



# **Marine Corps League**

## **Department of Michigan**

### **Bylaws and Administrative Procedures**

**Amended through June 2012**

# The Marine Corps League

[PUBLIC — No. 243 — CHAPTER 564 — [S. 774]]

## Seventy-fifth Congress of the United States of America

At the First Session

Begun and held at the City of Washington on Tuesday, the fifth day of  
January, one thousand nine hundred and thirty-seven

### AN ACT

To incorporate the Marine Corps League.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That Major General John A. Lejeune, United States Marine Corps, retired, honorary national commandant; Maurice A. Illich, national commandant; Roy S. Taylor, senior national vice commandant; Kenneth B. Collings, junior national vice commandant; Alexander F. Ormsby, national judge advocate; Reverend John H. Clifford, national chaplain; Edward A. Walker, national sergeant at arms; John B. Hinckley, Junior, national adjutant and paymaster; John E. Brock, national chief of staff, are hereby created a body corporate of the name "Marine Corps League."

SEC. 2. That the purposes of this corporation shall be (a) to preserve the traditions and to promote the interests of the United States Marine Corps; (b) to band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy; (c) to fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms; (d) to hold sacred the history and memory of the men who have given their lives to the Nation; (e) to foster love for the principles which they have supported by blood and valor since the founding of the Republic; (f) to maintain true allegiance to American institutions; (g) to create a bond of comradeship between those in service and those who have returned to civil life; (h) to aid voluntarily and to render assistance to all marines and former marines as well as to their widows and orphans; (i) to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of peculiar interest to marines.

SEC. 3. That the corporation (a) shall have perpetual succession; (b) may charge and collect membership dues and receive contributions of money or property to be devoted to carrying out the purposes of the organization; (c) may sue or may be sued; (d) may adopt a corporate seal and alter it at pleasure; (e) may adopt and alter by-laws not inconsistent with the Constitution and laws of the United States or of any State; (f) may establish and maintain offices for the conduct of its business; (g) may appoint or elect officers and agents; (h) may choose a board of trustees, consisting of not more than fifteen persons nor less than five persons, to conduct the business and exercise the powers of the corporation; (i) may acquire, by purchase, devise, bequest, gift, or otherwise, and hold, encumber, convey, or otherwise dispose of such real and personal property as may be necessary or appropriate for its corporate purposes; and (j) generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the corporation is created.

SEC. 4. That the corporation shall, on or before the 1st day of December in each year, transmit to Congress a report of its proceedings and activities for the preceding calendar year, including the full and complete statement of its receipts and expenditures. Such report shall not be printed as public documents.

SEC. 5. That the right to alter, amend, or repeal this Act at any time is hereby expressly reserved.

Approved, August 4, 1937.

*Wm. B. Bankhead*  
Speaker of the House of Representatives

*[Signature]*  
President of the Senate for the time being

Approved  
Aug 4

1937  
*[Signature]*

## PREAMBLE

*In the name of the Beneficent Father of all, we who have Honorably served, or are now Honorably serving our Country in the United States Marine Corps, for the common good of this Nation, and all the Nations and peoples in this world, and in order that the fundamental rights and freedoms of every person may be preserved, to foster interest in the affairs of the United States Marine Corps, to promote and advance the welfare of wounded disabled Marines and their dependents and for further purposes as set forth herein, do solemnly and firmly associate ourselves together in a non-profit Corporation known as the Department of Michigan, Marine Corps League Incorporated; and ordain and establish these Bylaws.*

# TABLE OF CONTENTS

Article/Section	Subject	Page
	Congressional Charter	2
	Preamble	3
	Table Of Contents	4-8
	<b>BYLAWS</b>	9
ARTICLE ONE	DEPARTMENT GENERAL	
SECTION 100	Name	9
SECTION 105	Seal	9
SECTION 110	Purposes	9
SECTION 115	Additional Purposes	9
SECTION 120	Non-Political	9
SECTION 125	Allowed Political Activity	9
ARTICLE TWO	DEPARTMENT CONVENTIONS	
SECTION 200	Authority	10
SECTION 205,	Member Registration Requirement	10
SECTION 210	Delegate Registration Requirement	10
SECTION 212	Dual Members	10
SECTION 215	Determination of Delegate Strength	10
SECTION 220	Date for Determining Detachment Voting Strength	10
SECTION 225	One Member-One Vote	10
SECTION 230	Vote Challenges by Delegates	10
SECTION 235	Appointment of Convention Committees	10
SECTION 240	Appointment of Tellers	10
SECTION 245	Nomination of Officers	10
SECTION 250	Election of Officers	10
SECTION 255	Election of Zone Vice Commandants	10
SECTION 260	Prohibition Against Holding Multiple Elective Offices	11
SECTION 265	Motions and Resolutions	11
ARTICLE THREE	DEPARTMENT BOARD OF TRUSTEES - ELECTED OFFICERS	
SECTION 300	Composition	11
SECTION 305	Authority to Approve Contracts	11
SECTION 310	Commandant	11
SECTION 315	Senior Vice Commandant	11
SECTION 320	Junior Vice Commandant	12
SECTION 325	Zone Vice Commandants	12

SECTION 330	Paymaster	12
SECTION 331	Contracting Out Financial Work	13
SECTION 335	Judge Advocate	13
SECTION 340	Chaplain	13
SECTION 345	Required Reports from Elected Officers	13
ARTICLE FOUR	DEPARTMENT STAFF	
SECTION 400	Department Staff	14
SECTION 405	Appointed Staff	14
SECTION 410	Adjutant	14
SECTION 415	Sergeant-at-Arms	14
SECTION 420	Aide-de-Camp	14
SECTION 425	Legislative Officer	14
SECTION 430	Chief of Staff	14
SECTION 435	Historian	15
SECTION 440	Past Commandants Council	15
SECTION 445	Veterans Service Officers	15
SECTION 446	Detachment Commandants Council	15
SECTION 450	Bylaws & Resolutions Committee	16
SECTION 451	Bylaws & Resolutions Committee Duties	16
ARTICLE FIVE	REVENUES AND FINANCES	
SECTION 500	Authority	16
SECTION 502	Department Fiscal Year	16
SECTION 505	Financial and Real Property	16
SECTION 510	Revenue	16
SECTION 515	Annual Dues	17
SECTION 520	Waiver of Dues for Active Duty Members	17
SECTION 525	Required Reserve	17
SECTION 530	Fund Raising	17
SECTION 540	Department Consent is Required from Detachment	17
SECTION 545	Budget & Finance Committee	17
SECTION 550	Fund Raising Committee	18
SECTION 555	Reimbursement of Commandant's Expenses	18
SECTION 560	Commandant's Discretionary Account	18
SECTION 565	Budget for Senior Vice Commandant	19
SECTION 570	Budget for Paymaster	19
SECTION 575	Budget for Adjutant	19
SECTION 580	Reimbursement of members for mileage	19
ARTICLE SIX	DETACHMENTS	
SECTION 600	National requirements	19
SECTION 605	Per Capita Tax	19

SECTION 610	Name	19
SECTION 612	Detachment to be incorporated	19
SECTION 615	Territory	19
SECTION 620	Items Supplied	19
SECTION 625	Detachment Fiscal Year	19
SECTION 630	Bylaws	20
SECTION 635	Required Officers	20
SECTION 640	Time and Reporting of Elections	20
SECTION 645	Fund Raising	20
SECTION 650	Revocation of Charter	20
SECTION 655	Return of Property on Reinstatement	20
ARTICLE SEVEN	MEMBERSHIP	
SECTION 700	Regular members	20
SECTION 715	Approval of Application	20
SECTION 720	No refund of Dues	20
SECTION 725	Transfer of Membership to a Different Detachment	20
SECTION 730	Certification Upon Transfer	21
SECTION 735	Rights and Duties of Transferred Member	21
ARTICLE EIGHT	SUBSIDIARIES AND SUBORDINATES	
SECTION 800	Recognized Organizations	21
SECTION 805	Veterans Service Board	21
ARTICLE NINE	MISCELLANEOUS	
SECTION 900	Bylaw Amendments	21
SECTION 905	Administrative Amendments	21
SECTION 906	Submission of Amendments	21
SECTION 910	Publication and Thirty Days Notice	21
SECTION 915	Discipline	21

	<b>ADMINISTRATIVE PROCEDURES</b>	
CHAPTER ONE	deleted 2006	22
CHAPTER TWO	DEPARTMENT CONVENTION & MIDWINTER RALLY	
SECTION 200	Time Frame for Convention	22
SECTION 205	Placing Bids to Host Convention and Mid-Winter Rally	22
SECTION 210	Site & Date of Convention and Mid-Winter Rally	22
SECTION 215	Financial Liability of Host	22
SECTION 220	Hotel Contract	22
SECTION 225	Bond/Insurance Policy	22
SECTION 230	Commandant & MCLA President Lodging, etc.	22
SECTION 235	Convention Information	22
SECTION 240	Site Visits	22
CHAPTER THREE	DEPARTMENT STAFF	
SECTION 300	Meetings of Board of Trustees	23
SECTION 301	Meetings of the Department Staff	23
SECTION 302	Special Meetings	23
SECTION 305	Taking Actions Without Meeting	23
SECTION 310	Reports of Department Property	23
CHAPTER FOUR	"Reserved for future use if necessary."	23
CHAPTER FIVE	"Reserved for future use if necessary."	23
CHAPTER SIX	DETACHMENTS	
SECTION 600	Department Stationery	23
SECTION 605	Commandants Report	23
SECTION 610	Submission of Delegates and Alternates	24
SECTION 615	Yearly Reports	24
SECTION 620	Report Requirements for operation of "Club House" and Other "Business Activities"	24
SECTION 625	Detachment News Correspondents	25
SECTION 630	Report to National MCL, and Department Chaplain	25

CHAPTER SEVEN	MEMBERSHIP (SECTIONS DELETED 2006)	25
CHAPTER EIGHT	SUBSIDIARIES AND SUBORDINATES	
	VETERANS SERVICE BOARD	
SECTION 800	Responsibility to MCL	25
SECTION 805	Responsibility for Employees and Composition	25
SECTION 810	Meetings	26
SECTION 815	Payment of Expenses	26
SECTION 820	Reports	26
SECTION 825	Reports	26
CHAPTER NINE	THE MICHIGAN MARINE NEWS	
SECTION 900	Establishments, Funding, Management	26
SECTION 905	Solicitation of Advertising	26
SECTION 906	Approval of Budget	26
SECTION 910	Authority of Editor	26
SECTION 915	Editorial Policy	27
SECTION 920	Record of Expenses	27
SECTION 925	Funds	27
SECTION 930	Fund Reserve	27
CHAPTER TEN	DEPARTMENT MARINE OF THE YEAR SOCIETY	
SECTION 1000	Department Marine of the Year Society	27
CHAPTER ELEVEN	MISCELLANEOUS	
SECTION 1110	Cap Regulation for Past Department Officers	28
SECTION 1115	Death of a Member	28
SECTION 1120	Duty of Members to Attend funeral	28
	ENCLOSURE (1) RECRUITING AWARDS	29-30



**ARTICLE ONE**  
**DEPARTMENT GENERAL**

**SECTION 100, Name** The name of this organization shall be “**Marine Corps League, Department of Michigan**”.

**SECTION 105, Seal** The Corporation Seal shall be round in shape, containing the center thereof, a replica of the United States Marine Corps emblem surrounded by the words “Marine Corps League, Department of Michigan”.

**SECTION 110, Purposes** The purpose of this Department of Michigan shall be:

- (1) To preserve the traditions and promote the interests of the United States Marine Corps.
- (2) To band together those who are now serving in the United States Marine Corps and those who have been Honorably Discharged from the United States Marine Corps in fellowship, that they may effectively promote the ideals of American Freedom and Democracy.
- (3) To fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served this Nation under arms.
- (4) To foster love for the principles which they have supported by blood and valor since the founding of the Republic.
- (5) To hold sacred the history and memory of those Marines who have given their lives for our Nation.
- (6) To maintain true allegiance to American Institutions.
- (7) To aid voluntarily and to render assistance to all Marines and former Marines as well as their widows and orphans.
- (8) To perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.
- (9) To create a bond of comradeship between those in the service and those who have returned to civilian life.

**SECTION 115, Additional Purposes** The further objects and purposes of this Department are:

- (1) To perpetuate and honor the memory of those Marines who have passed on to their eternal rest.
- (2) To decorate the graves of deceased Marines with the official grave marker of the Marine Corps League, provided that this is consistent with the wishes of the immediate family of the deceased.
- (3) Wherever and whenever possible, to aid, assist and provide for the father, mother and dependents of deceased Marines.
- (4) To participate in fraternal and social functions among members.
- (5) To urge the participation of all members in patriotic functions and such other civic, state or national affairs as are of particular interest to Marines.

**SECTION 120, Non-Political** This organization shall be non-political, non-partisan and non-sectarian, and the name of the organization shall not be used by the Department, or any office or member thereof, to further the desires or wishes of any member in any political, sectarian or labor dispute.

**SECTION 125, Allowed Political Activity** Nothing in the above shall prohibit this organization, or any unit thereof from participation in any political issues which may affect the welfare of the United States Marine Corps, or any member's claim for disabilities incurred in the service of the United States.

**BYLAWS**  
**ARTICLE TWO**  
**DEPARTMENT CONVENTIONS**

**SECTION 200, Authority** The legislative and regulatory power of this Department shall be vested in the annual Department Convention composed of the properly elected, registered, and approved delegates.

**SECTION 205, Member Registration Requirement** No member shall be allowed to attend committee or business meetings, nor shall they be allowed on the floor at any Mid-Winter Rally or Department Convention, unless, said member is paid up and duly registered for said Mid-Winter Rally or Department Convention.

**SECTION 210, Delegate Registration Requirement** Each delegate or alternate must be registered to be allowed to have a voice or vote on the Convention Floor.

**SECTION 212, Dual Members** The voting rights of Dual members at a convention shall be governed by National Bylaw 650 and any subsequent amendments thereof.

**SECTION 215, Determination of Delegate Strength** The delegate voting strength of each detachment shall be as follows: for the first fifteen (15) Regular and Life members, one (1) delegate and one (1) alternate; for each additional full block of fifteen (15) Regular and Life members, one (1) delegate and one (1) alternate; for a partial number of fifteen (15) Regular and Life members, one (1) delegate and one (1) alternate.

**SECTION 220, Date for Determining Detachment Voting Strength** The voting strength of all detachments to the Department Convention shall be based upon the paid-up membership on May 1 preceding the convention.

**SECTION 225, One Member-One Vote** Each detachment shall be entitled to one (1) vote for each regular member in good standing.

**SECTION 230, Vote Challenges by Delegates** Any registered delegate may challenge the vote of their detachment and request a roll call of delegates of their detachment.

**SECTION 235, Appointment of Convention Committees** The Department Commandant shall appoint all committees necessary to the transaction of business at every Department Convention.

**SECTION 240, Appointment of Tellers** The Department Commandant shall appoint a committee of three (3) tellers to tally votes cast at the Department Convention. No two (2) tellers shall be from the same detachment.

**SECTION 245, Nomination of Officers** All nomination for Department Officers shall be made from the floor of the Convention. Each nominee shall be a regular member in good standing in the Department of Michigan, Marine Corps League at the time of their nomination. Each nominee must be present and when called upon, shall rise, if not restricted by a physical impairment, and state to the Chair that if elected, they will accept the office and serve loyally, faithfully and to the best of their ability during the term to which elected.

**SECTION 250, Election of Officers** All such elections of Department Officers shall be by majority vote of the members of the League represented by their duly elected or appointed delegates, or their alternates, who shall be present at the Department Convention.

**SECTION 255, Election of Zone Vice Commandants** As soon as possible after the general election of officers at the Department Convention, each Zone Vice Commandant shall call a caucus of all delegates from the component detachments of their Zone, and said delegates shall proceed to elect their Zone Vice Commandant for the ensuing year.

**SECTION 260, Prohibition Against Holding Multiple Elective Offices** No person shall hold two (2) elective Department offices at one time.

**SECTION 265, Motions and Resolutions** Any action (resolution, motion or consent) proposed by a delegate to the Department Convention, a member entitled to vote at the Mid Winter Rally, at meetings of the Board of Trustees, and at any committee meeting, shall be designated by the person proposing the action, or by the person chairing the meeting, as a motion or a resolution.

A resolution shall be used to state a policy, recommend action by public officials, publicly commend a Member of the Marine Corps League or other person, present an award, and similar activities which by their nature do not bind the Department to continuing actions or activity.

A motion shall be used to authorize or approve a program, report, expenditure, amendment to the Bylaws and similar activities.

A motion shall state, as part of its text, whether its proposed action is intended to continue indefinitely, or if it is to expire on a particular date or at the conclusion of a specified activity, program or event.

Motions adopted by the Department Convention which are to continue indefinitely shall, if appropriate, be designated as amendments to Bylaws.

**BYLAWS**  
**ARTICLE THREE**  
**DEPARTMENT BOARD OF TRUSTEES - ELECTED OFFICERS**

**SECTION 300, Composition** Administrative and financial control of the Department of Michigan, Marine Corps League, shall be vested in a Department Board of Trustees, elected at a Department Convention, namely; The Department Commandant, Senior Vice Commandant, Junior Vice Commandant, seven (7) Zone Vice Commandants, Paymaster, Judge Advocate, Chaplain, and the Junior Past Commandant.

**SECTION 305, Authority to Approve Contracts** All contracts entered into by the Department of Michigan, Marine Corps League, and any of its officers, committees, the Michigan Marine News, or for other programs or activities of the Department, with the exception of contracts made by the Veterans Service Board, shall be approved by the Board of Trustees, and shall be signed by the Department Commandant, Paymaster and Judge Advocate.

**SECTION 310, Commandant** The **Department Commandant** shall preside at all Department Conventions and Staff Meetings, enforce the observance of all regulations, appoint all committees not otherwise provided for herein, call special meetings of the Department Staff, if desired, and deemed necessary, approve all orders, and other duties as the good of the corporation may require.

No elected Department Commandant shall succeed himself more than once.

The Department Commandant shall be addressed as “Sir Commandant” or “Madam Commandant”, as appropriate.

He shall have the authority to fill all vacancies in office until the next Department Convention.

The Editor of “The Michigan Marine News” shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.

The Department Commandant shall be an *ex-officio* member of all department committees.

Committee chairmen shall report to the Commandant on all activities of that committee.

**SECTION 315, Senior Vice Commandant** The **Senior Vice Commandant** shall aid the Department Commandant and preside over the Department and the Convention during the absence of the Department Commandant and shall serve as a contact between the League and the Auxiliary.

The Senior Vice Commandant shall be the principal officer in charge of fund raising. To carry out that responsibility he or she shall:

- (a) Be the Chairman of the Fund Raising Committee;

(b) Be the principal liaison between the Board of Trustees and any professional fundraisers employed by the Department;

(c) Be responsible for presenting to the Budget and Financing Committee and the Board of Trustees, the recommendations of the Fund Raising Committee as required by these Bylaws or the Administrative Procedures.

The Senior Vice Commandant shall perform such other duties as may be assigned from time to time.

**SECTION 320, Junior Vice Commandant** The **Department Junior Vice Commandant** shall be responsible for welfare and dissemination of the social and civic programs, veterans activities and other veterans organizations.

He shall be responsible for all plans and activities attendant upon visits of the distinguished guests, whether League, veterans, or civic officials.

He shall serve as chairman of the Department Membership Committee. He will be responsible for the Department's Recruiter of the Year Awards as outlined in Enclosure (1) of the Administrative Procedures.

He shall preside over the Department and the Convention during the absence of both the Commandant and the Senior Vice Commandant.

**SECTION 325, Zone Vice Commandants** There shall be seven (7) Zone Vice Commandants, one each for:

**Southeast Zone:** Downriver #153, Monroe County #157, Sgt. G.P. Porta #163, Washtenaw County #414, Dearborn #152,

**Eastern Zone:** Macomb County #154, Montford Point #158, Cpl. S. L. Moore #159, Northwest #162, North Oakland County #570, Sgt Bryan K. Burgess #1337

**Southern Zone:** Capital #148, Cascades #149, David Murningham #161, Branch Area #763, Irish Hills Detachment #1182.

**Central Zone:** Belcher-Lane-Williams#146, Flint #155, Harold R. Cooley #841, Lapeer County#888, John C. Rock #902.

**Northern Zone:** Northern Michigan #690, Greater Michigan #156, Yagle Brothers #165, Cpl. Jack A. Davenport #684, Alpena #1327.

**Western Zone:** Fred Cochran #151, Muskegon #703, Wolverine #722, Kalamazoo #879, Shoreline # 1027, Oceana County Detachment #1225.

**Upper Peninsula Zone:** Upper Peninsula #444, George St. Martin #550, Lake Superior #764, Keweenaw # 1016, Iron Mountain Detachment #1239.

It shall be the duty of the Zone Vice Commandants to aid the Department Commandant.

The senior Zone Vice Commandant shall preside over the Department Convention during the absence of the Commandant, the Senior Vice Commandant, and the Junior Vice Commandant.

They shall serve as the membership chair of their zones. Each Zone Vice Commandant shall hold a minimum of one (1) Zone Meeting prior to the Department Convention, and if the zone members choose to have more, one (1) Zone Meeting prior to the Mid-Winter Rally. These Meetings will be held to discuss projects or proposals to be presented at the Department Convention, in session, by the Zone Vice Commandant.

The Zone Vice Commandant shall visit each Detachment in his zone at least once each year and if possible more often. The presence of the Zone Vice Commandant shall be entered in the minutes after roll call of officers.

The Zone Vice Commandants shall determine among themselves who is senior.

**SECTION 330, Paymaster** The **Department Paymaster** shall be bonded as specified by the Department and National Bylaws.

The Paymaster shall be responsible for holding all securities, money, and property assigned to the Paymaster's Office, with the exception of the Veterans Service Grant which shall be deposited in a separate account.

The Paymaster shall pay out all money on order of the Department Commandant and make other payments as required by the approved Department budget or the Board of Trustees.

The Paymaster shall keep a record of all financial transactions with subsidiary detachments and notify all detachments of their indebtedness to the Department Headquarters.

No less often than quarterly, and at least seven days prior to each regularly scheduled Staff Meeting, the Department Paymaster shall provide to the Board of Trustees complete financial reports showing all income and expenses of the Department and a reconciliation of the actual income and expenses in comparison to the adopted Department budget on a line item basis.

At least thirty (30) days prior to the Department Convention, the Paymaster shall certify each detachment's membership as reflected by the Department records.

Each detachment shall have ten (10) days in which to protest and correct this certification.

The Paymaster's records thirty (30) days prior to the Department Convention shall be considered the official record of membership for the purpose of voting at the Department Convention.

Each Detachment Paymaster shall report the name of the Bank or Banks, and account numbers, where the detachment funds are on deposit. This report shall be filed and verified each year by the Department Paymaster. (See also AP's Chapter SIX, SECTION 615.)

All requests for expense reimbursement shall be submitted to the Paymaster within thirty (30) day of incurring the expense.

The Paymaster must surrender his books for audit to the five (5) immediate members of the Past Commandants Council, as required by Bylaw Section 440 and otherwise on its demand, and must account for any discrepancy.

Upon termination of office the Paymaster must surrender all Department equipment, books, etc., to his duly elected or appointed successor, within fifteen (15) days.

The Paymaster must account for all property in his possession and report same to the body at the annual convention.

**SECTION 331, Contracting Out Financial Work** Notwithstanding the provisions of Bylaw Section 330 or any other provision of these Bylaws or Administrative Procedures, the Board of Trustees may enter into a contract with a licensed and bonded or properly insured accountant or certified public accountant to handle the Department's income and expenses, to reconcile the bank account records and/or to prepare other financial reports and may authorize him or her to sign checks drawn on the Department's account(s) without the additional signature of a Department officer. The Paymaster shall review the bank account reconciliations on a monthly basis and any other reports on a regular basis, but not less often than quarterly. Nothing in this provision changes or diminishes the responsibility of the five immediate members of the Past Commandants Council to audit the Department's financial books and records.

**SECTION 335, Judge Advocate** The **Department Judge Advocate** shall act as the legal advisor to the Department in all matters concerning the Bylaws of the Marine Corps League.

He shall advise the Commandant and members on matters concerning the Bylaws and shall render opinions on any questions on rules of order during the convention and staff meetings, and when necessary, shall call attention to the body, when an improper procedure occurs at the convention, and staff meetings. He shall perform such other duties as may be required of his office.

**SECTION 340, Chaplain** The **Department Chaplain** shall provide for the spiritual needs of the members, visit the sick and disabled, when possible, conduct memorial services, and perform such other duties as may be assigned him by the Department Commandant, and such other duties as are good for the welfare of the organization.

The Department Chaplain shall immediately contact the family of the deceased member for the purpose of offer of any assistance and presenting expressions of condolence.

**SECTION 345, Required Reports from Elected Officers** Each elected officer shall submit a written report of their activities, at each Department Convention and Mid-Winter Rally.

**BYLAWS**  
**ARTICLE FOUR**  
**DEPARTMENT STAFF**

**SECTION 400, Department Staff** This Board of Trustees, all other elected officers, and the appointed officers shall be known collectively as the Department Staff.

**SECTION 405, Appointed Staff** The Department Commandant, with the approval of the Board of Trustees, shall appoint the following Department Officers: Adjutant, Chief of Staff, Public Relations Officer, Sergeant-at-Arms, Legislative Officer, Liaison Officers, VAVS Director and such other Aides-de-camp and officers as he may deem necessary to the best transaction of the business of this Department.

These Officers shall be known as the Appointed Staff.

**SECTION 410, Adjutant** The **Department Adjutant** shall keep proper and necessary books for recording all business of the League, and keep a correct record of all membership accounts.

The adjutant shall keep the minutes of all Department Conventions and Staff Meetings and other meetings, as requested, by the Department Commandant.

The adjutant shall perform such other duties as are usually assigned to the recording secretary, and that the best interest of the League demands.

The adjutant shall surrender all books and other Department properties to his duly appointed successor within fifteen (15) days of his termination of office.

The adjutant shall be responsible for the mailing of Department notices and other letters as may be mandated by the Department Staff of body assembled.

The adjutant is also responsible for assisting the Department Commandant in drafting the meeting agenda for the Department Convention and other meetings.

The adjutant shall give a report of his activities to the Department body at each Department Convention, and make a full accounting of all Department property in his possession at the time of the report.

The Department Adjutant shall mail to all Elected Officers and each Detachment Commandant a copy of the minutes from the Department Convention, Mid-Winter Rally and State Staff meetings, within sixty (60) days after such meetings.

The Department Adjutant shall furnish each detachment with the appropriate number of credentials for their delegates, and alternates, as soon as possible after the closing of the books, thirty (30) days prior to the Department Convention.

The Department Adjutant shall furnish each Zone Vice Commandant with the names of all Detachment Commandants, Detachment Adjutants and time and place of meetings in their zone.

**SECTION 415, Sergeant-at-Arms** The **Department Sergeant-at-Arms** shall preserve order at all Department meetings, and perform such other duties as may be assigned him by the Department Commandant.

He shall be responsible for the Department Colors, and Charter, and the posting and display of same at various Department functions.

He may appoint, with the approval of the Department Commandant, such assistants, as necessary.

**SECTION 420, Aide-de-Camp** The **Department Aide-de-Camp** shall aid the Department Commandant and perform all such duties that may be assigned him by the Commandant, from time to time.

**SECTION 425, Legislative Officer** The **Legislative Officer** shall acquaint himself with the legislative matters, as pertains to veterans, and to submit to the State Legislature, through the Legislative Committee of the State Commanders Group, the legislative priorities of the League. He shall report semi-annually to the membership.

**SECTION 430, Chief of Staff** The **Department Chief of Staff** shall open the convention and call delegates to order, declare the convention open and introduce the presiding officer.

He shall, when directed, by the Department Commandant, act as his emissary at any meeting or function which requires a League representative.

He shall, previous to any Department meeting, ascertain if proper preparations have been made for the meeting and convey the plans to the Department Commandant for his approval.

He shall perform such other duties as the Commandant may direct.

**SECTION 435, Historian** The **Department Historian** shall acquire and display at the Mid Winter Rallies and Conventions, artifacts, memorabilia, pictures, etc., depicting history of the Department of Michigan, Marine Corps League, in conjunction with his written report.

“The Michigan Marine News” shall turn sets of unpublished pictures over to the Historian.

**SECTION 440, Past Commandants Council** There shall be a **Past Commandants Council**. Such council shall consist of all past Department Commandants of the Department of Michigan who are members of the Department. The Junior Past Commandant shall serve as chairman of the Past Commandants Council.

They shall finalize any and all projects they have begun while in office, to their satisfaction, with the assistance of other members of the council. They will be answerable to the Department Commandant and Board of Trustees for the proper administration of League business under their cognizance.

The five (5) immediate Past Commandants shall audit the Paymaster’s books twice a year, at the Mid-Winter Rally, and at the Department Convention.

The above members of the Past Commandants Council shall submit a written report at each Department Convention, and they shall take a complete annual inventory of all property belonging to the Department. Such annual inventory shall be completed prior to the annual Department Convention.

They will recommend names for any elective office, to the membership, in the event such office has no candidates submitted.

They will require all Detachment Commandants and Adjutant/Paymasters to report each year with the Department Adjutant as to whom is in the possession of the Detachment Charter, and the address of such person. (See also Administrative Procedure SECTION 615.)

They shall perform other duties as may be assigned to them by the Department Commandant.

**SECTION 445, Veterans Service Officers** There shall be known in the Department of Michigan, Marine Corps League, an employed group known as the Veterans Service Office. This group shall operate personnel regulations not inconsistent with Department and National Bylaws and the United States Department of Veterans Affairs Regulations.

**SECTION 446, Detachment Commandants Council** There shall be a Detachment Commandants Council, which shall be considered an integral part of the Department Staff, and will be composed of all the Detachment Commandants of the Department of Michigan. It will be chaired by the Department Senior Vice Commandant. It will act as a collective advisory body, and is charged with the responsibility of providing assistance to the Department Board of Trustees. It shall be the obligation of every Detachment Commandant to attend the two regular meeting of the Council.

It shall be the general duty of this Council to:

(1) Study ways and means toward stimulating growth, both in membership and stature of the Marine Corps League and the enhancement of the relationship between the Department of Michigan, the individual Detachments, and any other affiliated organizations.

(2) Receive and evaluate suggestions and relationships which are oriented to the improvement and growth of the Department of Michigan Marine Corps League or the Marine Corps League in general.

(3) Execute in-depth study tasks that may be requested by the Department Commandant or the Department Board of Trustees through the Council Chairman.

(4) Develop programs for the growth and improvement of Detachments.

(5) Determine it’s own internal officers, if needed, other than Chairman, such as Recording Secretary, etc.

(6) Meet during the Department Convention and the Mid-Winter Rally. It may also meet in conjunction with

any Staff Meetings or at the call of the Department Senior Vice Commandant. Following each meeting a Council report will be rendered to the Board of Trustees and a report given at the Department Conventions and Mid-Winter rally.

**SECTION 450 Bylaws & Resolutions Committee** There shall be a Bylaws and Resolutions Committee. The Chairman shall be appointed by the Commandant and the Department Judge Advocate shall be a member. Additional members may be appointed by the Chairperson. This committee shall meet and communicate, as it deems necessary to fulfill its duties as determined by its chair and members.

**SECTION 451 Bylaws & Resolutions Committee Duties** The Committee shall review amendments to the Bylaws and Administrative Procedure submitted by members of the Department, and may propose its own amendments. Its review shall include conflicts with the National and Department Bylaws and Administrative Procedures and also the formatting and proper numbering and placement within the bylaws.

If the committee concludes that changes are necessary or desirable, it shall inform the submitting member thereof. If no advised changes are forthcoming, or a revised amendment submitted by the submitting member, the committee shall forward the original unchanged amendment to the Department Adjutant, with its attached recommendations, or comments, for distribution. If the committee finds no problems it shall forward without recommendations or comments.

The committee, after reviewing all amendments submitted, shall number the proposed amendments and forward them as one package to the Department Adjutant for distribution to the Department as required by Article Nine of these Bylaws.

**BYLAWS**  
**ARTICLE FIVE**  
**REVENUE & FINANCES**

**SECTION 500, Authority** No officer, detachment, member, or any subsidiary organization of the Marine Corps League shall obligate the Department financially in any manner whatsoever, except as authorized in accordance with these Bylaws and Administrative Procedures. The bank forms shall have three (3) signatures, namely, the Department Commandant, the Department Paymaster, and the Department Adjutant, of which any two (2) may sign checks in the absence of one of the aforementioned.

**SECTION 502, Department Fiscal Year** The fiscal year for the Department shall be from July 1 to June 30.

**SECTION 505, Financial and Real Property** Subject to the supervision of the Board of Trustees, the Commandant, Adjutant and Paymaster shall have custody of all funds and other property of the Department, (subject to the provisions of Bylaw Section 331) and to open and maintain bank accounts and make and change investments as they shall deem proper and necessary, and any two (2) of the above officers may sign and endorse checks, drafts or other instruments relating to the Department's funds.

Subject to the supervision of the Board of Trustees, they may make such accounts and execute such legal documents and other papers as shall be required by the provisions of any will or trust, deed or any order of any court, or which shall be deemed by them to be necessary or desirable. They shall apply the proceeds of any trust fund in accordance with the direction contained in the will and trust, or deed creating such fund, and may give such bonds in connection with such trust fund as may be required by any court or competent jurisdiction. They may apply for any commissions received pursuant to the order of any court in such manner as may be directed by the court, or in the manner directed by the State.

**SECTION 510, Revenue** The revenue of the Department shall be derived from the annual membership dues, and such other sources as may be approved by the Department Convention or the Board of Trustees.



**SECTION 515, Annual Dues** The amount of annual dues shall be determined by each succeeding Department Convention, in session, for the year following.

The annual dues shall be collected by the Detachment Paymaster and forwarded without delay to the Department Paymaster.

All dues and assessments are payable in advance.

**SECTION 520, Waiver of Dues for Active Duty Members** Department dues for all active duty Marine Corps personnel shall be waived.

**SECTION 525, Required Reserve** A reserve of fifty (50) cents per member as of the closing of the books at the end of the Department's fiscal year must be maintained as a dues reserve for the incoming administration to insure a sound financial transition from one administration to another.

**SECTION 530, Fund Raising** Fund raising activities may be entered into by any Marine Corps League organization:

- (a) If all funds raised shall be for the sole benefit of such organization;
- (b) If such Marine Corps League organization shall receive and disburse all funds received and paid out; and
- (c) Provided such fund raising activity does not violate Federal, State or Municipal Law or Ordinance, or reflect discredit upon the Marine Corps League;
- (d) Money raised by the Department (with the exception of the Veterans Service Office) shall be disbursed only as approved by the Department Convention (through the annual budget) or the Board of Trustees.

**SECTION 540, Department Consent is Required from Detachment** No Department shall conduct any finance-raising project in any city where there are one or more detachment without consent of such detachments.

Any detachment opposing the project shall file immediate objection with the National Vice Commandant of the Division, and his decision on the matter shall be final.

**SECTION 545, Budget & Finance Committee** **The Budget & Finance Committee** (called "the Committee" in this section) shall be composed of the Junior Past Department Commandant, the Department Paymaster, and three (3) members elected by the delegates in assembly at the annual Department Convention.

The first election will elect one (1) member for three (3) years, one (1) member for a two (2) year term, and one (1) member for a one (1) year term. Each year thereafter, one (1) member will be elected for a three (3) year term.

The Chairman shall be the senior elected member of the committee. All members of the Committee shall be entitled to attend meetings of the Board of Trustees and to be heard on issues involving Department finances. If the Chairman is unable to attend a Board of Trustees' meeting another member of the Committee shall attend.

The Committee shall solicit proposed annual budget requests from each officer and Department committee and organization and shall hold such hearings with officers and Marine Corps League members as it may deem necessary. These activities shall be conducted so as to allow sufficient time for all budget requests to be submitted to the Committee at least 60 days before the Department Convention. The Committee shall meet at least 45 days before the Department Convention, to begin preparing the annual budget and shall review the projected income and requested expenses and the charitable budget prepared by the Fund Raising Committee. Following such review it shall prepare an annual budget for the Department and present a draft of that proposed budget to the members of the Board of Trustees at least 14 days before the start of the Department Convention. The Committee may modify the proposed budget in response to advice or opinions of the Trustees or if it receives new information. The finalized proposed budget shall be presented to the delegates at the Department Convention. The Committee may also make recommendations concerning ways and means of increasing the funds of the League.

It shall be the continuing responsibility of the Committee to monitor the income and expenses of the Department and to recommend any necessary changes to the Board of Trustees. The Paymaster shall assure that

the financial reports required by Section 330 are provided to the members of the Committee.

Any proposed change in the annual Budget as adopted by Department Convention shall be submitted first to the Committee, through its Chairman, and the Committee shall communicate its opinion on the proposal to the Board of Trustees within three days.

No elected or appointed officer, or committee, shall expend funds in excess of the budget adopted by the convention unless the increased expenditure has been approved by the Board of Trustees.

**SECTION 550, Fund Raising Committee** There shall be a **Fund Raising Committee** whose members shall be appointed by the Commandant with consent of the Board of Trustees. It shall be composed of the Senior Vice Commandant who shall be the chairman, a member of the Budget and Finance Committee designated by the Chairman of that Committee (who may appoint his or herself), the Paymaster and at least two other members of the Department.

The Fund Raising Committee shall be responsible for developing and overseeing all Department fund raising efforts other than dues. It shall hold regular meetings, not less often than quarterly and no less than sixty days before the Department Convention.

It shall submit an annual fund raising plan to the Budget and Finance Committee at least 60 days prior to the Department Convention and shall cooperate with the Budget & Finance committee to develop the Department budget. The fund raising plan shall recommend the sources, methods, and monetary goals of the fund raising programs and the uses for the money, including a designation of specific charitable beneficiaries and causes. It shall review the use of donated funds by recipients and recommend whether such donations should continue, be modified or terminated.

The Fund Raising Committee shall review all present and proposed contracts with professional promoters and any amendments thereto and provide a copy to the Department Judge Advocate for his or her review and to the Board of Trustees for its approval at least forty five (45) days prior to its proposed effective date.

The Fund Raising Committee shall regularly audit and review the work of any professional promoter hired by the Department and make reports thereof to the Board of Trustees at least seven (7) days prior to each regularly scheduled Staff Meeting and at such other times as the Commandant or the Board of Trustees shall request.

Before renewing a contract with a professional Promoter the Fund Raising Committee shall make good faith efforts to solicit at least two competing bids from other qualified promoters.

**SECTION 555, Reimbursement of Commandant's Expenses** The Department Commandant shall be reimbursed for necessary travel expenses incurred in the performance of his duties, including visits to Detachments, the Department Convention, Mid-Winter Rally, Staff and Committee meetings, and other travel connected with his office.

The annual budget shall include a provision establishing the rate of mileage reimbursement for the Commandant's use of his/her own automobile, which shall be not less than that allowed by the Internal Revenue Code for deductions by volunteers for charitable organizations and not more than the maximum amount allowed by the Internal Revenue Code for reimbursement for business travel.

The annual budget shall include a line item stating the maximum amount of money that the commandant may receive for mileage reimbursement.

The Department Commandant shall be allowed certain funds to attend a National Convention. The amount shall be determined by the delegates at each Department Convention prior to the National Convention, as recommended by the Budget and Finance Committee.

**SECTION 560, Commandant's Discretionary Account** The Budget & Finance Committee shall include in the annual budget a line item entitled "Commandant's Discretionary Account". The amount allocated shall be not less than \$1,000.00.

The account shall be used at the discretion of the Commandant for unforeseen and/or unbudgeted expenses for programs or activities, including activities of the Detachments, which in the opinion of the Commandant further the purposes and mission of the Marine Corps League and/or the Department of Michigan.

The Commandant shall request payment of such expenses from the Paymaster and shall report all such

expenses to the next staff meeting and as part of his/her reports at the annual Department Convention and the Mid-Winter Rally.

The account shall not be used to pay the expenses incurred by the Commandant in the performance of his duties or for his/her travel expenses, which shall be funded through other line items in the budget and as provided for elsewhere in these Bylaws.

**SECTION 565, Budget for Senior Vice Commandant** The Senior Vice Commandant shall be allowed a budget as approved by the Budget and Finance Committee.

**SECTION 570, Budget for Paymaster** The Paymaster shall be allowed a budget approved by the Budget and Finance Committee to be used for the operation of his respective office as specified in Bylaw SECTION 330, Paymaster.

**SECTION 575, Budget for Adjutant** The Adjutant shall be allowed a budget approved by the Budget and Finance Committee to be used for the operation of his respective office as specified in Bylaw SECTION 410, Adjutant.

**SECTION 580, Reimbursement of members for mileage** Any member of the Department, when ordered by the Commandant, to represent him or her, or to attend to special Department business, shall be reimbursed for all mileage, at the current rate. When such expense is incurred to represent the Commandant the expense shall be charged to the Commandant's mileage expense as provided in Bylaw Section 555.

**BYLAWS**  
**ARTICLE SIX**  
**DETACHMENTS**

**SECTION 600, National requirements** Detachments may be chartered in accordance with National Bylaws.

**SECTION 605, Per Capita Tax** Each application for a charter shall be accompanied by the required per capita tax.

**SECTION 610, Name** No detachment shall be named after a living person.

**SECTION 612, Detachment to be incorporated** Every detachment shall be a non-profit corporation under the laws of Michigan (as required by National Bylaw 710) and shall remain in good standing by filing its annual corporate update in a timely manner. The corporate update shall be complete and accurate as of the date it is filed with the state.

**SECTION 615, Territory** A new detachment may be formed in a territory where a detachment already exists, as specified by National Bylaws.

**SECTION 620, Items Supplied** Each newly organized detachment shall be supplied with a copy of the Department Bylaws, a Bible, desk flags, a gavel and an altar cloth, by the Department.

National will provide two (2) copies of the National Bylaws and Administrative Procedures.

**SECTION 625, Detachment Fiscal Year** The fiscal year for each detachment shall be from July 1 to June 30.

**SECTION 630, Bylaws** Each local detachment may adopt its own Bylaws, and shall regulate its own membership fees, and shall be self-governing, provided, such Bylaws do not conflict with Department or National Bylaws.

The Bylaws of each new detachment shall be forwarded to the Department Judge Advocate for his approval, before final adoption by the detachment.

Election or appointment shall be required by the individual Detachment Bylaws.

The Detachment Commandant shall appoint such officers as deemed necessary.

**SECTION 635, Required Officers** Each local detachment shall elect a Commandant, a Senior Vice Commandant, Junior Vice Commandant, a Judge Advocate, and they shall elect or appoint, a Chaplain, Sergeant-at-Arms, Adjutant, Paymaster, and a Service Officer.

**SECTION 640, Time and Reporting of Elections** Each detachment shall hold an election of officers between 1 October and 15 May.

Installation will be conducted no later than the last day of the subsequent month.

**SECTION 645, Fund Raising** No Detachment of the Marine Corps League or unit of Auxiliary shall conduct a fund raising project in any municipality or territory other than its own when a detachment or unit exists in such other municipality or territory, without first securing the approval of such other detachment or unit, as hereinbefore provided.

**SECTION 650, Revocation of Charter** A detachment charter may be revoked as specified by the National Bylaws.

**SECTION 655, Return of Property on Reinstatement** Upon revocation of a detachment charter, all funds or property of the detachment shall be forwarded immediately to the Department Commandant, to be held in trust for a period of one (1) year.

If the charter is reinstated within one (1) year, all such funds and property shall be returned to the detachment.

If the charter is not reinstated, all such funds and property shall become the property of the Department of Michigan and such detachments shall have no further interest therein.

**BYLAWS**  
**ARTICLE SEVEN**  
**MEMBERSHIP**

**SECTION 700. Regular Members** Any person eligible to be a member of the Marine Corps League pursuant to the National Bylaws and Administrative Procedures of the Marine Corps League is eligible to be a member of a detachment in the Department of Michigan.

**SECTION 715. Approval of Application** No person shall be accepted for membership until their credentials have been passed upon and their National and Department per capita tax has been paid in full.

**SECTION 720, No refund of Dues** No member resigning from membership shall be entitled to any refund for dues paid.

**SECTION 725, Transfer of Membership to a Different Detachment** Any member in good standing may transfer from one detachment to another, without payment of additional dues or transfer fees, upon application to

and approval of the gaining detachment, and of the losing detachment, using the standard Marine Corps League Transfer Form.

**SECTION 730, Certification Upon Transfer** Any member choosing to transfer, as stated above, shall be furnished a statement from the losing detachment, certifying that the transferring member is free from all debt or other obligations to such detachment.

**SECTION 735, Rights and Duties of Transferred Member** The transferred member shall be afforded all rights and privileges of the detachment which accepts the transfer.

**BYLAWS**  
**ARTICLE EIGHT**  
**SUBSIDIARIES AND SUBORDINATES**

**SECTION 800, Recognized Organizations** The Marine Corps League, Department of Michigan recognizes the Marine Corps League Auxiliary, The Military Order of Devil Dogs, The Military Order of Devil Dog Fleas, and the Young Marines of the Marine Corps League, as subsidiaries of the Marine Corps League, and that they shall be ever subject to the authority, supervision, direction, control and discipline of the National Headquarters, Marine Corps League.

Any and all complaints, grievances and/or charges against such subsidiary organizations or subordinate groups must be referred in writing to the National Judge Advocate for appropriate action.

**SECTION 805, Veterans Service Board** A Department Veterans Service Board is hereby recognized as being in existence at this time.

**BYLAWS**  
**ARTICLE NINE**  
**MISCELLANEOUS**

**SECTION 900 Bylaw Amendments** These Bylaws may be amended by two-thirds vote of the delegates present at any Department Convention. The proposed amendment or the motion to amend these bylaws shall state when the amendment shall become effective.

**SECTION 905 Administrative Amendments** Administrative Procedures may be amended by two-thirds vote of the delegates present at any Department Convention. The proposed amendment or the motion to amend these administrative procedures shall state when the amendment shall become effective.

**SECTION 906 Submission of Amendments** Members wishing to propose amendments to the Bylaws or Administrative Procedures shall submit them in writing to the Chairperson of the Bylaw & Resolutions Committee by the first day of April before the Department Convention.

**SECTION 910, Publication and Thirty Days Notice** All changes proposed to these Bylaws or Administrative Procedures must be published in the official Department publication or by notice to all Detachments and members of the Board of Trustees at least thirty (30) days prior to the Department Convention at which time they will be voted upon by the membership.

**SECTION 915, Discipline** Charges, trials and penalties shall be in compliance with National Bylaws.

## ADMINISTRATIVE PROCEDURES

### CHAPTER ONE

#### GENERAL

SECTION 100. [Deleted 2006]

## ADMINISTRATIVE PROCEDURES

### CHAPTER TWO

#### DEPARTMENT CONVENTION & MIDWINTER RALLY

SECTION 200, Time Frame for Convention The Department Convention shall be held in June, but not on the weekend containing Fathers Day.

SECTION 205, Placing Bids to Host Convention and Mid-Winter Rally All bids to host the Department Convention and Mid-Winter Rally must be submitted to the Time and Place Committee by April 1 of the year preceding the event. Bids shall include the dates, location, price of rooms and strip ticket and use of facilities.

SECTION 210, Site & Date of Convention and Mid-Winter Rally The place and date of each convention and mid-winter rally shall be decided by the Delegates present and voting at the convention one (1) year in advance. If at such time there is no submitted bid for a convention or a mid-winter rally, the Department of Michigan will be responsible for hosting said function.

SECTION 215, Financial Liability of Host Host is liable for all costs in hosting said function. Exception: Department invites - Department pays.

SECTION 220, Hotel Contract After the bid has been accepted, the host must then obtain a signed contract with the hotel.

The contract should include the price of rooms and banquet, number of comp rooms, meeting rooms with set-ups, Ships Store, hospitality, etc.

A copy of the contract should be given to the Time and Place Committee.

SECTION 225, Bond/Insurance Policy Host shall secure a bond/insurance to cover any damages that may occur during the functions.

Host should procure a National Rider from the Marine Corps League National Headquarters.

SECTION 230, Commandant & MCLA President Lodging, etc. Lodging and strip ticket are to be paid by the host for the Department Commandant and the Department MCLA President.

SECTION 235, Convention Information Host shall keep both the Department Commandant and the Department President informed of all convention or mid-winter rally information.

SECTION 240, Site Visits It is the discretion of the Department Commandant and/or the Department President to visit the site, upon request to the host.

The host in turn will make the necessary arrangements, date, and time to accommodate their visit.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER THREE**  
**DEPARTMENT STAFF**

**SECTION 300 Meetings of Board of Trustees** Regular meetings of the Board of Trustees shall be held at least three times per year: prior to and in conjunction with the Mid-Winter Rally and Department Convention and as called by the Commandant. The Commandant may call a special meeting of the Board of Trustees at anytime upon ten days written notice to each Trustee.

**SECTION 301 Meetings of the Department Staff** There shall be at least two (2) regular meetings of the Department Staff: the Mid-Winter Rally and the Convention, and such other times as called by the Commandant.

**SECTION 302 Special Meetings** Special meetings of the Department Staff or the Board of Trustees may be called by a simple majority of the elected Staff Officers, in case of the refusal of the Department Commandant to call a meeting. All Special Staff Meetings or Trustees' Meetings shall be called with not less than ten (10) days written notice, which shall contain time, place, and the purpose of special meeting and shall be mailed by the persons calling the special meeting to all members of the Department Staff or Board of Trustees.

**SECTION 305, Taking Actions Without Meeting** Any action (resolution, motion or consent) requiring the approval of, or permitted to be taken by, the Board of Trustees, the Department Staff, or any committee, may be taken without a meeting, if before the vote thereon notice of the proposed action is transmitted to all persons entitled to vote, by mail, E-mail, facsimile, or telephone, and if a majority of those entitled to vote consent in writing (which includes E-mail or facsimile) before the approved activity takes place.

This provision shall not be construed to apply to any action which these Bylaws require to occur only at the Department Convention.

**SECTION 310, Reports of Department Property** All Department physical property shall be reported in writing and verbally on the convention floor by such officer or member in possession of such property.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER FOUR**

"Reserved for future use if necessary."

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER FIVE**

"Reserved for future use if necessary."

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER SIX**  
**DETACHMENTS**

**SECTION 600, Department Stationery** No person shall use the Department letterhead or logo for fund raising without the permission of the Department Commandant or Board of Trustees.  
(See also Bylaws Sections 530, 535, 540.)

**SECTION 605, Commandants Report** Detachment Commandants shall submit a written report of their Detachment activities at the Mid-Winter Rally and the Department Convention.

**SECTION 610, Submission of Delegates and Alternates** Each detachment shall submit a list of delegates and alternates to the Department Convention, to the Department Chairman, Credentials Committee not less than ten (10) days prior to the Department Convention.

This list must contain Marines in good standing in their Detachment and the list must be signed by both the Detachment Commandant and the Detachment Paymaster or the Adjutant attesting to the good standing of the Delegates and Alternates.

**SECTION 615, Yearly Reports** No later than ten (10) days following the installation of its officers each Detachment shall submit the following documents to the Department Adjutant who shall make appropriate copies and distribute them to other appropriate officers and Marine Corps League offices.

1. The name and address of the person in possession of its charter, as required by Article Eleven, Section 6.
2. The report required by Article Three, Section 300 stating the name of the financial institution(s) and account number(s) where all detachment funds are deposited. The Adjutant shall distribute this report to the Paymaster. (See also Art 3, Section 330 ) “Each Detachment Paymaster shall report the name of the Bank or Banks, and account numbers, where the detachment funds are on deposit. This report shall be filed and verified each year by the Department Paymaster.”
3. The Report of Officer Installation.

**SECTION 620, Report Requirements for operation of “Club House” and Other “Business Activities”**

A. Recognizing that some detachments operate “club houses” which dispense alcoholic beverages and have Club Licenses issued by the Michigan Liquor Control Commission, and that from time to time a detachment may be involved in a business activity (whether or not it is so classified for tax purposes), or other activity which may subject the detachment to contractual, employment, tax or other form of liability, or to tort liability as a result of injury to person or property, this Administrative Procedure has been adopted to clearly state and assure that:

- (1) The Department is not a partner, participant, co-venturer, or in any other way associated with or liable for the operation, liabilities, expenses, obligations, performance, contracts or torts assumed or incurred by any detachment in connection with such activities unless the Department has agreed to do so, in writing signed by the Commandant and approved by the Board of Trustees; and
- (2) It is the absolute obligation of each detachment to indemnify, hold harmless and insure the Department against all such liability.

B. To carry out the policy and requirements set forth above:

- (1) Every detachment which shall own or operate a “club house” dispensing alcoholic beverages shall fully comply with all requirements for a Club License issued by the Michigan Liquor Control Commission, including paying all fees and carrying all required insurance, and shall abide by all applicable licensing, tax, employment, insurance and other laws, ordinances and regulations; and shall continually furnish to the Department Adjutant and Judge Advocate true and correct copies of all current licenses, liability insurance policies, tax or employer identification numbers, and other documents that they may reasonably request to assure that the detachment is in compliance with the law and is not subjecting the Department to any form of liability. All liability insurance policies shall name the Department as an additional party insured.
- (2) Every detachment which shall engage in any type of activity which may subject it to liability for personal injury or property damage, or which shall engage in any business, or which shall have any employees, whether explicitly or by operation of law, shall fully comply with all applicable licensing, tax, employment,



insurance and other laws, ordinances and regulations; and shall continually furnish to the Department Adjutant and Judge Advocate true and correct copies of all current licenses, liability insurance policies, tax or employer identification numbers, tax returns (including, if applicable, unemployment tax returns) workers compensation insurance policies, and other documents that they may reasonably request to assure that the detachment is in compliance with the law and is not subjecting the Department to any form of liability. All liability insurance policies shall name the Department as an additional party insured.

- (3) In all documents and communications used in connection with its programs, services, fund raising, “club house” and business activities every detachment shall use its full name and shall clearly identify itself as the responsible entity conducting the activity. A detachment shall not conduct any such activity merely in the name of the “Marine Corps League” or in the name of the “Marine Corps League, Department of Michigan”. “Documents and communications” include, without limitation, correspondence, advertising, signs, contracts, tax and license registration, phone listing, tax returns, insurance policies, employment contracts, bank and checking accounts.

**SECTION 625, Detachment News Correspondents** Detachment Commandants shall appoint a news correspondent and the name and address shall be furnished to the Department News Editor.

All articles will be submitted to the Detachment Commandant for review and forwarded to the Editor of “The Michigan Marine News”.

**SECTION 630, Report to National MCL and Department Chaplain** Whenever the officers of a detachment become aware of the death of a member of that detachment they shall, without delay, report that fact on the MCL Notice of Death form to the Department Chaplain stating the deceased’s full name, and next of kin.

## **CHAPTER SEVEN** **MEMBERSHIP**

**SECTION 700** [Deleted2006]

**SECTION 705** [Deleted 2006]

## **ADMINISTRATIVE PROCEDURES** **CHAPTER EIGHT** **SUBSIDIARIES AND SUBORDINATES**

### **VETERANS SERVICE BOARD**

**SECTION 800 Responsibility to MCL** The Veterans Service Board shall be answerable to the Department of Michigan, Marine Corps League, and shall be further guided in the performance of their duties by the Veterans Service Personnel Regulations.

**SECTION 805 Responsibility for Employees and Composition** The Veterans Service Board shall be responsible to the Marine Corps League, Department of Michigan, for the conduct and activities of Service employees.

The board shall consist of six (6) members, namely, the five (5) immediate Past Department Commandants, plus the present Department Commandant.

In case of a vacancy on the Board, the Department Commandant is hereby empowered to appoint any Past Department Commandant in good standing and active in the Marine Corps League, Department of Michigan.

The senior member of the Board shall be the Board Chairman for one (1) year following each Department Convention.

The Board shall elect or appoint the Secretary-Treasurer, who shall keep a complete record of expenditures and submit a monthly report to all Veterans Service Board members.

**SECTION 810 Meetings** The Board shall hold a minimum of four (4) meetings each year.

All meetings shall coincide with Department Conventions and Staff Meetings, wherever possible.

The Board shall set all wages and shall have final approval of all budgetary matters.

They shall assist and advise the Service Director in preparing the annual budget.

**SECTION 815 Payment of Expenses** The Chairman and the Secretary-Treasurer shall examine and approve all expense accounts presented at meetings.

It shall be the duty of the Board to check any financial affairs of the Veterans Service Office.

**SECTION 820 Reports** The Chairman of the Veterans Service Board shall be present at, and make a report to, all Staff Meetings of the Marine Corps League, Department of Michigan.

**SECTION 825 Reports** No later than 60 days before the Department Convention the Chairman of the Veterans Service Board shall provide to the Budget and Finance Committee and to the Board of Trustees its annual Report of Work Recoveries and Work Activities for the Marine Corps League Veterans Service Board as submitted to the State of Michigan including IRS Form 990.

## **ADMINISTRATIVE PROCEDURES**

### **CHAPTER NINE**

#### **“THE MICHIGAN MARINE NEWS”**

**SECTION 900. Establishment, Funding, Management** The official publication of the Department of Michigan shall be the “The Michigan Marine News”. It shall be operated on a self-supporting basis and managed by an Editor who shall be responsible to the membership for the operations.

**SECTION 905. Solicitation of Advertising** It shall be the duty of the Editor of the “The Michigan Marine News” to edit and publish said organ, to supervise the solicitation of advertising, and perform all such duties as prescribed by the Department Board of Trustees. The Editor shall allow no person to solicit advertising without a letter signed by the current Department Commandant, and affixed with the Department Seal.

**SECTION 906. Approval of Budget** The Budget and Finance Committee in consultation with the Editor shall prepare the budget for “The Michigan Marine News” and include it in the department Budget to be voted upon and approved at the Department Convention.

**SECTION 910. Authority of Editor** The Editor shall have full power to operate the “The Michigan Marine News”, including the appointment of the News Staff, the selection of the publisher, and the power to set advertising rates. The Editor may purchase such property as may be necessary to the operation of the publication as provided in the approved budget. Fund raising contracts shall be subject to the requirements set forth in these Bylaws and Administrative Procedures.

**SECTION 915, Editorial Policy** The Editor shall have the power to set editorial policy and the right to reject unsuitable material from the publication.

**SECTION 920, Record of Expenses** The Editor shall keep an accurate record of expenses incurred in connection with the publication and shall be reimbursed by the publication when such expenses are properly incurred, i.e. travel, lodging and meals. These items shall be included in the budget.

**SECTION 925, Funds** Funds raised for the operation of the “The Michigan Marine News” or expended for its operation shall be handled by the Paymaster in the same way as for other Department income and expenses.

**SECTION 930, Fund Reserve** The Budget shall include a reserve for operating the Michigan Marine News equal to two years of normal operating expenses which shall be accumulated from the income of the “The Michigan Marine News”.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER TEN**  
**DEPARTMENT MARINE OF THE YEAR SOCIETY**

**SECTION 1000: Department Marine of the Year Society**

(1) Composition:

- a. The Department of Michigan Marine of the Year Society shall be comprised of all past recipients of the Department Marine of the Year Award.
- b. Each member must be a regular member in good standing of the Department of Michigan, Marine Corps League.

(2) Nominations — A letter of nomination for the Department of Michigan, Marine Corps League Marine of the Year Award must be submitted in the following manner:

- a. Only regular members in good standing are eligible for this award.
- b. Letters of Nominations will only be accepted from members in good standing in the Department of Michigan, Marine Corps League.
- c. Letters of Nomination must be sent via U. S. Mail to the Chairman of the Department of Michigan, Marine Corps League, Marine of the Year Society, or delivered by email or other means allowed by the chairman, and must be postmarked or delivered no later than 30 April of each year. The chairman may also allow letters of nomination to be delivered by other forms of communication.
- d. The Society will not accept any nomination which was not submitted and/or received as required.

(3) Duties — The Chairman of the Department of Michigan Marine of the Year Society shall:

- a. Be the third last recipient of the Department Marine of the Year Award prior to the current year.
- b. By notice to the membership posted on the department’s website, and/or in the michigan marine news, and/or by mail or email through the department’s email service, to the detachments, announce each year after the department convention and prior to the mid-winter rally, the rules of nomination, criteria and due date for nominations.
- c. Receive all Letters of Nomination from members and ensure they are postmarked or delivered no later than 30 April.
- d. Inform all members of the Society when and where to meet to discuss and vote upon the Marine of the Year. The meeting shall allow participation by conference call. This meeting shall be conducted at least three weeks prior to the Department Convention. All meetings will be closed with only members of the Department Marine of the Year Society attending. All members of the Society are obligated to secrecy.
- e. The Chairman and/or one or more members of the marine of the year society selected by the chairman shall order and purchase the Marine of the Year Medallion, Plaque and the Department Marine of the Year Medal

with ribbon. The marine in possession of the marine of the year trophy shall have the responsibility for seeing to the engraving of the individual name tag for the new recipient of the award. The cost of these items shall be borne by the Department of Michigan, Marine Corps League.

(4) The chairman of the Department of Michigan Marine of the Year Society may allow additional procedures or policies regarding the nomination and deliberation that he or she believes will encourage nominations and/or expedite the society's deliberations and processing of the nominations, provided that the requirements set forth above are met.

## ADMINISTRATIVE PROCEDURES

### CHAPTER ELEVEN

#### MISCELLANEOUS

**SECTION 1105** [Deleted 2007]

**SECTION 1110, Cap Regulation for Past Department Officers** All Past Department Officers at the completion of their term of office shall revert to the Detachment "Red Hat", except past Department Commandants, may continue to wear the Department Cap, but must show date of service thereon.

**SECTION 1115, Death of a Member** The Department Commandant and the Department Chaplain shall be notified immediately of the death of a member, in order that proper action may be taken.

**SECTION 1120, Duty of Members to Attend Funeral** It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to be at the funeral services of a deceased member.

ENCLOSURE (1)

RECRUITING AWARDS – DEPARTMENT OF MICHIGAN

First Place – The most recruited during the period – Department Recruiters Medal – Silver with certificate.

Second Place – The second most recruited during the period – Meritorious Individual Commendation Ribbon with certificate.

Third Place – The third most recruited during the period – Distinguished Service Award – Certificate.

A Certificate of Appreciation will be awarded to those members who have recruited a minimum of five (5) new members during the period that do not fall into the first, second or third place category. These awards will be presented at the Department Convention in June of each year.

Date \_\_\_\_\_

**Membership Recruitment Program – Department of Michigan**

This is to certify that the following Marine Corps League member has met the criteria for awards by recruiting five (5) or more new members between 30 April \_\_\_\_\_ and 1 May \_\_\_\_\_.  
(year) (year)

Detachment \_\_\_\_\_ Number \_\_\_\_\_

Recruited by \_\_\_\_\_ Membership Number \_\_\_\_\_

Names of New Members

1.	16.
2.	17.
3.	18.
4.	19.
5.	20.
6.	21.
7.	22.
8.	23.
9.	24.
10.	25.
11.	26.
12.	27.
13.	28.
14.	29.
15.	30.

List additional names on the back of this form or reproduce more as needed.

**Note: Both signatures are required.**

Certified true and correct \_\_\_\_\_  
Detachment Commandant

\_\_\_\_\_  
Detachment Adjutant/Paymaster

**All forms must be in the hands of the Junior Vice Commandant, Department of Michigan by 15 May of each year.**

**Mail To:**  
**Junior Vice Commandant**  
**Department of Michigan**  
**Marine Corps League**  
(Name and address are on the Department Roster)

Administrative Procedures  
Enclosure (1), page 2