



THE CONSTITUTION OF THE AMERICAN LEGION, DEPARTMENT OF COLORADO

PREAMBLE

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 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 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.

ARTICLE I

NAME

Section 1. The name of this organization shall be The American Legion, Department of Colorado.

ARTICLE II

NATURE

Section 1. The American Legion, Department of Colorado, is a civilian organization. Membership therein does not affect or increase liability for military or police service. Rank does not exist in The American Legion.

Section 2. The American Legion, Department of Colorado, shall be absolutely non-political and shall not be used to disseminate partisan principles or promote the candidacy of any person seeking public office or preferment.

ARTICLE III

MEMBERSHIP

Section 1. Eligibility for membership in The American Legion, Department of Colorado shall be governed by the membership eligibility provisions of the National Constitution of The American Legion.

Section 2. There shall be no form or class of membership except an active membership. Dues shall be paid either annually, for life, or with special multi-year memberships.

Section 3. No person shall be a member of more than one Post at any time.

Section 4. Each Post shall be the judge of the qualifications of its members, provided such members are eligible for membership in The American Legion.

Section 5. No person who has been expelled from a Post shall be entitled to membership in another Post without the consent of the expelling Post. When consent has been asked for and denied by the expelling Post, the expelled person may then appeal to the Department Executive Committee for permission to apply for membership in another Post. The expelled person remains ineligible for membership in another Post until permission is granted by the Department of Colorado Executive Committee.

Section 6. No person who is a member of an organization which has for its aim the overthrow of the United States Government by force or violence, or who subscribes to the principles of any group opposed to our form of government, shall be eligible to become or remain a member of The American Legion, Department of Colorado.

ARTICLE IV

GENERAL ORGANIZATION

Section 1. The American Legion, Department of Colorado shall be organized into Posts. No person may become or remain a member of The American Legion, Department of Colorado except through membership in a Post.

Section 2. The American Legion, Department of Colorado is a constituent part of The American Legion, a federal corporation organized by an Act of Congress. The American Legion, Department of Colorado embraces, and its jurisdiction extends to, the whole State of Colorado.

Section 3. The Department shall be divided into Districts and Posts, organized and officered as hereinafter provided.

Section 4. Between Department Conventions, all executive, legislative, and judicial powers shall be vested in the Department Executive Committee and such subordinate units as approved by the Department Executive Committee. The Department Executive Committee shall have such officers as hereinafter provided.

Section 5. There shall be one regular annual Department Convention, which shall be the legislative body of The American Legion, Department of Colorado. There may be Special Conventions called as hereinafter provided.

Section 6. A Department Headquarters shall be maintained at such place as the Department Convention shall designate and establish from time to time.

Section 7. There shall be such Department Convention and Standing Committees as shall be provided in The American Legion, Department of Colorado By-Laws. They shall be recommended by the Department Commander and ratified by the Department Executive Committee. The Department Commander may also recommend Ad-hoc Committees that may appear necessary or desirable in compliance with Article VII, Section 4 of The American Legion, Department of Colorado By-Laws.

Section 8. A Mid-winter conference shall be held on the date and time determined by the Department Executive Committee. Candidates for Department or National office shall be afforded the opportunity to address the conference if they request to do so, and matters may be brought to the Mid-winter conference at the discretion of the Department Commander or the Department Executive Committee.

ARTICLE V

POST ORGANIZATION

Section 1. The local units shall be termed Posts. No Post shall be received by The American Legion, Department of Colorado until it has received a charter. Those who desire to form a Post shall apply to the Department Commander of The American Legion, Department of Colorado for a temporary charter. After a temporary charter has been in effect for a probationary period of at least 90 days, but not more than one year, an application for a permanent charter shall be made to the Department Executive Committee.

Section 2. The minimum membership required to form a Post shall be ten qualified persons.

Section 3. No Post shall be named after any living person.

Section 4. Each new Post charter, when issued, shall be signed by the Department Commander and countersigned by the Department Adjutant.

Section 5. Each Post membership shall elect annually the minimum positions to office: Commander, Adjutant, and Finance Officer.

Section 6. Members may be suspended or expelled from a Post and The American Legion only upon proper showing of cause. Charges shall be based upon disloyalty, neglect of duty, dishonesty, conduct prejudicial to the good name of The American Legion, or conduct unbecoming a member of The American Legion. All charges must be specific, written under oath, and signed by the accuser. No member shall lose membership until given a fair trial by the Executive Committee of the Post or a jury comprised of members of the Post to which that person is a member.

ARTICLE VI

DISTRICT ORGANIZATION

Section 1. As designated by The American Legion, Department of Colorado By-Laws, The American Legion, Department of Colorado Posts shall be assembled into Districts.

Section 2. District elections shall be held annually at a District Convention.

a. Delegates shall elect and appoint their officers in accordance with their District's Constitution and By-Laws,

b. In addition to District Officers, the Delegates shall nominate a Delegate and Alternate Delegate to the National Convention.

Section 3. The District Adjutant shall certify, and forward to the Department Adjutant, a copy of the names and contact information of all District Officers and Delegates.

Section 4. If a vacancy in a District Office creates a vacancy on the Department Executive Committee, the District Adjutant shall notify the District leadership and all Posts within the District of the vacancy. Posts located within said District will not have representation at the Department Executive Committee until the vacancy is filled.

ARTICLE VII

DEPARTMENT CONVENTION

Section 1. The legislative body of The American Legion, Department of Colorado, shall be the annual Department Convention.

Section 2. The Annual Department Convention shall be held on the date as shall be determined by the preceding Department Convention or, in the absence of such Department Convention, a decision of the Department Executive Committee.

Section 3. A Special Convention may be held upon written call submitted by either the Department Commander and ten members of the Department Executive Committee, or Upon notification from 30 Posts within the Department of Colorado,

a. The same representation of Posts shall be required at a Special Convention to constitute a quorum as is required at the regular annual Convention,

b. No business shall be transacted at a Special Convention except as outlined in the call for the Special Convention.

- Section 4.** The Department Convention shall be composed of two Delegates and two Alternate Delegates from each Post.
- Section 5.** All Delegates and Alternate Delegates to the Department Convention shall be elected annually at a Post meeting and shall be certified to the Department Headquarters Executive Committee during the period beginning 30 days prior to the date of the Department Convention and ending upon the opening session of the Department Convention. Certification is to be made on forms furnished or prescribed by the Department.
- Section 6.** Each Delegate shall be entitled to one vote.
- Section 7.** Members of the Department Executive Committee shall be Ex-officio Delegates to the Department Convention but shall have no right to vote as a Delegate to the Department Convention unless duly elected as a Delegate by their respective Post, in which event the member of the Department Executive Committee shall count as a regular Delegate and a part of the quota of the Post electing them.
- Section 8.** All Past Department Commanders and Past National Commanders, while in good standing in their respective Posts, shall be life delegates to all Department Conventions of The American Legion Department of Colorado, with vote to be exercised by them with their respective Posts.
- Section 9.** The Department Convention shall be the final judge of the election and qualification of the Delegates.
- Section 10.** A quorum shall exist at a Department Convention when 30 of the Posts are represented and their Delegates and Alternate Delegates have been certified to the Department Headquarters.
- Section 11.** Alternate Delegates shall have all the privileges of Delegates except that of voting. An Alternate Delegate may vote only when the Delegate is absent.
- Section 12.** There shall be no delegate fees imposed.

ARTICLE VIII

DELEGATES TO THE NATIONAL CONVENTION

- Section 1.** In accordance with the National Constitution, National will determine the Department Delegate and Alternate Delegate strength authorized for the National Convention.
- Section 2.** The Department Commander, Immediate Past Department Commander, National Executive Committeeperson in office after the Department Convention elections of the current calendar year, and the Department Adjutant shall be designated as National Delegates.
- Section 3.** The Department Adjutant, with the approval of the Department Commander, shall apportion the remaining authorized delegate strength to each of the Department of Colorado Districts based on District membership.
- Section 4.** Each District shall be notified in writing by the Department Adjutant, prior to its Convention Caucus, of the number of authorized Delegates for the applicable District, with a matching number of authorized Alternate Delegates.
- Section 5.** The immediate Past Department Commander shall be the Delegation Chair with the authority to fill Delegate and Alternate Delegate vacancies and make appointments to National Convention Committees from among Department Legionnaires in attendance at the Department Convention. In filling Delegation vacancies, priority shall be given to Legionnaires from the District where the vacancy exists, then to Department Officers, and then to Legionnaires from other Districts where no vacancy exists. In the absence of the Immediate Past Department Commander, the Department Commander shall act as the Delegation Chairperson.
- Section 6.** The Department Adjutant shall act as the Secretary of the Delegation.

ARTICLE IX

DEPARTMENT OFFICERS

- Section 1.** The elected Officers of The American Legion, Department of Colorado shall be: Department Commander, Department Senior Vice Commander, as many as six Department Junior Vice Commanders, Department Finance Officer, Department Chaplain, Department Historian, and Department Sergeant-at-Arms and shall be installed at the Department Convention after an election is held and shall serve with voice and vote. They shall serve until their successors are elected and installed.
- Section 2.** The appointed Officers of The American Legion, Department of Colorado shall be the Department Adjutant, Department Service Officer, and Department Judge Advocate. They shall serve until their successors are appointed and installed.
- Section 3.** The Department Convention held in odd-numbered years shall elect a National Executive Committeeperson and an Alternate National Executive Committeeperson who shall hold office for two years and may be elected to multiple terms but no more than two consecutive terms.

ARTICLE X

DEPARTMENT EXECUTIVE COMMITTEE

- Section 1.** The Executive and Judicial power shall be vested in the Department Executive Committee, and between the Department Conventions, the Legislative power shall be vested in the Department Executive Committee and one Department Representative from each District. Notifications to fill vacancies shall be provided to the Department Adjutant no less than 24 hours before the meetings start.
- Section 2.** All Past Department Commanders and Past National Commanders who are in good standing in their respective Posts within The American Legion, Department of Colorado shall be ex officio members of the Department Executive Committee without vote.
- Section 3.** The Department Executive Committee shall appoint annually a Department Adjutant, Department Service Officer, and may appoint such other Officers as necessary. All such Officers shall hold office at the pleasure of such Committee. The Department Executive Committee shall determine and prescribe said Officers' duties and powers and fix appropriate compensation for such officers.
- Section 4.** There shall be a Department Finance Committee consisting of the Department Finance Officer and six members of The American Legion, Department of Colorado. The members of the Department Finance Committee shall be recommended by the Department Commander and ratified by the Department Executive Committee at the annual post-convention Department Executive Committee meeting. Members of the Department Finance Committee shall serve staggered terms to ensure continuity. Initially, two members shall serve a one-year term, two members shall serve a two-year term, and two members shall serve a three-year term. After the initial term, all members shall serve three-year terms. Vacancies shall be filled by appointment for the remainder of an unexpired term. The Department Finance Officer shall be the chair of the Department Finance Committee. The Department Finance Committee shall be tasked with providing an annual balanced budget to the Department Executive Committee 30 days prior to the December Department Executive Committee meeting.
- Section 5.** The Department Executive Committee shall require from the Department Finance Committee a full and complete finance report at each regular meeting of the Department Executive Committee.
- Section 6.** The Department Executive Committee shall cause an independent audit to be performed annually.
- Section 7.** The Department Executive Committee shall have the power to fill vacancies in any Department office. The appointment shall continue until the next Department Convention. The Department Executive Committee shall be empowered to transact all necessary business of the Department of Colorado not otherwise provided for in this Constitution and By-Laws.
- Section 8.** A majority of the voting members of the Department Executive Committee shall constitute a quorum.

Section 9. The Department Executive Committee shall have the power to suspend the charter of any Post that violates the National or Department of Colorado Constitution and By-Laws by following the procedure as outlined in the “Uniform Code of Procedure for the Revocation, Cancellation, or Suspension of Post Charters.”

Section 10. All Department Officers, Department Executive Committeepersons, and Department Committee members shall be subject to charge and trial by the Department Executive Committee under Article V, Section 6 of this Constitution. The verdict of these proceedings can only be to remove them from their Department position, not a suspension or expulsion of their membership. Trials shall be conducted in accordance with the due process as outlined in the “Practice and Procedure in the Expulsion or Suspension of a Member of The American Legion,” published in The American Legion “Officer’s Guide and Manual of Ceremonies.”

ARTICLE XI

FINANCE

Section 1. The revenue of The American Legion, Department of Colorado shall be derived from annual membership dues, as paid on a calendar year basis, and from other sources that the Department Executive Committee authorizes.

Section 2. The Department Executive Committee shall determine the amount of such annual Department per capita dues at each Department Convention for the ensuing year.

Section 3. Dues paid for multiple years, but for less than life, shall all be paid at the rate of the annual dues for the first year of that term.

Section 4. All annual dues shall be collected and disbursed in a timely manner.

Section 5. The Department shall purchase insurance covering all officers, employees, and other authorized persons who handle money.

Section 6. The fiscal year of The American Legion, Department of Colorado shall be from January 1st through December 31st.

ARTICLE XII

AMERICAN LEGION AUXILIARY

Section 1. The American Legion, Department of Colorado recognizes an auxiliary organization known as The American Legion Auxiliary, Department of Colorado.

Section 2. Eligibility for membership in The American Legion Auxiliary, Department of Colorado shall be as prescribed in the National Constitution of The American Legion.

Section 3. The American Legion Auxiliary, Department of Colorado shall be governed in The American Legion, Department of Colorado by such rules and regulations as may be prescribed by the National Executive Committee and thereafter approved by the Department of Colorado Department Executive Committee.

ARTICLE XIII

SONS OF THE AMERICAN LEGION

Section 1. The American Legion, Department of Colorado recognizes The Sons of The American Legion, Detachment of Colorado, as an appendant body of the Department of Colorado. Membership in The Sons of The American Legion Detachment of Colorado is governed by the National Constitution of The American Legion and the National Constitution of The Sons of The American Legion and the Constitution of the Detachment of Colorado.

Section 2. The Sons of The American Legion, Detachment of Colorado, shall operate under a Detachment Constitution and By-Laws approved by the Department of Colorado Department Executive Committee.

- Section 3.** The Sons of The American Legion, Detachment of Colorado is under the supervision and responsibility of the Department of Colorado Department Executive Committee through the Department of Colorado Sons of The American Legion Advisory Committee.
- Section 4.** The Sons of The American Legion, Detachment of Colorado funds shall be transmitted to the Department of Colorado Department Finance Officer. They must be held and accounted for separately from other Department of Colorado funds.
- Section 5.** The Sons of The American Legion, Detachment of Colorado will abide by the National Sons of The American Legion Constitution and By-Laws for the creation, authorization, and organization of Squadrons that must be sponsored by Posts in The American Legion, Department of Colorado.

ARTICLE XIV

AMENDMENTS

- Section 1.** The Constitution of The American Legion, Department of Colorado may be amended at any Department Convention by a majority of the total authorized representation present.
- Section 2.** Any proposed change to the amendment may be proposed from the floor without notice and approval by a two-thirds vote of the total authorized representation present at the Department Convention.
- Section 3.** No proposed amendment shall be submitted through the Department Adjutant to all the Posts and to the members of the Department Executive Committee, as provided in Section 1 of this Article, unless a District Convention or the Department Executive Committee first submitted the proposed amendment.

BY-LAWS
THE AMERICAN LEGION, DEPARTMENT OF COLORADO

ARTICLE I

DEPARTMENT EXECUTIVE COMMITTEE

- Section 1. *Voting Members:*** Department Commander, Senior Vice Commander, six Junior Vice Commanders, Department Finance Officer, Department Chaplain, Department Historian, Department Sergeant-at-Arms, the National Executive Committeeperson, the Alternate National Executive Committeeperson, and District Commanders or their official representatives.
- Section 2. *Non-Voting Members:*** The Department Adjutant, Department Service Officer, Department Judge Advocate, Past Department Commanders and Past National Commanders shall be members of the Department Executive Committee with voice but without vote.
- Section 3. *Regular Meetings:*** There shall be four regular meetings of the Department Executive Committee, at minimum, each year. Pre- and post-Department Convention, December, to approve the annual budget and receive the annual audit, and January, for the Mid-winter meeting. The time and location of the mid-winter meeting shall be approved and calendared at the post-convention regular meeting following the Department Convention.
- Section 4. *Special Meetings of the Department Executive Committee:*** Special meetings of the Department Executive Committee may be called by either the Department Commander or after a petition by five voting members of the Department Executive Committee.
- a.** Special meetings shall be held at a time and place set by the Department Commander and shall be called in not less than five or more than ten days after it is determined to have a special meeting.
 - b.** Notification of the Special meeting must be mailed or delivered electronically to each member of the Department Executive Committee, specifying the reason, subject of the meeting, location, date, and time the meeting will be held.
 - c.** All written material pertinent to the subject shall be provided to reach each Department Executive Committee member at least three days before the date and time of the Special meeting.
 - d.** Any special meeting can be in-person, hybrid, or virtual and shall be arranged so that every member of the Department Executive Committee can hear and be heard by every other member. Exact minutes shall be kept in accordance with Colorado Revised Statute, Title 7, Article 136-101.
- Section 5. *Department Executive Committee Quorum:*** A majority of the voting members of the Department Executive Committee constitute a quorum for the conduct of business.
- Section 6. *Discipline:*** All questions affecting the election and conduct of Department Officers shall be referred to and determined by the Department Executive Committee, which shall be the final authority thereon.
- Section 7.** The Department Adjutant shall distribute meeting minutes to all Department Executive Committee members within 30 days of the meeting's conclusion. Minutes must be reviewed and ratified at the next regularly scheduled Department Executive Committee meeting. Decisions made during meetings with unratified minutes shall be provisional until ratification.

ARTICLE II

DEPARTMENT OFFICERS

Section 1. A majority of the delegate votes cast at the Department Convention are required to be elected.

Section 2. The Officers shall be elected by ballot, except if only one candidate is nominated for each office. If only one candidate is nominated for a particular office, the Delegates to the Department Convention may declare the nominee elected, thus effecting the election by unanimous consent.

- a.* When The American Legion, Western States Caucus requests to select a candidate for National Vice Commander, the Department Convention shall elect such candidate.
- b.* The Department Adjutant and Department Service Officer are Department Officer, shall be recommended by the Department Commander, ratified by the Department Executive Committee, and shall be considered employees of the Department Executive Committee. Such employees may be removed from office for cause during their appointment by a two-thirds vote of the Department Executive Committee at a Special meeting called for that purpose. A termination hearing shall convene not less than ten or more than twenty days following the call for a Special meeting, and the employee shall have the opportunity to be heard.
- c.* No employee of The American Legion, Department of Colorado, appointed or administrative, may hold a voting position on the Department Executive Committee.

ARTICLE III

DUTIES OF DEPARTMENT OFFICERS

Section 1. *Department Commander:* The Department Commander shall be the Chair of the Department Convention, the Department Executive Committee, and an ex officio, non-voting member of the Department Finance Committee. The Department Commander shall recommend the appointment of the Chair and Vice Chair of the Department Committees and fill all vacancies occurring on any Committee, regardless of whether vacancies occur by expiration of term or any other reason. The Department Commander will preside over all Department Executive Committee meetings and all Department Convention sessions. The Department Commander will represent The American Legion, Department of Colorado at Regional and National American Legion functions and as required and other public functions within Department of Colorado.

Section 2. Department Vice Commanders:

- a. Duties of the Department Senior Vice Commander:* In the case of a vacancy in the office of the Department Commander, the Department Senior Vice Commander shall serve as Acting Department Commander and exercise the powers and perform the duties incident to the office of the Department Commander until the Department Executive Committee convenes to fill the vacancy in the Department Commander position. The Department Senior Vice Commander shall serve as the Department Membership Committee Chair.
- b. Duties of the Department Junior Vice Commanders:* The Department Junior Vice Commanders shall, upon request of the Department Commander, preside at sessions of the Department Convention, appear at American Legion or other functions at the request of the Department Commander, and perform such other duties in connection with the Department mission and activities as may be assigned to them by the Department Commander from time-to-time.

Section 3. *Department Adjutant:* The Department Adjutant shall be charged with administrating the policies and mandates of the Department Convention and the Department Executive Committee. The Department Adjutant shall perform other duties incident to the office. The Department Adjutant shall be the Chief Administrative Officer, subject to supervision by the Department Executive Committee for the faithful performance of all duties related to the position of Department Adjutant, including the following:

- a. Operate the Department Headquarters, including Human Resource matters, in accordance with the approved Job Descriptions and Department Personnel Policy Manual. Duties include hiring and supervising non-officer Department Headquarters personnel.
- b. Receive all revenues due from the Posts or the National Organization to The American Legion, Department of Colorado, keeping accurate books of account of all revenue remitted to The American Legion, Department of Colorado and all money coming into the possession of the Department Adjutant.
- c. Shall disburse revenue to Posts within 30 days.
- d. Maintain a permanent record of the Regular and Special meeting minutes of each Department Executive Committee meeting, Department Convention, and Mid-winter meeting, ensuring appropriate approval of each set of minutes.
- e. Maintain a record of all Districts and Posts within The American Legion, Department of Colorado, which shall be published in the annual Department Directory.
- f. Attend all Department Executive Committee meetings.
- g. As requested, attend meetings throughout the Department of Colorado.

Section 4. *Department Finance Officer:* The Department Finance Officer shall be the custodian of the funds of The American Legion, Department of Colorado. The Department Finance Officer or designated signatories shall sign all checks disbursing The Department of Colorado funds and present a Profit & Loss (P&L) statement reporting on the condition of the Department Treasury monthly and/or when called for by the Department Commander. All accounts shall be audited annually by an independent accountant selected by the Department Executive Committee. The audit shall be submitted for approval by the Department Executive Committee. The Department Finance Officer shall furnish an insurance bond as prescribed in Article XI, Section 5, of the Department of Colorado Constitution. They shall perform other duties incident to the office.

Section 5. *Department Judge Advocate:* The Department Judge Advocate is the legal officer of the Department and shall advise the Department Officers and the Department Executive Committee on all matters relating to the interpretation and construction of The American Legion, Department of Colorado Constitution and By-Laws. They shall act as the parliamentarian of the Department Convention and other official meetings and perform such other duties incident to the office.

Section 6. *Department Chaplain:* The Department Chaplain shall perform such divine and non-sectarian services as may be necessary, adhering to such ceremonial rituals as may be recommended by the National Headquarters from time to time.

Section 7. *Department Historian:* The Department Historian shall collect from year to year all records and data of value and interest for the Department Headquarters of the Department of Colorado and shall compile a complete history of the year's activities during their term of office. The Department Historian shall also assist the National Historian and Post Historians in coordinating and unifying their work. The Department Historian shall also have other duties as the Department Commander may prescribe.

Section 8. *National Executive Committeeperson:* The National Executive Committeeperson shall represent the Department of Colorado and shall perform those duties specified in the National Constitution and By-Laws.

Section 9. *Alternate National Executive Committeeperson:* The Alternate National Executive Committeeperson shall remain abreast of those National and Department issues in which the National Executive Committeeperson is involved and shall stand ready to assume the duties of the National Executive Committeeperson when necessary.

Section 10. *Sergeant-at-Arms:* The Department Sergeant-at-Arms shall be the chief color bearer and responsible for preserving order at Department Convention and Department Executive Committee meetings, escorting dignitaries to the podium and performing such other duties as requested by the Department Commander.

Section 11. *Department Service Officer:* The Department Service Office shall be responsible for preparing the Service Division budget and operating the Service Division. In addition, the Department Service Officer shall perform duties ordinarily incident to an American Legion Department Service Officer and as directed by the Department Executive Committee. The Department Service Officer may also be requested to attend the Department Convention, Department Executive Committee meetings, Mid-winter conference and Post and District meetings.

ARTICLE IV

CHARTERS

Section 1. A charge, that a Post should for any good and sufficient cause have its charter canceled, suspended, or revoked, may be initiated by the Post's District or the Department by any three Posts of the District in which the accused Post is located, or by the Department Executive Committee. A charge may be withdrawn only with the consent of the Department Commander.

Section 2. All charter actions taken by the Department Executive Committee shall conform with the "Uniform Code of Procedure for the Revocation, Cancellation or Suspension of Post Charters."

ARTICLE V

MONIES AND COLLECTIONS

Section 1. Annual per capita dues shall be collected at the Post level and sent or transmitted to The American Legion, Department of Colorado. Membership cards shall not be accepted by the Department of Colorado without the required dues and fees.

Section 2. The annual Department per capita dues are established at the annual Department Convention.

Section 3. *Honorary Life Membership Dues:* Honorary Life Membership dues may be granted by a Post to its members, but once granted, the Post shall be responsible for payment of such members' National and Department per capita dues and fees as long as such members do not transfer out of the Post or resign from The American Legion.

ARTICLE VI

RESOLUTIONS

Section 1. The American Legion, Department of Colorado policies, positions, and programs are formulated by the adoption of resolutions approved by either the Department Executive Committee or the Department Convention.

Section 2. Resolutions shall originate at a Department, the Post or District level, or at a Department Executive Committee meeting.

Section 3. Before the presentation or consideration of resolutions by the Department Executive Committee or Department Convention, resolutions must first be considered by the Department Resolutions Committee.

Section 4. Any resolution approved by a Post or District shall be in the proper format, including certification by the appropriate Adjutant and Commander as to the meeting date, location, and time approved then submitted to Department Headquarters not less than 30 days before the opening date of the Convention, or the second Department Executive Committee meeting except for the requirements specified elsewhere for amendments to the Department By-Laws.

ARTICLE VII

STANDING COMMITTEES

Section 1. The following Committees are established in The American Legion, Department of Colorado. No other Committees shall exist except for Ad-hoc Committees ratified by the Department Executive Committee.

- a. **Membership Committee** - Shall be responsible for Department's membership, recruitment, and retention of its members as well as providing training and coordination in support of revitalization efforts of the Districts.
- b. **National Security Committee** - Shall be responsible for all Department's National Security programs and those of The American Legion.
- c. **Americanism Committee** - Shall be responsible for the oversight and guidance of the Department's Americanism programs including Oratorical, Baseball, and Boys State.
 - 1) The Colorado American Legion Oratorical program shall be responsible for creating and conducting a dynamic program. All monies collected through fees and donations will be maintained with oversight by the Committee chair, the Finance Chair and the Finance Committee.
 - 2) The Colorado American Legion Baseball, Inc. Board of Directors shall be responsible for creating and conducting a dynamic baseball program. As a 501(c)(3), monies collected through fees and donations will be maintained with oversight by the Committee chair, the Finance Chair and the Finance Committee.
 - 3) The American Legion Colorado Boys State, Inc. Board of Directors will be responsible for the creation and oversight of a dynamic Boys State program. As a 501(c)(3), monies collected through fees and donations will be maintained with oversight by the Committee Chair, Finance Chair and the Finance Committee.
- d. **Veterans Affairs and Rehabilitation Committee** - Shall be responsible for all the Veterans Affairs and Rehabilitation programs and activities of the Department of Colorado and those of The American Legion.
- e. **Children & Youth Committee** - Shall be responsible for all the Department's and The American Legion's Children and Youth programs.
- f. **Legislative Committee** - Shall be responsible for all legislative programs of the Department of Colorado, including working with the Colorado General Assembly, The United States Congress and other organizations to further legislation affecting and supporting veterans and veterans' families.
- g. **Headquarters Building Committee** - Shall report to the Department Finance Committee. Shall be responsible for administering the maintenance and repair of the Department Headquarters building and associated rental properties and the maintenance, repair, and purchase of the necessary office and building equipment for the Department Headquarters and associated rental properties.
- h. **American Legion Riders Committee** - Shall support and promote The American Legion Riders (ALR) program in the Department of Colorado and shall provide advice and guidance between the Department of Colorado leadership and Post ALR programs.
- i. **Finance Committee** - Shall be charged with preparing the yearly budget and handling funds.
- j. **The Sons of The American Legion Committee** – Shall serve as the liaison between The American Legion, the Department of Colorado, and the Sons of the American Legion (SAL), ensuring alignment of goals, activities, and programs. The committee will provide guidance, oversight, and support to the SAL Detachment of Colorado and its Squadrons.
- k. **Resolutions Committee** – Shall be responsible for reviewing, organizing, and ensuring proper formatting of all resolutions submitted to the Department of Colorado for consideration. The committee shall ensure that resolutions align with The American Legion, Department of Colorado's mission, objectives, and governing documents.

Section 2. The Chair and Vice Chair of each of the Committees named in Section 1 of this Article shall be appointed by the Department Commander from among the members of each Committee. Chairs and Vice Chairs shall serve for one year, subject to reappointment. The Department Commander may remove any person as Chair or Vice Chair of any Committee subject to the ratification of the Department Executive Committee.

Section 3. The annual expiration date for members of Committees whose term of office is expiring shall be the close of the annual Department Convention.

Section 4. The Department Commander may appoint Ad-hoc Committees subject to ratification by the Department Executive Committee. Ad-hoc Committees may be assigned to report to a Department Committee and Convention Committees, as needed.

ARTICLE VIII

DISTRICT DELINEATION

Section 1. The Department shall be organized into Posts. Posts shall be assembled into Districts, as set forth in this Article.

- a. DISTRICT 1 shall consist of the Counties of Baca, Bent, Crowley, Otero, and Prowers, and Eads Post 125.
- b. DISTRICT 2 shall consist of the Counties of Cheyenne, Kit Carson, Kiowa and Lincoln, and those portions of the Counties of Arapahoe, Elbert, and El Paso lying east of the Range line between Ranges 60 and 61 West, of the 6th Principal Meridian.
- c. DISTRICT 3 shall consist of the Counties of Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma, and those portions of the Counties of Weld and Adams lying east of the Range line between Ranges 60 and 61 West of the 6th Principal Meridian.
- d. DISTRICT 4 shall consist of the Counties of Boulder and Larimer and that portion of the County of Weld lying west of the Range line between Ranges 60 and 61 West of the 6th Principal Meridian.
- e. DISTRICT 5 shall consist of the Counties of Clear Creek, Gilpin, and Jefferson, and those portions of the Counties of Adams, Arapahoe, Denver, and Douglas lying west of Colorado Boulevard and will consist of the following posts: Arvada 161, Bear Valley 84, Central City Post 166, Denver Post 29, Denver Post 101, Denver Post 193, Denver Post 204, Denver Post 777, Denver Post 5280, Edgewater Post 17, Englewood Post 27, Evergreen Post 2001, Golden Post 21, Idaho Springs Post 98, Lakewood Post 178, Littleton Post 103, Littleton Post 2020, Northglenn Post 22, North Jeffco Post 11-11, and Westminster Post 52. (Effective June 27, 2021)
- f. DISTRICT 6 shall consist of the County of Elbert and portions of the counties of Douglas, Denver, Adams, and Arapahoe east of Colorado Boulevard and will consist of the following posts: Aurora Post 23, Aurora Post 206, Aurora Post 1920, Aurora Post 1976, Aurora Post 1992, Aurora Post 1995, Aurora Post 2019, Brighton Post 2002, Castle Rock Post 1187, Centennial Post 1876, Commerce City Post 151, Denver Post 1, Denver Post 87, Denver Post 322, Denver Post 2012, Elizabeth Post 82, Fitzsimons Post 2018, Highlands Ranch Post 1260, Kiowa Post 182, Montebello Post 2010, Parker Post 1864, Strasburg Post 183, and Thornton Post 201. (Effective June 27, 2021).
- g. DISTRICT 7 shall consist of the Counties of Fremont and Teller and that portion of the County of El Paso lying west of the Range line between Ranges 60 and 61 West of the 6th Principal Meridian.
- h. DISTRICT 8 shall consist of the Counties of Custer, Huerfano, Las Animas, and Pueblo.

- i. DISTRICT 9 shall consist of the Counties of Alamosa, Conejos, Costilla, Mineral, Rio Grande, and Saguache.
- j. DISTRICT 10 shall consist of the Counties of Archuleta, Dolores, Montezuma, La Plata, and San Juan.
- k. DISTRICT 11 shall consist of the Counties of Delta, Gunnison, Hinsdale, Montrose, Ouray, and San Miguel.
- l. DISTRICT 12 shall consist of the Counties of Chaffee, Park, Lake, Summit, and Eagle, excepting Posts located or to be located in Basalt, Gypsum, or Bond.
- m. DISTRICT 13 shall consist of the Counties of Garfield, Mesa, and Pitkin, and all Posts located or to be located in Basalt, Gypsum, or Bond.
- n. DISTRICT 14 shall consist of the Counties of Grand, Jackson, Moffat, Rio Blanco, and Routt.
- o. DISTRICT 15 shall consist of Posts 123 and Post 211.

ARTICLE IX

DEPARTMENT OPERATING PROCEDURES

Section 1. *Establishment of Department Operating Procedures:* The Department Executive Committee shall establish Department Operating Procedures as deemed necessary for activities and procedures not covered within The American Legion, Department of Colorado Constitution and By-Laws and shall publish all Department Operating Procedures as a single document.

ARTICLE X

DEPARTMENT PUBLICATIONS

Section 1. An official Department publication is authorized to be edited as directed by the Department Executive Committee. The publication is owned and controlled by the Department of Colorado and is intended to disseminate information to every member of the Department of Colorado.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Section 1. The current edition of Robert's Rules of Order, Newly Revised, shall guide all meetings in The American Legion, Department of Colorado when not in conflict with the Department of Colorado Constitution and By-Laws.

ARTICLE XII

AMENDMENTS

Section 1. The Bylaws of the Department of Colorado may be amended at any Department Convention by a majority of the total authorized representation present, provided the proposed amendment was submitted according to these bylaws.

Section 2. Any proposed change to the amendment may be proposed from the floor, without notice and approval by a two-thirds vote of the total authorized representation present at the Department Convention.

Section 3. No proposed amendment shall be submitted through the Department Adjutant to all the Posts and to the members of the Department Executive Committee, as provided in Section 1 of this Article unless a District Convention or the Department Executive Committee first submitted the proposed amendment.

District Delineation Map:

