

Suggested by-laws for the generic Detachment (referred to as the Detachment). **TEMPLATE**

Cover Page

Article I – Detachment Name

The name of this Detachment shall be the "GREATEST MARINES THAT EVER LIVED DETACHMENT,#0000, chartered by and under the jurisdiction of the National Marine Corps League

Article II – Purpose (from National By-Laws)

The purpose of this Detachment shall be to preserve the traditions and promote the interest of the United States Marine Corps, to bond those who are now serving the United States Marine Corps and those who have been honorably discharged from the service together in fellowship; this also includes FMF Corpsmen and FMF Chaplains that they may effectively promote the ideals of American freedom and Democracy; to fit it's members for duties of citizenship and to encourage them to serve as citizens as they have served the Nation under arms; to hold sacred the history and memory of those who have given their lives to the Nation; to foster the love for principles which they have supported by love and valor since the founding of the Republic; to create a bond of comradeship between those in service and those who have returned to civilian life; to aid voluntarily and render assistance to all Marines FMF Corpsman, FMF Chaplains, Former Marines, Former FMF Corpsmen, Former FMF Chaplains, as well as their widows and orphans; 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

Article III – Policy

The Detachment shall never take part in any labor or management dispute or issue, it shall ever be non-sectarian, non-political and non-partisan nor shall it be used as a medium of political ambition or preferment. Preferment or referent by reason of present or former military rank as well as by reason of former or present civilian position shall not be countenanced.

Article IV – Membership

- A. The Detachment will be the sole judge of their membership providing they meet the requirements and descriptions of the National By-Laws.
 1. No member will be deprived of any rights and privileges in the Marine Corps League except for non-payment of dues other indebtedness unless the member shall first be charged, tried, and found guilty in accordance with the provisions of the National Administrative Procedures Chapter Nine.
 2. The right of appeal under the provisions of the National By-Laws and Administrative Procedures shall not be denied.

3. Categories of Membership are: Regular, Associate, Corporate and Honorary, as defined in the National By-Laws.

Article V – Dues and Budget

1. The annual dues for membership in the Detachment shall be \$ (amount) per year which is due and payable at the date set by National.
2. Life Membership fees will be established by the National Convention.
3. Annual renewal dues must be paid upon receipt or at the first meeting after such notice is mailed. Any member going in excess of 60 days in arrears shall be listed as such on the Detachment rooster and will be dropped from membership if this status continues for 12 months.
4. At the beginning of each administration the Officers will prepare a budget for the coming year and submit it to the Detachment for their approval at the June meeting.

Article VI - Organization

- 1 The elected officers of the Detachment shall be the Commandant, Senior Vice-Commandant, Junior Vice-Commandant, and Judge Advocate, each year; and
- 2 Elect or appoint an Adjutant, Paymaster, Chaplain and Sergeant at Arms.
- 3 Additional elected and appointed officers may be required from time to time and shall be appointed by the Commandant with the approval of a majority of the Elected Officers.
- 4 The elected and appointed officers with the addition of the Junior Past Commandant shall be known as the Board of Trustees.
- 5 The Board of Trustees (BOT) and the committee chairpersons will be known as the Detachment Staff.
- 6 Associate members may serve in appointed offices only.
- 7 In addition to death, resignation or incapacity, a vacancy in the BOT will occur through: (1) failure to attend two consecutive official meetings, without being excused, of the BOT or (2) removal from office by disciplinary action in accordance with National Administrative Procedures.
- 8 No elected or appointed officer or committee member will receive any compensation, salary or benefit for any service rendered to this Detachment. Reimbursement for authorized expenses accepted.

Article VII – Elections

1. Qualifications: Any member in good standing with the Detachment is eligible to run for office.
2. The Officers for election will be nominated and elected in accordance with the administrative procedures of the Detachment.
3. The Adjutant will publish the names of members nominated for office to each active member at least two weeks prior to the scheduled election.
4. The election and Report of Officer Installation shall be in accordance with National By-Laws.

Article VIII – Duties of Officers

(Straight from the National By-Laws section on Detachments)

Article IX – Meetings

This Detachment will hold its regular meeting on the blank blank of each month at 1900. Location will be at American Legion Post 2954 address 1234 W. Central, Anytown, Alaska. In the event of a change the Commandant will notify the Department Commandant of said change as soon as possible and will ensure that the membership is notified in sufficient time to attend.

Article X – Rules of Order

1. All proceedings of the Detachment shall be conducted with the use of Roberts Rules of Order Newly Revised, in all cases which are applicable, if they are not in conflict with the National By-Laws and Administrative Procedures, Department By-Laws and any special rules of order National may adopt. In the event of a conflict the ruling authority is the National By-Laws, then the National Administrative Procedures, Department By-Laws, then Roberts Rules of Order Newly Revised.

Article XI – Amendment to the Detachment By-Laws

1. Any member in good standing may present a by-law change proposal to the Judge Advocate for an official opinion and recommendation, or offer a motion to amend the By-laws at any regular meeting. If a second is received the next step will be accomplished.
2. The Judge Advocate will be charged with the responsibility of determining if the proposed change will be in accordance with the governing authority (National By-Laws, Department By-Laws, Federal and State laws etc) and will report to the findings to maker of the motion and the BOT as soon as this is determined.
3. If there is sufficient negative information the motion should be called at the next regular meeting for discussion and possible retraction, if not the motion in total will be published to all members in good standing at least two weeks prior to any anticipated vote.
4. A vote for any change of By-Law is required to have 2/3s majority to pass and if so will take effect at the close of the meeting unless otherwise specified in the motion.
5. Each member will be provided a copy of the current Detachment By-Laws when they become a member and will be provided a copy of each change within 30 days of approval. All copies will be at no charge to the member. Copies may be electronic or print.

Article XII – Motions from the floor.

1. Any member in good standing with the Detachment may make a motion from the floor at any time.
2. In the event of such a motion and second is to spend unbudgeted funds, it is the responsibility of the Paymaster to determine if sufficient funds are available to fund the proposal. If so the motion should continue and if not it should be withdrawn by the maker.
3. It is incumbent upon the membership to consider the long term consequences of any expenditure as it may apply to the good of the organization.
4. In the event of a true emergency the Commandant may make a necessary expenditure with a majority (Phone calls or email is authorized) approval of the BOT. The Commandant will report such action to the membership at the next meeting.

Article XIII – Finances

1. All disbursements shall be made by check
2. Each Check will bear two signatures – the Commandant and Paymaster. One other Officer may be designated with signature authority to sign in the extended absence of a regular signer.
3. All financial records will be kept in accordance with established good accounting principles.

Article XIV – Conduction of Meetings

1. All meetings will be conducted according to the current “Ritual” Handbook as published by National Headquarters.

Approvals and signatures etc