

JAMES M. SLAY  
DETACHMENT 329  
MARINE CORPS LEAGUE  
RICHMOND VIRGINIA



BYLAWS

Approved

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## TABLE OF CONTENTS

### **Section 1**

History and Traditions	4
Governing Authority	4
Name and Purpose,	4
Establishment and Policy	4

### **Section 2**

Eligibility for Membership: Regular, Associate, Honorary	5
Application for Membership	6
Membership Renewal	6
Dues and Fees	7
Initiation of New Members	7
Detachment Meetings	7
Quorum	7
Proxies	7

### **Section 3**

Board of Trustees	8
Elected Officers	8
Appointed Officers	8
Eligibility	8

Nomination of Officers	9
Term of Office	9
Installation of Officers	9
Detachment Officers Duties and Responsibilities	10
Vacancy	15
Recall, Suspension of Officers Bonding	15
of Officers	15
Discipline of Detachment Members	15
<b>Section 4</b>	
Finances	16
Fund Raising Events	18
Detachment Property	18
Committees	18
Uniform Regulations	18
Amendments to Bylaws	19
<b>Section 5</b>	
Department Convention Delegates	19
National Convention Delegates	19
<b>Section 6</b>	
Honor Guard	20
<b>Section 7</b>	
Signatures	21

## SECTION 1

### HISTORY AND TRADITION

The Marine Corps League was established and approved on Aug 4, 1937 at the first session of the Seventy-Fifth Congress with Major General John A. Lejeune, USMC (Retired) as Honorary Commandant and Maurice A. Inch as National Commandant.

### GOVERNING AUTHORITY

Operation of the Marine Corps League is guided by the establishment of the National Bylaws and Administrative Procedures with ongoing updates. Bylaws are established for Division, Department, and Detachments and are not inconsistent with National Bylaws and the Administrative Procedures. The supreme legislative and policymaking power of the Detachment shall be vested in its membership and the duly elected and appointed officers currently serving in their respective official capacities.

A majority of eligible votes at the Detachment meeting shall carry any measure or decide any issue brought before it. Any business conducted and/or voted on shall be considered legal and binding on the membership. Information relative to a quorum is contained in these Bylaws.

### NAME AND PURPOSE

The name of this Detachment shall be the James M. Slay Detachment of the Marine Corps League. This Detachment is a component of the Department of Virginia, Mideast Division, Marine Corps League. The purposes for which the corporation is formed are as outlined in Chapter One, Section 100, National Administrative Procedures. The James M. Slay Detachment 329 was chartered on the April 17, 1964 and was incorporated as a non-profit 501c4 corporation. The corporate name is the JAMES M. SLAY DETACHMENT, MARINE CORPS LEAGUE.

### ESTABLISHMENT AND POLICY

The James M. Slay Detachment (known hereafter as the Detachment) of the Marine Corps League shall never take part in any labor or management dispute or issue. It shall always be non-sectarian and non-partisan, and no Detachment policy shall ever be based on race, color, creed, nationality, or sex. Membership shall not be used as a medium of political ambition, and the Detachment shall give no preference based on present or former military rank or civilian stature.

## SECTION 2

### ELIGIBILITY FOR MEMBERSHIP REGULAR MEMBERSHIP

The Detachment shall be the sole judge of its membership, providing such person meets the requirements of Article Six, Section 600, Administrative Procedures. The Detachment, however, may not accept as a member any person whose name has been stricken from the roles of the Marine Corps League.

Only persons who are serving or who have served honorably in the United States Marine Corps, on active duty for not less than ninety (90) days and persons who are serving or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points and U.S. Navy Corpsmen and U.S. Navy Chaplains who have trained with FMF units in excess of ninety (90) days and earned the Marine Corps Device (Clasp) worn on the Service Ribbon and those who earn the Warfare Device authorized for FMF corpsman shall be eligible for regular membership in the Marine Corps League. Additionally, some Korean War Era Marines who were ordered to active duty prior to completion of Recruit Training or Officers Training and subsequently received an Honorable Discharge prior to completion of ninety (90) days active or Reserve duty, shall be deemed eligible for Regular membership. Nothing in section 600 (a) of the National Bylaws shall be deemed to be retroactive prior to August 10, 2002, to affect current Regular members. "Honorable Service will be defined by the last DD-214 or Certificate of Discharge that the applicant received".

### ASSOCIATE MEMBER

Those individuals not qualified for regular membership in the Marine Corps League who espouse the principals and purposes of the Marine Corps League as contained in its Congressional Charter may upon application to the Detachment be accepted for associate membership in the Detachment. Associate Members will pay dues in the same amounts as prescribed for Regular Members. National Headquarters will issue a pin and membership card indicating "Associate Member". They will not be authorized to wear the Eagle, Globe and Anchor emblem, but they may wear the ornament device and lettering approved by National Headquarters for associate members on uniforms and cover. An Associate Member shall be entitled to the rights, privileges, and benefits of a Regular Member; however, Associate Members shall not vote on a membership application, an election of Officers, or hold an elective office. Except as noted in the preceding sentence, Associate Members may vote on the Detachment's internal affairs provided such vote does not affect a policy of the Marine Corps League. Associate Members may hold an appointed office at the direction of the Detachment Commandant. Individuals who are serving or have served in other branches of the Armed Forces of the United States must have served honorably. Associate membership may comprise no more than ten (10) percent of total detachment membership.

## ACTIVE AND INACTIVE REGULAR AND ASSOCIATE MEMBERS

An Inactive Regular Member or an Inactive Associate Member is defined as a member whose dues are more than 60 days past due or a member who has not attended any regularly scheduled Detachment business meetings or Detachment or Marine Corps League sponsored function for a year. Examples of Detachment or Marine Corps League sponsored functions include but are not limited to: the Marine Corps Ball; a Department or National Convention; a marathon; a fund raising event sponsored by the Detachment or the League; a recruiting event; Range Day. Members who have not paid their dues within a year are considered "Inactive-Delinquent". After one year being delinquent in payment of dues, the member will be dropped from the rolls of the Detachment and the Marine Corps League. While in the "Inactive-Delinquent" status, they will return to "Active-Delinquent" status upon signing in for a regularly scheduled Detachment business meeting or attending a Detachment or League sponsored function. The attendance requirement applies both to Life Members and to those who pay their dues annually. Life Members, however, can never be in a Delinquent status. Inactive Associate Members or Inactive Regular Members are not counted when determining whether a quorum is present.

### HONORARY MEMBER

At the discretion of the Detachment Commandant an honorary membership in the Detachment may be awarded to those persons who have been of extraordinary service to the Nation, to the Community, to the United States Marine Corps, or to the Marine Corps League. This honorary member will not be entitled to the rights, privileges, and benefits of regular members. Payment of dues is not required, and honorary members will not be entitled to the official publication of the Marine Corps League.

### APPLICATION FOR MEMBERSHIP

A standard application for membership will be completed for eligible Regular and Associate members. All items on the application will be completed, and the appropriate fees must accompany the application. The endorsing member, who must be a member in good standing, shall sign the front of the application and personally verify the applicant's service by citing a DD 214 or honorable discharge certificate. Upon verification, these documents will be returned to the applicant. If this not possible, they shall be destroyed after processing of the application is completed. The original membership application is retained by the Detachment Paymaster, and a copy is forwarded to the Department Paymaster.

### MEMBERSHIP RENEWAL

Headquarters, Marine Corps League, sends out renewal notices well in advance of the expiration dates of individual membership. To maintain a "Good Standing" in the Detachment, dues must be paid prior to the expiration date. Therefore, once this notice is received, dues should be submitted to the Detachment Paymaster without delay. The Detachment Adjutant will be notified by the Paymaster in a timely fashion to insure completion of records.

## MEMBERSHIP DUES AND FEES

Payment of Annual National Membership dues entitles all members in good standing an automatic subscription to the Marine Corps League Publication, Detachment Newsletter and enrollment privileges in any National Group Insurance Programs that may be in effect.

## INITIATION OF NEW MEMBERS

All applicants acceptable for membership in the Marine Corps League shall be properly sworn in, in accordance with the Ritual, and be presented the official Membership Card and lapel pin of the Marine Corps League per Chapter Seven, Section 700 of the National Administrative Procedures.

## DETACHMENT MEETINGS

Detachment meetings are normally held on the 4th Saturday of each month at a time and place designated by the Commandant. The monthly Newsletter will provide the date, time and place of each meeting. There will be no scheduled meeting during the months of November and December, unless membership desires.

The Commandant may call a Staff officers' meeting on the 3<sup>rd</sup> Saturday of each month, except the months of November and December, at a time and place of his choosing. Staff officer's meetings are open for observation by the membership, however only Detachment officers and those who are specifically invited by the Commandant to do so may participate. A report of the meetings shall be made by the Adjutant at the next membership meeting.

The importance and dignity of the procedures of the Detachment are such that they should not be sacrificed for expediency. Therefore, all meetings of the Detachment will be held in accordance with the outline published in the Ritual and Robert's Rules of Order. The Sergeant-At-Arms will be responsible for maintaining order and discipline during the deliberation of the meeting.

## QUORUM

A quorum of the Detachment shall mean 20% of Active Regular Members of the Detachment as reflected on the Detachment rolls. If, in the case of an emergency, the Governor of the Commonwealth of Virginia or other authority with appropriate jurisdiction has limited attendance at meetings or gatherings, then a quorum of the Detachment shall mean 10% of the Active Regular Members of the Detachment as shown on its rolls until such limitations are rescinded. Before the Detachment votes on any matter or conducts any business at a regularly scheduled meeting, the Commandant shall ask the Adjutant, or in the Adjutant's absence another Elected Officer, to confirm that a quorum is present, because no business may be conducted unless a quorum is present. All Detachment business will be conducted in open forum, and all actions taken shall be considered legal and binding on the membership in all matters of policy and operation of the Detachment.

## PROXIES

No proxies may be given to any member, associate member, or officer for the purposes of establishing a quorum or for voting, all of which must be done in person.

## SECTION 3

### BOARD OF TRUSTEES

The Detachment Board of Trustees, which acts on behalf of the Detachment on corporate affairs, shall be composed of the following:

- a. Detachment Commandant
- b. Detachment Senior Vice Commandant
- c. Detachment Junior Vice Commandant
- d. Detachment Judge Advocate
- e. Detachment Adjutant

### ELECTED OFFICERS

The following officers of the Detachment shall be elected by the membership:

- a. Commandant
- b. Senior Vice Commandant
- c. Junior Vice Commandant
- d. Judge Advocate
- e. Adjutant

### APPOINTED OFFICERS

The Detachment Commandant may appoint the Detachment Junior Past Commandant or any Past Detachment Commandant for a one-year term.

The following officers may be appointed by the Commandant with the approval of a majority of the elected officers.

- a. Paymaster
- b. Chaplain
- c. Sergeant-At-Arms
- d. Quartermaster
- e. Historian
- f. Public Relations Officer
- g. Legislative Officer

### ELIGIBILITY

All officers serving in elected or appointed offices shall be members in good standing in the detachment in which they are elected to serve. Associate members may serve in appointed offices only, in accordance with Article Six, Section 600 (b) National Bylaws.

## NOMINATION OF OFFICERS

A nominating committee shall be established during the month of January of each year to canvas prospective candidates for the elected officers indicated above. The committee chairman will be appointed by the Detachment Officers, and the committee will consist of up to three members in good standing. If they are willing to serve on the nominating committee, its chairman will generally be the Jr. Past Commandant, and the other members of the committee will generally be past commandants. At the February detachment business meeting, the chairman will announce members of the nominating committee and will solicit suggestions for nominees whose readiness, willingness, and ability to serve have been determined in advance by the member suggesting the nominee. At the March meeting, the chairman will announce the slate of officers proposed by the nominating committee and announce the election to be held at the April detachment meeting. The slate of officers proposed by the nominating committee will be published in the March Newsletter to advise all the membership of those proposed by the nominating committee. At the April detachment meeting, the chairman will remind the detachment of the slate proposed by the nominating committee and then the chairman will accept nominations from the floor, determine if the nominated member is willing to serve, and if so, add them to the slate. The Detachment Commandant will then hold the election of officers. When two or more nominees compete for the same billet, the nominee receiving the most votes for that billet will win the election for that billet. After the election the newly elected officers will be installed.

## TERM OF OFFICE FOR ELECTED POSITIONS

All officers are elected to one-year terms. The following elected officers may serve in office no more than two consecutive terms: Commandant, Senior Vice Commandant, and Junior Vice Commandant.

## TERM OF OFFICE FOR APPOINTED POSITIONS

The following elected and/or appointed officers may serve in office until either another member is elected or appointed, or the office becomes vacant for another reason: Adjutant, Judge Advocate, Chaplain, Historian, Quartermaster, Public Relations Officer, Legislative Officer, and Sergeant-At-Arms. The Adjutant can serve as Paymaster in the event the Paymaster is unavailable for up to 2 regular meetings. If the absence is for more than 2 meetings, the officer vacancy provision will apply.

## INSTALLATION OF OFFICERS

Installation of Officers must be conducted no later than the last day of the month after the election with required reports executed as prescribed by Section 530, Para. (b), Article Five of the National Bylaws. Reports of officer installation will be completed and forwarded by the Detachment Adjutant to the Department Adjutant within 5 days after installation.

## DETACHMENT OFFICERS — DUTIES AND RESPONSIBILITIES

Each Detachment officer and appointed officer upon resuming the position will be provided a copy of their duties, responsibilities, and requirements of their office.

COMMANDANT - It shall be the duty of the Detachment Commandant to:

Initial & Specific Responsibilities - Provide Leadership and Direction, taking input from the Officers and other committees to ensure Membership growth and financial stability, ensuring that the committee chairs submit Annual Plans with measured goals to the Membership.

Rituals & Ceremonies - Preside at Detachment Meetings and other functions, leading the Detachment and enforce the observance of the provisions of the Constitution and Bylaws.

Administrative - Oversight - Insure creation and distribution of such orders necessary for the proper administration of the Detachment and its affairs.

Objectives - Keep the Detachment in the proper direction in representing the United States Marine Corps, the Marine Corps League and the care of our Wounded & Distressed Marines, Family Members and care for Detachment Members in time of need.

Leadership - Be a Mentor to officers and members of the Detachment, holding officer training classes as needed, participating in League events, and leading by example.

Detachment Oversight - Ensure that those in your administration carry out and fulfill the duties of their offices to the best of their abilities and fulfill the duties of their sworn office. Ensure that you are listed as an "Authorized Signatory" on the Detachment's bank account, countersign detachment checks over \$250.00, and sign checks \$250.00 or less as a single "Authorized Signatory" in the absence of the Paymaster.

Upon Surrender of Office or upon completion of elected term(s), surrender all Detachment Property, Records and other items to your duly elected & qualified successor.

SENIOR VICE COMMANDANT - It shall be the duty of the Detachment Senior Vice Commandant to:

Duty Assignment - Perform such duties as may be assigned by the Detachment Commandant.

Responsibilities - Become fully familiar with the responsibilities and duties of the Detachment Commandant and assume those duties should a vacancy occur. Develop and keep close communication with all Officers and Committee Chairs.

Bank Signature Authorization - Ensure that you are listed as an "Authorized

Signatory" on the Detachment's Bank Account and be available to countersign checks over \$250.00 should the Commandant be indisposed.

Oversight - Ensure that assigned committees are fulfilling their assigned duties as outlined in Detachment Orders.

Planning - Be aware of the Financial and Growth Plans and Objectives and provide motivation to those who bear those responsibilities.

Upon Surrender of Office or upon completion of elected term(s), surrender all Detachment Property, Records and other items to your duly elected & qualified successor.

JUNIOR VICE COMMANDANT - It shall be the duty of the Detachment Junior Vice Commandant to:

Leadership - Lead the Recruitment and Retention efforts of the Detachment, setting annual goals for both Recruitment & Retention, planning such events to reach and support forecasted goals.

Familiarity - Be familiar with both the duties of the Senior Vice Commandant and the Detachment Commandant and be prepared to conduct and assume either of their duties should they be indisposed.

Motivation - Be a Motivator to all Marines within the Detachment and lead by example.

Upon Surrender of Office or upon completion of elected term(s), surrender all Detachment Property, Records and other items to your duly elected & qualified successor.

JUDGE ADVOCATE - It shall be the duty of the Judge Advocate to:

Act as an Advisor to the Detachment - Act as Legal Counsel for the Detachment, and render opinions on all questions of the National, Department, and Detachment Constitution and Bylaws. Advise the Commandant and Detachment of any conflicts of motions or intentions during Officer or General Membership meetings, and interface with the Department Judge Advocate on any question(s) pertaining to any level of League's Bylaws and other areas of pertinence (i.e. insurance, etc.).

Communication-Liaise with the Department Judge Advocate to maintain current changes to any Bylaws, interpret any By-Law, and review the national web-site for annual changes and discuss with Dept. Judge Advocate what effects it has on current Bylaws.

Review Proposed Changes - Receive, Review and Research any recommended Changes to the Detachment Bylaws from the By-Law Committee, working closely and expeditiously to effect changes not in conflict in an expeditious manner.

Upon Surrender of Office or upon completion of elected term(s), surrender all

Detachment Property, Records and other items to your duly elected & qualified successor, working closely to ensure understanding of records.

**ADJUTANT** - It shall be the duty of the Detachment Adjutant, as Chief Financial and Administrative Officer and Corporate Secretary, to:

Establish and Maintain Administrative procedure(s) for recording and maintaining Membership Application and records of League & Detachment Meetings.

Risk Manager-Ensure that the Detachment is covered by appropriate liability insurance, when necessary listing the Detachment as a Named Insured, for special events.

Recording Scribe - Record Minutes of each General Membership and Officer Meeting with all Motions, Votes and other Pertinent Information, Records and Agenda items presented to be read at the following General Meeting.

Bank Signature Authorization - Ensure that you are listed as an "Authorized Signatory" on the Detachment's Bank Account and when the Paymaster is unavailable to do so, be available to sign checks over \$250.00 which must be countersigned by the Commandant or the Senior Vice Commandant.

Initiate a process - for the Establishment & Maintenance of a Secure (Locked) File System for Records with detachment agreed records time frame retention and disposal instructions.

Initiate and Maintain - an Up-to-Date listing of all Detachment Members to include necessary personal information as proposed to and determined by the detachment. These Membership listings are considered confidential and will not be distributed to anyone unless by the Detachment's Commandants order.

Coordinate with and obtain from the Detachment Paymaster, the original copy of the Member's Application for Membership after Paymaster action has been taken to transmit and forward New Member Information to both Department and National Staff's.

Provide Administrative Support to Officers requiring prepared communication and correspondence.

Upon Surrender of Office or upon completion of elected term(s), surrender all Detachment Property, Records and other items to your duly elected & qualified successor.

**PAYMASTER** - It shall be the duty of the Detachment Paymaster to:

Trust - Accept the fiduciary responsibility of this position granted by the Detachment Membership, knowing that a League Bond is in place which is set at \$10,000.00 with a deductible of \$1,000.00. When funds are on hand that exceed this amount, notify the Membership and seek approval by vote of the Membership to raise the bonded amount with the Detachment responsible for payment of the additional fee necessary to increase the bond per the instructions contained in Article Five, Section 545 of the National Bylaws.

Banking - Initially utilize the Source Bank or Financial Institution inherited upon assuming office, ensuring quick change of "Authorized Signature Card" for Paymaster and to include the Commandant, Senior Vice Commandant, and Adjutant as a counter signers/signatory on the account. As the Detachment's Bank Account builds, shop the account for any increase advantages such as Dividends, Free Checking and other advantages, advising the officer staff of recommendations and upon gaining approval from the staff, move the account and report at next General membership meeting.

Upon receipt of Funds – Accept and Document any Receipt of Funds or Securities from any Source (Membership, Donations, Fund Raising, Raffles, Food Payment, Supply Officer Cash Sales, etc.), keeping accurate records for source of funds and prepare for monthly financial statement. Accomplish timely (1-3 Working Days) deposits of received funds & Securities in the financial institution designated by the Detachment.

State Corporation Commission-Whenever necessary (e.g. annually coincident with the change of officers), complete any forms and remit any fees required by the Virginia State Corporation Commission.

Tax Manager-Ensure that any required Federal and Commonwealth tax returns are filed in a timely manner.

Upon Surrender of Office or upon completion of elected term(s), surrender all Detachment Property, Records and other items to your duly elected & qualified successor.

CHAPLAIN - It shall be the duty of the Detachment Chaplain to:

General & Specific Duties - Attend and accomplish assigned duties at General and Other Membership meetings as required. Perform such Spiritual Duties as are customarily performed by members of the clergy.

Death of A Member of The Marine Corps League & Detachment - Upon notification of the demise of any member, the Detachment Chaplain shall:

Immediately contact the family of the deceased member for the purposed of offering any assistance and presenting expressions of condolence. Without delay, report the death of the member directly to both the National Chaplain and Department Chaplain (if applicable). The report will be accomplished with other death requirements as established by Section 720 of Chapter Seven of the Administrative Procedures.

It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to attend the funeral services of a deceased member. To this end, the Detachment Commandant, with the assistance of the Detachment Chaplain and Adjutant shall develop a plan to notify Detachment Members in a timely fashion.

Upon Surrender of Office or upon completion of elected term(s), surrender all Detachment Property, Records and other items to your duly elected & qualified successor.

SERGEANT-AT-ARMS - It shall be the duty of the Detachment Sergeant of Arms to:

Primary Duties - The Detachment Sergeant at Arms shall preserve order at General Membership Meetings and other Detachment Formal functions and perform other duties as prescribed by the Detachment Commandant.

Membership Meetings - The Sergeant at Arms shall be the Main "Detachment Greeter" for Membership and Special Meetings. No-One will be permitted entry without proper credentials or as an invited guest.

Meeting Ritual - An active part is required of the Sergeant of Arms and therefore he should be proficient in his Ritual responsibilities. In the absence of the Sergeant at Arms, the Commandant or Senior Officer present shall designate an alternate.

Meeting Discipline & Etiquette - The Sergeant at Arms will be vigilant during Meetings and Formal Details, etc. The "No-Talking", "No Smoking or Alcohol" rule shall be in effect while the Bible is open.

Upon Surrender of Office or upon completion of elected term(s), surrender all Detachment Property, Records and other items to your duly elected & qualified successor.

QUARTERMASTER- It shall be the duty of the Quartermaster to:

Initial Inventory - Upon assuming the office, physically inventory all real and other property owned by the Detachment.

Non-Tangible Goods & Uniform Items - Shall be initially inventoried by line item, identification and quantity on hand if property of Detachment. Future Inventory of these types of Uniform Accessories, etc., should be placed before the Membership for a general vote to determine if funds should be tied up in inventory for resale items. If approved, items may be ordered from the appropriate source by the Quartermaster and purchased by Detachment check drawn from the Paymaster.

Annual Inventory - An annual inventory will be held prior to December 31 of each year in preparation for the annual audit.

Upon Surrender of Office or upon completion of elected term(s), surrender all Detachment Property, Records and other items to your duly elected & qualified successor.

PUBLIC RELATIONS OFFICER - It shall be the duty of the Detachment's Public Relations Officer to:

Promote the Detachment's image locally with positive cost effective publicity about the League and Detachment by all appropriate means including but not limited to public service announcements and news releases about their activities, meetings, and events by initiating contact and maintaining strong public relations with newspapers, radio, TV and other media by providing a continuous stream of information to them to enhance recruiting and attract donations for Detachment programs.

LEGISLATIVE OFFICER – It shall be the duty of the Detachment’s Legislative Officer to:

Keep members informed of National and Virginia Joint Leadership Council of Veterans Service Organizations (JLC) legislative initiatives, work closely with National and Department of Virginia Legislative Officers, and provide relevant content for the Detachment’s website.

#### VACANCY IN ELECTED POSITIONS

The order of succession of the office of Commandant shall be (1) The Senior Vice Commandant, and (2) the Junior Vice Commandant. In the event of other vacancies, the Commandant, with the advice and consent of the remaining officers, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur through failure to attend regularly called or scheduled meetings or in the case of removal from office with cause.

#### RECALL, SUSPENSION OF OFFICERS

Should any elected office holder of the Detachment perform any act that would discredit the Marine Corps League or the Detachment, the membership reserves the right of recall, turning that person out of office by majority membership vote called at a regular scheduled monthly meeting. This could include any criminal or civil act, lack of performance of duty, abuse of authority, lack of leadership and other similar acts that the membership holds concerns over. Provided all requirements of Section 900 of National Administrative Procedures are met, replacement will be as set forth above. Should the suspended position be that of the Commandant, the Senior Vice Commandant shall preside until the election is held. All necessary notification of Changes in Officers must be made to the Department.

#### BONDING OF OFFICERS

All Officers, National, Division, Department and Detachment that are handling funds are bonded in the amount of \$10,000 with a Detachment Officer Bond Deductible of \$1,000.00. Any additional bonding covered, shall be at the expense of the Detachment.

#### DISCIPLINE OF DETACHMENT MEMBERS

When an Individual Member or Officer commits an act contrary to the National Bylaws and Administrative procedures of the Marine Corps League, or an act which is not deemed in the best interest of the League, Department or Detachment, said member shall be charged as follows:

A charge in writing shall be served upon the Offender with copies as prescribed in Section 904 of the Nat'l Admin Processes which also prescribes the way the charges will be processed, and the rights of the individual charged. Offenses are recognized as being: Violation of Oath of Membership, Violation of Oath of Office, Conduct Unbecoming a Member of the Marine Corps League, Action Detrimental to the League. Conviction of any Crime, which constitutes a Felony in a County, City, State or Federal Court in the United States.

## SECTION 4

### FINANCES

#### 1. General Guidelines

The Commandant is ultimately responsible and accountable for all financial matters of the Detachment. The Paymaster is directly responsible for the accountability, disbursement and deposit of all financial transactions necessary for the operation of the Detachment's daily business. All funds collected will be deposited in a timely manner in the banking institution handling the Detachment's accounts. The Paymaster will deposit the funds in either the checking or the savings account as he deems appropriate.

For the purpose of receiving donations of marketable securities, the Paymaster may open an online brokerage account with Charles Schwab & Company, Inc. or other financial institution which waives trading commissions, fees, and account minimums and which is approved by the Detachment. Marketable securities received will be immediately liquidated at market prices, and the proceeds will be immediately transferred to the Detachment's checking or savings account. The Commandant, the Paymaster, the Adjutant, and one other member of the Detachment in good standing, having a financial background, and appointed by the Commandant with the approval of the Elected Officers, shall all be authorized signatories to the brokerage account, and any one of them may execute such transactions.

**Authority to Sign Checks:** Normally, the Paymaster will sign checks up to \$250.00 as a single "Authorized Signatory." Checks over \$250.00 shall require two Authorized Signatories" and shall be signed by any two of the following: Paymaster, Commandant, Sr. Vice Commandant, Jr. Vice Commandant, or Adjutant.

#### **The following financial guidelines prevail:**

- a. The Detachment will manage its financial affairs on a Calendar Year basis, starting on 1 January and ending on 31 December.
- b. The Paymaster will prepare and maintain proper documents and ledgers recording all receipts and disbursements. He will prepare a financial report and present it to the membership at each monthly meeting summarizing receipts and disbursements. He will announce year to date receipts versus aggregate annual budgeted expenditures. The membership will vote on whether to accept the report.
- c. In October of each year, the Adjutant, assisted by the Paymaster, shall prepare a budget for the following calendar year which shall be endorsed first by a majority of the Executive Committee of the Detachment and then approved by a majority of a quorum of the Detachment at its regularly scheduled meeting in January. The budget shall include the details of approved charitable contributions.
- d. For purposes of this entire Section 4, the Executive Committee shall include the Commandant, Sr. Vice Commandant, Jr. Vice Commandant, Judge Advocate, Adjutant, and Paymaster.
- e. Disbursements associated with budgeted expenditures, approved by the Detachment during its annual budgeting process, and the transmittal of dues do not require additional approval.
- f. Any unbudgeted expenditure greater than \$100 must be approved by a majority of a quorum of the Detachment at a regular scheduled meeting.
- g. The Commandant may approve an unbudgeted expenditure up to \$100, other than a charitable contribution for which guidelines are described below, on a case by case basis with the approval of two other members of the Executive Committee and must report such expenditure at the next general membership meeting with justification for the expense. Examples of such "unbudgeted expenditures" eligible for such approval by the Commandant include rent, reimbursement for uniforms, postage,

printing, Quartermaster expenses, bank charges, or other similar expenditures exceeding the budgeted amount, as well as analogous unforeseen unbudgeted expenditures.

- h. During the month of January or whenever there is a change of Paymasters, the Detachment Judge Advocate and two other members in good standing will conduct an audit of the Paymaster's records. A report of the finding of the audit will be provided to the membership at the next regularly scheduled meeting.

## **2. Contributions Guidelines**

**In the absence of extraordinary mitigating circumstances such as a natural disaster or extreme personal hardship suffered by a member of Detachment 329, solicitation of Detachment funds during Detachment meetings is prohibited, unless the following guidelines have been followed.**

- a. Requests should be succinct, formal, and in writing. The Detachment “*Request for Donation*” form must be submitted at a minimum.
- b. Donations must support the ***Mission of the Marine Corps League***:
  - The requesting charitable organizations must be making a substantial impact on our local Marine/FMF Corpsman community.
  - Donations by the detachment must primarily benefit local active duty and veteran Marines and local active duty and veteran FMF Corpsmen and their widows and orphans who reside locally.
  - Donations in support of local MC JROTC programs and college scholarships benefitting their participants are a priority.
  - Charitable organizations funded *principally* by government entities and/or managed by political appointees are low priority.
- c. Requests, particularly for recurring donations, should all be reviewed at the same time. The review should occur at least annually concurrent with the annual budgeting process so that requests can be evaluated among competing requests and prioritized. In addition to his responsibility for the annual budgeting process, the Adjutant shall coordinate the annual review of and budgeting for donations.
- d. The annual Detachment budget shall include the total annual donation amount of which approximately 10% should be reserved for unforeseen requests.
- e. Requests should include sufficient financial background information for the Executive Committee to determine whether funds appropriated would be well spent. For example, whenever more than 5% of total donations (i.e. income) is spent on administration and/or fund raising, priority should be given to other more efficient organizations, unless there are mitigating circumstances.
- f. **Vetting of Requests**: Except as noted in subparagraph g below, all requests shall be reviewed and endorsed first by a majority of the Executive Committee before they are presented to the Detachment for approval. This initial review process by the Executive Committee should be private to permit a full and open discussion, and it should exclude those making or benefiting from the request. The Executive Committee is responsible for thoroughly vetting all requests.
- g. If there are extraordinary mitigating circumstances and with approval of two other members of the Executive Committee, the Commandant may authorize emergency donations up to \$100, provided the annual budget for unforeseen charitable donations is not exceeded. The Paymaster must announce, during his monthly report, such donations that have been authorized by the Commandant and the names of the two other members of the Executive Committee who concurred.
- h. Requests for donations greater than \$100 which have been endorsed first by the Executive Committee, must then be presented to a quorum of Detachment members at a regular monthly Detachment meeting for final approval which requires a majority of a quorum of the Detachment. Requests for donations greater than \$100 that are not endorsed by the Executive Committee need not be presented to the Detachment.
- i. **Endorsement by Email**: Requests for approval may be distributed by email to the Executive Committee. Members of the Executive Committee may in turn vote by email on the request, provided all members of the Executive Committee are sent a copy of the emails containing their vote. If a majority of the Executive

Committee votes to endorse the request, the request may then be presented to the Detachment for final approval.

### FUND RAISING EVENTS

May be entered into by the Detachment, provided all funds raised, less Expenses per Chapter 10, Section 1000, Paragraph (a.1). shall be for the sole benefit of the Detachment and its activities. Detachment fundraising activities must not violate any Federal, State, County, or Municipal Law or ordinance, or reflect discredit upon the Detachment or the Marine Corps League.

### DETACHMENT PROPERTY

All Detachment property and records are to be maintained by the elected officers since the Detachment does not have its own building. It is the direct responsibility of each elected and appointed officer to safeguard all Detachment property and records entrusted to their care. Upon relief from their official office and duties, elected and appointed officers will inventory all property and records in their possession and turn them over to their successor within seven days of their relinquishing their position. Copy(s) of the inventory will be provided to the outgoing and incoming Commandant and to the individual involved.

### COMMITTEES

The Detachment Commandant shall have the authority to appoint Standing Committees, Special Committees, and Single Purpose (Ad Hoc) Committees as well as develop new committees as deemed necessary to properly carry out the mission of the Detachment.

### UNIFORM REGULATIONS

The Marine Corps League has many different uniforms and ribbons that are authorized to wear by male and female members of the league. The guidance of the Uniform Code is presented as a standard to present uniformity and define appropriate wear of the Marine Corps League uniforms. Uniforms and ribbons prescribed in the Uniform Code are considered appropriate to preserve the respect and dignity of the Marine Corps League and the United States Marine Corps. The Judge Advocate will provide members information on the Uniform Code currently in effect for the Marine Corps League. It is to be noted that active duty ribbons and medals cannot be "mingled" with Marine Corps League Awards. The standard Marine Corps League Uniform requires only an MCL approved cover (garrison cap), however all members are encouraged to procure and wear the official Marine Corps League uniforms as prescribed at all MCL Events and Meetings.

## AMENDMENTS TO THE BYLAWS

The Bylaws once approved by the membership will remain in effect until amended, revised or repealed by a majority of members present at a Regularly Scheduled meeting at which meeting a Quorum (as defined above) is present.

Amendment of the Bylaws, when deemed necessary, will be prepared by a Bylaws committee appointed by the Commandant. Once it has been drafted, the proposed amendment it will be submitted to the Judge Advocate for his review and determination of compliance with Department and National Bylaws. He will return the amendment to the Bylaws committee for presentation to the Elected Officers for endorsement after which the Bylaws committee may present the amendment to the membership for approval at a regular scheduled meeting of the Detachment. Notice of a proposed amendment presentation must be given to the Detachment 30 days in advance of the meeting at which the amendments will be voted on. Such notice may be given by U.S. mail, email, or publication in The Scuttlebutt (the Detachment's newsletter). Once the Detachment has approved the change, the Judge Advocate will provide TWO complete copies of the amended Bylaws to the Department of Virginia Judge Advocate for his review and approval. The copies provided to the Department need only be signed by the Judge Advocate and the Detachment Commandant or Detachment Adjutant.

## SECTION 5

### CONVENTION DELEGATES

#### Department Convention

The Detachment is entitled to one (1) Delegate and one (1) Alternate, for each block of fifteen members on the rolls as of 31 March immediately preceding the convention. For any partial number of the block remaining you are authorized one (1) Delegate and one (1) Alternate.

#### National Convention

The Detachment is entitled to one (1) Delegate and one (1) Alternate, plus one (1) Delegate and one (1) Alternate for each block of 15 members on the rolls as of 30 June immediately preceding the National Convention. For any partial number of the 15-block remaining you are authorized one (1) Delegate and one (1) Alternate.

## SECTION 6

### **HONOR GUARD**

#### **MISSION:**

To provide military honors for funerals, memorial services, dedication ceremonies, and other occasions as requested regardless of service branch.

#### **NAME:**

James M. Slay Detachment Honor Guard (herein after referred to as Honor Guard).

#### **MEMBERSHIP:**

Membership is open to any member in good standing of the Marine Corps League.

#### **APPOINTMENT OF OFFICERS:**

The Honor Guard Commander will be appointed by the Commandant of the James M. Slay Detachment. Subordinate officers will be appointed by the Honor Guard Commander with the consent of the Honor Guard membership.

#### **OFFICERS AND DUTIES:**

The Honor Guard Commander serves in overall command of the Honor Guard and will develop and maintain contacts with funeral homes and military units within the Richmond area.

The Honor Guard Executive Officer will assist the Honor Guard Commander with his duties and maintain an up-to-date contact list of members.

The Honor Guard Adjutant will maintain records of training materials, activities, and rendering of funeral honors and special ceremonies.

The Honor Guard Training Officer will assist the Honor Guard Commander in training the Honor Guard to ensure that the members are knowledgeable in rendering appropriate honors at events and funerals.

The Honor Guard Armorer will ensure that all equipment is properly cared for and available for use when needed.

#### **UNIFORMS:**

The Honor Guard uniform will be the "Undress" uniform, as prescribed in Attachment #3 of the Marine Corps League's National By-Laws.

#### **HONOR GUARD QUORUM:**

A quorum of the Honor Guard will be defined as one-half or greater of the Honor Guard membership present at a meeting.

All decisions as to procedures not covered by Department of Defense or military service regulations will be made by the consent of the Honor Guard membership. In the event of a tie, the Commander will cast the deciding vote.

SECTION 7

James M. Slay Detachment 329  
Marine Corps League Bylaws  
Certification

The below persons signify that these Bylaws were reviewed and approved by a vote of the membership of the James M. Slay Detachment 329 of the Marine Corps League on April 24, 2021.

James M. Slay Detachment 329

\_\_\_\_\_  
Philip Hebner, Commandant

Date\_\_\_\_\_

\_\_\_\_\_  
David Schneider, Judge Advocate

Date\_\_\_\_\_