

THE AMERICAN LEGION DEPARTMENT OF CONNECTICUT

The Connecticut American Legion Riders Program

Constitution & By Laws



Approved by the Department Executive Committee
January 31, 2026

Connecticut American Legion Riders Program Department Constitution

Purpose

The American Legion Riders is formed to promote the aims and purposes of The American Legion as a family-oriented motorcycling activity for members of The American Legion, The American Legion Auxiliary, and The Sons of The American Legion.

Article I Name

The name of this program shall be ***THE CONNECTICUT AMERICAN LEGION RIDERS (CTALR)***

Article II Nature

Section 1. CTALR is a program for members of The American Legion, The American Legion Auxiliary, and The Sons of The American Legion, collectively "The Legion Family," who share an interest in motorcycling.

Section 2. The CTALR upholds the declared principles of The American Legion as well as conforms to and abides by the regulations and decisions of the department, posts or other duly constituted governing body.

Section 3. The CTALR maintains and protects the image of The American Legion at all times through appropriate wearing of The American Legion Emblem. The emblem of The American Legion demands "that the wearer shall ever guard the sanctity of home and country and free institutions."

Section 4. Participants of the CTALR program will avoid any perception of being a motorcycle or "biker" club or gang. Rather, the focus of participation is for the enjoyment of motorcycles and comradeship and furthering Legion programs in the community.

Section 5. The CTALR will improve the public's perception of the motorcycling community by promoting the honorable nature of service to one's community, state, and nation through the sport of motorcycling.

Section 6. Participants of the CTALR program will always comply with the motor vehicle safety, licensing, and insurance laws or regulations of the state in which they operate.

Article III Organization

The CTALR program is authorized by The American Legion Department of Connecticut and organized as programs sponsored at the Post level. Each ALR exists at the discretion of a

sponsoring post. The ALR officers and their executive committee are responsible and accountable to the sponsoring post, Department CTALR Officers, and Department CTALR Executive Committee.

Article IV Participant Eligibility

Section 1. Eligibility for basic participation in the CTALR program shall be as prescribed by the national constitutions of The American Legion, American Legion Auxiliary, and Sons of The American Legion.

Section 2. All participants of The CTALR program must further demonstrate current individual membership in The American Legion, the American Legion Auxiliary, or the Sons of The American Legion.

Section 3. Participants will not at any time be affiliated with more than one ALR Post of the CTALR.

Section 4. In addition to sections 1-3 above, participants must be the legally registered sole owner or be in joint ownership with none other than your legally married spouse, of a motorcycle of at least 350cc displacement or be the spouse of the legally, licensed, and insured owner and said owner also must be a participant in good standing of The CTALR program.

Section 5. All operators must be properly licensed and insured per respective state laws.

Section 6. All participants will obey the motor vehicle laws in any state in which they are operating a motorcycle or riding as a passenger.

Article V Wearing of American Legion Emblem

Section 1. The American Legion Riders back patch, as copyrighted and sold by The American Legion's National Emblem Sales division, is authorized for wear by all current participants of the CTALR.

Section 2. No other back patch or back patch design is authorized for wear.

Section 3. Department standards for patch sales should be on file with Emblem Sales.

Section 4. If identifying information is to be embroidered on the patch, Emblem Sales must have on record authorization from the Department Adjutant that such specific identifying information may be used on the patch.

Section 5. Use of rockers or patches physically attached to The American Legion Riders back patch are not authorized due to trademark laws. In addition, Rockers claiming territory are prohibited.

Article VI Determine Elected Officers

Section 1. The recommended officers of the Department CTALR organization are Director, Assistant Director, Parliamentarian (Appointed), Secretary, Treasurer, Sergeant-at-Arms, Road Captain, Historian, and Chaplain, elected biennially on odd numbered years during the Department of Connecticut Convention.

Section 2. Between Department CTALR meetings, the administrative power shall be vested in the Department CTALR Executive Committee, whose voting members shall consist of all elective Department officers and post program Directors for the duration of their elected term, and the immediate Past Department CTALR Director.

Section 3. The Department CTALR Executive Committee, without meeting together, may transact business by mail or e-mail on a matter of urgency not involving the establishment of any new policy and on which action cannot be delayed until the next regular meeting. The CTALR Director must approve the use of either of these methods each time they are used and the CTALR Department Secretary will compile and file a case file on each of these business transactions.

Article VII Post Program Organization

Section 1. Any Post wishing to sponsor a CTALR will send their request, in writing and signed by the Post Commander, to the CTALR Secretary. The request will stipulate their ALR will abide by the Department Constitution and Bylaws of the CTALR. This request shall be approved by the Department CTALR Executive Committee.

Section 2. Once the CTALR request has been reviewed and approved by the Department CTALR Executive Committee, it will be forwarded to Department Headquarters to be filed and submitted to the Department Executive Committee for final approval, so an official CTALR charter can be issued. ****NOTE** No CTALR program will be considered legal unless they have been issued an official charter by The American Legion Department of Connecticut.**

Section 2. The new ALR Director will build and submit bylaws for the ALR program to the CTALR Secretary. These bylaws will be reviewed by the Department CTALR Parliamentarian for compliance with Department, and National requirements.

Section 3. Recommended ALR officers are the same as Department officers except for the Parliamentarian position. All ALR must maintain a minimum of the following four officer positions: Director, Assistant-Director, Secretary/Treasurer, and Sgt-at Arms/Road Captain.

Article VIII Finance

Section 1. The revenue of the Department CTALR shall be derived from such participation fees or dues and from such other sources as may be approved by the CTALR Executive Committee.

Section 2. The amount of such participation or assessment fees shall be fixed and determined by the CTALR Executive Committee. Each ALR program shall determine the dues amount for its participants.

Section 3. Annual participation dues shall be payable on or before December 31st of each year.

Section 4. A participant whose dues for the current year have not been paid by January 1st shall be classified as delinquent and not in good standing. If the participant's dues are not paid on or before February 1st, the participant shall be suspended from all privileges. If the participant is still under suspension on June 30th of such year, his/her participation in the CTALR shall be forfeited. A suspended participant may be reinstated by vote of the individual ALR program and payment of current dues for the year in which the reinstatement occurs. Such action will serve to reinstate status as active in good standing.

Section 5. The Department CTALR Treasurer will provide an annual financial report to The American Legion Department of Connecticut Treasurer .

Article IX Discipline

Section 1. The CTALR Director and the CTALR Executive Committee will follow the procedure for the suspension, revocation, or cancellation of a ALR programs charter as set forth in the Department Constitution and By-Laws of The American Legion as applies to Posts.

Section 2. ALR program Directors are charged with maintaining control of and disciplining their participants when warranted.

Section 3. Charges brought against individual participants will be handled by the individual's ALR program unless the corrective action is to be lasting. The CTALR Executive Committee may then hear the charges, establish facts, and decide on disciplinary action up to and including expulsion. The decision of the CTALR Executive Committee is final and conclusive.

Article X Ratification

Section 1. All acts performed and charters heretofore granted by all past Department CTALR officers are hereby ratified and confirmed.

Article XI Amendments

Section 1. This Constitution is adopted, subject to the provisions of The American Legion Department Constitution of which this is a subordinate program. Any amendment to the National or Department Constitution that conflicts with any provision hereof shall be regarded as automatically repealing or modifying the provisions of the Constitution and Bylaws of this program to the extent of such conflict.

Section 2. This Constitution may be amended provided that said changes are presented in writing to The American Legion Department Adjutant, who will then present the proposed changes fifteen (15) days prior to the next Department Executive Committee meeting for consideration and ratification. The Department Adjutant will maintain the official copy of this Constitution.

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Connecticut American Legion Riders Program Department Bylaws

PURPOSE: To participate in parades and other ceremonies that are in keeping with the aims and purposes of The American Legion. To promote motorcycle safety education programs and to provide a social atmosphere for The American Legion members with the same motorcycle interests. The American Legion Riders (ALR) will be an asset in promoting and supporting the programs within the American Legion.

As per The American Legion Riders Program Department Constitution, the CTALR will elect the Director, Assistant Director, Secretary, Treasurer, Sgt-at-Arms, Road Captain, (Parliamentarian) (appointed by the Department Director), Chaplain, and Historian to the Department American Legion Riders Executive Committee as necessary, subject to the oversight and approval of the Department Internal Affairs Committee. The Committee shall consist of two delegates of each Post sponsored ALR, all of whom must be a member of either The American Legion, Sons of The American Legion, or American Legion Auxiliary within the Department of Connecticut. All appointees to the Department Committee must be members of the Connecticut American Legion Riders. Up to two alternates may be used in lieu of a standing delegate not being able to attend. Alternates must be reported to the Secretary, prior to start of the meeting.

Article I

CTALR Executive Committee

Section 1. Executive Officers will consist of the following: CTALR Department elected officers, Directors, (Parliamentarian) and Immediate Past Department Director. If the current director is serving consecutive terms, the most recent past director other than the current director will serve on the executive committee.

Section 2. In the absence of the Director, the Assistant Director may sit in the meeting, participate in the discussion and vote for their ALR Post. In the absence of both the Director and Assistant Director, an ALR Post delegate may represent the ALR but only has one vote.

Section 3. A quorum for meetings is a majority of the voting members, with no one officer holding more than one voting position.

Section 4. The purpose of the committee is to address new ALR applications, grievances, and business pertaining to the CTALR Program.

Article II

Duties of Executive Committee

Section 1. Monitor and oversee the activities of all CTALR Post to ensure their compliance with the CTALR Program Department Bylaws

Section 2. Enforce disciplinary action against any CTALR Post which fails to comply with these Bylaws.

Article III **CTALR Department Officers**

Section 1. CTALR Department officers will be Director, Assistant Director, Secretary, Treasurer, Sgt-at-Arms, Road Captain, (Parliamentarian) (appointed by Director), Chaplain and Historian.

Section 2. The office of Secretary, Treasurer, Sgt-at-Arms, Road Captain, Chaplain, and Historian may be combined with other positions.

Section 3. Each Department officer will have only one (1) vote. They cannot cast their ALR program vote.

Article IV **Duties of CTALR Department Officers**

Section 1. Director: Serves as chief administrative officer; determines the frequency and location of Department meetings and presides over these meetings; exercises general supervision over the affairs of the CTALR Program; reports annually to the Connecticut American Legion Department Convention as to the activities of the CTALR for the past year; and ensures that all local ALR are kept informed in a timely manner as to CTALR business.

Assistant Director: Assumes the duties of the Director in his/her absence; assists the Director in the performance of their duties when called on to do so by the Director; and oversees the new ALR Post and membership recruitment.

Secretary: Keeps full and correct record of all proceedings at the Department ALR meetings; maintains Department records; and informs all CTALR programs in a timely manner as to CTALR business.

Treasurer: Maintains charge of all finances of the CTALR Program; authorized to disburse funds not to exceed \$50.00 unless approved by a quorum of the Department officers; gives detailed financial reports at each regular meeting and furnishes copies to the individual programs, if requested; files all required financial documentation to the American Legion Department Treasurer, as required; and prepares the annual Department CTALR budget.

Sgt-At-Arms: Maintains order and discipline at CTALR Department meetings and takes any measures necessary to ensure the safety of the program; verifies attendance of authorized delegates at the Department ALR meetings; and assists ALR post in the enforcement of Department and ALR post Bylaws.

Road Captain: Coordinates and maintains a schedule of all individual ALR sponsored CTALR rides; and promotes a motorcycle safety education program.

Chaplain: Charged with the spiritual welfare of the CTALR and offers divine, but nonsectarian service, in the event of dedications, funerals, public functions, etc.; and adheres to such ceremonial rituals as recommended by the Department CTALR officers.

Historian: Provides guidance to ALR post Historians as needed and performs other duties as may properly pertain to the office and as may be determined by the CTALR Director.

Parliamentarian Advises the CTALR Executive Committee on issues requiring clarification of proper procedures to follow when conducting CTALR business and elections; reviews and ensures existing/new CTALR Department and ALR post Constitutions/Bylaws do not violate Connecticut Department and National Rules

Section 2. All CTALR Department Officers recruit new members for The American Legion Riders, assist posts in the organization of new ALR programs and maintain their membership in good standing within their individual ALR post.

Section 3. CTALR Department Officers will not be counted to establish a quorum when attending any individual ALR's general membership meeting.

Section 4. CTALR Department Officers will not have a vote in their respective ALR decision on CTALR Department business to avoid a conflict of interest. They may give input and participate in any discussion

Article V

Elections

Section 1. A nomination committee of three (3) members shall be established by the CTALR Director for the purpose of soliciting members to serve as Department CTALR officers. The nomination committee shall present a slate of officers to be considered for the biennial election. Members of the committee shall be CTALR Department Officers or delegates.

Section 2. Officers will hold their position for two (2) years. At the end of the term, an officer may seek re-election as they see fit. No elected position may serve more than two consecutive terms.

Section 3. Any member who is an officer in any motorcycle association or club or one of their support organizations, cannot be a CTALR Department or individual ALR Officer.

Section 4. Each CTALR program must be certified in good standing in order to participate in CTALR Department elections. Certification requires submission of the following to the CTALR Department Secretary, 30 days prior to the scheduled election: Current paid-up membership roster, list of delegates, program hours, annual finance, and a consolidated report. Appropriate assessment fees must also have been paid.

Section 5 The Department Director *may* appoint temporary officers from the CTALR membership as required for special projects or circumstances, with their concurrence. They will hold their temporary position for as long as the project or circumstances dictate.

Section 6. Proxies and absentee ballots are not authorized as The American Legion does not authorize their use.

Article VI

ALR program Delegates for Elections

Section 1. Each program shall have one (1) delegate per ten (10) members with a maximum of five (5) delegates per program to represent their program at the Department biennial elections. Programs with less than ten (10) members shall have one (1) delegate.

Section 2. Each ALR program will determine how their delegates are selected. Delegate names will be verified in writing by their respective Director and presented to the CTALR Secretary and the Sgt-at-Arms prior to the beginning the Department CTALR election meeting. Copies of each delegate's current American Legion, Auxiliary, or S.A.L. membership card and CTALR program membership card will be provided to the CTALR Department Secretary for certification.

Section 3. Delegates will have full voting authority as derived from their program. One delegate may cast all votes authorized for his/her program.

Article VII

Department Meetings

Section 1. The Department Director will determine the frequency and location of Department ALR meetings, but meetings shall be held no less than once per quarter.

Section 2. Any CTALR Department Officer shall be removed from office if they accumulate three (3) unexcused absences during a program year (July 1st – June 30th).

Section 3. A quorum will consist of three (3) officers. The director will only vote on issues to break a tie vote.

Section 4. There will be no consumption of alcohol, smoking, or wearing of head gear of any kind, to include ball caps, bandanas, and sunglasses on top of the head, in the Department meeting. The only authorized "covers" are the nationally authorized uniform covers of The American Legion, i.e., Legionnaire, or Sons of The American Legion.

Article VIII

ALR Program Meetings

Section 1. Each ALR program's membership will determine the time and place of their general membership meeting.

Section 2. Monthly general membership meetings should be held, but a ALR Post cannot hold meetings less than once every quarter.

Section 3. Department and ALR meetings will be conducted in accordance with the current edition of *Robert's Rules of Order*.

Article IX

CTALR Department Funds

Section 1. The operating budget of the CTALR Program will be derived from the individual ALR programs.

Section 2. At the conclusion of each American Legion Department of Connecticut fiscal year (October 01 to September 30), the CTALR Department Treasurer will provide an annual finance report no later than November 1st to all CTALR and The American Legion Department of Connecticut Executive Committee.

Section 3. At the conclusion of each American Legion Department of Connecticut fiscal year (October 01 to September 30), each ALR program Treasurer will provide an annual finance report to the CTALR Department Treasurer no later than October 15.

Article X

Membership Requirements

Section 1. To be eligible to become a participant in the American Legion Riders program, an individual must be a member in good standing with The American Legion, The American Legion Auxiliary, or The Sons of The American Legion; and must be at least 18 years of age and possess a valid and current and motorcycle license endorsement issued by the individual's home state.

Section 2. The American Legion Resolution 35, which made the Legion Riders a National program, does not allow junior riders. Spouses who are passengers only and do not drive the motorcycle are not required to have a motorcycle endorsement.

Section 3. Members must be the legally registered sole owner or be in joint ownership with none other than their legally married spouse, of a motorcycle of at least 350cc displacement or be the spouse of the legally registered, licensed, and insured owner and said owner also must be a member in good standing of the CTALR.

Section 4. New applicants and members must provide proof of a current motorcycle endorsement, registration and insurance when joining or when asked by their ALR Director, Assistant Director, or Sgt-at-Arms.

Section 5. Legion Riders in good standing, who for physical or medical reasons can no longer operate a motorcycle, may be granted "retired" status by a vote of the local ALR membership. The "retired" status only applies to the operating of a motorcycle requirement and does not create another class of membership. All other provisions of these by laws will apply to members granted this status. The individual ALR will communicate to the CTALR Department Secretary in writing, the granting of retired status, the member's information, and the reason for granting this status.

Section 6. Spouses of Legion Riders in good standing who lose their spouse due to death may remain a Rider.

Section 7. Legion Riders in good standing who wish to transfer from one CTALR program to another must complete an ALR Member Data Transfer Form. Membership transfer must be approved by the gaining ALR's membership and the form signed by the gaining Director before the transfer is official. Either an electronic or a hard copy of the completed form for transfers, new members, and changes to an ALR's membership will be sent to the Department Assistant Director in a timely manner.

Section 8. Individual ALR programs will not permit non-riding associates.

Article XI

Rules of Conduct

Section 1. Any new and all existing **ALRs** must agree, in writing, to abide by the CTALR Department Bylaws, if they wish to be a part of the CTALR program of the Department of Connecticut. Should they not wish to comply with the CTALR Department Bylaws they will be required to remove any American Legion/Legion Rider emblems and patches from their garments as these are trademark emblems of The American Legion and surrender their Charter if previously issued.

Section 2. Each ALR has responsibility for individual member discipline. If the individual ALR is unable to effectively control or discipline any of their members, the ALR Director may call on the CTALR Department Executive Committee for advice and assistance.

Section 3. All participants will always conduct themselves in a professional manner when attending and/or participating in a Department or ALR Rider meeting/event and will always comply with the instructions of the Department or ALR Sgt-at-Arms. If they are unwilling or cannot conduct themselves accordingly, they will be directed to leave the meeting/event and will not be allowed to return to that event/meeting.

Section 4. If an individual ALR program intends to expel a member, the program must send all supporting documentation to the CTALR Department Executive Committee for review prior to taking action against the individual. The CTALR Department Executive Committee will review the information and decide the merit of the expulsion. If the CTALR Department Executive Committee concurs with the expulsion, the expelled party will be denied membership status to any other CTALR program

Section 5. No Rider shall operate their motorcycle in such a manner that could endanger themselves, another individual or property.

Section 6. Participants will always conduct themselves in such a manner that they will not bring discredit upon The American Legion, The American Legion Auxiliary, the Sons of The American Legion, or The American Legion Riders program.

Section 7. The Constitution and Bylaws of The American Legion Department of Connecticut, and Post supersede and are the governing Bylaws of the CTALR.

Section 8. Individual ALRs will abide by the Constitution and Bylaws of The American Legion, Department of Connecticut, and the Post in addition to the Bylaws ratified by the individual ALR programs.

Section 9. American Legion Riders will abide by the individual Post's house rules while visiting a Post, even if they differ from the member's home Post

Section 10. The CTALR Department officers have the responsibility to monitor the activities of each ALR program. If in the opinion of the Department Director, an ALR program has not complied with the Department Bylaws, he/she will contact the offending ALR program's Director and remind him/her of the requirement to comply.

Section 11. If the individual ALR continues to ignore or deviate from Department Bylaws, the Department Director and the Sgt-at-Arms will visit the individual ALR to further investigate the program's activities. The CTALR Department Director will give the individual ALR Director 60 days to become compliant.

Section 12. At the end of the 60-day period, the CTALR Department Director will send two (2) ALR Department Officers to see if the individual ALR has complied with Department Bylaws. The two Department Officers will prepare and present a written report of their findings to the Department Director. If the individual ALR is found to still be in non-compliance, the CTALR Department Executive Committee, by a majority vote, can take any action it deems necessary, up to and including removing the individual ALR from the CTALR program.

Section 13. All motorcyclists and riders will follow the rules of the road as set forth by appropriate state and federal motor vehicle laws.

Article XII

Wearing of Patches

Section 1. CTALR ALR program patches will be worn on a black leather or blue or black denim vest or jacket. No other colors of vests/jackets or materials are authorized for the CTALR.

Section 2. The front of the vest or jacket will consist of the following:

- A. An American flag will be worn on the left side, high on the chest.
- B. A home state flag may be placed immediately below the American flag.
- C. The four (4) inch American Legion Riders program patch may be placed beneath the home state flag.
- D. A POW/MIA patch will be worn on the right side, high on the chest.
- E. Beneath the POW/MIA patch the appropriate two (2) inch American Legion, Auxiliary or Sons of the American Legion emblem may be worn.
- F. Road names and officer titles may be worn between the POW/MIA patch and The American Legion, Auxiliary or Sons of The American Legion emblem, with the officer title above the road name. CTALR Department officer badges are

gold in color while ALR program officer badges/patches are white or silver in color. All road name patches will have gold colored lettering. No other pins or badges are worn in this area.

- G. The lower half of the left or right front of the vest or jacket is free for individual patches and pins.
- H. Absolutely nothing will be worn above the American Flag or the POW/MIA patch, i.e., on the top of the shoulders of the vest or jacket.

Section 3. The back of the vest or jacket will consist of the following:

- A. The American Legion Riders program patch centered on the back.
- B. Add-on borders or alterations to back patches is prohibited, other than authorized Department of Connecticut lettering:
- C. Up to three lines may be embroidered on lower section on ALR back patch authorized and embroidered by National Emblem Sales, upon verification with Department Headquarters.
- D. The Patch shall display the city/town of the sponsoring Post; the Post number; name of State sponsoring Post, "Connecticut."
- E. Rockers claiming territory are prohibited

Each local ALR program will determine which format will be used on the back patch, for their program, to display uniformity within said program. All current Legion Riders will be grandfathered except for those individuals who have illegally altered the patch or not been previously approved by the Department Adjutant.

Examples of acceptable use:

Town		Post 999
Post 999	or	Town
Connecticut		Connecticut

- F. No support pins or patches for motorcycle clubs or their support organizations shall be worn on The American Legion Riders vest, jacket, chaps, or any other apparel while wearing The American Legion or The American Legion Rider emblems.
- G. No patch or pin that is contrary to American Legion policy or which reflects poorly upon The American Legion may be worn.

Article XIII

Motorcycles

Section 1. Motorcycles must be at least 350cc in size. In the event a member no longer owns a motorcycle of at least 350cc, the member will have until the next membership renewal date to obtain another motorcycle of at least 350cc. If at that time the member has not obtained an applicable motorcycle, he/she must remove their member patch. Once he/she obtains another motorcycle, they can resume their member status and again wear

the member patch if their dues are current. This subsection does not apply to members granted "Retired" status in accordance with Article X, section 5.

Section 2. ALR programs will assign a road captain for each ride. All riders will follow the directions set forth by the road captain for that ride.

Section 3. As a courtesy to all participants, individuals should not sit on or touch another Rider's motorcycle without the consent of the owner.

Article XIV

ALR programs Qualifications

Section 1. New ALR programs must have a sponsoring Post.

Section 2. Participants must be current American Legion, Auxiliary or Sons of the American Legion members with current dues paid.

Section 3. New and revised ALR programs Bylaws must be reviewed by the CTALR Department Parliamentarian to ensure they do not violate Connecticut Department and National rules.

Section 4. As a minimum, all ALR programs must maintain the following officer positions, Director, Assistant Director, Secretary/Treasurer and Sgt-at-Arms/Road Captain.

Section 5. Existing ALR programs should attempt to maintain the following officer positions; Director, Assistant Director, Secretary, Treasurer, Sgt-at-Arms, Road Captain, Chaplain, and Historian.

Section 6. The CTALR Department Executive Committee must approve the organization of additional ALR programs.

Section 7. A member from any Post may be a member of any ALR program, without transferring their membership from said Post, Unit, or Squadron.

Section 8. Local ALR must use the sponsoring Post's Employer Identification Number on all monetary accounts and must include all financial records of its ALR in the Post's annual reports to all taxing authorities. The sponsoring Post's Finance Officer must be a signor on all ALR monetary accounts. Upon the cancellation or disbanding of an ALR program all property and assets shall remain the property of the sponsoring Post.

Section 9. Posts must provide adequate liability insurance and must approve all ALR activities, events, and purchases in advance.

Article XV

Amendments

Section 1. Amendments: These Bylaws may be amended provided that said changes are presented in writing to Internal Affairs Commission for review and approval and then to the Department Adjutant, who will then present the proposed changes 15 days prior to the next American Legion Department Executive Committee meeting for consideration and ratification. The Department Adjutant will maintain the official copy of these Bylaws.