

**BY-LAWS OF
The American GI Forum
Mile Hi Chapter**

ARTICLE I - NAME, PURPOSE, PLEDGE, MOTTO, SEAL AND PRAYER

Section 1. Name

The official name of this Chapter shall be the "American GI Forum, Mile Hi Chapter".

The name can be shortened for practical use to Mile Hi GI Forum.

Section 2. Purpose. Pledge. Motto and Seal

The purpose, pledge, motto and seal of this Chapter shall be the same as the National Constitution of the American GI Forum - US.

Section 3. Prayer

The official prayer of this organization shall be the Prayer of St. Francis of Assisi. This Prayer shall be recited at the beginning and at the end of every general membership meeting.

LORD,

Make me an instrument of Thy Peace. Where there is hatred, let me sow love.

Where there is injury, pardon. Where there is doubt, faith.

Where there is despair, hope. Where there is darkness, light.

Where there is sadness, joy.

Oh, DIVINE MASTER, grant that I may not so much seek

to be consoled, as to console,

to be understood as to understand,

to be loved, as to love,

for it is in giving that we receive,

it is in pardoning that we are pardoned,

it is in dying that we are born to eternal life.

Amen.

ARTICLE II – GENERAL MEMBERSHIP

Section 1. Eligibility

a) Veterans' Forum

All persons, male or female, who are American citizens or legal residents and who have served honorably, or, at the time of membership, are serving honorably for at least six (6) months in the Armed Forces of the United States of America, the National Guard or other official component for military service or training shall be eligible for membership in the Veterans' Forum. Any Veteran wishing to become a member must provide a copy of his or her DD214, or other positive proof recognized by the Department of Veterans Affairs at the time the membership application is submitted. Said person must be recommended for membership by a member in good standing and must be approved by a simple majority vote of the eligible chapter membership present at a regular general membership meeting.

b) Women's Forum

All female persons, who are American citizens or legal residents and who are 18 years of age or older shall be eligible for membership in the Women's Forum. Said person must be recommended for membership by a member in good standing, adhere to application criteria and procedures, and must be approved by a simple majority vote of the eligible chapter membership present at a regular general membership meeting.

c) Youth Forum

All young persons, who are American Citizens or legal residents, single, never married and between the ages of 10 and 21 shall be eligible for membership in the GI Forum Youth Chapter.

d) Non-Veterans and Non-Members of the Armed Forces

Any adult person, 18 years or older, who does not fulfill the requirements of Article II, Section I and who is of good moral character and whose general reputation in the community in which the person resides is good, may be voted into membership. Said person must be recommended by a member in good standing, adhere to application criteria and procedures, and approved by a simple majority vote of the Chapter membership present at a regular general membership meeting. However, the total non-

veteran membership in the Mile Hi Chapter must not exceed 25% of the total membership except that such percentage, once attained, shall not decrease if the percentage of Veteran members decreases. Further, the Chapter must have eight (8) Veteran members, in good standing, for said group to retain its charter. The Veteran requirement shall not apply to the GI Forum Women and Youth Chapters.

Section 2. Application Procedures

Applicant shall submit an application for admission to the Membership Committee. Member(s) of the membership committee shall review the application, conduct a new member interview, and confirm the recommendation of the applicant's sponsor for admission to the membership.

Section 3. Nomination and Notification

The Chairperson of the Membership Committee shall present, at a regular general membership meeting, potential applicants for admission to the membership following the completion of the application process. Applicants presented for admission to the membership must be approved or rejected by a simple majority vote of the eligible chapter membership present at a regular general membership meeting. The sponsor and the applicant shall attend this general membership meeting. Approved applicants will be notified to participate in a swearing-in ceremony. Failure to attend the swearing-in ceremony or pay the required membership dues, without good cause, shall result in the postponement of admission to the membership. Non-approved applicants will be notified and will receive a refund of any monies paid.

Section 4. Oath of Membership

All individuals approved for membership must take the following oath:

"I do solemnly promise and swear that I will uphold the Constitution and the Flag of the United States and of my State, that I will abide by the Constitution and By-laws of the American GI Forum and the Mile Hi Chapter, and that I will neither wrong nor harm, in any way, shape or form the same, nor a member thereof, SO HELP ME GOD."

Section 5. Dues and Fees

All members shall pay dues annually to the National, State and Local Treasurers in amount assessed by the National, State and Local organizations.

Section 6. Member in Good Standing

In order to be considered a member in good standing and eligible to vote, run for office, or maintain bar/building privileges, a member must have paid his or her membership dues, and any other assessments as required by the National, State and Local organizations; must have promptly returned any AGIF Mile High Chapter properties or materials upon leaving elected office, appointed office, or the general membership. These returns may include, but are not limited to: actual property, such as keys, credit cards, electronic and/or hard copies of files and documents, recording devices, computer hardware or software; and virtual property such as passwords or other access and program or project information, etc. Prompt return will be defined as within seven (7) days from the member's departure.

Section 7. Former members – reinstatement

A member who allows their membership to lapse for one (1) calendar year shall no longer be considered a member in good standing. To be reinstated as a member in good standing, the individual must pay the current new membership dues in addition to a re-instatement assessment fee as determined by the Chapter.

Section 8. Transfers

Any member in good standing of any GI Forum chapter, may request the transfer of his or her membership to any other such chapter within his or her state, or any other state in accordance with the State and National Constitutions, by notifying the local chapter Secretary, whose duty it shall be to notify the proper state and national officer of such requested transfer. Said officer shall then notify the Secretary of the local to which the member is requesting transfer.

Section 9. Life members

Lifetime members shall pay the State and Local dues or assessments that may be imposed on its members. They may have a voice but no vote at the Local or State AGIF organization unless he or she is a member in good standing.

Section 10. Revocation or Suspension of Membership

Members shall be subject to the revocation or suspension of their membership in accordance with Article V. of the National and State Constitution of the American GI Forum.

ARTICLE III. - MEETINGS

Section 1. Quorum

The quorum to legally conduct business at a regular general membership or special meeting shall be eight (8) members, including at least three (3) officers.

Section 2. Meetings

a) General Membership Meetings

General Membership Meetings will be held once a month, on the second Thursday of each month at 6:00 p.m. unless otherwise posted by the Executive Board.

b) Special Meetings

Executive Board can call a special meeting as necessary

c) Meeting Procedure

1. Call to Order, 2. Official Prayer, 3. Pledge of Allegiance, 4. Roll Call of Officers, 5. Introduction of Guests, 6. Approval of new Members and Oath of Membership, 7. Review of Minutes of the Previous Meeting, 8. Communications and Bills, 9. Report of Officers, 10. Report of Committees, 11. Unfinished Business, 12. New Business, 13. Good and Welfare, 14. Official Prayer, 15. Adjournment

d) Voting

Individual must be a member in good standing to vote at any meeting.

ARTICLE IV – EXECUTIVE BOARD

Section 1. Composition and Role

a) Composition

Executive Board shall consist of the elected officers of the Chapter to include the Commander, Vice-Commander, Chairwoman, Vice-Chairwoman, Secretary, Treasurer, and Youth Chair. Other officers may be elected or appointed according to the provisions of these by-laws.

b) Role

The Executive Board of this Chapter shall have the authority to make recommendations to the members on matters of Forum policy and the operation of the organization. It shall protect all interests of the members by abiding by and enforcing the National and State Constitutions of the American GI Forum and the by-laws of this Chapter. Between meetings they shall have the power to direct the affairs of the Chapter. In the event that

no quorum is present at any general membership meeting and matters of great importance arise, the Executive Board shall act in the best interest of the membership and such action; if approved by 2/3 of the board in attendance, shall be binding. It shall provide an accounting of all general and financial matters to the general membership on a monthly basis.

Section 2. Term of Office

All officers shall serve for a term of one year from January 1 - December 31. No restriction shall be made to the number of times he or she may serve in any official capacity. No member shall hold more than one elected (or appointed) office.

Section 3. Elections

Chapter officers will be elected, by a simple majority vote, at the general membership meeting in December by the eligible Chapter membership in good standing present. The newly elected officers shall take the oath of office following the election. A transition meeting will be held between the outgoing officer(s) and the incoming officer(s) at least seven (7) days prior to January 1 for the purpose of exchanging records specific to the office, to share duties and other information related to the position.

Section 4. Election Candidate Eligibility

A candidate for an elected or appointed office must be a current member in good standing of the American GI Forum – Mile High Chapter. He or she must have been a member in good standing of the Chapter for six months prior to the date of the election. No member shall be a candidate for any office in the Chapter if he or she is in arrears of any monies due the chapter.

Section 5. Elected and Appointed Officers

Each eligible membership group may elect at least a Chairperson, Vice-Chairperson, Secretary, Treasurer and may make additional appointments as necessary.

Section 6. Election Procedures

The Election Committee – a special committee – shall consist of at least three (3) members, in good standing, appointed by the Commander at the beginning of the calendar year. The committee shall establish and enforce the election criteria procedures. Those procedures include, but are not limited to,

- a) Notification, in all sections of these By-Laws, will be defined as information provided to members by electronic means or by U.S. Postal Service mail.

- b) Notification of upcoming elections shall be provided to the general membership at least fourteen (14) days prior to any (the) election of officers.
- c) Any member may vote for the election of officers or at a special election providing he or she has been a member in good standing for sixty (60) days prior to the date of election and his or her membership is on record with the Treasurer.
- d) No proxy votes will be allowed.

Section 7. Meetings

The Executive Board shall meet at least seven (7) days prior to the general membership meeting. A quorum requires the attendance of forty (40) percent of the Executive Board membership to conduct business.

Section 8. Qualifications and Duties

Elected Officers

1) Commander

The Commander must be a Veteran. Commander shall be the presiding officer at all regular meetings, and is a member of the state Board of Directors; shall sign all official proclamations and declarations made in the name of the Chapter, unless he or she expressly authorizes another officer to do so; shall be the official representative at all social, civic, and other functions wherein the Chapter is asked to participate; shall make all appointments, and exercise such other duties and functions as normally fall within the scope of his or her office as specified in Robert's Rules of Order, Revised.

2) Vice Commander

The Vice Commander must be a Veteran. The Vice Commander shall perform the duties of the Commander in his or her absence; shall be an ex-officio member of all committees, and shall perform other duties as may be required or assigned by the Commander.

3) Secretary

The Secretary shall handle all general matters and correspondence from this office and be supervised by the Commander; shall keep a permanent record of the Chapter meetings and transactions of the Chapter; shall maintain a copy of the records at the Chapter; shall develop and distribute minutes; shall receive and manage

correspondence and perform all duties usually and customarily pertaining to the office of the secretary; shall keep an up-to-date record of all mailing addresses; shall maintain a record of member attendance at all general membership and special meetings; shall be a member of the Membership committee, and shall perform other duties as may be required or assigned by the Commander.

4) Treasurer

The Treasurer shall receive, expend and account for all Chapter membership funds; shall keep a current account of all income and disbursements of the Chapter funds; shall provide a revenue and expense report, in writing, at the monthly general membership meeting; shall maintain a copy of records at the Chapter; shall work with the Secretary and Chairperson of the Membership Committee in keeping a current membership account; shall be responsible for the annual review of the Chapter funds and if necessary, reasonable and financially affordable, otherwise, the Commander shall appoint a special committee to conduct a review and a status report of their financial records if requested by the membership. Such request must be approved by a majority of the eligible members present at a general membership meeting. Further, the secretary shall submit an annual report, shall serve as a member of the Membership Committee, and shall perform other duties as may be required or assigned by the Commander.

5) Chairwoman and Vice-Chairwoman

The duties of these officers will be identical to those described for the Commander and Vice-Commander in Article IV, Section 8.

Appointed Officers

6) Sergeant-At-Arms

The Sergeant-at-Arms shall be responsible for the enforcement of all commands of this Chapter. Further, he or she shall be responsible for the general meeting preparation for all members and the introduction of all guests and the preservation of order. He or she shall perform other duties as may be required or assigned by the Commander.

7) Chaplain

The Chaplain shall render the official prayer and invocation at the Chapter meetings and events; and, perform any other duties usually and customarily pertaining to this office. He or she shall perform other duties as may be required or assigned by the Commander.

8) Historian

The Historian shall develop and maintain a record of all the activities of the Chapter and maintain an up-to-date history of the Chapter, using pictures, newspaper clippings, etc.

Section 9. Oath of Officers

All officers, whether elected or appointed, shall take the following oath:

"I, (give name) do solemnly promise and swear that I will uphold the Constitution and the Flag of the United States and of my State, and I will abide, by the Constitution and By-laws of the American GI Forum of which I am (give position held); that my conduct and thoughts shall always be for the betterment and advancement of said organization, that I will serve to-the best of my ability and will strive for cooperation with all officers and committees of said organization, and that I will adhere always to this end and uphold the same to the utmost, SO HELP ME GOD.

Section 10. Vacancies and Removal

Any office may be declared vacant, by the Commander or general membership, if the officer fails to attend two (2) consecutive Executive Board, or two (2) consecutive general membership meetings without a valid excuse or does not attend at least 50% of the meetings in a 6 month period. The Commander will announce any vacancy at a regular membership meeting and a special election to fill the vacancy will be held at the next general membership meeting.

Section 11. Resignation or Other Termination

Resignation from an elected or appointed position must be in writing and received by the Commander. An officer shall be subject to the revocation or suspension of their office in accordance with Article V., National and State Constitution of the American GI Forum.

An elected or appointed officer may be removed for other reasons by a two-thirds vote of the eligible chapter general membership present at a general membership meeting.

ARTICLE V – COMMITTEES

Section 1. Formation

The Commander shall create standing and special committees, as needed. The Commander may appoint the chairperson of all committees.

a) Standing Committees

Committees such as the Communications, Education, Membership, and

Veterans Affairs committees shall focus on the general mission and operation of the organization. Furthermore, these committees should adhere to the Chapter goals and their annual goals and objectives.

b) Special Committees

Committees shall be established to address a specific issue or need of the Chapter – e.g., bylaws review, special events, etc. Committees shall have a defined timeline to address and complete purpose.

ARTICLE VI – BOARD OF TRUSTEES

Section 1. Composition and Role

a) Composition

The Board of Trustees shall be comprised of 7 members. Five (5) of the members will be elected, as needed, by the Mile Hi GI Forum membership at the December general membership meeting. The other two members will be the elected Commander and Chairwoman of the Executive Board of the Mile Hi GI Forum Chapter.

b) Role

The Board of Trustees shall be responsible for the management of the hall/lounge, building and external grounds/property of the Mile Hi GI Forum. They have the authority to establish operating procedures and to select personnel to manage and operate the hall/lounge and building. The Trustees shall be responsible for addressing any Chapter issues or grievances related to the management of the hall/lounge. The Trustees shall be responsible for keeping the membership informed of major policy changes and should get input from members, where feasible, on any major policy changes.

Section 2. Term of Office

Trustees will be elected for a three (3) year term. Trustees may not serve more than two consecutive terms. Terms are considered consecutive unless there is an intervening one (1) year period between elected terms.

Section 3. Meetings

The Board of Trustees shall meet on a monthly basis as determined by the Board of Trustees. A quorum requires the attendance of at least four (4) board members to conduct business.

Section 4. Elections

The Board of Trustees will be elected by a simple majority vote of the eligible chapter membership in good standing present at the December general membership meeting. The newly elected officers shall take the oath of office following the election. A transition meeting will be held between the outgoing officer(s) and the incoming officer(s) at least seven (7) days prior to January 1 for the purpose of exchanging records and sharing duties information specific to the office.

Section 5. Election Eligibility

Any candidate for an elected Trustee position must be a current member in good standing of the American GI Forum – Mile High Chapter. He or she must have been a member in good standing of the Mile Hi Chapter for the three (3) full years - i.e. 36 consecutive months prior to the date of any election. No member shall be an eligible candidate for trustee if he or she is in arrears of any monies due the chapter or has not met the membership status of three (3) full years - i.e. 36 consecutive months prior to the date of any election.

Section 6. Election Procedures

Membership must be notified fourteen (14) days prior to the election of any Board of Trustee. Any member may vote for the election of trustee(s), providing he or she has been a member in good standing for sixty (60) consecutive days prior to the date of election, and membership is on record with the Treasurer. No proxy votes will be allowed.

Section 7. Duties

- 1) Chairperson shall be the presiding officer at all Board meetings; may make member appointments to all Board committees; shall provide a report at the monthly general membership meeting.
- 2) Vice Chairperson
The Vice Chairperson shall perform the duties of the Chairperson in his/her absence or as directed by the Chairperson, and shall perform other duties as may be required or assigned by the Chairperson.
- 3) Secretary
The Secretary shall handle all general matters of correspondence of the Board and shall be supervised by the Chairperson; shall keep a permanent record of the

meetings and transactions of the Board at the Chapter; shall maintain a copy of the records at the Chapter; shall conduct correspondence and perform all duties usually and customarily pertaining to the office of the Secretary, and shall perform other duties as may be required or assigned by the Chairperson.

4) Treasurer

The Treasurer shall receive, expend and account for all building funds; shall keep a current account of all revenue and expenses of the building funds; shall provide a revenue and expense report, in writing, at the monthly general membership meeting; shall maintain a copy of records at the Chapter; shall be responsible for an annual review of the Board funds as necessary, reasonable, and financially affordable.

Otherwise, the Commander shall appoint a special committee to conduct a review and a status report of their financial records if requested by the membership. Such request must be approved by a majority of the eligible members present at a regular general membership meeting. Treasurer shall submit an annual written report, and shall perform other duties as may be required or assigned by the Chairperson.

Section 8. Vacancies and Removal

Any trustee position may be declared vacant by the Commander if the trustee fails to attend two (2) consecutive regular Board of Trustee meetings without a valid excuse or does not attend at least 50% of the meetings in a six (6) month period. The Commander will announce any vacancy at a general membership meeting and a special election to fill the vacancy will be held at the next general membership meeting. The newly elected Trustee will fill the unexpired term of the departing Trustee and take the oath of office following the election. Any person elected to fill a declared vacancy on the Board of Trustees and who serves one half or more of the unexpired term of the vacant office shall be considered to have served a term for the purposes of Article VI - Section 2.

Section 9. Resignation or Other Termination

Resignation from an elected or appointed position must be in writing and received by the Commander. A Trustee shall be subject to the revocation or suspension of their position in accordance with Article V of the National and State Constitution of the American GI Forum.

ARTICLE VII - GENERAL PROVISIONS

Section 1. Bylaws

The Bylaws of the Chapter may not conflict in any way with the National or State Constitution of the American GI Forum, the United States or State of Colorado Constitutions or any National, State or Local laws.

Section 2. Amending the Bylaws

These By-laws may be amended providing the following conditions are met:

- a. Any proposed by-law change(s) must be provided, in writing, to the Election Committee Chairperson.
- b. The Election Committee shall meet to review the proposed change(s) for merit. The Election Committee Chairperson shall notify all members in good standing at least fourteen (14) days prior to the next general membership meeting that changes to the by-laws have been proposed
- c. The Commander shall appoint a by-laws committee to review and present proposed by-law changes to the membership at a general membership meeting where proposed changes shall be reviewed, discussed, and either approved or disapproved at this or the following monthly general membership meeting.
- d. Proposed by-law changes must be approved by 2/3 of the eligible Chapter membership in good standing present at the general membership meeting.

Section 3. Modification of and Savings Clause to By-laws

Chapter by-laws shall not conflict with any law of our local, state or national government or the state or national constitution of the American GI Forum. Any by-law identified and found to be in conflict shall be removed or modified to be in compliance with said law or constitution; however, the remainder of the chapter by-laws shall remain in effect.

Section 4. Review of By-laws

The Election Committee or any Special Committee appointed by the Commander shall conduct a general review of the by-laws at least every five (5) years. The committee

shall present any amendments or changes to the by-laws in accordance with Article VII, Section 2.

Section 5. Use of Chapter Records

Mailing lists and other confidential material and records of this Chapter shall not be released to any person except by the authorization of the Executive Board.

Section 6. Delegates

Delegates to the State or National Conference shall be elected at least one month prior to the Convention. Priority will be given to members, in good standing, who wish to be delegates and who have attended 50% of the regular Chapter general membership meetings in the previous twelve (12) months prior to the State or National Conference. Executive Board may establish delegate selection criteria, conduct, financial and attendance/activity rules specific to delegate participation.

Section 7. Expenses

a) Conference Expenses

Official delegates may be reimbursed for registration fee and/or other expenses as approved by the membership when representing the Chapter at the State or National Conference. A delegate shall forfeit any reimbursement for registration for the failure to participate in the State or National Conference program activities and or meet any rules established by the Chapter Executive Board.

b) Chapter Expenses

Members shall be reimbursed for expenses incurred during the conduct of official Chapter business and approved by the Commander, the Chairperson of the Board of Trustees, Committee Chairperson or at a regular general membership meeting. Requests for expense reimbursement shall be supported with a written receipt and paid by the Treasurer.

Section 8. Retention of Records

The records of all organizational meetings, financial transactions shall be retained at the Chapter for at least six (6) years.

CERTIFICATION

These by-laws were revised at a meeting of the general membership by a two-thirds majority vote of the membership present on: April 13, 2013.