



CONSTITUTION
AND
BY-LAWS

OF

THE AMERICAN LEGION, DEPARTMENT OF
COLORADO,

LOVELAND POST 2000

REVISED: March 14, 2022

Constitution

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 good-will 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

The name of this organization shall be Loveland Post No. 2000,
The American Legion, Department of Colorado.

ARTICLE - II OBJECTS AND PURPOSE

Section 1. The objects and purpose of this Post shall be to promote the principles and policies as set forth in the foregoing preamble, and the National and Department Constitution of The American Legion.

ARTICLE - III NATURE

Section 1. This organization shall be absolutely non-political and non-sectarian and shall not be used for the dissemination of partisan principles not for the promotion of the candidacy of any person seeking public office of deferment.

Section 2. Rank does not exist in The American Legion; no member shall be addressed by their military or naval title in any meeting of this Post.

ARTICLE - IV MEMBERSHIP

Section 1. Eligibility to membership in this Post shall be as prescribed by the National Constitution of The American Legion.

- Section 2. Charter Members will be defined as members that will have their names recorded onto the new Post Charter. These qualified veterans are new members to the Legion and those who chartered the post into service within the Department of Colorado. Founding Members will be defined as those members who are current members of other posts and transferred to the new post upon gaining its charter. These members were instrumental in the creation and founding of the post, but were not eligible to have their names put onto the official post charter because of their current membership status.
- Section 3. Application for membership shall be made on the prescribed membership form, it is accompanied by the necessary fees herein described. Proof of honorable military service (DD-214, etc.) will be required for all new membership processing. Applicants who are found ineligible for membership shall be so informed by the Adjutant who will notify the applicant, and they will have the dues and supporting documents, if any, returned.
- Section 4. Post 2000 will use electronic media, e-mail and website to promote and manage information and input between members and post officers as a means of communication. Members are highly encouraged to have, and maintain, their own personal e-mail address to facilitate communication on post matters between monthly meetings, but this is not required, as no qualified veteran will be denied membership for not meeting this standard.
- Section 5. Any member of this Post may be expelled for cause by a 2/3 vote of the membership in attendance at the next regular or special meeting of Post 2000. After charges are preferred under oath in writing or prescribed by the Constitution and By Laws of the Department of Colorado Article XII, Section 1, and a fair trial had upon the same.
- Section 6. A member who has been expelled from this Post for any cause may be reinstated to membership by a 2/3 vote of the membership present at the next regular or special meeting of Post 2000.
- Section 7. Any member who desires to transfer to Post 2000 shall do so upon completion of application to the Adjutant, provided that all dues and assessments shall have been paid to date and a replacement membership card will be issued to the member.
- Section 8. If accepted, the Adjutant shall notify the applicant, unless the applicant is present at the meeting, of acceptance into membership and instruct the applicant when to appear for initiation. If in attendance, the candidate may be initiated the same night. If rejected, the Adjutant shall notify the applicant, return the dues, and inform the applicant that they may be reconsidered in six (6) months from the date of rejection.
- Section 9. Requests for reinstatement must be accompanied by dues for the current membership year and the prior year's dues.

ARTICLE - V
OFFICERS

Section 1. The Administration of the Post's affairs, between meetings of the Post, and except as may be otherwise provided in the By-laws of the Post, shall be under the supervision of an Executive Committee which shall consist of the elective officers of the Post, and the immediate Past Post Commander, to be known as Executive Committee.

Section 2. The following shall be elected officers of this Post: Commander, Senior Vice-Commander, Junior Vice-Commander, Adjutant, Chaplain, Finance Officer, Service Officer, Historian, Judge Advocate and Sergeant at Arms.

Election of officers shall be as follows: The Commander shall appoint a Nominating Committee of not less than 3 to nominate at least one candidate for each office as set forth in section 1 of this Article. In addition to the nominations made by the Nominating Committee nominations may be made from the floor by any member of the post and nominations shall be open for two meetings including the annual election meeting.

Section 3. All non-contested elections will be conducted by acclamation. All contested elective officers shall be elected by secret ballot at the annual election. Said election shall be held at the last regular meeting of May.

Section 4. The duly elected officers shall be regularly installed in their respective offices at time and date approved by the membership, which shall be prior to the convening of the Department Convention following their election.

Section 5. The term of office for each elected office shall commence upon the adjournment of Department Convention next after their election and installation.

Section 6. A vacancy from an unexpired term shall be filled as followed:
(a) A vacancy in the office of Commander shall be filled by the advancement of the Senior Vice Commander.
(b) A vacancy in the office of Senior Vice Commander shall be filled by the advancement of the Junior Vice Commander.
(c) All other vacancies existing in any office shall be filled by nominations from the floor and election by the membership in attendance at the next regular or special meeting of Post 2000.

Section 7. All officers other than those designated in Section 1, Article 5 of this Constitution may be deemed essential by the Executive Committee or the Commander may be appointed by the Commander.

Section 8. Any time an officer elected or appointed to a post office that misses three consecutive regular meetings without just cause, the office shall be declared vacant by the Commander and they will be replaced by election or appointment to complete the year in that office.

ARTICLE – VI
COMMITTEES AND APPOINTMENTS

- Section 1. The Post Commander immediately upon taking office each year shall appoint such Standing Committees as deemed necessary by the Executive Committee to fully comply with the Department and the National mandates of The American Legion Program and to carry on successfully the Post activities.
- Section 2. The Commander shall also appoint any other Officer deemed necessary by the Executive Committee.

ARTICLE – VII
LIMITATIONS OF LIABILITIES

- Section 1. Post 2000 shall incur, or cause to be incurred, no liability, nor obligation whatever which shall subject to liability any other association, subdivision, members of The American Legion, or other individuals, corporations or organizations.
- Section 2. No member, officer, or committee of Post 2000 shall have authority to bind it by contract or incur any obligation upon its behalf, except by express authority of the Post 2000 Commander. All contracts entered into on behalf of Post 2000 shall be in writing, reviewed by the Post Commander, executed by the Adjutant and evidenced by its corporate seal, if available, which shall be affixed by the Finance Officer and attested by his signature.
- Section 3. Notwithstanding any other provision herein or in the Post 2000 By-Laws, no officer, employee or representative of Post 2000 shall take any action or carry on any activity by or on behalf of the Post 2000 not permitted to be taken or carried on by an organization exempt under Section 501(c)(19) of the Internal Revenue Code of 1986 and its Regulations as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Section 170(c)(2) of the Code.

ARTICLE – VIII
AMENDMENTS

- Section 1. Amendments to this Constitution and Bylaws shall be submitted in writing at a regular meeting of the Post. Notice shall be given to all members in advance of the date when such amendment is to be voted on. The Amendment shall be voted on and adopted by a 2/3 vote of members.

Section 2. This Constitution and Bylaws is adopted subject to the provisions of the National Constitution and Bylaws of The American Legion. Any provision of, or amendment to the National Constitution of The American Legion, which is in conflict with any provisions herein, shall be regarded as automatically repealing or modifying the provisions of this Constitution to the extent of such conflict.

Section 3. All changes to this Constitution and Bylaws whether proposed, administrative, pending, or finally approved shall be recorded contemporaneously herein and entered in the Change Log attached herein as Appendix "A". Appendix "A" is intended to track modification and/or amendment to the Constitution and Bylaws. All modifications to this Constitution and Bylaws, including, but not limited to, amendments and corrections, shall be recorded in Appendix A and maintained by the Adjutant. Entries shall include the date, the effected paragraph, the identity of the person or group initiating the change, and the status of the change. Change status shall be one of the following:

- (a) "APP" meaning approved by majority vote at The American Legion, Post 2000 Meeting of those members in attendance.
- (b) "DEF" meaning defeated or removed by majority vote at The American Legion, Post 2000 Meeting of those members in attendance.
- (c) "NVR" meaning no vote is required; typically used for correction of typographical errors.
- (d) "DIR" meaning the alteration was performed under the direction of The American Legion, Department of Colorado or National.
- (e) "PDG" meaning the alteration was performed as a draft to the document and is pending approval but a 2/3 vote by the members in attendance of a regular meeting.

By-Laws

ARTICLE - I NAME

Section 1. The following shall be the By-Laws of Post No. 2000, The American Legion, Department of Colorado.

Section 2. **POWERS OF THE EXECUTIVE COMMITTEE:**
The Post Executive Committee shall meet at the call of the Commander. Powers and duties of the Executive Committee shall be as set forth in the Constitution.

Section 3. **DUTIES OF THE OFFICERS:**

The Commander

It shall be the duty of the Post Commander to preside over all Post and Executive Committee meetings; to preserve order and enforce strict observance of the constitutional bylaws; to appoint members of the committees, unless otherwise provided for in these bylaws; to serve as ex-officio member of all committees except the nominating committee; and to prescribe any and all special duties for other officers and committees. The Commander shall not vote except in the case of a tie. The Commander shall attend or designate an alternate representative to attend all District and Department conferences and conventions.

Senior Vice Commander

Shall assume and discharge the duties of the office of Commander in the absence of, disability of, or when called upon by the Post Commander. The Senior Vice Commander shall be the Post Membership Chairperson. Will also serve as a member of the Executive Committee.

Junior Vice Commander

Shall assist the Senior Vice Commander in his duties and serve as a member of the Executive Committee. The Junior Vice Commander shall also assist the Commander in the discharge of their official duties and shall assume the duties of the Commander in the absence or disability of both the Commander and Senior Vice Commander. The Junior Vice Commander is also responsible for Legion programs and activities. Will also serve as a member of the Executive Committee.

The Adjutant

The Post Adjutant Shall transcribe the minutes of the Post and Executive Committee meetings, and shall have charge of and keep full and accurate records of all proceedings of all Post meetings, keeping such records as the Department and National organizations may request; render reports of membership annually or when called upon at a meeting and under the direction of the Commander, handle all the correspondence of the Post. Will also serve as a member of the Executive Committee.

Finance Officer

Shall have charge of all Post funds except provided herein and see that they are safely deposited in a bank or banks and shall report once monthly or when-ever called upon to report to the Executive Committee and the Post the condition of finances of the

Post. The Finance Officer may make recommendations that are deemed expedient or necessary for raising funds with which to carry on the activities of the Post. The Finance Officer shall serve as Chairperson of the Finance Committee. Will also serve as a member of the Executive Committee.

Post Chaplain

The Post Chaplain shall be charged with the spiritual welfare of the Post and its members will arrange divine but non-sectarian services in the event of funerals, dedications, public functions and other gatherings where such service might be applicable. The Chaplain shall adhere to such ceremonial rituals as are recommended by the National and Department Headquarters. Will also serve as a member of the Executive Committee.

Sergeant at Arms

The Sergeant-at-Arms shall preserve order at all meetings and shall see that meetings place is properly arranged before the meetings and shall perform such other duties as may be assigned to them by the Post Commander or Executive Committee. Will also serve as a member of the Executive Committee.

Service Officer

The Service Officer must know how to utilize the expert services available through Legion channels, as well as those of other agencies in his community. Will also serve as a member of the Executive Committee.

Historian

There should be close and effective cooperation between the Adjutant and the Historian. The former works with the records on matters of current interest, and the latter on matters of historical interest. Will also serve as a member of the Executive Committee.

Judge Advocate

The primary duty of the Judge Advocate is to supply professional advice in the conduct of the Post business or to procure proper counsel and is the guardian of constitutional form of Post government. Will also serve as a member of the Executive Committee.

Appointed Officers

It shall be the duty of the Post Commander to appoint all unelected offices as may be deemed necessary to the operation of the Post. Will also serve as a member of the Executive Committee.

Appointed Program Chairperson

It shall be the duty of the Post Commander to appoint Chairperson as deemed necessary to the operation of Post Programs and other tasking that are deemed essential in managing issues within the post.

Section 4. CONVENTIONS AND CONFERENCES:

Delegates to the Department and/or District Convention shall be elected by ballot by the Post at a regular meeting of the Post. Post Commander and Adjutant shall automatically serve on such delegations. Post Commander shall serve as the

Chairperson of the Delegation in each instance, and in the Commanders absence shall be elected by the Delegation.

RESOLUTIONS:

All resolutions of District, State, and National scope presented to this Post by a member or reported to this Post by Committee shall merely embody the opinion of this Post on the subject if adopted and said resolution shall be presented to the District or State Department for final approval.

Section 5. MEETINGS:

1. The regular meetings of the Post shall be held at a location prescribed by the Post Commander on the 2nd Monday of every month, promptly at 7:00 PM, unless otherwise specified. When a legal holiday occurs on any meeting day, or when a meeting must be canceled due to other circumstances, the Post Commander may arrange to hold the meeting on another day and shall see that the membership is so advised.
2. The Post Commander or a majority of the Executive Committee shall have power to call a special meeting of the Post at any time.
3. At a written request of 3 members, the Executive Committee shall call a special meeting of the Post.
4. One post officer over ½ of the installed officers shall constitute a quorum.
5. All meetings shall be conducted in conformity with the American Legion's Manual of Ceremonies.
6. All proceedings of this Post shall be conducted in accordance with Robert's Rules of Order, revised, except as otherwise provided herein.

Section 6. FINANCES:

1. The revenue of the Post shall be derived from annual membership dues and membership for life dues as provided by the Constitution and By-Laws of The American Legion, Department of Colorado and other such sources as may be approved by the Post and within the guidelines of the Constitution of The American Legion, Department of Colorado.
2. Revenue derived by games of chance as governed by the State of Colorado shall be placed in a separate account as provided by said laws and use of these funds shall be governed by said laws.
3. Any disbursement of funds except for membership dues must have final approval of Post membership. Any disbursement over One thousand dollars (\$1000.00) for any one item must be approved at two (2) consecutive regular business meeting of the Post. The Post Commanders will have digression to spending funds up to Three hundred dollars (\$300.00), provided it is in the good interest of the Post or its members. A vote of the post membership must be made to validate the expenditure made by the Commanders.

Section 7. AMENDMENTS:

1. The proposed amendment to these Constitution and Bylaws shall be submitted to the membership in attendance at a Regular Meeting. Once the amendment has been presented and passed by a vote of 2/3 of the membership, both virtual and/or physically present.

2. The passed amendment will then begin its review period for not less than 30 days after postal mail or electronic mail notification of the amendment has have been delivered to those members who were not present for its initial presentation and vote. This review period will ensure that those members get an opportunity to review the amendment and be notified of the date and time for final passage.
3. After the 30-day review period has elapsed, the amendment will have its final passage vote taken by a vote of 2/3 of the membership, both virtual and/or physically present.
4. No proxy or mail in voting will be authorized for the Constitution and Bylaws amendment process.

Section 8. These By-Laws shall become effective upon adoption by the Post at a regular meeting.

- Proposed to Post 2000 membership on February 7, 2022.
- Voted on at the regular meeting on March 14, 2022.
- Approved on March 14, 2022 at the regular meeting, a quorum being present.
- Mailed to Department on March 15, 2022.

CERTIFIED BY:

PRINT _____ SIGNATURE _____ Post 2000, Adjutant

PRINT _____ SIGNATURE _____ Post 2000, Commander

APPENDIX – A
CHANGE LOG

Date	Article/section	Change	By
1/9/2012	Constitution and By-Laws	APP – Approved C&B by membership.	Post Membership
4/13/2020	Constitution, Art. V, Sect. 2 By-Laws, Sect. 3	Moved Service Officer, Historian and Judge Advocate as elected officers, not appointed. Added Officer Description for moved officers.	Post Membership
12/13/2021	Constitution, Art. IV, Sect. 7	Clarify transfer process and actions of Adjutant	Post Membership
3/14/2022	Constitution, Art. VIII, Sect. 1 By-Laws, Art. I Sect. 7	Shorten explanation to bring specifics to By-Laws Detail the amendment process including virtual attendance and e-mail notification	Post Membership

EXAMPLE

Date	Article/section	Change	By
5/25/2006	Constitution	PEN – Constitution Draft	CDR Robb Smith
6/25/2006	Article VII, Section 1	NVR - Typographical error corrected – "position" was omitted	CDR Robb Smith