetings of The Sons of The American Legion. He shall perform such other duties as are usually incident of the office.

Section 8 **Detachment National Executive Committeeman** - The National Executive Committeeman shall represent the Detachment of Iowa on the National Executive Committee of The Sons of The American Legion.

Section 9 **Detachment Alternate Executive Committeeman** - The Alternate National Executive Committeeman shall represent the Detachment of Iowa on the National Executive Committee in the absence of the National Executive Committeeman.

Section 10 **Detachment Parliamentarian** - The Parliamentarian shall have the duty of knowing the Detachment Constitution and By-laws and Robert's Rules of Order. He shall advise the Detachment Executive Committee on the construction and interpretation of the Detachment Constitution and By-laws and shall perform such other duties as are usually incident to the office. His rulings are to be prompt, accurate and impersonal.

Section 11 **District Representatives** – Shall be chosen by The American Legion District Commander on a yearly basis. They shall serve as representatives of their respective Districts to the Detachment and Detachment to the District.

Section 12 **Detachment Webmaster** – Shall be responsible for the creation, maintenance and upkeep of the Detachment Website, Social Media Channels, and coordination of online meetings of the Detachment.

Section 13 **Detachment Program Committee Chairmen** - The Program Committee Chairmen shall be charged with the responsibility for the formulation, arrangements and presentation of appropriate educational, social and entertainment programs and activities authorized and scheduled by the Commander or the Executive Committee. They shall act as the

chairmen of any program committee established for the purpose of implementing his responsibilities.

Section 14 In fulfilling their duties and responsibilities, the Detachment Officers of The Sons of The American Legion shall be responsible to the Department Executive Committee of The American Legion of Iowa or to a subordinate body by it designated.

ARTICLE III

Squadron, District and County Officers

Section 1 All officers of a Squadron, District or County group shall be governed in their action by the Supervisory Committee of The American Legion in charge at the corresponding level.

ARTICLE IV

Constitution and By-Laws

Section 1 Each Squadron, District or County group may adopt a Constitution and By-laws, providing, however, there shall be no conflict with the National or Detachment Constitution and By-Laws of The Sons of The American Legion.

ARTICLE V

Membership

Section 1 Each Squadron, District or County group shall be the judge of its own membership, subject to the restrictions of the Constitution and By-Laws of the National Organization and the Detachment of Iowa.

ARTICLE VI

Dues

Section 1 Members in arrears four (4) months in payment of dues shall be classified as delinquent. Any member who has not paid his dues for six (6) months shall be suspended from all privileges, and failure to pay dues for one (1) year shall automatically cause forfeiture of membership in The Sons of The American Legion. Any delinquent or suspended member may be reinstated to active membership in good standing by a majority vote of the membership upon payment of all dues in arrears, in addition to the payment of dues for the current year in which reinstatement occurs; and any member whose membership has been forfeited for non-payment of dues for one (1) year may be reinstated by a majority vote of the membership upon payment of one (1) year's dues in arrears in addition to the payment of dues for the current year in which reinstatement occurs.

ARTICLE VII

Elections

Section 1 Election of Detachment Officers, National Executive Committeeman, Alternate National Executive Committeeman, Delegates and Alternates to the National Convention of The Sons of The American Legion shall be a vote of delegate strength.

Section 2 Following the election of the Detachment Commander, he shall appoint a Detachment Adjutant, Parliamentarian, Webmaster, and Detachment Program Committee Chairmen.

Section 3 Following the election of The American Legion District Commander he shall select a District Representative from the Squadrons in his District who have not been elected or appointed to any Detachment Officer higher then Vice-Commander.

ARTICLE VIII

Meetings

Section 1 The Detachment Convention and Detachment Mid-Winter Conference shall be held in conjunction with and in the same city as the corresponding meeting of The American Legion, Department of Iowa.

Section 2 The Detachment Spring Conference and Detachment Fall Conference shall be held at a location determined at the preceding Detachment meeting.

ARTICLE IX

Activities

Section 1 Only such activities shall be sponsored by The Sons of The American Legion as shall be for the benefit of the membership of the organization as a whole, and approved by the Advisory Committee.

ARTICLE X

Detachment Executive Committee

Section 1 The Detachment Executive Committee shall consist of the Commander, three (3) Vice-Commanders, Adjutant, Finance Officer, Chaplain, Historian, Sergeant-at- Arms, Parliamentarian, National Executive Committeeman, Alternate National Executive Committeeman Webmaster, District Representatives. and immediate Past Detachment Commander. All other Past Detachment Commanders and members of The Department Sons of The American Legion Committee, The American Legion of Iowa are members without vote.

Section 2 The Detachment Commander may call a meeting of the Detachment Executive Committee at any time and place selected by him and shall call a meeting of said committee at any time when requested to do so in writing by five (5) members of the Detachment Executive Committee, subject, however to the approval of the Department Sons of The American Legion Committee of The American Legion of Iowa.

Section 3 The Detachment Executive Committee shall have authority to appoint subcommittees from its members for the performance of special duties and shall have the authority to delegate to them such functions and authority as it shall deem necessary.

Section 4 Any matter purporting to the policy, business or administration of this Detachment, and which is not regulated by specific provisions of the Constitution or these By-laws, shall be referred to the Detachment Executive Committee for determination and adjustment.

Section 5 A quorum of the Detachment Executive Committee shall consist of a majority of voting members.

ARTICLE XI
Amendments

Section 1 These By-Laws may be amended at any Detachment Convention by a two- thirds affirmative vote of duly qualified delegates present, subject, however, to ratification by the Department Executive Committee of The American Legion of Iowa.

Section 2 The Detachment Executive Committee is empowered and authorized to amend these By-Laws by a two-thirds vote of the members, to conform to any changes made at any time in the National Constitution or By-Laws of The Sons of The American Legion, subject, however, to ratification of the Department Executive Committee of The American Legion of Iowa.

Amended July 14, 2012, July 9, 2022

Detachment Commander

Detachment Adjutant



SONS OF THE AMERICAN LEGION DETACHMENT OF IOWA

CONSTITUTION

PREAMBLE

PROUD POSSESSORS of a PRICELESS HERITAGE, we male descendants of veterans of all wars, associate yourselves together as "Sons of The American Legion" for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a true spirit of Americanism; to preserve the memories of our former members and the associations of our members and our forefathers in all wars; to inculcate a sense of individual obligation to the Community, State, and Nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and good will on earth; to safeguard and transmit to posterity the principles of Justice, Freedom, and Democracy; to consecrate and sanctify our friendship by our devotion to mutual helpfulness; to adopt in letter and spirit all of the great principles for which the American Legion stands; and to assist in carrying on for God and Country.

ARTICLE I

Name

Section 1 The name of this organization shall be "The Sons of the American Legion, Detachment of Iowa"

Section 2 The Detachment Headquarters of "The Sons of the American Legion" shall be at the site of the Department Headquarters of The American Legion in the City of Des Moines, Iowa.

ARTICLE II

Nature

Section 1 "The Sons of The American Legion" is a civilian organization. Membership therein does not include or increase liability for military or police service.

Section 2 The Sons of The American Legion shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person or group seeking public office or preferment.

Section 3 The Sons of The American Legion shall be absolutely nonsectarian.

Section 4 Each member shall perform his full duty as a citizen according to his own conscience and understanding in accord with the law.

ARTICLE III
Organization

Section 1 The Sons of The American Legion, Detachment of Iowa, shall be organized in District groups, County groups, and Squadrons and shall conform with regulations and to the organizational framework of The American Legion of Iowa, with regulations of the National Executive Committee of The American Legion, and with the National Constitution and By-Laws of The Sons of The American Legion.

Section 2 The American Legion of Iowa and The Sons of The American Legion, Detachment of Iowa, shall have jurisdiction over The Sons of The American Legion Squadrons, District Groups, and County Groups organized. Application for Squadron charter must have approval and endorsement of the sponsoring American Legion Post Commander and The American Legion of Iowa Commander and be forwarded to the National Headquarters of The American Legion.

Section 3 A Sons of The American Legion Squadron shall be organized under the jurisdiction and sponsoring of a local Post of The American Legion and shall bear the name of such sponsoring Post as follows: Sons of The American Legion Squadron of __ Post number __ , The American Legion of Iowa".

Section 4 There shall be no more than one (1) Squadron of The Sons of The American Legion for each Post of The American Legion.

Section 5 The minimum membership for the formation and existence of a Squadron shall be ten (10) members.

Section 6 The Sons of The American Legion Squadron, District, and County organization shall be governed by such rules and regulations as may be prescribed by the National Executive Committee of The American Legion.

ARTICLE IV
Eligibility

Section 1 All male descendants, adopted sons, and stepsons of members of The American Legion, and such male descendants, adopted sons, and stepsons of deceased veterans who served honorably during the delimiting periods set forth in Article IV, Section 1, of the National Constitution of The American Legion shall be eligible for membership in The Sons of The American Legion.

Section 2 There shall be no form or class of membership except an active member.

Section 3 There shall be no age barrier for membership in The Sons of The American Legion. Male decedents may be a member from birth to death.

Section 4 If there are some that are eligible to belong to The Sons of The American Legion, but there home Post does not sponsor a Squadron, it will be permissible for these Sons to join the Squadron of another Post, until such time their home Post shall form a Squadron, then they may transfer to said Squadron, but cannot be forced to make such transfer.

Section 5 No person may be a member of more than one (1) Squadron at one time.

Section 6 No person who has been expelled by a Squadron shall be admitted to another Squadron without the consent of the expelling Squadron, except that where such consent has been asked for and denied by such Squadron, he may then appeal to the Detachment Executive Committee for permission to apply for membership in another Squadron, and shall be ineligible for membership until such permission is granted.

ARTICLE V Administration

Section 1 The Legislative Body of The Sons of The American Legion shall be the Detachment Convention to be held annually in conjunction with the Department Convention of The American Legion of Iowa. All acts of the Detachment Convention are subject to ratification by the Department Executive Committee of The American Legion.

Section 2 In the Detachment Convention, each Squadron shall be entitled to one (1) delegate and one (1) alternate for their charter and one (1) delegate and one (1) alternate for each twenty five (25) members or major fraction thereof. Delegate strength for Detachment Convention shall be based on current membership ending thirty (30) days prior to the Detachment Convention. Squadrons which charter after the above mentioned cut off date shall be entitled to one (1) delegate and one (1) alternate for their charter and one (1) delegate and one (1) alternate for each twenty-five (25) members or major fraction thereof of their chartering strength.

Section 3 Each duly registered delegate shall be entitled to one (1) vote. Alternates for registered delegates shall have all privileges of registered delegates except that of voting. A registered delegate is one who received his credentials and has paid such registration fee as may be required.

Section 4 Delegates from four (4) Squadrons of the Detachment of Iowa shall constitute a quorum for the Detachment Convention.

Section 5 All Past Detachment Commanders shall be delegates at large to the Detachment Convention with voting privileges with their Squadrons.

Section 6 The administrative power shall be vested in a Detachment Executive Committee of The Sons of The American Legion to be composed of the Detachment Commander serving during the year preceding the annual Detachment Convention and the following members by virtue of their office: Detachment Commander, three (3) Detachment Vice Commanders, Detachment Adjutant, Detachment Finance Officer, Detachment Chaplain, Detachment Historian, Detachment Sergeant-at-Arms, Detachment Parliamentarian, National Executive Committeeman, his alternate, Webmaster, District Representatives, Past Detachment Commanders and members of the Department Sons of The American Legion Committee of The American Legion of Iowa. Past Detachment Commanders, except the immediate Past Detachment Commander, and members of the Department Sons of The American Committee, The American Legion of Iowa, shall serve with voice but no vote.

ARTICLE VI

Detachment Officers

Section 1 The Detachment Convention shall elect a Detachment Commander, three (3) Detachment Vice-Commanders, a Detachment Finance Officer, a Detachment Chaplain, a Detachment Historian, and a Detachment Sergeant-at-Arms.

Section 2 The Detachment Commander, with the approval of the Detachment Executive Committee of The Sons of The American Legion shall appoint a Detachment Adjutant, Detachment Parliamentarian, Detachment Webmaster, and Detachment Program Committee Chairmen.

Section 3 Such officers shall serve until the adjournment of the succeeding Detachment Convention following their election and thereafter until their successors are elected. Vacancies in these offices occurring between Detachment Conventions shall be filled by appointment by the Detachment Commander with the approval of the Detachment Executive Committee and the Department Sons of The American Legion Committee, The American Legion of Iowa.

Section 4 The Detachment Convention shall elect one (1) National Executive Committeeman and one (1) Alternate National Executive Committeeman, for two (2) year terms in the odd number years.

Section 5 The incoming and out-going Detachment Commanders and incoming and out-going National Executive Committeeman and Alternate National Executive Committeeman shall be automatic delegates to the National Convention of The Sons of The American Legion. The Detachment Convention shall elect all other delegates and alternates to the National Convention of The Sons of The American Legion.

ARTICLE VII

Finances

Section 1 The revenue of The Sons of The American Legion, Detachment of Iowa, shall be derived from annual membership dues and such other sources as may be approved by the Detachment Convention of The Sons of The American Legion, subject, however, to the

Department Sons of The American Legion Committee and the Department Executive Committee of The American Legion of Iowa.

Section 2 The amount of annual dues for National shall be set by National.

Section 3 The amount of annual dues for the Detachment of Iowa shall be \$6.00 per Squadron member and shall be payable July 1st of each year for the succeeding year.

Section 4 The amount of annual Squadron dues shall be determined by the Squadron.

Section 5 The annual National dues shall be collected by each Squadron and transmitted through the Department Headquarters of The American Legion of Iowa to the National Treasurer of The American Legion. The annual Detachment dues shall be collected by the Squadron and transmitted together with the National dues to the Department Headquarters of The American Legion of Iowa.

ARTICLE VIII

Discipline

Section 1 Detachment Headquarters of The Sons of The American Legion may suspend, cancel or revoke the charter of any Squadron of The Sons of The American Legion in the event it violates the provisions of this Constitution, subject, however, to the approval of the Department Executive Committee of The American Legion of Iowa.

Section 2 Upon the cancellation or revocation of the charter of any Squadron, the property and assets belonging to such Squadron shall therefore become property of the Post of The American Legion to which such Squadron is attached.

Section 3 Any officers of The Sons of The American Legion Detachment of Iowa may be suspended or expelled from his office for inefficiency and from this organization for conduct grossly detrimental to the interests of this organization and for any other grave cause, by two-thirds vote of the total membership of the Detachment Executive Committee, after serving a twenty (20) day Notice in writing of the pendency of hearing thereon, and after hearing before said Committee, subject, however, to the approval of the Department Sons of The American Legion of Iowa.

ARTICLE IX
Amendments

Section 1 This Constitution may be amended at any Detachment Convention by two- thirds affirmative vote of duly qualified delegates present, subject, however, to ratification by the Department Executive Committee of The American Legion of Iowa.

Section 2 The Detachment Executive Committee is empowered and authorized to amend this Constitution by two-thirds vote of the members, to conform to any changes made at any time in the National Constitution of The Sons of The American Legion, subject to ratification of the Department Executive Committee of The American Legion of Iowa.

Amended July 20, 2019, July 9, 2022

Detachment Commander

Detachment Adjutant



DETACHMENT OPERATING STRUCTURE

THE SONS OF THE AMERICAN LEGION

DETACHMENT OF IOWA

Table of Contents

INTRODUCTION	3
GENERAL PROVISIONS.....	4
DETACHMENT EXECUTIVE COMMITTEE	5
AUTHORIZATION FOR NATIONAL MEETINGS.....	7
OTHER AUTHORIZED TRAVEL.....	8
MISCELLANOUS STUFF	9

INTRODUCTION

The Detachment Budget is created by the Detachment Finance Officer as a guide to the Detachment of how much money they will have to spend for the coming year, and where it should be allotted. The funds are determined by taking the paid membership of the Detachment at the Spring Conference times the Detachment dues. Only those funds are used to determine the budget for the coming year.

The Budget is then presented to the Detachment Executive Committee for their recommendations and preliminary approval before being sent to the Department Finance Commission for their approval.

If approved by the Department, it is then presented to the Detachment at the Detachment Convention for their ratification. If they decided to make changes, the amended budget would need to go back to the Department Finance Commission for their approval before any funds could be spent out of it.

All funds spent from the budget are spelled out in the following pages, but must be requested by the proper form, through the Detachment Finance Officer. Request for funds not covered by the Operating Structure, must be approved by the Detachment Executive Committee, except for travel expenses, which must be approved by the Detachment Commander.

Unless otherwise specifically provided herein or by action of the Detachment Executive Committee, reimbursement for expenses incurred, upon submission of a documented expense voucher, shall be governed by the following rules:

GENERAL PROVISIONS

Reimbursement for Expenses - General

1. Detachment officers, and Detachment Committee Chairmen, shall be reimbursed for expenses incurred when traveling away from home and authorized business as follows.
 - a. Within the state of Iowa: requiring overnight lodging: Per diem allowance of \$50.00 and allowable cost of transportation.
 - b. Outside the state of Iowa requiring overnight lodging, the Detachment Executive Committee shall determine travel allowance, as outlined in *Authorization for National Meetings* of this document.
 - c. Not requiring overnight lodging accommodations: Actual cost of meals and allowable cost of transportation.
 - d. Mileage reimbursement will be from the closest point within the state of Iowa to member's home address.
 - e. Detachment officers and Detachment Committee Chairmen eligible for Per Diem from the Department of Iowa American Legion or Department of Iowa American Legion Auxiliary will be split between the organizations.
2. Expense for transportation shall be reimbursed for the cost of round-trip air or train fare at coach rate only or round-trip mileage by private automobile, over the most direct route, provided that required transportation is not otherwise arranged, furnished, and/or made available by the Iowa Detachment. The reimbursement for cost of mileage by private automobile shall be at the rate of forty-five (45) cents per mile within the Detachment.
3. The designation of the number of days for authorized meetings or activities shall be interpreted as a standard of limitation (maximum) and not the basis for reimbursement for expenses.
4. Detachment Committee Chair or his designee shall be paid mileage to the four meetings of the Detachment.
5. District Representatives shall be paid mileage to all meetings of the Detachment. No per diem or mileage shall be paid for the Post-Convention DEC meeting.

DETACHMENT EXECUTIVE COMMITTEE

The Detachment Executive Committee shall be reimbursed for travel expenses four (4) times a year as follows:

1. Fall Detachment Conference
2. Detachment Mid-Winter Conference.
3. Spring Conference.
4. Detachment Convention.

Reimbursed for attendance at the Fall and Spring DEC meetings will be mileage only.

Past Detachment Commanders who are in attendance for DEC meetings, will be reimbursed for mileage only until such time as the Detachment Executive Committee feels it is financial unfeasible. (Enacted October 27, 2019)

Reimbursement for the Mid-Winter Conference and Detachment Convention as follows:

	<u>Fall DEC</u>	<u>Mid Winter</u>	<u>Spring DEC</u>	<u>Convention</u>
Commander	0	2	0	2
Vice-Commanders	0	2	0	2
Adjutant	0	2	0	2
Historian	0	2	0	2
Chaplain	0	2	0	2
Sergeant-at-Arms	0	2	0	2
Finance Officer	0	2	0	2
Parliamentarian	0	2	0	2
Webmaster	0	2	0	2
National Executive Committeeman	0	2	0	2
Alternate National Executive Committeeman	0	2	0	2
Immediate Past Detachment Commander	0	2	0	2
District Representatives	0	0	0	0
Past Detachment Commanders	0	0	0	0

The DEC shall meet the following times per year

1. Fall, Spring and Mid-Winter Conference.
2. Immediately following the Detachment Convention.

No per diem or mileage shall be paid for the Post-Convention DEC meeting.

Additional meetings of the DEC may be called as authorized by the Constitution or the By-Laws of The Sons of The American Legion of Iowa and shall be reimbursed for mileage only.

Reimbursement shall be for members of the Detachment Executive Committee and the Department of Iowa SAL Advisory Committee.

The Adjutant upon the direction of the Commander shall, by written notice either by mail or email, issue calls for meetings of the DEC at least ten days prior thereto, however to the approval of the Department Sons of The American Legion Committee of The American Legion of Iowa. Said notice shall include the number of days authorized for each individual member of the Detachment Executive Committee.

REIMBURSEMENT:

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant via Detachment Finance Officer by the 15th of the Month following the month incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of forty-five (45) cents per mile, roundtrip.
3. Per Diem: Within the state of Iowa, per diem allowance is \$50.00 per day. The per diem must be authorized by the Operating Structure and a hotel receipt must accompany the voucher.

AUTHORIZATION FOR NATIONAL MEETINGS

- A. Reimbursement rate shall be the same as the National authorization for meeting or training.
- B. Fall and Spring Meetings: The Detachment Commander, Detachment Adjutant, National Executive Committeeman and Alternate National Executive Committeeman are hereby authorized to attend the National Fall and Spring Meetings held in Indianapolis.
- C. Reimbursement by the Detachment shall be less any reimbursement provided by the National Organization.
- D. National Convention: The immediate Past Detachment Commander or his designee shall be designated as the Delegation Chairman. The Delegation Chairman, the Detachment Commander, Detachment Adjutant (Incoming and Outgoing), National Executive Committeeman (Incoming and Outgoing) and Alternate NEC (Incoming and Outgoing) shall be authorized to attend the National Convention. Reimbursement shall be in an amount to be determined at the Spring Detachment meeting as authorized in the Detachment budget.
- E. Washington Conference: The Detachment Commander may designate a representative to the Washington Conference and approved by the Detachment Executive Committee. Reimbursement shall be in an amount to be determined at the Spring Detachment meeting as authorized in the Detachment budget.
- F. Other National Conferences and Training: The Detachment Commander may designate a representative to Other National Conferences and approved by the Detachment Executive Committee. Reimbursement shall be in an amount to be determined at the Spring Detachment meeting as authorized in the Detachment budget.
 - a. Detachment to pay room fees for attendee(s) of the National Children and Youth Conference. (Enacted July 26, 2011)

OTHER AUTHORIZED TRAVEL

1. Travel and other expenses to meetings other than those authorized in this document, shall be limited to the principal only and all Detachment Officers shall secure prior authorization from the Detachment Commander to attend any meeting for reimbursement purposes.

MISELLANOUS STUFF

1. The Detachment of Iowa establish a \$50.00 donation for memorials to Past Detachment Commanders of The Son of The American Legion of Iowa and current members of the Department Executive Committee at the discretion of the family.
2. The Detachment of Iowa establish a \$50.00 donation for memorials in the name of any present or Past Detachment Commander's spouse or any child living at home at the discretion of the family.
3. The Detachment Commander be authorized and directed to present to the National Commander and his National Vice Commander a gift of Iowa origin during his official trip to Iowa with the cost not to exceed \$400.00.
4. The Detachment pays the \$25.00 registration fee per delegate and alternate for the National Convention.
5. That a \$10.00 registration fee be charged at the Mid-Winter Conference and Detachment Convention to all in attendance, excluding Past Detachment Commanders and a registration badge be shown to enter the meeting hall. Delegates under the age of 18 will not be charged a registration fee. Registration fees will be remitted to the Department of Iowa.
6. The host of a Detachment Fall or Spring Conference will receive \$200.00 from the Detachment to help defray the hosts expenses.
7. The Detachment will cover any invited National Guests room, or National Candidates rooms and meals who visit the Detachment including their families. The Detachment will cover the National Executive Committeeman, Alternate National Executive Committeeman or Commander's designee, who is host to the National Guests and Candidates meals.
 - a. When turning vouchers for our National Guests it only covers those taking out the guest and the National Guests including their families.
8. The Detachment will present to the newly formed squadron an outdoor SAL flag (500.100).
9. To give a \$500 merit award to the Boys State Lt. Governor, and the Colonel of the Boys State Highway patrol. To give a \$500.00 merit award to one Boys State Chorus member and to one Boys State Band Member at the discretion of Boys State Band and Chorus Directors.

- a. The Boys State Lt. Governor merit award be named the Jerry Boeck Memorial Merit Award.
 - b. Any merit award presented by the Detachment, receive their awards upon notification of completion of their first semester in post-secondary education and the money be paid to the post-secondary institution.
 - c. All merits awards shall be paid out of the Detachment surplus funds.
10. To give two (2) \$500 merit awards at the Iowa Girls State selection of recipients will be made by the Iowa Girls State Staff.
 - a. Any merit award presented by the Detachment, receive their awards upon notification of completion of their first semester in post-secondary education and the money be paid to the post-secondary institution.
 - b. All merits awards shall be paid out of the Detachment surplus funds.
11. Donations to National Candidates from other detachments will come from the General Fund when approved by the Detachment Executive Committee. Donations to Iowa candidates for National Offices will come from the Detachment National Candidate Fund when approved by the Detachment Executive Committee.
12. "Final Salute" must submit a report by the Fall DEC and Spring DEC requesting funds, back up by receipts, up to \$2,000.00 a year.



**SONS OF THE AMERICAN LEGION
DETACHMENT OF IOWA
STANDING RULES**

What happens when a death of a member happens? A sympathy card will be mailed by the Detachment Chaplin or any Detachment officer depending on who is aware of it. If a Detachment officer mails the card, he will let the Detachment Chaplin know it has been taken care of, if necessary. The Detachment will pay whoever sends the card. When the death of a member is known by the Detachment, the Detachment will decide if they should do more for the member as a remembrance at the next business meeting, such as a \$25.00 donation to the Iowa American Legion Foundation. (Enacted May 14, 2004) (Amended July 14, 2018)

What happens when a death of current officer or past Detachment Commander happens? Any current officer, or past Detachment Commander, spouse or immediate family should pass away, a suggested donation of \$50.00 will be decided by a vote of the DEC and be presented to the Iowa American Legion Foundation on behalf of the family from the Detachment. (Enacted Feb. 10, 2012) (Amended July 14, 2018)

Merit awards given by the Detachment. Any merit award presented by the Detachment, receive their awards upon notification of completion of their first semester in post-secondary education and the money be paid to the post-secondary institution. (Enacted July 16, 2011)

Commander vacancy: If the Detachment of Iowa loses a Commander for any reason, the following shall be how the said Detachment Commander shall be replaced. The Detachment Adjutant shall call an emergency meeting for the Detachment Executive Committee (DEC). The Adjutant shall preside over this meeting. The Adjutant shall determine the date of the meeting at the earliest possible time and date. The meeting shall be held at the Department of Iowa Headquarters. DEC members shall pick from the Detachment Vice-Commanders a successor to fill out the remainder of the term. The Adjutant will use whatever means necessary to contact the DEC for the vote. The Adjutant will not have any vote except to break a tie. The newly appointed Commander will take over all responsibility at the closing of the meeting. The Vice Commander position that was recently vacated will not be filled. All elected and appointed Detachment positions will not be changed. (Enacted Feb. 10, 2012)

National Visitors: That our National Guest that we have brought in, that the National Guests meal and his host meal be covered by Detachment. That the Detachment will cover any invited National Guests room, or National Candidates room that visits our Detachment. When turning vouchers for our National Guests it only covers those taking out the guest and the National Guests meals (Guest and Spouse). (Enacted Feb. 10, 2012)

Junior Shooting Sports Contestant(s): The Detachment or Detachment Executive Committee approves giving up to \$1,000.00 to contestant(s) attending The National American Legion Junior Shooting Sports Competition. (Enacted April 29, 2012)

National Wreath Presentation: The Detachment approves at Detachment Fall Conference laying a wreath at a National Memorial on behalf of the Detachment of Iowa during the National Legislative Conference. (Enacted Feb. 10, 2012; Amended April 29, 2018)



SONS OF THE AMERICAN LEGION DETACHMENT OF IOWA STANDING RULES

Old Detachment Awards: When Department Headquarters staff feels it necessary to dispose of the old Detachment Awards, they should be given to the Past Commander whose term it was received in or to those who have won the awards. If nobody claims the awards or the certificates, they be placed in a history book for display. (Enacted Feb. 10, 2012)

Detachment Commanders Pictures: The Detachment pays for the Detachment Commander to get a professional 5" x 7" picture taken for the wall at Department/Detachment Headquarters. (Enacted Feb. 10, 2012)

Legacy Scholarship Fund: The Detachment approves at Detachment Convention a donation to the Legacy Scholarship Fund. (Enacted Feb. 10, 2012)

National Convention Delegation Secretary: The incoming Commander or someone appointed by the Detachment be the Delegation Secretary at the National Convention each year. (Enacted July 14, 2012)

Registration at Fall and Spring Conference: To collect a \$5.00 registration fee at Fall and Spring Conference for VA Hospitals & Home or Veteran orientated projects by the Detachment; with the host Squadron deciding which Veteran orientated project to donate it to. (Amended February 14, 2015)

Detachment Membership Award Plaque: Squadrons will be broken into 3 categories based on their membership size at the start of the membership year (July 1); Squadrons with 11-25 members category 1, 26-50 members category 2, 51+ members category 3; with the Squadron with highest percentage of membership growth in each category as of June 30 winning a plaque, if there is a tie it will go to the Squadron with the most membership. (Enacted February 2, 2019, Amended July 15, 2023)

Donation to Iowa American Legion Foundation: To make one donation to the Iowa American Legion Foundation a year; to decide at the Fall Conference how much to donate and present the check at the Mid-Winter Conference. (Enacted February 10, 2018; Amended April 29, 2018)

Hosts for Fall & Spring Conference: The host of a Detachment Fall or Spring Conference will receive \$200.00 from the Detachment to help defray the hosts expenses. (Enacted ?)

Detachment Color Guard: Authorize the Sergeant-At-Arms to name an assistant to help him carry the Detachment Colors at all Legion Family events. (Enacted October 18, 2003)

Detachment Color Guard Contest: The contest would be in conjunction with the Department of Iowa Unlimited Color Guard contest rules and application with the exception you must have at least four (4) or more members in the Color Guard to be eligible. The Sons of The American Legion highest point winner of the contest being named the Detachment winner. The Detachment winner would receive the traveling trophy for one year and be asked to present the Colors at all Legion Family events. (Enacted May 10, 2008)

Donation to Leading Candidate: Discuss at every Fall Conference to give a yearly contribution to the Leading Candidate for the National Sons of The American Legion Commander wherever he is from. (Enacted July 23, 2004)



SONS OF THE AMERICAN LEGION DETACHMENT OF IOWA STANDING RULES

Failure to Salute United States Flag: A dollar (\$1.00) fine be imposed for failure to salute the United States Flag upon entering and exiting the room. (Enacted Summer 2000)

Outgoing Detachment Commander's Cap and Gifts: Upon the Detachment Commander leaving office from completing 2 terms, per Article II Section 1 of the Detachment of Iowa By-laws, or announcing his desire not to run for re-election, or defeated in the election, the Detachment shall purchase a French Blue Squadron Style Cap, embroidered with Past Detachment Commander with presiding years on the right side of the cap. Along with the cap, a plaque and gavel with dates on it will also be awarded. All items are to be presented after the election at the Summer Convention. (Enacted July 14, 2018)

Officers Verification: It is required that before the induction into office, every elected Officer of The Sons of The American Legion is to provide satisfactory evidence of eligibility for the organization.

- a) Eligibility for Squadron Office must be verified by the respective Squadron Adjutant before elections.
- b) Eligibility for Detachment Office must be verified the respective Squadron through a Nomination Form, or by the Detachment Adjutant when no form is submitted.
- c) Eligibility for National Officers, National Executive Committeemen, Alternate National Executive Committeemen, Commission Chairman, and Committee Chairman must be verified by the Detachment Adjutant and the National Adjutant.
- d) Squadrons must submit Officer Verification Form with Squadron Officers Report each year to receive their membership cards. (Enacted July 14, 2018)

Detachment Membership Goals: Every 5 years the way the detachment membership goals are set will be reviewed by the Detachment at the Detachment Convention. (Enacted July 14, 2018) Squadrons will be broken into 3 categories based on their membership size on July 1; Squadrons with 10-25 members shall have one (1) member add to their current paid membership total, 26-50 members shall have two (2) members add to their current paid membership total, 51+ members shall have three (3) members add to their current paid membership total. (Enacted July 15, 2023)

Suggested Detachment Program Chairmen: Each year the Detachment Commander will select members to fill the chairmanships for the following Commissions and Committees of the Detachment of Iowa with the approval of Detachment Executive Committee. These chairmanships shall serve for a one-year term immediately following the Post Detachment Executive Committee meeting. (Moved from Operating Structure April 18, 2021)

- a) Americanism Commission
 - a. Children and Youth Committee
- b) Veterans Affairs and Rehabilitation Commission
- c) Veterans Employment & Education Commission
- d) Legislative Commission
- e) Public & Media Communication Commission
- f) Membership Committee
- g) Revitalization Committee (3 members)



**SONS OF THE AMERICAN LEGION
DETACHMENT OF IOWA
STANDING RULES**

ANNUAL OR SEMI-ANNUAL MEETING TOPICS

FALL CONFERENCE (DEC) – Hybrid meeting.

Approve Post Convention DEC meeting minutes.
Review Finance Report
Authorization for Attendee to the Washington Conference
Laying Wreath at a Washington DC Memorial
Student to SAL University
Donation to Iowa American Legion Foundation
Donation to leading candidate for the National S.A.L. Commander
Registration fee to which Veteran's Charity
Mid-Winter planning – Classes, Root Beer Float Committee
Donation to Fall DEC meeting host
Good of: Legislative Day
Update CSR
Discuss Legion NVC Tour and PDC turn-in

MID-WINTER CONFERENCE (DEC)

Approve Fall DEC Conference minutes.
Review Finance Report
National Committee/Commission Appointments
District Spring Conference Assignments
Donation to CWF, NEF and National Veterans and Children Foundation for Spring NEC
Good of: Buddy Checks
Member of the Year application

SPRING CONFERENCE (DEC) – Hybrid meeting.

Operating Structure
National Convention Reimbursement
Legion Insurance Trust Officers Insurance Coverage
Budget
Convention Rules
Donation to Wreaths Across America
Registration fee to which Veteran's Charity
Order Detachment Commander's Plaque & Hat (Only when Commander is on last term)
Donation to Spring DEC meeting host
Good of: Delegates to Legion Iowa American Legion Leadership School
Member of the Year Committee
Hosts and dates for Fall & Spring Conference
Walk for Veterans at Iowa State Fair
Officer Endorsements for the following year – odd years elect NEC & Alt. NEC



**SONS OF THE AMERICAN LEGION
DETACHMENT OF IOWA
STANDING RULES**

ANNUAL OR SEMI-ANNUAL MEETING TOPICS cont.

DETACHMENT CONVENTION

- Memorial Service at start of meeting
- Approve Last Convention meeting minutes.
- Review Finance Report for final quarter and year
- Approve Budget
- Approve Detachment CSR
- Review Squadron Consolidated Reports
- Donation to Legacy Fund
- Approve Delegates to National Convention
- Select Member to Serve on National Convention Committees
- Approve purchase of Triple Nickel Ribbon (If we qualify)
- Every 5 years review how membership goals are set. (Next review 2028)
- Elections – odd years elect NEC & Alt. NEC
- Installation
- SAL Member of the Year Presentation
- Present Membership Watches for the Year

POST DETACHMENT CONVENTION (DEC)

- Approve Commanders Appointments
 - a. Adjutant
 - b. Parliamentarian
 - c. Webmaster
 - d. Committee Chairman
 - i. Americanism Commission
 - 1. Children and Youth Committee
 - ii. Veterans Affairs and Rehabilitation Commission
 - iii. Veterans Employment & Education Commission
 - iv. Legislative Commission
 - v. Public & Media Communication Commission
 - vi. Membership Committee
 - vii. Revitalization Committee
- District Fall Conference Assignments