INTERNAL AFFAIRS COMMISSION

Robert E. Newman  
*Indiana*  
Chairman

John W. Querfeld  
*Illinois*  
Director

The National Internal Affairs Commission was established by resolution of the National Executive Committee in 1947. The original charge for this constitutional commission still remains:

**Internal Affairs Commission Mission:** Formulate and recommend policies for organizational purposes as far as membership services, awards and other administrative support activities. Oversee the membership operations and development programs at the national level to ensure departments, districts and posts are provided with the necessary support and recognition to motivate membership growth within their communities. Perform other essential administrative duties as assigned by the National Executive Committee not inherent in other commissions or committees.

**Membership and Post Activities Committee Mission:** Develop strategies to welcome, engage, train and inculcate members into the organization at all levels to enhance long-term member retention. Develop training, education and mentoring strategies for future leaders. Create training delivery methods using available technology to reach all levels of the organization. Oversee the implementation of the 21st Century Study approved in 2019.

**Internal Affairs/Membership Division Vision:** Develop, recommend and implement policies/plans relating to activities conducted for organizational purposes, in conjunction with other divisions, commissions and committees within The American Legion, supportive of the Four Pillars to accomplish the following:

- Connect and engage with veterans and their families
- Develop growth within communities where veterans reside
- Train and mentor future leaders
• Caring outreach to every veteran
• Preserve the integrity of past accomplishments for future generations

STRATEGIC MISSIONS ARE:

• Support community-based organizations of The American Legion from departments to posts.
• Provide tools essential to engaging and developing members.
• Set the foundation for the future by developing training tools for departments, districts and posts.
• Support special events with training and member engagement modules tailored to the venue and audience.
• Provide national staff support for Internal Affairs Commission and Membership and Post Activities Committee in their assigned functions of member operations/program development and training by working with Media & Communications, Information Technology and Marketing plus other staff elements to develop programs for long-term member retention.
• To assist the national adjutant in administrative operations at the national level not within the scope of other divisions.

WE SERVE:

All levels (from strategic-national: operational – department/district and tactical – posts) of The American Legion, which includes the Internal Affairs Commission and its committees and subcommittees, national-organization Legion, SAL leadership and youth program alumni, as well as to provide information and resources to departments, posts and the Legion Family to support programs/activities to support the Four Pillars.

Under the broad interpretation of those purposes not properly the responsibility of other commissions, Internal Affairs oversees awards, constitutional discipline and commemorative activities. The commission also monitors legislative and other regulatory activities that potentially affect American Legion posts and departments, recommending appropriate courses of action. The commission has four standing committees assigned to it for supervision and coordination: Membership & Post Activities (M&PA) Committee, American Legion Riders Advisory Committee, National Convention Resolutions Assignment Committee and Constitution and By-Laws Committee. The M&PA Committee has separate reporting responsibilities to the National Executive Committee.
Internal Affairs is responsible for overseeing and reviewing the activities of Sons of The American Legion, which is a major program and not a separate organization. The commission also oversees the long-term programs and activities of the National Emergency Fund, American Legion Riders, National American Legion College, national training initiatives to include District Training-in-a-Box, Post Training-in-a-Box, online workshops and short how-to videos.

**National Convention Resolutions Assignment Committee**

**Henry P. Bradley**  
*Massachusetts*  
Chairman

The Resolutions Assignment Committee meets at least three days before the convening of the national convention. This committee has the responsibility to receive, consider and transmit all resolutions – with or without recommendation – to the appropriate convention committee for a report to the convention. During an average year, between 200 and 300 resolutions will be assigned.

**Constitution & By-Laws Committee**

**Vincent Gaughan**  
*Illinois*  
Chairman

The National Constitution and By-Laws of The American Legion can only be amended by the duly elected delegates at a national convention. However, the Constitution & By-Laws Committee, established by the authority of the National Executive Committee in 1939, authorizes this committee to study and make proper recommendations concerning all of the matters that pertain to the National Constitution and By-Laws, as well as matters relating to the Uniform Code of Procedure, which provides rules and regulations for the revocation, cancellation or suspension of department and post charters of The American Legion.
Membership & Post Activities Committee

John “Jay” Bowen
Colorado
Chairman

Matthew E. Herndon
Indiana
Internal Affairs & Membership Deputy Director

Membership and programs go hand in hand to make The American Legion an organization able to provide people and resources to serve the needs of veterans and their families.

Membership:
Final 2018 membership – 1,881,901
Final 2019 membership – 1,809,212
2020 membership projection – 1,760,000

57th Annual National Membership Workshop:
The 57th Annual National Membership Workshop was held virtually from Indianapolis on Aug. 3-6, 2020. This was the first time the membership workshop was not held in person, and it was very successful.

There were eight training modules centered around the theme of “Growing a Post.” It was hosted live through Microsoft Teams with National Headquarters staff as the presenters and moderators.

The goal of the workshop remained the same as in the past: to provide these essential membership workers with the tools, knowledge and the desire to conduct an effective American Legion membership program. Whether they are involved in membership recruitment or program implementation, the workshop teaches Legionnaires to help veterans and provide communities the essential programs to maintain a quality of life for which all veterans fought and served to preserve.

When the workshop concluded, the attendees were prepared to face day-to-day membership challenges with a better understanding of The American Legion as it relates to matters involving retention and the ability to recruit new members and retain the ones who are already members.
Post Development/Revitalization:
The Membership & Post Activities Committee developed a training program in January 1996 designed to assist posts, districts and departments in developing and revitalizing posts. The program provides training workshops to interested volunteers, along with practical field application.

The success of the program is evident, based on the revitalization and development of nearly 6,000 American Legion posts in the past 24 years. Many departments have succeeded in revitalizing posts without any assistance from National Headquarters staff. Whether departments request field assistance or just send members to the training workshop, positive results follow if they adhere to guidelines.

All departments are encouraged to participate in this program. However, success requires a commitment from every level of leadership. For more information about the Post Development/Revitalization program, contact your department, write to The American Legion, Internal Affairs & Membership Division, P.O. Box 1055, Indianapolis, IN 46206, call 317-630-1321 or e-mail membership@legion.org.

Reconnect:
Reconnecting with today’s military is a mutually beneficial way for The American Legion to strengthen ties with the U.S. military’s total forces – active duty, National Guard and reserve components. “Reconnect” is not an open recruiting pass, but rather an opportunity for The American Legion to make today’s newest generation of servicemembers and their families aware of our programs and services designed to assist them in their time of need.

While Reconnect visits to larger installations are important for public relations, success depends on the participation of American Legion departments and local posts in communities in and around military installations, National Guard and reserve units on an ongoing basis.

The American Legion is here to fill a void for National Guard and reserve units who do not always have established military support networks outside their respective units. These servicemen and servicewomen, along with their families, have taken on a more active role during the war on terrorism than any other time in U.S. history. The American Legion is here to support our nation’s servicemembers and their families through the many programs within our Four Pillars, now and in the future.
**Direct Renewal:**
In 2011 we began the “online” renewal process, and we finished the 2020 online renewal campaign with 289,216 members taking advantage of this streamlined and simple process. An important fact is that our new members (1st, 2nd and 3rd year renewals) show a higher propensity (approximately 43 percent) to use the online option. This is a fast and easy option for our members and a streamlined process for the posts and departments to receive their per-capita.

**Direct Membership Solicitation:**
Since 1982, the Direct Membership Solicitation (DMS) program has brought over 4 million new members into American Legion departments. Obviously, DMS is successful in acquiring new members, but its ultimate goal is to provide a resource of members who can be transferred to a local post. DMS members can also be used to build new posts.

**Membership Campaign Promotion:**
The National Membership Awards Program distributes more than 65,000 various awards annually to recognize membership accomplishments at all levels of the organization. The promotion plan for the national membership campaign is formulated during the annual planning session of the Membership & Post Activities Committee in Indianapolis in January. Following are point achievers for 2019-2020.


“BIG TWELVE” COMPETITION WINNERS:

Category I    Pennsylvania
Category II   Minnesota
Category III  Iowa
Category IV   None Qualified
Category V    Montana, New Hampshire
Category VI   Wyoming, Utah

CHILDREN & YOUTH – MAY 13, 2020: Ten departments qualified for the 95 percent target date: Colorado, Delaware, Mexico, Montana, North Carolina, Oklahoma, Philippines, South Carolina, Utah, Wyoming.

ARMED FORCES DAY – JUNE 17, 2020: Seven departments qualified for the 100 percent target date: Colorado, Mexico, Montana, North Carolina, Philippines, Utah, Wyoming. By achieving 100 percent of the department's 2020 membership goal, the department will receive a plaque recognizing this achievement.

DELEGATE STRENGTH – JULY 31, 2020: Delegate strength is determined by the membership in the hands of the national treasurer 30 days prior to the national convention. The total number of delegates for each department is based on five delegates at large, one delegate for each 1,000 members or major fraction thereof, and the members of the National Executive Committee. This was calculated this year because of the national convention’s cancellation.

DEPARTMENT COMMANDER OF THE YEAR: Department commanders who met or exceeded his/her 100 percent goal for 2020 by June 17, 2020, received a plaque recognizing his/her achievement: Dean M. Noechel (CO), Milo Vukovich (MX), Jeffery Nelson (MT), James D. Moore Jr. (NC), John T. O’Brien (PI), Martha A. Bigbie (UT) and Mike Cooke (WY).

GOLD BRIGADE RECRUITER AWARD: A Legionnaire who recruits 50 or more NEW members by June 17, 2020, will qualify for enrollment in the elite GOLD BRIGADE of The American Legion. There were 90 winners.
**POST HONOR RIBBONS:** Post Honor Ribbons were shipped to 966 posts whose 2020 membership as of Dec. 31, 2019, exceeded their final 2019 membership.

**CERTIFICATE OF MERITORIOUS SERVICE:** These certificates were awarded for 80 posts for attaining a new all-time-high membership for 2020 by Dec. 31, 2019.

**FIVE CONSECUTIVE YEARS ALL-TIME-HIGH:** These citations are awarded to posts with five or more consecutive years of all-time-high membership in 2020.

**DISTRICT COMMANDERS “RACE TO THE TOP”:**
District commanders are the lynchpin of The American Legion's chain of command, serving as the vital link between the national and department organizations and all posts. As we are all aware, the local post is where the "rubber meets the road." If it doesn't happen at the post level, it doesn't happen at all. District commanders are the people charged with ensuring all posts in their district maintain their vitality.

Consequently, this unique award was created to provide a meaningful incentive for the five top district commanders in each category and reward their successful membership efforts. The winning district commanders and guests receive:

- Distinguished guests of the national commander at national convention.
- 1st class hotel accommodations for four nights at convention location.
- Legion cap that signifies they are Race To The Top winners.

The competition is divided into five categories based on the membership of the district without regard to geographic locations. District commanders will compete in each of the following categories based on the final 2019 totals, and a top district commander for the national award will be selected from each of the five categories. Second- and third-place awards will also be presented in each category.

<table>
<thead>
<tr>
<th>Category</th>
<th>Districts of:</th>
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<tbody>
<tr>
<td>Category I</td>
<td>15 to 1,499 members</td>
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<tr>
<td>Category II</td>
<td>1,500 to 2,999 members</td>
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<tr>
<td>Category III</td>
<td>3,000 to 4,999 members</td>
</tr>
<tr>
<td>Category IV</td>
<td>5,000 to 7,499 members</td>
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</tbody>
</table>
Category V  Districts of:  7,500 and above members

Trip to 2021 national convention will be presented to the top district commander and spouse in each category whose district membership on May 13 represents the greatest percentage over the final previous-year membership of that district. **Cannot be less than 100 percent to qualify.** First-place award entitles you and your guest to attend the 102nd National Convention in **Phoenix, Arizona**, or a $2,500 check.

**Second-Place Awards** will be presented to the district commander in each category whose district membership on May 13 represents the second-highest percentage over the final previous-year membership of that district. **Cannot be less than 100 percent to qualify.** Winners will receive a $500 check.

**Third-Place Awards** will be presented to the district commander in each category whose district membership on May 13 represents the third-highest percentage over the final previous-year membership of that district. **Cannot be less than 100 percent to qualify.** Winners will receive a $375 check.

This year’s winners are:

**FIRST-PLACE WINNERS - TRIP TO 2021 NATIONAL CONVENTION, PHOENIX, ARIZONA, OR A $2,500 CHECK:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>State</th>
<th>Percentage</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category I</td>
<td>Steven A. Anderson</td>
<td>Utah</td>
<td>116.4 %</td>
<td>District 3</td>
</tr>
<tr>
<td>Category II</td>
<td>Jack D. Baker</td>
<td>North Carolina</td>
<td>110.9 %</td>
<td>District 25</td>
</tr>
<tr>
<td>Category III</td>
<td>Devell Durham Jr.</td>
<td>North Carolina</td>
<td>114.7 %</td>
<td>District 11</td>
</tr>
<tr>
<td>Category IV</td>
<td>Bruce Carl</td>
<td>Florida</td>
<td>100.94 %</td>
<td>District 15</td>
</tr>
<tr>
<td>Category V</td>
<td>Robert G. Suelter</td>
<td>Florida</td>
<td>100.9 %</td>
<td>District 6</td>
</tr>
</tbody>
</table>

**SECOND-PLACE WINNERS ($500 CHECK):**

<table>
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<tr>
<th>Category</th>
<th>Name</th>
<th>State</th>
<th>Percentage</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category I</td>
<td>Dean E. Welch</td>
<td>Wyoming</td>
<td>107.5 %</td>
<td>District 3</td>
</tr>
<tr>
<td>Category II</td>
<td>Jacob W. Christman</td>
<td>Georgia</td>
<td>106.8 %</td>
<td>District 3</td>
</tr>
</tbody>
</table>
Category III  Annette M. Johnson  Colorado  109.3 %  District 6
Category IV  No submissions
Category V  No submissions

THIRD-PLACE WINNERS ($375 CHECK):

Category I  Keith Morris  California  106.9 %  District 23
Category II  Alan H. Caesar  Texas  103.6 %  District 5
Category III  Richard J. Cameron  Massachusetts  104 %  District 10
Category IV  No submissions
Category V  No submissions

DISTRICT COMMANDER NEW POST ACHIEVEMENT AWARD
RECIPIENTS:
District commanders who achieve the goal of creating new American Legion posts in their respective district and have the new post's Temporary Charter Application on file at National Headquarters by June 19, 2020, qualify for a special-recognition framed certificate. There were 12 who qualified.

DISTRICT COMMANDER ACHIEVEMENT AWARD W/DISTRICT HONOR RIBBON:
All district commanders whose May Target Date membership exceeds the previous year’s membership by at least the number of posts in that district will be awarded the District Commander Achievement framed certificate. In addition, the district will receive a District Honor Ribbon for its district colors. There were 58 winners.

DEPARTMENT RECRUITER OF THE YEAR: Each American Legion post will have the opportunity to submit the name of the "Top Recruiter" for that post who has signed up the highest number of new members for the 2020 membership year by June 17, 2020. Department adjutants determines top recruiter for their respective department and certifies them as "Department Recruiter." Each winner receives a plaque. There were 28 department winners.
NATIONAL RECRUITER OF THE YEAR: The individual certified with the highest number of new members recruited from among all the departments will be declared "National Recruiter of the Year.” David L. Witucki (TX) was the winner and received a check in the amount of $2,500 in lieu of an all-expense-paid trip to the 102nd National Convention in Phoenix, Arizona (2021).

SONS OF THE AMERICAN LEGION
The Sons of The American Legion (SAL) canceled their spring meeting and the national convention in Louisville, KY, due to COVID-19 restrictions across the country. The health and safety of our family members come first.

For 22 consecutive years, the Sons of The American Legion continued to grow its membership, but this year, they will fall about 12,000 members short of making their annual goal. Again, this is primarily due to COVID-19’s impact on communities and the ability for squadrons to operate effectively. Even with these restrictions, it has not stopped the SAL; when challenged, they found ways to provide meals for veterans, provided assistance to elderly veterans and performed “Buddy Checks.”

As for membership achievements, a total of three detachments achieved 100 percent membership or higher, and 10 reached over 90 percent. Many squadrons struggled to make their goal and gave every effort to achieve it. The 2020-2021 membership year will be a challenging year for the SAL to get back on track. For 2020-2021, the SAL set its goals to surpass what they projected to attain for 2019-2020. To quote the SAL Membership Committee Chairman, “The SAL had 22 straight years of growth, and I am confident this was an anomaly, not a trend.” He is energizing the SAL to get back on track to grow membership.

The SAL is very tenacious in supporting American Legion programs, and continuing to be a reliable volunteer base with Veteran Affairs Volunteer Services (VAVS), the American Legion National Emergency Fund (NEF), and the American Legion Legacy Scholarship Fund. In 2019, according to the activity reported from the Consolidated Squadron Reports (CSR), the SAL provided:

- Over 200,775 volunteer hours in VA homes and hospitals, equaling $5.1 million in labor costs and over $900,000 in cash donations.
- Over 774,000 volunteer hours, equaling $19.6 million in labor that supported Americanism programs with over $1.3 million in donations.
- Over 45,000 volunteer hours, equaling $1.1 million in labor directly supporting Child Welfare Foundation with $322,845 in donations. To date, the Sons of The American Legion have contributed over $8 million to The American Legion Child Welfare Foundation.
- Contributed a combined equivalent of cash donations and volunteer hours that exceed $28 million, based on $25.43 per volunteer hour.

Since 1932, the Sons of The American Legion have continued to be an integral component of The American Legion Family and to our local communities.

**THE AMERICAN LEGION RIDERS**

The American Legion Riders (ALR) has organized chapters in over 2,100 American Legion posts, and has grown to an estimated 121,000 members with Rider programs in 54 departments consisting of 50 states, two U.S. territories and two foreign countries.

The American Legion Riders program is administered by the posts and their departments, and therefore have no national officers. The ALR is represented by the American Legion Riders Advisory Committee, comprising 11 members: a chairman, seven members, and three consultants.

This year, like all other American Legion programs, it has been a challenge due to COVID-19 restrictions across the country, but the ALR chairman did not let that stop him from assembling his committee and setting out and forging an aggressive plan. The National Executive Committee, during the Fall Meetings, appoints members and terms to the ALR Advisory Committee. It is the ALR committee that is responsible for advising national leadership on ALR-related resolutions that come before the Internal Affairs Commission, and serves as subject matter experts to departments and posts throughout The American Legion.

The ALR raises money annually for many charitable causes, most notably the American Legion Legacy Scholarship Fund. This fund awards education scholarships to children of 9/11 veterans who were either killed in action or assessed with a 50 percent or higher service-connected disability rating from VA. Since 2006, the annual American Legion Legacy Run has conducted 14 consecutive Legacy Runs, totaling over 20,000 miles and helping our organization raise over $11 million for the American Legion Legacy Scholarship Fund. For more information about the Riders, visit www.legion.org/riders.
NATIONAL EMERGENCY FUND (NEF)
From Jan. 1 through Aug. 14, 2020, the National Emergency Fund provided $92,675 in grant monies to 28 American Legion or Sons of The American Legion members, and eight American Legion posts. The fund currently has just over $7.4 million.

Every dollar contributed to the fund is used for rendering financial assistance to those who qualify who have incurred devastation from a declared natural disaster. The grants are to be used for immediate needs – lodging, food and clothing – and not as a substitute for insurance. In order to qualify, members must have been displaced or evacuated from their primary place of residence, and be a member in good standing at the time of loss and at the time of application. Monies to support the administrative costs of maintaining this fund and to conduct fundraising are absorbed through existing budget areas.

What makes the NEF unique is that American Legion and Sons of The American Legion members and American Legion posts know they can turn to The American Legion for immediate financial assistance without the red tape or repayment requirements normally associated with other federal and state agencies. Through the generosity of American Legion and SAL members and American Legion posts, the National Emergency Fund will continue to meet the basic needs of our American Legion Family in the aftermath of local, state and national disasters.

To apply for an NEF grant or to make a donation, contact the program coordinator at (317) 630-1330 or go to www.legion.org/emergency.

CONSOLIDATED POST REPORT (CPR)
The Consolidated Post Report (CPR) was developed in 1975 to document the various activities a specific post accomplishes during the 12-month reporting period, June 1 through May 31. The CPR may be the most important post document submitted each year. The combined information is referenced when the national commander and others speak to our representatives and validates our ability to testify on behalf of all veterans. An individual post story and impact is amplified when we speak with a collective voice. During the 2019-2020 reporting year, 70 percent of posts submitted a CPR.

Throughout the reporting year, American Legion post members provided:
- 597,973 volunteer hours provided to our communities
- 77,881 pints of blood donated by 48,576 American Legion members
- 3,606,069 community service hours at a cost of $7,904,600
- 115,692 funeral honors performed at a cost of $2,239,989
- 1,747 American Legion Baseball teams sponsored at a cost of $4,632,688
- 1,891 Scout units sponsored representing 42,859 Scouts at a cost of $1,800,358
- $4,430,634 donated to school-assisted programs and scholarships
- 13,530 Boys State attendees sponsored at a cost of 3,422,530
- $1,039,413 donated to Temporary Financial Assistance
- $506,105 donated to the National Emergency Fund
- $5,450,348 in total donations to Children and Youth activities

**ONLINE BASIC TRAINING COURSE**
Basic Training is The American Legion’s online, self-paced training program free to American Legion Family members. It is the quickest way for those who want to expand their knowledge of the nation’s largest veterans service organization. It is a great introductory course to learn the organization and its history. Since August 2017, the Basic Training course has been taken by over 5,900 American Legion Family members. Courses on a variety of topics are being developed to expand the online training available.

Basic Training is located at [www.legion.org/basictraining](http://www.legion.org/basictraining).

**TRAINING NEWSLETTER**
The American Legion Training Newsletter is a shareable, easy-to-absorb electronic training publication containing best practice articles from national leadership and subject matter experts within our ranks. Upcoming training events, workshops and resources are also found in the Training Newsletter. The newsletter is produced every other month and sent to a growing opt-in email list.

The Training Newsletter can be subscribed to at [www.legion.org/newsletters](http://www.legion.org/newsletters) and past issues can be downloaded at [www.legion.org/training/newsletters](http://www.legion.org/training/newsletters).

**OPERATION COMFORT WARRIORS (OCW)**
From Jan. 1 through Aug. 14, 2020, Operation Comfort Warriors approved 22 grant requests totaling over $175,000 for veterans and organizations serving veterans’ needs in 15 different states, providing everything from entertainment access to critical personal-care needs.

Every dollar contributed to the fund is used to:
- Demonstrate to wounded warriors that those who have come before them will continue to stand by them in their service to our great nation.
- Support individuals and programs that help wounded warriors wherever they are and in whatever stages of recovery they are in.
• Provide items and events that empower wounded warriors and their families to face their difficulties and come out stronger on the other side.

Few programs illustrate The American Legion’s commitment to wounded, injured or ill military servicemembers and veterans more than Operation Comfort Warriors (OCW). OCW defines a “wounded warrior” as those veterans who have or those service members who are still serving honorably in the U.S. Armed Forces and who have become wounded, injured or ill. OCW supplements the high-quality care provided at military and Veterans Affairs (VA) medical facilities and transition units throughout the United States and abroad. OCW was established to provide those “non-essential” items not typically found as a budget line on government spreadsheets.

To apply for an OCW grant or to make a donation, contact the program director at (317) 630-1328 or go to www.legion.org/OCW.