



DISTRICT 16 HANDBOOK

VENTURA – SANTA BARBARA – SAN LUIS OBISPO COUNTIES
DEPARTMENT OF CALIFORNIA, THE AMERICAN LEGION



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THE DISTRICT

The *District Commander's Guide* states,

“According to Article VIII of The American Legion Constitution, departments have the authority to create intermediate bodies between the post and department to assist as a liaison between the two, and for the purpose of promoting American Legion programs.”

District 16 is just that, an intermediate body between our 19 local posts and the Department of California. Our by-laws define the powers and duties of the district as well as the duties of our district officers. The district constitution, by-laws and standing rules can be found on the Resource page of the District 16 web site. ([districtsixteen .org](http://districtsixteen.org))

District 16 serves the 19 Legion posts in Ventura, Santa Barbara and San Luis Obispo Counties. We are part of Area 6, as are District 18, District 20 and District 24. There are 6 areas, 30 districts, and ~460 posts in the Department of California. The American Legion has 55 departments.



The Organizational Pyramid shows the basic levels of The American Legion structure.

OUR DISTRICT IS A SUPPORT GROUP FOR ALL OUR LOCAL POSTS. THE DISTRICT CAN HELP TO PROMOTE, STIMULATE, AND COORDINATE LEGION PROGRAMS TO ENSURE OUR POSTS SUCCEED. The district is available to help, when requested by the local post.

The district can also provide and support training in operations, organization, mentoring and leadership for post and district leaders.

Just as your post needs active members to succeed, so does our district. Consider serving and encourage your post members to serve, as district leaders.

There are 19

District 16 Posts

- Post 48, Oxnard
- Post 49, Santa Barbara
- Post 50, Paso Robles
- Post 56, Santa Maria
- Post 66, San Luis Obispo
- Post 125, Vandenberg
- Post 136, Arroyo Grande
- Post 160, Santa Ynez
- Post 211, Lompoc
- Post 220, Templeton
- Post 339, Ventura
- Post 371, Guadalupe
- Post 432, Cambria
- Post 482, Ojai
- Post 484, Simi Valley
- Post 502, Moorpark
- Post 534, Orcutt
- Post 686, Oak View
- Post 741, Camarillo

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DISTRICT EXECUTIVE COMMITTEE (DEC):

The administration, governance and management of District 16 is entrusted to our District Executive Committee. As defined in the district by-laws, the District Executive Committee consists of:

- District Commander,
- First Vice Commander,
- Second Vice Commander,
- Junior Past Commander, and
- Six Executive Committeemen: Two (2) each from the Ventura, Santa Barbara and San Luis Obispo counties.



DEC BACKGROUND:

The Commander and Vice Commanders are elected on a rotational basis between the three district counties: Ventura, Santa Barbara, San Luis Obispo.

The Junior Past Commander is the primary advisor to the district commander.

The Ventura, Santa Barbara and San Luis Obispo Counties each elect two (2) Executive Committeemen to represent them as voting members of the Executive Committee. They are the Commander's Representatives in their respective counties. Members of the District Executive Committee may be assigned special projects as needed.

Officers are elected at the annual district meeting in June and serve a 1-year term of office. District officers take office when the District Commander is installed at the Department Convention.

The Adjutant, Finance Officer, Chaplain, Sergeant-at-Arms, Judge Advocate, Historian, and Service Officer are all leaders appointed by the Commander, who have a voice at the DEC. They do not have voting rights on the DEC.

The Judge Advocate is the lawyer and parliamentarian of the District. The Finance Officer tracks, reports, and disburses the district funds as directed by the District Commander and DEC. They are both advisors to the DEC.



COMMISSIONS VERSUS COMMITTEES:

The Department of California Commissions and their members are appointed by the Department Executive Committee (DEC). Commissions oversee specific areas of operation and specific programs of The American Legion directly linked to their Commission. Commissions

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report their progress to the DEC during executive committee meetings and through commission "call-ins" during the year.

Committees have members appointed at the Districts level and meet during conventions to hear reports from the department commissions. Committee members vote on proposals made to or by the commission and make recommendations to delegates attending the convention.

A partial list of District 16 committees includes: District Executive Committee (DEC), Membership, Ways & Means, Media & Communications, Audit, Finance, Veterans Affairs & Rehabilitation, Americanism, Boys State, Sons of The American Legion and Oratorical Committees. The Department of California designates the complete list of standing committees in their By-Laws. Each of our committees play a very important role in our serving veterans.

DISTRICT OFFICER DUTIES

The District 16 By-laws contain additional descriptions of district officer duties.

COMMANDER:

- Chairs and plans meeting agendas, for all district meetings,
- Chairman of District Executive Committee (DEC),
- An ex officio member of all district committees,
- Visits all district posts at least once
- Voting member of the Department of California, Executive Committee, and
- Represents the District as a member of the Department Executive Committee and Area 6.



FIRST VICE COMMANDER:

- Membership is the primary focus of the First Vice Commander,
- Chairs the district membership team, composed of all past first vice commanders, and
- Conducts roundtable sessions on membership at district meetings.
- Assists the District Commander, as directed.

SECOND VICE COMMANDER:

- Responsible for raising funds for all district programs, that serve our veterans. The district Standing Rules provides more detailed information about these programs. The Standing Rules are available on the Resource page of the District 16 web site. (districtsixteen.org)
- Coordinates volunteers for booster club and to raffle prizes, and
- Assists the District Commander, as directed.

JR. PAST COMMANDER:

- Introduces distinguished guests, to assembled membership,

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- Voting member of the District Executive Committee, and
- Advises the District Commander on district policy and procedures.

ADJUTANT:

While the commander's duties are largely inspirational and executive, an adjutant's duties are administrative, including keeping the minutes of meetings, assisting the work of other officers and committees, publishing official orders, announcements and instructions.

- The Adjutant is the recording secretary, and
- The district adjutant has the same position in the district as the secretary of any other organized body, and maybe a bit more. Just as at a post, an adjutant may provide continuity in the district

JUDGE ADVOCATE:

- The Judge Advocate is a legal advisor to the Commander and District.
- Decisions of the Judge Advocate will be based upon the District By-Laws and Roberts Rules of Order.

SERGEANT-AT-ARMS:

- Responsible for posting flags, banners and maintaining meeting order,
- Oversees meeting arrangement, escorts guests to the head table when necessary and maintains control of meeting environment,
- Sgt-at-Arms staff assists with distributing information packets and other correspondence to post leaders,
- Collects reports or forms from Post leaders, and
- Collects Post Everlasting reports of post members who have died since last district meeting from post leaders. (*Post Everlasting form can be downloaded from District 16 web site on the Resource page. <http://districtsixteen.org/resources.html#forms>*)



DISTRICT FINANCE OFFICER:

The Finance Officer's responsibility includes:

- Collecting all funds intended for or coming to the District. So called "special" or "outside" funds of all types should be vigorously discouraged;
- Providing the executive committee with a proposed budget which indicates specific sources and uses of funds and separates restricted and unrestricted funds. For example, donation income will usually be part of the District's unrestricted funds. An earmarked amount for Boys State will be restricted funds, that cannot be used for another purpose.



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- Disbursing of funds under an adopted budget and/or pursuant to a carried motion of the executive committee;
- Pursuit of amounts owed to the District and disputing amount not owed, not owed in the amount stated, or otherwise incorrectly invoiced;
- Filing of such license, sales and use tax returns as may be appropriate, and
- Provide the District with an adequate bookkeeping system requiring no special knowledge of accounting.

CHAPLAIN:

- Offers prayers at meetings.
- Post Everlasting reports are sent from local posts to the District Chaplain.
- Conducts the 11th. Hour ceremony for those who have died and transferred to “Post Everlasting.”
- Attends funerals of comrades when possible, offers condolences to family members, and
- Maintains control and upkeep of the District memorial bell.

DISTRICT MEETINGS

There is an annual cycle for distinct meetings defined in the district by-laws. The schedule includes meetings of the district, area caucuses (aka meetings) and department meetings. Post officers report on their post at their district meetings, just as district officers report on their district at area and department meetings. All our post and district leaders are expected to attend.



It is important for District officers to attend Area 6 meetings as well as the Department of California meetings. At these meetings district leaders represent our interests and report on district activities. Department Commissions are also called upon to report on their activities and levels of success.

The post that is hosting a district meeting opens the meeting and then turns the gavel and control of the meeting over to the district commander. At the end of the meeting the District Commander returns the gavel and control of the meeting to the post commander. It is the local post commander who then closes the meeting.

DISTRICT 16 MEETING SCHEDULE

- Annual Meeting, 1st. Sunday in June — officer elections,
- Organizational Meeting, 3rd. Sunday in July (Officer installation is the night before),
- 1st. Meeting, 1st. Sunday after Labor Day,
- 2nd. Meeting, 1st. Sunday before Thanksgiving, and
- 3rd. Meeting, 2nd. Sunday after Lincoln’s Birthday.

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DISTRICT 16, AREA 6 CAUCUS:

District 16 is part of Area 6, along with District 18, District 20 and District 24. Just as District 16 supports our local posts, the Area 6 serves a similar function on a larger scale and is more directly linked to the Department of California. There is a total of 6 areas in California, 30 districts and 460 Legion posts. Area 6 traditionally holds their caucuses on:

- Spring Caucus, the 3rd weekend in March, and
- Fall Caucus, the 3rd weekend in September

DEPARTMENT (STATE) OF CALIFORNIA MEETINGS:

- Annual Convention (June)
- Fall DEC (August),
- Spring DEC (March), and
- Various meetings and call-ins of Department Commissions.

The specific dates and locations of these meetings can be found on the Calendar page of the Department web site, calegion.org/calendar.html

MEETING ATTENDANCE:

- All Legionnaires are encouraged to attend district meetings,
- District and Post officers are expected to attend, and
- Legionnaires and guests are to sign-in upon arrival at a district meeting, at the Sergeant-at-Arms table.,

LEGION UNIFORM:

- All Legionnaires are encouraged to wear The American Legion uniform cap, and
- Legion officers are expected to wear The American Legion uniform cap. *Purchase your uniform cap online at: emblem.legion.org*

ROLL CALL OF OFFICERS AND POST REPORTS:

During the district meeting agenda, the district adjutant will conduct a “Roll Call of Officers and Posts”, where post commander is expected to rise and report. *If the commander is absent, a Post Vice Commander or designated representative would be expected to make the post report.*

- Name, Position and Post Number,
- Number of post members (delegates) in attendance from post,
- Current number of paid members submitted to the Department, and
- Percentage of post membership goal attained may be requested, as the year progresses.



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NAME TAGS:

Leaders attending District 16 meetings are expected to wear a name badge with their name, post number and leadership position.

HOSTING A DISTRICT MEETING:

District meetings are hosted by Legion posts who apply to the DEC to host a meeting. Local posts can submit an 'Application to Host a District Meeting' if they want to host a district meeting. The application is available on the District 16 web site.



(districtsixteen.org) Submit the application prior to the July organizational meeting.

OTTO W. HAASE PERPETUAL AWARD:

The Otto W. Haase Perpetual Award is for the Outstanding Legionnaire of the Year. The Legionnaire will be selected by a committee of Past District Commanders, one from each County, appointed by the Commander each year, and from applications submitted by each Post on the proper form. This is a perpetual award. The Legionnaire who is chosen will receive a small trophy and his or her Post will receive the perpetual plaque with the Legionnaire's name engraved on it.

BOOSTER CLUB:

District 16 authorizes the Ways and Means Committee to initiate annually at the Organizational Meeting, a Booster Club, to serve as the district's primary method of fund raising and that the Host Post only be authorized to conduct a voluntary contribution campaign, if desired, on the Saturday preceding the District Meeting on Sunday.

LEGION HAND CLAP:

In The American Legion, there is a long-held tradition of welcoming new members and visiting dignitaries with a standing ovation, given with a slow and rhythmic clapping of hands, much like the slow beat of a drum. The hand clap demonstrates respect for the individual being recognized.



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TRAINING:

Veterans are familiar with training, as they received a lot of training upon entering the service and all during their time on active duty. Quality training is very important to the long-term success of The American Legion. Good training that is presented well produces consistently better program outcomes and helps identify future leaders. Training helps explain why we give our time and energy in service as volunteers. Our mission, the tools we use to accomplish our mission and the camaraderie we enjoy, are better appreciated after we are well trained. Effective training keeps our Legion strong and vibrant.



"TRAINING IN THE AMERICAN LEGION", NEWSLETTER

"Training in The American Legion" is a new periodic newsletter. It is a Legionnaire driven circular that highlights best practices, training ideas and creative thinking of Legionnaires throughout The American Legion. The "Training in The American Legion" newsletter will lead the way to a broader focus on training. Legionnaires want to know more, so they can do more and do it better. What we know is important, but what we do with what we know is crucial to our success.

"Subscribe" to "Training in The American Legion" @ <https://www.legion.org/newsletters>

AMERICAN LEGION EXTENSION INSTITUTE (ALEI)

The American Legion Extension Institute (ALEI) is a basic training program that covers much of the history and programs of The American Legion. The course cost of \$4.95, includes a graduate pin and a certificate of completion. Completion of the ALEI training is required in many posts and districts for those interested in serving as an officer.



ALEI Training is available online @ <https://www.legion.org/alei>.



District 16, Area 6, Department of California, The American Legion

Send e-mail to: mail@districtsixteen.org, District Web Site: districtsixteen.org

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THE AMERICAN LEGION

VETERANS • DEFENSE • AMERICANISM • YOUTH

THE PREAMBLE:

Although the Preamble of The American Legion Constitution is printed on the back of our membership cards, having it available in larger text, is helpful to many Legionnaires.

For God and Country, we associate ourselves together 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 one hundred percent Americanism;

To preserve the memories and incidents of our associations in the Great 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 goodwill on earth;

To safeguard and transmit to posterity the principles of justice, freedom and democracy;

To consecrate and sanctify our comradeship by our devotion to mutual helpfulness.

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CONTACTS - 2017-2018 DISTRICT LEADERS

District 16, Area 6, Department of California serves
Ventura, Santa Barbara and San Luis Obispo Counties.

Please send any contact information updates to: mail@districtsixteen.org. *Thank you.*

Executive Committee	Name	Phone	E-mail
District Commander	Barbara Lombrano (502)	818-857-0831	commander@districtsixteen.org
1st Vice-Commander	Janice Somers (66)	805-234-5547	janicesomers@charter.net
2nd Vice-Commander	Frank Campo (56)	805-588-1006	fpcampo@juno.com
Jr. Past Commander	Michael Stadnick (56)	805-264-0788	cal6a16dist@yahoo.com
Executive Committeeman - Santa Barbara County			
Exec. Committeeman	Ron Eickholt (534)	805-878-0450	rebirddown@gmail.com
Exec. Committeeman	John Velasquez (377)	805-343-1531	hotelmike127@yahoo.com
Executive Committeeman - San Luis Obispo County			
Exec. Committeeman	Rick Pushies (66)	805-925-9144	rpushies@yahoo.com
Exec. Committeeman	Ashley White (50)	805-712-8830	awhite805@charter.net
Executive Committeeman - Ventura County			
Exec. Committeeman	Dan Crow (741)	805-482-7753	vjc93010@aol.com
Exec. Committeeman	Peter L. Duncan (502)	805-529-0215	pduncan1234@aol.com
District Leaders			
Adjutant	John Fazzone (56)	805-478-6472	lanadon@aol.com
Mailing Address: John Fazzone, 975 E. Rice Ranch Rd., Santa Maria, CA 93455-5069			
- Assistant Adjutant	Mike Vivenzio (48)	805-797-0872	commander@post48.org
Finance Officer	Fred Pierce (48)	805-204-7738	cincpac@copper.net
Mailing Address: Fred Pierce, 2081 N Oxnard Blvd #172, Oxnard CA 93036			
Judge Advocate	Steve Weber (48)	805-983-3536	mov-aire@verizon.net
Convention Hospitality	<i>Undetermined</i>		
Convention Housing	<i>Undetermined</i>		
Chaplain	Dan Crow (741)	805-482-7753	vjc93010@aol.com
- Asstistant Chaplain	Richard Powell (66)	805-440-1551	slodad@aol.com
Historian	<i>Undetermined</i>		
Sgt-at-Arms	Donnie Clay (534)	805-294-0213	donnie.clay@verizon.net
- Assistant Sgt-at-Arms	<i>Undetermined</i>		
- Assistant Sgt-at-Arms	<i>Undetermined</i>		
- Assistant Sgt-at-Arms	<i>Undetermined</i>		
Service Officer	<i>Undetermined</i>		
Webmaster	Rick Pushies (66)	805-925-9144	rpushies@yahoo.com