



# BY-LAWS

## Department of Kansas - Marine Corps League

### Chapter One

#### Name and Purpose

Section 1. The Name of this Corporation will be the “Department of Kansas, Marine Corps League”.

Section 2. The purpose of this corporation will be: To preserve the traditions and to promote the interests of the United States Marine Corps. To band together those who are now serving and those who have been honorably discharged from that service in fellowship that will effectively promote the ideals of American freedom and democracy. To fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have the Nation under arms. To hold sacred the principals which they have supported by blood and valor since the founding of the Republic. To maintain true allegiance to American institutions. To create a bond of comradeship between those in the service and those who have returned to civil life. To aid voluntarily and render assistance to all Marines, former, as well as to widows and orphans. To perpetuate the history of the United States Marine Corps, and by fitting acts to observe the anniversaries of historical occasion of particular interest to Marines.

## **Chapter two**

### **Membership**

**Section 1.** Any member of the National Marine Corps League Inc. in good standing in any Detachment in the Department of Kansas will be a member of this Department.

**Section 2.** Any Detachment, as defined in the National By-laws organized and located in the State of Kansas, will be a member of this Department.

**Section 3.** Any person eligible for regular membership in the Marine Corps League desiring to organize a Detachment will make application in writing to the Department Adjutant. The Adjutant will provide the proper forms and guidance to accomplish this request. All actions in forming a new Detachment will be in accordance with National By-Laws and Procedures.

## **Chapter Three**

### **Governing Body**

**Section 1.** The Department will be governed by a Department Convention subordinate only to the National Convention.

**Section 2.** What ever power invested in the National Organization shall, in corresponding circumstances, be vested in the Department.

## **Chapter Four**

### **Composition**

**Section 1.** The Department Convention will be composed of at least one member in good standing from a majority of Detachments within the Department.

**Section 2.** A simple majority of the Elected Officers of the Department of Kansas must be in attendance in order to conduct any official business.

**Section 3.** The Department Staff will be comprised of the duly elected and appointed Officers and duly elected Commandants of each of the Detachments within the Department.

## **Chapter Five**

### **Organization**

**Section 1.** Department Officers will be elected at the Department Convention.

1. The Department must elect a Commandant, Senior Vice-Commandant, Junior Vice-Commandant, Judge Advocate, Sergeant-at-Arms, and Chaplin.
2. The newly elected Commandant will appoint an Adjutant-Paymaster for availability to the Commandant.
3. The Department may elect to divide the Office of Adjutant/Paymaster.
4. The person elected to the Office of Judge Advocate must be from a different Detachment than that of the Commandant.
5. The Standard Report of Officers and installation (ROI) of Department Officers must be filed with National Headquarters no later than 31 July of each year.

**Section 2.** The Board of Trustees (BOT) will consist of the Elected Officers and the Immediate Past Commandant of the Department. At any Department Convention the membership may appoint any Past Commandant to a one year term on the BOT.

**Section 3.** The Department Commandant may appoint additional Officers and Committee Chairs as are necessary to aid in the term of office. All such appointees will be approved by a simple majority of the BOT. All appointive positions will serve at the pleasure of the Commandant and can be removed with the approval of a majority of the BOT.

**Section 4.** Department Officers will be nominated and elected annually at the Department Convention and will be installed and assume office prior to adjournment. Such Offices so elected will hold office for a period of one year or until their successor has been duly elected. Any Department Officer may hold a second consecutive term if so elect but must surrender the office at the end of the second term.

**Section 5.** Vacancy in Office

1. In the event of a vacancy in the Office of Commandant the Senior Vice-Commandant will automatically succeed to the Office of Commandant.
2. In the event of a vacancy to any other elective office the Commandant will appoint a member from the membership roster to fill the vacancy. In the event the vacancy affects both the Commandant and Sr Vice Commandant at the same time the BOT will meet as soon as possible to fill the vacancies. The presiding Officer at such a meeting will be the senior member present.

**Section 6.** Qualification of Officers

1. No person(s) is eligible to hold an elective or appointive office in this Department unless they are a paid up Regular member of a Detachment

within this Department for at least one year. Associate members may not hold elected offices but may serve as appointees.

2. No elected or appointed Officer of the Department will receive any compensation, salary or benefits, for any service rendered to this Department, with the exception of staff approved Marine Corps League business.

Section 7. Quorum

1. The minimum number required to transact the regular and legal business of a Department Convention will be a majority of elected and appointed officers and representatives from at least three Kansas Detachments.
2. The minimum number required to transact the business of a Department Staff Meeting will be a simple majority of elected and appointed Department Officers.
3. The minimum number required to transact the business of a BOT meeting will be a simple majority.

Section 8. Removal from Office

1. When a Department elected or appointed officer fails to carry out the duties of office or by their actions which brings discredit to the Department, said officer may be removed from office in accordance with National Administrative Procedures pertaining to discipline.
2. No Department Officer shall be removed except for Non-Payment of dues or other indebtedness unless that Officer shall first be charged, tried and found guilty in accordance with the National Administrative Procedures pertaining to discipline.

Section 9. Appeal

The right of appeal under the provisions of the National Administrative Procedures shall not be denied.

## Chapter Six

### Authority and Duties of Office.

Section 1. In addition to the specific duties of each individual Department Officer as stated herein, it will also be said officer's duty to acquire a working knowledge of these and the National By-Laws. The specific duties of these elected and appointed officers are:

- a. **Department Commandant** – It will be the duty of the Department Commandant to preside over all Department Conventions and all Department Staff and BOT meetings. In addition, the Department Commandant will:
  1. Observe and enforce the compliance to the Department of Kansas and National By-Laws and Administrative Procedures.
  2. Direct to all Officers and Members of this Department such orders that are not in conflict with applicable By-Laws and necessary for the proper conduct of business.
  3. With the Adjutant-Paymaster have custody of all funds and properties of this Department, subject to the supervision of the Department Staff.
  4. Appoint such standing and special committees as deemed necessary.
  5. Represent then Department at all social functions and ceremonies in such a manner as will enhance the dignity, honor and prestige of this organization. If the Commandant is unable to attend any such function a qualified replacement will be appointed to represent the Department at such function.
  6. Call such meetings or the Department Staff or BOT as in necessary for the good of the League.
  7. Appoint an auditing committee to audit the books at the convention site prior to the start of the Business Meeting.
  8. Perform such duties as are directed from time to time by those superiors serving at a senior level in the League.
- b. **Department Senior Vice-Commandant** – It will be the duty of the Department Senior Vice-Commandant to give all possible aid and assistance to the Department Commandant and in the event of vacancy in the office of the Department Commandant will assume the duties of that office.

c. **Department Junior Vice-Commandant** – It will be the duty of the Department Junior Vice-Commandant to:

1. Aid and assist the Department Commandant and Senior Vice-Commandant in all activities pertaining to continued membership growth of the Department.
2. Create and work on such membership incentives and programs that will result in continuous membership growth.
3. In the absence of the Commandant or senior Vice Commandant shall perform the duties of that office.

d. **Department Adjutant – Paymaster** (If the position is combined that person will fulfill each section below)

\* It will be the duty for the **Department Adjutant** to:

1. Keep proper and necessary books for the recording of all business of the Department of Kansas including a correct record of all members / roster.
2. Keep the minutes of all Department Conventions and any other Department meetings and perform such duties as are usually assigned to recording secretaries.

\*It will be the duty of the **Department Paymaster** to:

3. Be co-holder, with the Department Paymaster, of all funds and properties of the Department, keeping a record of all transactions.
4. Notify all Detachments of their indebtedness to the Department.
5. Deposit all monies and securities in a bank agreed upon between the Department Commandant and the Department Paymaster. All expenditures will be made only by check. Amounts below \$200.00 must have a copy of an email from the Department Commandant showing agreement in the payment and amounts at or above \$200.00 must have both the Commandants signature and Paymasters signature on the check.
6. Will close the books on collection of dues on 31 May of each year for determination of voting rights at the Department Convention.

e. **Department Judge Advocate** – It will be duty of the Department Judge Advocate to:

1. Advise all Department and Detachment Officers concerning the Department and National By-Laws of the League.
2. Interpret and render opinions on all questions pertaining to By-Laws that may arise upon request.
3. Will advise all Officers and Members of the proper proceeding of each Department Convention.
4. The Department Judge Advocate may not hold the Office of Judge Advocate in his/her Detachment. If this is the case then the resignation from the lower office shall be required upon being sworn into Department Office.
5. The Department Judge Advocate may not be a member of the same Detachment as the Department Commandant.

G. **Department Sergeant at Arms** – Duty of the Department Sergeant at Arms to:

1. Set up meeting room; place the Bible, Colors and Charter in their proper places.
2. Preserve order at Department meetings and Conventions.
3. Deputize such Deputy Sergeants-at-arms as may be necessary for the performance of their duties.

H. **Department Chaplain** – It will be the duty of the Department Chaplain to:

1. Perform such duties of a spiritual nature that are required by the Department and  
National By-Laws of the Marine Corps League.
2. Receive record and forward Death Notices from Detachment Chaplains and offer condolences as agreed to by the Department Commandant.

I. **Department Board of Trustees (BOT)** – It will be the duty of the Department BOT to:

1. To exercise such other powers and to do such other actions as are with the National By-Laws and the National Administrative Procedures which are in the best interest of the League and to exercise executive power between Department Conventions

## **Chapter Seven**

### **Department Conventions**

Section 1. The Department Convention will be held each year during the month of June. It will be in a city in the State of Kansas where a Detachment is so designate. The Department will take bids on the next Department Convention at each years Convention. Any Detachment in good standing may bid. If more than one Detachment bids on a Convention a vote will be held in accordance with the Department By-Laws to determine the next location. The Department will provide financial assistance to the hosting Detachment to help defray the cost of hosting the convention. An amount of no less than \$200.00 will be provided if needed. An application to the BOT may be made if excess funds are needed. This will be granted according to need and funds available.

- A. The Department of Kansas used a voice vote on all issues that comes before the body during regular business. If a majority is not clear or upon a request from the floor a show of hands or standing vote will be held with votes tabulated and reported by the Sergeant at Arms. If the vote is still in question a request from at least three members from two different Detachments will cause a delegate count to be held. All delegate counts will be in accordance with national rules regarding Delegate voting. In all votes only regular members in good standing may vote.
- B. Notwithstanding the provisions of these By-Laws no member in good standing can be deprived of the vote at a Department Convention.
- C. Voting strength of each Detachment, if challenged, will be determined by the records of the Department Adjutant.

Section 2. Nominations – Recommendations of candidates for Department offices will be made by a Nominating committee chaired by the Immediate Past Commandant or from the floor of the convention. Nominees must be regular members in good standing of the Department and must be present at the convention.

Section 3. Election of Officers – All elective officers shall be elected and installed as the last order of business at the convention.

Section 4. A majority vote in the convention will carry any measure or decide any issue except where in noted in Section 1a above.

Section 5. Rights to the floor of the Convention. Any member in good standing in the Department will have the right to speak in any discussion or any debate in the conventions. The presiding officer can limit the number of times a member can speak on a particular subject of the amount of time each speaker is allotted.



## **Chapter Eight**

### **Finances**

**Section 1.** The dues of each Detachment will be set by said Detachment.

**Section 2.** Department Dues – The amount of annual dues will be \$5.00; changes will be determined by each preceding year's Department Convention. The annual dues for the Department and National will be collected by the Detachment Paymaster who in turn will immediately forward the Department and National dues to the Department Paymaster.

**Section 3.** Department Revenue. The revenue of this Department will be derived from:

- A. Annual Membership dues.
- B. Any other sources designated by the Department Commandant, Department BOT, or the Department Convention in any year.

**Section 4.** Department fiscal year. – The fiscal year for the Department of Kansas will be 1 June through 31 May.

**Section 5.** Fund Raising

- A. The Department will not conduct fund raising in any city or Metropolitan area where a Detachment is located without the consent of said Detachment and if it is desired by any other Detachment said Detachment will advise the other detachment is the area. Any Detachment opposing any such proposed project must file objections within 15 days to the Detachment proposing the project and with the Department Commandant. The Department Commandant's decision will stand unless appealed higher through the chain of command.

**Section 6.** Fund Raising Activities will not violate and Federal, State, or Municipal Law or ordinance or reflect discredit upon the Marine Corps League

## **Chapter Nine**

### **Discipline**

Section 1. Members of this Department will be disciplined for violation of these By-Laws and the Administrative Procedures of the National Marine Corps League.

Section 2. Any Member of a Detachment or any Detachment that performs any act which would tend to bring the Marine Corps League on any part thereof into disrepute with the public will be disciplined as outlined in the National Administrative Procedures.

Section 3. Detachments of this Department will be disciplined for violation of these By-Laws and the Constitution and By-Laws for the National Marine Corps League.

## **Chapter Ten**

### **Amendments**

Section 1. The By-Laws may be revised, amended or repealed by a 66% vote of the members present at a Department Convention. Proposed revisions, amendments or repeal will be submitted to the Department Judge Advocate no less than 90 Days prior to the Department Convention where such proposal is to be considered. Copies of the proposal(s) will be distributed to the existing Detachments and the BOT not less than 60 days prior to the opening of the Department Conventions at which the proposal is to be considered. Each revision, amendment or repeal which is approved at a Department convention shall become effective upon the Department Convention at which it is approved.

Section 2. Each Detachment, MCL Auxiliary and MODD Pound shall be provided, without change, with two copies of these By-Laws

## **Chapter Eleven**

### **Miscellaneous**

Section 1. Roberts Rules of Order Revised will govern in any case not covered by these By-Laws, the National By-Laws, the National Constitution, The National Ritual and/or National Administrative Procedures.

Section 2. A copy of the minutes of each years Department convention will be sent by the Department Adjutant to all Detachments no later than 30 days after the close of the convention.

Section 3. Repeal. All existing By-Laws of the Department of Kansas, Marine Corps League which have been adopted or enacted prior to this date are hereby repealed.