

American Legion  
Sam DiPaolo Post 1985  
Department of Colorado  
Located in Firestone, Colorado



Constitution and By-Laws  
Adopted and Corrected through  
Members Meeting  
April 6, 2023  
Firestone, Colorado

CONSTITUTION OF  
THE AMERICAN LEGION  
Sam DiPaolo Post 1985  
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 association 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 Sam DiPaolo Post 1985, The American Legion, Department of Colorado, located in Firestone, Colorado.

Section 2. The Post Headquarters shall be located at 870 1st Street, Firestone, Colorado 80520; all notices and documents addressed to the Post shall be sent to these Headquarters

***Article II***

Objects

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

***Article III***

Nature

Section 1. This Post is a civilian organization and membership therein does not affect or increase liability for military or police service. Rank does not exist in The American Legion; no member shall be addressed by his military or naval title in any meeting of the Post.

Section 2. This organization shall be absolutely non-political and non-sectarian, and shall not be used for the dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

Section 3. Each member shall perform his full duty as a citizen according to his own conscience and understanding.

## ***Article IV***

### **MEMBERSHIP**

Section 1. ELIGIBILITY. Any person may become a member of The American Legion, Department of Colorado, who is eligible for membership in The National Organization and no person not so eligible shall become, remain, or be considered a member.

Section 2. ACTIVE DUES-PAYING MEMBERSHIP ONLY. There shall be no class or form of membership other than active membership. Dues shall be paid annually or Paid Up For Life. Honorary memberships are forbidden.

Section 3. READMITTANCE OF EXPELLED MEMBERS. No Person who has been expelled by any Post of The National Organization shall be admitted to membership in any Post of The American Legion, Department of Colorado, without the written consent of the Post from which such member was expelled, subject to any right of appeal that may be provided in the National Constitution or By-Laws of The American Legion

## ***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 up to 3 Members, to be known as Committeemen, in addition to the elective officers of the Post.

Section 2. The elective officers of this Post shall be a Commander, Senior Vice-Commander, Junior Vice-Commander, Adjutant, Finance Officer, Post Historian, Post chaplain, and Sergeant-at-Arms.

Section 3. All elective officers and committeemen shall be elected in May and installed in the month after the Department Convention annually and they shall hold office until their successors are duly installed or as otherwise provided.

Section 4. Every member of this Post, in good standing, shall be eligible to hold office in this Post except as otherwise provided herein.

Section 5. The duties of officers and committeemen shall be those usually appertaining to such officers or committeemen and as further provided in the By-laws.

## ***Article VI***

### **Finances and Dues**

Section 1. The revenue of this Post shall be derived from membership or initiation fees from annual membership dues and from such other sources as may be approved by the Post.

Section 2. The minimum annual dues of individual members of the Post shall be prescribed by The Department Constitution.

Section 3. The Post shall expeditiously collect the annual dues for its members and shall pay to The American Legion, Department of Colorado such amount due to the National, Department, and District.

Section 4. All moneys received in any manner for welfare purposes of any nature by the Post shall be deposited in a duly authorized banking institution and none of such moneys shall be withdrawn except for welfare purposes and, upon draft signed by the Finance Officer of the Post and at least one other member thereof duly elected for that purpose.

Section 5. This Post shall not solicit another Post for purposes of financial aid or relief.

## ***Article VII***

### **Auxiliary**

Section 1. The Post recognizes an Auxiliary Organization known as the American Legion Auxiliary Sam DiPaolo Unit 1985 Department of Colorado.

Section 2. Membership in the said Auxiliary Organization shall be governed by such rules and regulations as may be prescribed by the National Executive Committee of The American Legion and thereafter approved by The Department of Colorado Executive Committee of The American Legion.

## ***Article VIII***

### **Sons of the American Legion**

Section 1. This Post recognizes a Sons of The American Legion Organization known as the SONS OF THE AMERICAN LEGION SQUADRON OF POST 1985  
Post No. 1985 THE AMERICAN LEGION, DEPARTMENT OF COLORADO.

Section 2. Membership in the Sons of The American Legion shall be governed by such rules and regulations as may be prescribed by the National Executive Committee of The American Legion and thereafter approved by The Department of Colorado Executive Committee.

## ***Article IX***

### **American Legion Riders**

Section 1. This Post recognizes a The American Legion Riders Organization known as THE AMERICAN LEGION RIDERS OF POST-1985 THE AMERICAN LEGION, DEPARTMENT OF COLORADO.

Section 2. Membership in The American Legion Riders shall be governed by such rules and regulations as may be prescribed by the National Executive Committee of The American Legion and thereafter approved by The Department of Colorado Executive Committee.

***Article X***  
Four Rules of an American Legion Program

***Article X***  
Amendments

Section 1. This Constitution is adopted subject to the provisions of the National, and Department of Colorado Constitution and By-laws, The American Legion. Any amendments to said National, and Department Constitution and By-laws which conflict with any provisions hereof shall be regarded as automatically repealing or modifying the provisions of this Constitution to the extent of such conflict.

Section 2. This Constitution may be amended at any regular Post meeting by a vote of two-thirds of the members attending such regular meeting, provided that the proposed amendment shall have been submitted in writing and read at a preceding regular meeting of the Post, and provided further that written notice, including a copy of the proposed amendment shall have been sent to all members at least ten days in advance of the date when such amendment is to be voted upon.

By-Laws  
***Article I***  
Name and Objects

Section 1. The Post existing under these By-laws is to be known as Sam DiPaolo Post 1985, The American Legion, Department of Colorado, located in Firestone, Colorado.

Section 2. The objects of this Post are as set forth in the Constitution.

***Article II***  
Administration

Section 1. The administration of the Post's affairs, between meetings of the Post, and except as may be otherwise provided in these By-laws, shall be under the supervision of the Executive Committee.

Section 2. The elective members of the Executive Committee together with the elective officers of this Post shall be elected in the month of May and installed in the month after the Department Convention, annually. All elections of officers and Executive Committeemen shall be by ballot and the candidate or candidates receiving the highest number of votes shall be elected to the respective office or offices for which they are candidates, and they shall hold office until their successors are duly installed or as otherwise provided. Any elective officer or Executive Committeeman may be removed for inefficiency by the Executive Committee after due notice and hearing as provided by the Department Executive Committee, a two-thirds vote of said committee being necessary to effect such removal.

Section 3. All vacancies existing in the Executive Committee, or in any office of the Post from any cause other than the expiration of term of office shall be filled by a majority vote of the remaining members of the committee, and a person so chosen shall hold office for the unexpired term of the member of the committee or officer when he succeeds. A vacancy shall exist when a member or officer is absent from his Post for three consecutive meetings if considered by the Executive Committee to be detrimental to the best interests of the Post.

Section 4. Nepotism will not be allowed amongst the officers nor employees.

***Article III***  
Post Executive Committee

Section 1. The Post Executive Committee shall meet for organization and such other business as may come before it at the call of the Post Commander within ten days after the installation of the new officers. Thereafter the Post Executive committee shall meet at the call of the Commander at least once a month, on the last Thursday of the month and as often as said Commander may deem necessary. The Commander shall call a meeting of the Post Executive Committee upon the joint written request of three or more members of said Post Executive Committee; five members of the committee shall constitute a quorum thereof.

Section 2. The Post Executive Committee, subject to the approval of the Post, shall hire such employees as may be necessary; shall authorize and approve all expenditures; shall hear the reports of

Post Committee Chairmen, and generally, shall have charge of, and be responsible for, the management of the affairs of this Post between meetings of the Post and subject to the approval of the Post; shall require that all Post Officers and members handling American Legion money be properly bonded with a good and solvent bonding and surety company, as surety to cover double the average amount of money handled in a single year; bonds to be approved by the Executive Committee.

Section 3. The Executive Committee has final authority relating to hiring or firing of employees, making purchases, disbursements of funds, etc., directly relating to the canteen.

Section 4. The Executive Committee has final authority to suspend a member of the post up to 30 days, without department being notified. If the member wishes to appeal the decision formal proceeding will be written up and presented to the Department.

Section 5. The 3 Committeemen that are elected to the Executive Committee have voting rights on the committee.

Section 6. The President of the Post Auxiliary, SAL Commander and President of the Post Legion Riders should be encouraged to attend the Executive Committee, however they do not have voting privileges.

## ***Article IV***

### Duties of Officers

Section 1. Duties of Post Commander: It shall be the duty of the Post Commander to preside at all meetings of the Post and to have general supervision over the business and affairs of the Post, and such officer shall be the Chief Executive Officer of the Post. He shall approve all orders directing the disbursements of funds and shall make an annual report covering the business of the Post for the year, and recommendations for the coming year, which shall be read at the annual meeting and a copy thereof immediately forwarded to the County Adjutant. He shall perform such other duties as directed by the Post.

Section 2. Duties of Senior Vice Commander: shall preside at meetings when the Post Commander is absent; also act as Adjutant or Finance Officer in the absence of either.

Section 3. Duties of Junior Vice Commander: shall fulfill the duties of the Post Commander or the Senior Vice Commander in the absence of either.

Section 4. Duties of Post Adjutant: The Adjutant shall have charge of, and keep a full and correct record of, all proceedings of all of all meetings, keep such records that the Department and National Organizations may require, render reports of membership annually or when called upon at a meeting, and, under direction of the Commander, handle all correspondence of the Post.

Section 5. Duties of the Finance Officer: The Treasurer of the Post shall have charge of all finances and see that they are safely deposited in a local bank or banks and shall report, once a month, to the Executive Committee the condition of the finances of the Post, with such recommendations as he may deem expedient or necessary for raising funds with which to carry on the activities of the Post. He shall

sign all checks disbursing the monies of the Post. He shall furnish such surety bond in such sum as shall be fixed by the Post Executive Committee.

Section 6. Duties of Post Historian: The Post Historian shall be charged with the individual records and incidents of the Post and Post members, and shall perform such other duties as may properly pertain to the office as may be determined by the Post or the Executive Committee.

Section 7. Duties of Post Chaplain: The Post Chaplain shall be charged with the spiritual welfare of the Post comrades and will offer divine, but non-sectarian service in the event of dedications, funerals, public functions, etc., adhere to such ceremonial rituals as are recommended by the National or Department Headquarters from time to time.

Section 8. Duties of Sergeant-at-Arms: The Sergeant-at-Arms shall preserve order at all meetings and shall perform such other duties as may be, from time to time, assigned to him by the Post Executive Committee.

## ***Article V***

### **Finances and Dues**

Section 1. The amount of annual Post dues shall be per Department of Colorado Constitution, payable in advance on the 20<sup>th</sup> day of August of each year.

Section 2. A member whose dues for the current year have not been paid by January first shall be classified as delinquent. If his dues are paid on or before February first, he shall be automatically reinstated. If he is still delinquent after February first, he shall be suspended from all privileges. If he is still under such suspension on June thirtieth of such year, his membership in THE AMERICAN LEGION shall be forfeited. A member so suspended or whose membership has been so forfeited may be reinstated to active membership in good standing by vote of the Post and payment of current dues for the year in which the reinstatement occurs; provided, however, that the Post, Department, and National organizations may waive the provisions thereof, upon payment of dues for the year in which the reinstatement occurs, with reference to former members who have been prevented from the payment of dues by reason of active military service.

Section 3. All Post monies shall be deposited in a duly authorized banking institution as designed by the Post Executive Committee, and none of such monies shall be withdrawn except upon draft or check signed by the Post Finance officer or one of the officers designated in these By-laws.

Section 4. The general expenses of the Post shall be paid by checks drawn against the general fund signed by the Post Finance Officer or by the Post Commander or, in the absence or inability of the Commander, one of the Post Vice Commanders.

Section 5. Commander has the discretion to use \$200 without a vote one time per month. This Discretionary Fund MUST be reported to the Membership at the 1<sup>st</sup> General Meeting when this fund is utilized.

Section 6. In an emergency situation a Phone Vote by the Majority of the Elected Officers will suffice. This situation will be brought up in the next Members Meeting.



## ***Article VI***

### **Delegates**

Section 1. The Post shall elect annually such delegates and alternates to represent the Post at all District meetings or Department Annual conventions as may be required, pursuant to such proportional representation covering such delegates or alternates as may be provided for by the Constitution and By-laws of the department.

Section 2. The Post will reimburse 3 delegates a sum of \$300.00 for attending the Department Convention and sum of \$200.00 for attending Department Mid-Year Conference.

Section 3. Amendments to the number of delegates and reimbursements may be made by a vote of the members present at the Post meeting.

## ***Article VII***

### **Appointments**

Section 1. The Post Commander, immediately upon taking office each year, shall appoint the following standing committees: Membership, House, Finance, Legal, Publicity, Service, Visiting, Americanism, Athletic and Volunteers. Such standing committees shall consist of such members, and the chairman thereof, as shall be designated by the Post Commander.

Section 2. Membership Committee shall have charge of all matters pertaining to the membership of the Post, including procuring of new members, reinstatement, and eligibility of members.

Section 3. House Committee – The House Committee shall have charge of all matters pertaining to the care of the Post quarters, promotion of Club advantages and arrangements for social activities.

Section 4. Finance Committee – The Finance committee shall be charged with the administration of the financial policy, preparation of budget recommendations, and supervision of receiving, disbursing, and accounting of all Post funds.

Section 5. Legal Committee – The Legal Committee shall be charged with the legal supervision of Post affairs and audit of Post financial accounts.

Section 6. Publicity Committee – The Publicity Committee shall be charged with the promotion of public support of the Legion's program by the establishment of proper contact with The American Legion Magazine, Department, and National Legion news services, and by local publicity of Post programs and activities.

Section 7. Service Committee – The Service Committee shall supervise all matters pertaining to service to comrades in the prosecution of all claims against the United States or State Governments, employment, relief, etc., and community welfare matters.

Section 8. Visiting Committee – The Visiting Committee is charged with the visiting and comforting of members and their families when sick or bereaved and with visiting ex-servicemen in nearby hospitals.

Section 9. Americanism Committee – The Americanism Committee shall be charged with the inspiration of patriotism and good citizenship by arrangements for proper observance of patriotic occasions; encouragement of patriotic and civic phases of instruction in schools; Americanization of aliens; combating anti-American propaganda by education of the general public in American ideals through public forums, etc., and activities for community and civic betterment.

Section 10. Athletic Committee – The Athletic Committee shall be charged with the promotion of physical development and clean sports by the organization of Post athletic teams, recreation, etc., and by cooperation and support in the general recreational and athletic program of the community.

Section 11. Volunteers Committee – The Volunteers Committee shall be charged with the organizing of the Post Brigade and other volunteers who want to help the Post with Post Activities and Events.

## ***Article VIII***

### **Resolutions**

Section 1. All matters of State, National, or International scope that appeal to Legionnaires and the Post may be treated, discussed, and acted upon provided, however, that such action shall be submitted for approval through the prescribed American Legion channels to the body having jurisdiction thereof.

## ***Article IX***

### **Meetings**

Section 1. The regular meetings of the Post shall be held at the Post Headquarters or a place to be decided upon by the Post, on the 1<sup>st</sup> Thursday of each month at 7PM, which may be transacted such business as may properly be brought up for action; such meetings may be converted into entertainment meetings, as may be deemed advisable by the Post commander.

Section 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.

Section 3. Upon the written request of five (5) Post members, the Commander or the executive committee shall call a special meeting of the Post.

Section 4. Five (5) Members along with a presiding Elected Officer shall constitute a quorum.

Section 5. An annual meeting of the Post shall be held at which the annual reports of the officers shall be submitted and such other business transacted as shall be found desirable. The date of such meeting shall be determined by the Post or the Executive Committee.

## ***Article X***

### **Notices**

Section 1. Each member shall furnish the Post Adjutant with an address for mailing purposes and inform the Adjutant of any change in such address.

Section 2. The Adjutant shall cause to be mailed to each member, at the address furnished by such member, notice of meetings and each special meeting of the Post at least three days prior to such meeting, except as otherwise provided in the Constitution and By-laws, and all notices as required by the Constitution and By-laws.

Section 3. Notices of meetings at which nominations or elections of officers are to be held, shall specify that such nominations or elections are to be held at such meeting, and shall be sent out via email or mailed at least two weeks prior to each such meeting.

## ***Article XI***

### **Rules**

Section 1. The order of procedure at meetings of this Post shall be governed by Robert's Rules of Order, Revised, except as otherwise provided herein.

## ***Article XII***

### **Limitations of Liability**

Section 1. This Post shall not incur, nor cause to be incurred, any liability or obligation whatever which will subject to liability any other Post, Sub-division, group of men, members of The American Legion, or other individuals, corporations, or organizations.

## ***Article XIII***

### **Amendments**

Section 1. These By-laws are adopted subject to the provisions of the National and Department Constitution and By-laws. Any amendments to said National and Department Constitution and By-laws, which are in conflict with the provisions hereof shall be regarded as automatically repealing or modifying the provisions of these By-laws to the extent of such conflict.

Section 2. These By-laws may be amended at any regular Post meeting by a vote of two-thirds of the members attending such regular meeting, provided that the proposed amendment shall have been submitted in writing, and read at a preceding regular meeting of said Post, and provided further, that written notice shall have been given to all members at least ten days in advance of the date when such amendment is to be voted upon, notifying said members that at such meeting a proposal to amend the By-laws is to be voted upon.

## ***Article XIV***

### **Trustees**

Section 1. The post may elect five Trustees from the members of the Executive Committee to serve in accordance with the provisions of the Benevolent Orders Law and who shall have the care, management, and Control of the Benevolent Orders Law, after the Trustees are first elected they shall, by lot, be assigned a term of one, two, or three years and thereafter all Trustees shall be elected for terms of three years.

Section 2. The Trustees shall not sell, convey, mortgage or dispose of any of the temporalities and property of the Post except by and under its direction duly had or given at a regular meeting thereof, according to Constitution and By-laws, and the said Trustees shall at all times obey and abide by the directions, orders, and resolutions of the Post.

Section 3. That in the event the Charter of the Post is suspended, cancelled or revoked by The Executive Committee of the Department of Colorado, the Trustees then in office shall transfer all of the temporalities and property of the Post to The Department of Colorado, in accordance with Article III, Section 3 of the National Constitution of The American Legion.

Section 4. That the Trustees elected may file, in the office of the Secretary of State, a Certificate of such election, signed and acknowledged by the Commander, Senior Vice Commander, and Junior Vice Commander of the Post, stating the time and place of such election and that the same was regular, the names of such Trustees and the term of which they are elected to serve and the name of the Post.

## ***Article XV***

### Miscellaneous

Section 1. Post 1985 Brigade: The Post 1985 Brigade is a Non-Member organization of volunteers assisting the Post with activities and events. Post 1985 Brigade will not be larger than 15% of the Post membership.

Section 2. Post 1985 Brigade personnel must NOT be eligible for any other membership within the post.

Section 3. Post 1985 Brigade personnel do not have any voting ability.

Section 4. Post 1985 Brigade personnel will have unescorted privileges to enter the Post during normal operating hours, and do not have to sign the guest book. They are not allowed to sign in guests.

Section 5. To keep these privileges the Post 1985 Brigade personnel will need to be in good standing with the post, and have at least 40 hours of volunteer work with the Post Annually or an Annual Monetary Equivalent of \$20 per hour donated to the Post.

Section 6. A volunteer log will be kept in the Canteen area. Post 1985 Brigade must sign in so their hours can be tracked for volunteering.

Section 7. Persons wanting to join the Post 1985 Brigade MUST fill out an application, Pay \$25 in dues and perform 40 hours of volunteer work with the Post Annually. Additionally, they must be

voted into the Brigade by the majority of Post Members at a regular Post Meeting.

Section 8. Roy Martinez has been voted in as a Life Member of the Post 1985 Brigade by the Members of the American Legion Post 1985.

Changes:

Date	Page	Article	Section	Notes
03/02/2023				Post Constitution and By-Laws approved at Membership meeting.
05/25/2023	8	V	5	No contributions will be made in excess of \$200.00 unless members present at the Post meeting vote to exceed that amount. Changed to: Commander has the discretion to use \$200 without a vote one time per month. This Discretionary Fund MUST be reported to the Membership at the 1 <sup>st</sup> General Meeting when this fund is utilized.
12/27/2024	7	III	4	The Executive Committee has final authority to suspend a member of the post up to 30 days, without department being notified. If the member wishes to appeal the decision formal proceeding will be written up and presented to the Department.
7/9/2025	6	II	4	Nepotism will not be allowed amongst the officers or employees.

References:

Department of Colorado: <https://coloradolegion.org/about-us/constitution-and-by-laws/>

Robert's Rule of Order: <https://robertsrules.com/>

Commander: \_\_\_\_\_

Senior Vice: \_\_\_\_\_

Junior Vice: \_\_\_\_\_

Post Adjutant: \_\_\_\_\_

Finance Officer: \_\_\_\_\_

Post Historian: \_\_\_\_\_

Post Chaplain: \_\_\_\_\_

Sergeant at Arms: \_\_\_\_\_