

Four Rules of an American Legion Program

The most prized possessions of The American Legion are the organization's name, emblem and logo. The century of existence of The American Legion has built an environment of respect around those three things. Protection of those prized possessions is necessary to ensure that environment of respect remains in place.

The work of The American Legion under the four pillars but particularly the work involving Americanism and Children and Youth often involves outside organizations and almost always community partnerships. Protection of the three possessions requires that rules be put in place to ensure that protection continues.

Many programs exist to carry forward The American Legion's work, some strictly internal such as Sons of the American Legion and Legion Riders while others are more external such as American Legion Baseball and Boys State. Regardless of internal or external, these programs must obey the same set of rules even though in some cases, seemingly independent organizations are created to assist with the work of a particular program.

All of these programs, whether strictly internal or organized under a subsidiary corporation or entity must obey the following four rules. This requirement is in place whether the program in question is chartered by a Post, a County or District, a Department or National as the parent organization.

Violation of one or more of these rules will require National to enforce intellectual property rights against the organization creating the violation.

Rule #1 – "Leadership" – All elected and appointed leaders must be confirmed by the parent organization after each selection, or as needed.

Rule #2 – "Rules" – All bylaws, amendments and/or standing rules must be presented to the parent organization for confirmation and approval prior to use.

Rule #3 – "Reports" – The program will provide to the parent organization: (a) monthly activities reports; (b) quarterly financial reports; (c) an annual financial statement; and (d) any additional report(s) requested by the parent organization.

Rule #4 – "Controls" – The parent organization may provide the program with the employer identification number (EIN) and the tax-exemption status with the necessary financial controls over their usage. All program financial accounts must have a minimum of two (2) signatories appointed by the parent organization.

We are asking that the program chairs and event directors complete and sign the following statement acknowledging that they have read and understand the rules and will comply with those requirements.

I, _____, have read and understand the four rules of an American Legion Program and as chair or director of _____ agree to abide by these rules in the operation of the program I lead.

Signature

Date