

THE JAMES M. SLAY  
DETACHMENT #329  
MARINE CORPS LEAGUE, INC.  
RICHMOND, VIRGINIA



BYLAWS  
Approved by Detachment  
May 28, 2022

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**ARTICLE I**  
**Organization**

**Section 100. History and Traditions.** The Marine Corps League was established and approved on August 4, 1937, at the first session of the Seventy-Fifth Congress with Major General John A. Lejeune, USMC (Retired) as Honorary Commandant and Maurice A. Inch as National Commandant.

**Section 105. Governing Authority.** Operation of the Marine Corps League is guided by the National Bylaws and National Administrative Procedures with ongoing updates. Bylaws are established for Division, Department, and Detachments and are consistent with National Bylaws and National Administrative Procedures. The supreme legislative and policy making authority of the Detachment shall be vested in its membership and the duly elected and appointed officers currently serving in their respective official capacities. A majority of eligible voters at a Detachment meeting at which a Quorum, as defined below, is present shall carry any measure or decide any issue brought before it. Any business conducted and/or voted on shall be considered legal and binding on the membership

**Section 110. Name and Purpose.** The corporate name of this Detachment shall be The James M. Slay Detachment #329, Marine Corps League, Incorporated (“Detachment”). This Detachment is a component of the Department of Virginia (“Department”), Mideast Division, Marine Corps League. The purposes for which the corporation is formed are as outlined in Article II, Section 200 of the National Bylaws. The Detachment was chartered on April 17, 1964 and was incorporated as a non-profit 501(c)(4) corporation, is a Veterans Service Organization, and is exempt from Federal and Commonwealth of Virginia income taxes.

**Section 115. Establishment and Policy.** The Detachment shall never take part in any labor or management dispute or issue. It shall always be non-sectarian and non-partisan, and no Detachment policy shall ever be based on race, color, creed, nationality, or sex. Membership shall not be used as a medium of political ambition, and the Detachment shall give no preference based on present or former military rank or civilian stature.

**Section 120. Amendments to Bylaws.** The Bylaws once approved by the membership will remain in effect until amended, revised, or repealed by a majority of members present at a regularly scheduled meeting at which a Quorum (as defined below) is present. Amendment of the Bylaws, when deemed necessary, will be prepared by a Bylaws committee appointed by the Commandant with the approval of a majority the Board of Trustees. Once it has been drafted, the proposed amendment will be submitted to the Judge Advocate for his/her review and determination of compliance with Department and National Bylaws. He/she will return the amendment to the Bylaws committee for presentation to the Elected Officers for endorsement after which the Bylaws committee may present the amendment to the membership for approval at a regular scheduled meeting of the Detachment. Notice of a proposed amendment presentation must be given to the

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Detachment 30 days in advance of the meeting at which the amendments will be voted on. Such notice may be given by U.S. mail, email, or publication in The Scuttlebutt (the Detachment's newsletter). Following approval by the Detachment, the Judge Advocate will provide two complete copies of the amended Bylaws to the Department of Virginia Judge Advocate for his/her review and approval. The copies provided to the Department need only be signed by the Commandant and either the Judge Advocate or the Adjutant.

**Section 125. Subsidiary Organizations and Recognized and Authorized Activities.**

a. Pursuant to Article III Section 325 of the Marine Corps League's Bylaws, the Marine Corps League has recognized and adopted the PDD Ralph A. Lewis Pound #139 Military Order of the Devil Dogs as an official subsidiary organization of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control, and discipline of the Marine Corps League at the National level only. Subsidiary organizations operate as separate incorporated 501(c)(4) entities exempt from Federal and Commonwealth of Virginia income tax with their own by-laws, Federal Taxpayer ID Number, and bank accounts, and must annually file their own IRS Form 990 or 990-EZ under the Marine Corps League's IRS Umbrella 0955, as applicable, in accordance with Chapter Eight of the National Administrative Procedures. Should the Detachment activate a Women's Auxiliary or establish a Marine of the Year/Associate of the Year ("MOY/AOY") Society, these would be subsidiaries of the Marine Corps League.

b. The Honor Guard (including the Marine Corps League Color Guard), the Outdoor and Indoor Marksmanship Programs, The Patriot's 5k Run, the Detachment's Fundraising Activities, and Toys-for-Tots are established, recognized, and authorized activities of the Detachment. Other activities may be established, recognized, and authorized by the Detachment. These activities may establish their own Operating and Administrative Procedures and other governing documents, but these activities ultimately remain subject to the authority, supervision, direction, control, and discipline of the Detachment. However, because of the inherent dangers associated with rifle and pistol marksmanship programs, no change may be made by the Detachment to the policies and procedures applicable to the Outdoor and Indoor Marksmanship Programs without the approval of the Detachment member in charge of those programs. The Honor Guard Commander shall be responsible for maintaining discipline within the unit and may impose the appropriate discipline in accordance with the Honor Guard's established policies and procedures for offenses that do not rise to the level of those described in Section 380 below.

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**ARTICLE II**  
**Members and Membership**

**Section 200. Eligibility for Membership.** Only persons who are serving or who have served honorably in the United States Marine Corps, on active duty for not less than ninety (90) days and persons who are serving or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points and U.S. Navy Corpsmen and U.S. Navy Chaplains who have trained with FMF units in excess of ninety (90) days and earned the Marine Corps Device (Clasp) worn on the Service Ribbon and those who earn the Warfare Device authorized for FMF corpsman shall be eligible for regular membership in the Marine Corps League (“Regular Member”). Additionally, some Korean War Era Marines who were ordered to active duty prior to completion of Recruit Training or Officers Training and subsequently received an Honorable Discharge prior to completion of ninety (90) days active or Reserve duty, shall be deemed eligible for Regular membership. Nothing in Article V of the National Bylaws shall be deemed to be retroactive prior to August 10, 2002, to affect current Regular membership. “Honorable Service” will be defined by the last DD 214 or Certificate of Discharge that the applicant received.

**Section 205. Regular Member.** The Detachment shall be the sole judge of its membership, providing such persons meet the requirements of Article V Sections 515 and 520 of the National Bylaws. The Detachment, however, may not accept as a member any person whose name has been stricken from the roles of the Marine Corps League.

**Section 210. Associate Member.** Those individuals not qualified for regular membership in the Marine Corps League who espouse the principals and purposes of the Marine Corps League as contained in its Congressional Charter may upon application to the Detachment be accepted for associate membership in the Detachment. Associate Members will pay dues in the same amounts as prescribed for Regular Members. National Headquarters will issue a pin and membership card indicating “Associate Member”. They will not be authorized to wear the Eagle, Globe, and Anchor emblem, but they may wear the ornament device and lettering approved by National Headquarters for Associate Members on uniforms and cover. An Associate Member shall be entitled to the rights, privileges, and benefits of a Regular Member; however, Associate Members shall not vote on a membership application, an election of Officers, or hold an elective-office. Except as noted in the preceding sentence, Associate Members may vote on the Detachment’s internal affairs provided such vote does not affect a policy of the Marine Corps League. With the concurrence of a majority of the Elected Officers, the Detachment’s Commandant (“Commandant”) may appoint Associate Members to an appointed office. Individuals who are serving or have served in other branches of the Armed Forces of the United States must have served honorably. Associate membership may comprise no more than ten (10) percent of total Detachment membership.

**Section 215. Active, Inactive, and Delinquent Members.** An “Inactive Member” is any member whose dues are more than 60 days past due and/or any member including Life Members

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who have not attended any regularly scheduled Detachment business meeting, Detachment function, or Marine Corps League sponsored function for a year without an excused absence(s). Examples of Detachment or Marine Corps League sponsored functions include but are not limited to: a Marine Corps Ball, a Department or National Convention, a fund-raising event sponsored by the Detachment or the League, a recruiting event, an Honor Guard/Color Guard detail, or a Range Day. Members who have not paid their dues within a year are “Delinquent” and will be dropped from the rolls of the Detachment and the Marine Corps League. An “Active Member” is a member whose dues are current and who has satisfied the attendance requirement by signing in for a regularly scheduled Detachment business meeting or attending a Detachment or League sponsored function within the last 12 months. Inactive Members are not counted when determining whether a Quorum is present and may not vote on Detachment matters.

**Section 220. Honorary Member.** The Commandant may award an honorary membership in the Detachment to those persons who have been of extraordinary service to the Nation, to the Community, to the United States Marine Corps, or to the Marine Corps League (“Honorary Member”). Honorary Members will not be entitled to the rights, privileges, and benefits of regular members. Payment of dues is not required, and honorary members will not be entitled to the official publication of the Marine Corps League.

**Section 225. Application for Membership.** The standard application for membership will be completed by persons who are eligible for Regular membership and Associate membership. All items on the application will be completed, and the appropriate fees must accompany the application. The endorsing member, who must be a member in good standing, shall sign the front of the application and personally verify the applicant’s service by citing a DD 214 or honorable discharge certificate. Upon verification by the Judge Advocate or the Adjutant, these documents will be returned to the applicant. The Paymaster retains the original application and forwards copies to the Department and the Adjutant.

**Section 230. Membership Renewal.** The Marine Corps League periodically sends a roster of its membership rolls to applicable Departments which then forward the rosters to their Detachments. The Detachment’s Adjutant, assisted by the Paymaster, sends out renewal notices well in advance of their annual August 31 expiration date to individual members and the Paymaster remits renewal funds to the Department of Virginia which in turn remits funds to the Marine Corps League with the necessary information to update its rosters. To remain in “Good Standing” in the Detachment, dues must be paid by their expiration date. When members receive notice, their dues should be submitted to the Detachment Paymaster without delay. The Detachment Adjutant, the Junior Vice Commandant, and the Paymaster work closely together to invoice members punctually and to collect and remit annual dues upstream.

**Section 235. Dues and Fees.** Payment of Annual National Membership dues automatically entitles all members in good standing to a subscription to the Marine Corps League’s publication, the Detachment newsletter (“The Scuttlebutt”), and enrollment privileges in any National Group Insurance Programs that may be in effect.

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**Section 240. Initiation of New Members.** All applicants acceptable for membership in the Marine Corps League shall be properly sworn in and be presented the official Membership Card and lapel pin of the Marine Corps League all in accordance with the Ritual of the Marine Corps League (“Ritual”) and Chapter Seven Section 7000 of the National Administrative Procedures.

**Section 245. Detachment Meetings.** Detachment meetings are normally held on the 4<sup>th</sup> Saturday of each month at a time and place designated by the Commandant. The date, time, and place of each meeting will be published in The Scuttlebutt. There will be no scheduled meeting during the months of November and December unless membership desires. The importance and dignity of the procedures of the Detachment are such that they should not be sacrificed for expediency. Therefore, all meetings of the Detachment will be held in accordance with the outline published in the Ritual and Robert’s Rules of Order. The Sergeant-At-Arms will be responsible for maintaining order and discipline during the meeting.

**Section 250. Quorum.** A “Quorum” of the Detachment shall mean 40% of Active Regular Members of the Detachment as reflected on the Detachment rolls. If, in the case of an emergency, the Governor of the Commonwealth of Virginia or other authority with appropriate jurisdiction has limited attendance at meetings or gatherings, then a Quorum of the Detachment shall mean 20% of the Active Regular Members of the Detachment as shown on its rolls until such limitations are rescinded. Before the Detachment votes on any matter or conducts any business at a regularly scheduled meeting, the Commandant shall ask the Adjutant, or in the Adjutant’s absence another Elected Officer, to confirm that a Quorum is present, because no business may be conducted unless a Quorum is present. All Detachment business will be conducted in open forum, and all actions taken shall be considered legal and binding on the membership in all matters of policy and operation of the Detachment if a Quorum is present and a majority vote has been obtained.

**Section 255. Proxies.** No proxies may be given for the purpose of establishing a Quorum or for voting, both of which must be done in person except as otherwise provided.

**Section 260. Meetings Other Than Detachment Meetings.** Meetings of the Board of Trustees, Staff Officer Meetings, and Committee Meetings should be in person, however Committees, Staff Officers, and/or the Board of Trustees may meet virtually by telephone conference or by using an appropriate electronic meeting application. If meeting by telephone or via an electronic meeting application, the Staff Officers, Committee, or Board must specify at the time the meeting is scheduled, the specific method that will be used for the virtual meeting and, if by an electronic meeting application, the application to be used by all members in attendance. If meeting by teleconference, the Committee, Staff Officers, or Board may also vote virtually, however all members voting must be able to hear the votes of all of the other members, and a member of the Committee designated by its Chairman or the Adjutant for the Board or Staff Officers must record the individual votes in the meeting minutes. Members of the Committee, Staff Officers, or Board may also vote via email. If voting via email, the email must be sent respectively to all Staff Officers, all members of the Board, or all members of the Committee simultaneously as evidenced by the date and time embedded in the email.

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**Section 265. Board of Trustees Meetings.** The Commandant may call a Board of Trustees meeting at a time and place of his/her choosing concurrent notice of which shall be given to the Detachment. Attendance by four members of the Board of Trustees, in person and/or virtually will constitute a Quorum. Board of Trustees meetings are open for observation by the membership, however only the Board of Trustees and those who are specifically invited by the Commandant to do so may participate. However, the Board of Trustees may enter, by a majority vote of the Board, into a closed (non-public) session to discuss an item of a sensitive and private nature. A report of the meetings, including closed sessions, shall be made by the Adjutant at the next membership meeting provided subject report does not violate a member's right to privacy.

**Section 270. Staff Officers Meetings.** The Commandant may call a Staff Officers meeting of Elected and Appointed Officers at a time and place of his/her choosing concurrent notice of which shall be given to the Detachment. Staff Officers meetings are open for observation by the membership, however only Detachment Officers and those who are specifically invited by the Commandant to do so may participate. A report of the meetings shall be made by the Adjutant at the next membership meeting.

**Section 275. Uniform Regulations.** The Red Detachment Cover (garrison cap) must be worn during Marine Corps League Meetings. The Marine Corps League has four different uniforms and various medallions, ribbons, medals, and miniature medals authorized for wear by male and female members of the league. The Uniform Code establishes uniformity and defines appropriate wear of Marine Corps League uniforms. Uniforms and ribbons prescribed in the Uniform Code, detailed in Enclosure Three to the National Administrative Procedures, are considered appropriate to preserve the respect and dignity of the Marine Corps League and the United States Marine Corps. The Adjutant will provide members information on the Uniform Code currently in effect for the Marine Corps League. Active-duty ribbons and medals cannot be "mingled" with Marine Corps League Awards. Detachment members are encouraged to procure and wear the official Marine Corps League uniforms as prescribed at all MCL events and meetings.

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**ARTICLE III**  
**Officers**

**Section 300. Board of Trustees, Elected & Appointed Officers.** All Elected and Appointed Officers shall be members in good standing in the Detachment. Associate members may only serve in appointed offices, in accordance with Article IX Section 920(e) National Bylaws.

**Section 305. Board of Trustees.** The Detachment Board of Trustees, which acts on behalf of the Detachment on corporate affairs, shall be composed of the Elected Officers.

**Section 310. Elected Officers.** The Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, Adjutant, and Paymaster shall be elected by the membership.

**Section 315. Appointed Officers.** The Commandant may appoint the Junior Past Commandant, Chaplain, Sergeant-at-Arms, Quartermaster, Historian, Public Relations Officer, Legislative Officer, Toys-for Tots Coordinator, Veterans Hospital Liaison, Fort Lee Liaison, MCJROTC Liaison(s), Honor Guard Commander, Web Sergeant, Scuttlebutt Editor, and other officers as deemed appropriate to a one-year term with the approval of a majority of the Board of Trustees.

**Section 320. Nomination and Election of Officers.** A nominating committee shall be established during the month of January of each year to canvas prospective candidates for the Elected Officers indicated above. The nominating committee chairman will be appointed by the Commandant with the concurrence of a majority of the Board of Trustees. The committee shall consist of members in good standing. At the February Detachment business meeting, the chairman will announce the members of the nominating committee and will solicit suggestions for nominees whose readiness, willingness, and ability to serve have been determined in advance by the member suggesting the nominee. At the March meeting, the chairman will announce all the names of nominees received and properly nominated for each Elected Officer billet and announce that the election will be held at the April Detachment meeting. The names of all such nominees will also be published in the March issue of The Scuttlebutt to notify the membership of all those nominated by members. At the April Detachment meeting, the chairman will remind the Detachment of all those nominated for each billet, and then the chairman will accept nominations from the floor, determine if the nominated member is willing to serve, and if so, add them to the ballot. The Commandant will then hold the election of officers. When two or more nominees compete for the same billet, the nominee receiving the most votes for that billet will win the election for that billet.

**Section 325. Terms of Office for Elected Positions.** All Elected Officers are elected for one-year terms. The Commandant, the Senior Vice Commandant, and the Junior Vice Commandant may serve for no more than two consecutive one-year terms. The Judge Advocate, the Adjutant, and the Paymaster may serve for no more than three consecutive one-year terms, but this 3 consecutive one-year term limitation may be waived upon approval of a majority of eligible voters at a Detachment meeting at which a Quorum is present.

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**Section 330. Other Terms of Office.** The Appointed Officers are appointed for one-year terms. They shall serve until a replacement is appointed or the office is vacated for another reason, but the Appointed Officers shall not serve for more than 3 consecutive one-year terms, but this 3 consecutive one-year term limitation may be waived upon approval of a majority of eligible votes at a Detachment meeting at which at Quorum is present. The Adjutant can serve as Paymaster in the event the Paymaster is unavailable for up to two regular meetings.

**Section 335. Installation of Officers.** The Installation of Officers may be conducted immediately following the election but must be conducted no later than the last day of the month after the election. The Adjutant must complete and file the “Report of Installation” form and ensure that it has been received by National MCL Headquarters before 30 June each year as prescribed in Article IX Section 940 of the National bylaws.

**Section 340. Officers Duties & Responsibilities.** Each Elected and Appointed officer, upon assuming the position, will be provided a copy of their duties, responsibilities, and requirements of their office. The Officers will also familiarize themselves with Detachment’s Bylaws, the Marine Corps League’s Guidebook for Detachment Officers, and the Marine Corps League Ritual and participate in the Ritual during all meetings.

**Section 345. Elected Officers.**

a. **Commandant.** The Commandant is the Chief Executive Officer and serves as the Chairman of the Board of Trustees. His/her duties are delineated by the National Bylaws and Administrative Procedures including, but are not limited to leadership, presiding at Detachment meetings, ceremonies, and other functions. He/she ensures that the Detachment properly represents the tradition and history of the Marine Corps League and the United States Marine Corps.

b. **Senior Vice Commandant.** The Senior Vice Commandant shall act as the Commandant in the Commandant’s absence or illness. He/she shall perform such duties as directed by the Commandant and be fully prepared to assume the office of Commandant.

c. **Junior Vice Commandant.** The Junior Vice Commandant shall act as the Senior Vice Commandant in the Junior Vice Commandant’s absence or illness. He/she shall perform such duties as directed by the Commandant and be fully prepared to assume the office of Senior Vice Commandant. He/she shall lead the Recruitment and Retention efforts of the Detachment, setting annual goals for both Recruitment and Retention, and planning events to achieve those goals.

d. **Judge Advocate.** The Judge Advocate shall provide counsel to the Detachment, and render opinions on all questions of the National, Department, and Detachment Bylaws and Administrative Procedures. He/she shall review all proposed amendments to the Detachment Bylaws and advise the Commandant and the Chairman of the Bylaws Committee whether proposed amendments are consistent with the National and Department Bylaws. He/she shall also serve as parliamentarian and advise the Commandant regarding motions, voting, and procedures during business meetings.

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e. **Adjutant.** The Adjutant serves as Corporate Secretary and Chief Administrative Officer and chairs the Awards and Certificates Committee. He/she maintains the official Detachment Roster and maintains the records of membership applications, transfers, deaths, and resignations/terminations with the assistance of the Paymaster and the Chaplain. He/she records and publishes the minutes of all Board of Trustee, Staff Officer, and Detachment Meetings and is custodian of all Detachment correspondence, records, and reports. Additionally, the Adjutant is responsible for risk management and ensures the Detachment is covered by appropriate liability insurance and when necessary, having the Detachment listed as a Named Insured for special events.

f. **Paymaster.** The Paymaster is the Detachment's Chief Financial Officer, chairs the Financial Advisory Committee, and shall maintain the financial records of the Detachment and prepare the annual Detachment budget. Upon assumption of his duties, the Paymaster ensures "Authorized Signature Cards" for the Detachment's banking and brokerage accounts are updated. He has custody of all financial records, reports, and accounting systems and maintains detailed records of all receipts and disbursements. The Paymaster must remit the Virginia State Corporation Commission's ("VSCC") fees annually, update the list of officers on file with the VSCC, file required Internal Revenue Service and Virginia Department of Taxation forms and provide copies to the Adjutant, and remit the required bonding fees and premiums for any approved insurance policy when due.

**Section 350. Appointed Officers.**

a. **Chaplain.** The Chaplain shall perform the Spiritual Duties customarily performed by members of the clergy at meetings and other functions consistent with Chapter Three Section 3035 of the National Administrative Procedures. Upon notification of the demise of any member he/she will report the death of the member directly to the Commandant and the National Chaplain and Department Chaplain (if applicable) established by Chapter Seven Section 7010 of The National Administrative Procedures. The Chaplain, with the assistance of the Adjutant, assists the Commandant with notifying the members of the Detachment.

b. **Sergeant-at-Arms.** The Sergeant-at-Arms shall preserve order at Business Meetings and other formal Detachment functions and perform other duties as prescribed by the Commandant.

c. **Quartermaster.** The Quartermaster shall maintain records and custody of all real Detachment property, excluding Honor Guard/Color Guard property. An annual inventory must be provided to the Paymaster by 31 December of each year.

d. **Public Relations Officer.** The Public Relations Officer shall promote the Detachment locally, statewide, and nationally.

e. **Legislative Officer.** The Legislative Officer shall keep members informed of National and Virginia Joint Leadership Council of Veterans Services Organizations ("JLC") Legislative initiatives.

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f. **Honor Guard Commander.** The Honor Guard Commander shall maintain records and custody of all Honor Guard items (rifles, flags, and flag carriers) and annually provide an inventory to the Paymaster by 31 December of each year.

g. **Web Sergeant.** The Web Sergeant maintains the Detachment's website.

h. **Scuttlebutt Editor.** The Scuttlebutt Editor publishes the Detachment's newsletter.

i. **Veterans Hospital Liaison:** The Veterans Hospital Liaison advocates and coordinates the Detachment's volunteer activities at the veteran's hospital.

j. **Fort Lee Liaison:** The Fort Lee Liaison initiates and maintains communication with Marines stationed at Fort Lee and coordinates the Detachment's activities with it.

k. **MCJROTC Liaison:** The MCJROTC Liaison coordinates the Detachment's involvement with local MCJROTC high school programs through their instructors and makes them aware of the Sgt. Bruce Heilman Scholarship and its terms.

l. **Historian:** The Historian documents significant events in the Detachment.

m. **Toys-for-Tots Coordinator:** The Toys-for-Tots Coordinator leads the Detachment's Toys-for-Tots activities.

**Section 355. Vacancy in Elected and Appointed Officer positions.** The order of succession of the office of Commandant shall be (1) Senior Vice-Commandant, and (2) Junior Vice-Commandant. In the event of other vacancies in Elected Officer and Appointed Officer positions, the Commandant, with the concurrence of the remaining Elected Officers, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur following two unexcused absences from regularly scheduled meetings or in the case of removal from office for cause.

**Section 360. Bonding of Officers.** All Officers who handle Detachment funds are bonded by the Marine Corps League in the amount of \$10,000 with a Detachment Officer Bond Deductible of \$1,000. Any additional bonding coverage is at the expense of the Detachment.

**Section 365. Removal or Suspension of Elected Officers.** Should any elected office holder of the Detachment perform any act that would discredit the Marine Corps League or the Detachment, the membership has the right to remove or suspend that person by majority membership vote called at a regular scheduled monthly meeting. This could include any criminal or civil act, lack of performance of duty, abuse of authority, lack of leadership and other similar acts. A replacement will be appointed as set forth in Section 355 above. If the Commandant is suspended or removed from office, the Senior Vice Commandant shall preside until a regular annual election is held pursuant to Section 320 above. All necessary notifications of Changes in Officers must be made to the Department.

**Section 370. Removal or Suspension of Appointed Officers and Committee Members.** Any Appointed Officer, Staff Member, or Committee Member appointed by the Commandant may be removed or replaced by the Commandant at any time for any reason with the approval a majority of the Board of Trustees.

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**Section 375. Committees.** The Commandant shall have the authority with the approval of a majority of the Board of Trustees to appoint Standing Committees, Special Committees, and Single Purpose (Ad Hoc) Committees as well as develop new committees as deemed necessary to properly carry out the mission of the Detachment. The established standing committees are the Nominating Committee, the Sgt. Bruce Heilman Scholarship Committee, the MOY Committee, the Awards and Certificates Committee, and the Financial Advisory Committee.

**Section 380. Discipline of Detachment Members.** When an Individual Member or Officer commits an act contrary to the National Bylaws and Administrative procedures of the Marine Corps League, or an act which is not deemed in the best interest of the League or Department, said member shall be charged as follows: A charge in writing shall be served upon the Offender as prescribed in Chapter Nine of the National Administrative Procedures. Recognized offenses are: Violation of Oath of Membership, Violation of Oath of Office, Conduct Unbecoming a Member of the Marine Corps League, Action Detrimental to the League, or Conviction of a Felony in a County, City, State or Federal Court in the United States.

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**ARTICLE IV**  
**Finances**

**Section 400. Finances.** The Commandant is ultimately responsible for all financial matters of the Detachment. The Paymaster is the Chief Financial Officer and chairs the Financial Advisory Committee.

**Section 405. Financial Advisory Committee.** The Financial Advisory Committee (“FAC”) is appointed by the Commandant with the approval of a majority of the Board of Trustees and includes the Judge Advocate, Paymaster, Adjutant, a representative of the Honor Guard, a representative of the Sgt. Bruce Heilman Scholarship Committee, and up to one at large member with a financial background. The FAC reviews and vets requests for Donations by the Detachment, assists the Paymaster in preparing the annual budget in consultation with the Staff Officers, and makes recommendations to the Board of Trustees on the Detachment’s financial matters.

**Section 410. Bank Accounts.** The Detachment shall maintain a checking and/or savings account at a banking institution approved by the Board of Trustees upon recommendation of the FAC. All funds received must be deposited in a timely manner in the appropriate Detachment checking or savings account as determined by the Paymaster.

**Section 415. Donated Securities.** To receive donations of marketable securities, the Detachment shall maintain an online brokerage account at a financial institution approved by the Board of Trustees upon recommendation of the FAC. Marketable securities received shall be immediately liquidated at market prices, and the proceeds shall be immediately transferred to the Detachment’s operating checking or savings account, or to a Detachment Reserve Account, as defined below, whichever is appropriate. The Commandant, the Paymaster, the Adjutant, and one other member of the Detachment in good standing, having a financial background, and appointed by the Commandant with the approval of the Board of Trustees, shall all be authorized signatories on the brokerage account, and any one of them may execute such transactions.

**Section 420. Authority to Sign Checks.** Checks for budgeted expenditures up to \$250 may be signed by the Paymaster but such checks over \$250 must be signed by any two of the following: Paymaster, Commandant, or Adjutant.

**Section 425. Unbudgeted Expenditures.** Any unbudgeted expenditure greater than \$100 must be approved by a majority of a Quorum of the Detachment at a regular scheduled meeting, however the Commandant may, with the concurrence of two other members of the Board of Trustees, approve an unbudgeted expenditure of up to \$100 but only for operating expenses exceeding the budgeted amount and must report such expenditure at the next Detachment meeting.

**Section 430. Unbudgeted Charitable Contributions.** If there are extraordinary mitigating circumstances and with approval of two other members of the Board of Trustees, the Commandant may authorize emergency charitable contributions up to \$100, provided the annual budget for unforeseen charitable contributions is not exceeded. The Commandant must announce such contributions at the next Detachment meeting.

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**Section 435. Financial Reports.** The Paymaster shall report at each Detachment business meeting a summary of actual total year-to-date revenues and expenses versus budgeted total year-to-date revenues and expenses, highlighting deviations, and make available for inspection by members the Detachment's financial records and most recent banking and brokerage statements. Each such report by the Paymaster shall be attached to the meeting minutes.

**Section 440. Budget.** The Detachment shall manage its financial affairs on a calendar year basis. In October of each year, the Paymaster assisted by the FAC and in consultation with the Staff Officers, shall prepare a budget for the following calendar year which shall be endorsed first by a majority of the Board of Trustees not later than December of each year and then approved by a majority of a Quorum of the Detachment at its regularly scheduled meeting in January. The budget shall include the details of approved charitable donations to be made by the Detachment.

**Section 445. Audit.** During the month of January or whenever there is a change of Paymasters, the Judge Advocate and two other members in good standing will conduct an audit of the Paymaster's records. The Judge Advocate will report on the audit at the next Detachment meeting.

**Section 450. Honor Guard Finances.** The Honor Guard operates as a unit within the Detachment. Its revenues and expenses are included in the Detachment's annual budget with input provided by Honor Guard leadership.

a. **Revenues:** The Honor Guard must promptly deliver all Unrestricted Donations and all Designated Donations, as both are defined below, to the Paymaster for deposit and documentation. The Paymaster will send an acknowledgement to the donor. Donors should make checks payable to the "James M. Slay Detachment #329, Marine Corps League."

b. **Expenses:** The Detachment will reimburse the Honor Guard up to the Detachment's annually budgeted amount, and the Paymaster will promptly issue reimbursement checks for budgeted expenses for supplies, equipment, and uniform items properly documented on the Detachment's Request for Reimbursement/Disbursement form with appropriate receipts/invoices attached. The Honor Guard Commander may request additional funds by submitting a budget amendment.

**Section 455. Unrestricted Donations to the Detachment.** Whenever a donor expresses a preference for their donation to be used for a specific charitable purpose consistent with the Detachment's mission and in support of the Detachment's vetted and budgeted charitable activities and leaves the final decision to the Detachment on the use of their donation, such donation will be considered an "Unrestricted Donation," and such preference will generally be honored, and the funds will generally be deposited in a Detachment Reserve Account as defined below. When no preference is expressed, such funds will be used by the Detachment consistent with its mission and budgeted charitable activities.

**Section 460. Designated Donations and Restricted Donations.** Whenever donors designate their funds be used for specific purposes in support of the Detachment's regular budgeted and vetted charitable activities, such "Designated Donations" are welcome and appreciated. However, when donors restrict their donations either to purposes which might jeopardize the Detachment's

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501(c)(4) tax exempt status, to purposes which are inconsistent with the Detachment's mission, or to purposes not in support of the Detachment's regular budgeted and vetted charitable activities, such "Restricted Donations" shall be declined. Designated Donations shall be deposited in a Detachment Reserve Account.

**Section 465. Detachment Reserve Accounts.** The Detachment will set aside Unrestricted Donations, Designated Donations, and the Detachment's annual contribution to the Sgt. Bruce Heilman Scholarship Fund in separate "Detachment Reserve Accounts." Detachment Reserve Accounts are generally accounting entries representing liabilities on the Detachment's balance sheet, but the funds may be segregated in separate bank accounts if the amounts are material or funds are expected to be disbursed over a number of years. Funds in Detachment Reserve Accounts from donors other than the Detachment shall be expended for the purpose for which they were donated on a First In, First Out ("FIFO") basis before Detachment Funds in such Detachment Reserve Accounts are expended. If the Detachment discontinues financially supporting the cause for which donors' funds were reserved, the Detachment shall use its best efforts either to return those donors' funds which were not expended before such cessation or to have the donor redesignate their donation.

**Section 470. Fund Raising Events.** The Detachment may engage in fund-raising events, provided all funds raised less expenses, per Chapter Ten Section 10000g of the National Administrative Procedures, shall be for the sole benefit of the Detachment and its activities. Detachment fundraising activities must not violate any Federal, State, County, or Municipal Law or ordinance, or reflect discredit upon the Detachment or the Marine Corps League.

**Section 475. Detachment Property.** The Elected Officers and Appointed Officers shall maintain and safeguard all Detachment property and records entrusted to their care. Upon relief from their office, Elected Officers and Appointed Officers will inventory all property and records in their possession and deliver them to their successor within seven days. Copy(s) of the inventory will be provided to the outgoing and incoming Commandant and to the individual involved.

**Section 480. Guidelines for Donations by the Detachment.** In the absence of extraordinary mitigating circumstances such as a natural disaster or extreme personal hardship suffered by a member, "Passing the Hat" or solicitation of Detachment funds during Detachment meetings is prohibited, unless the Detachment's "Request for Donation" form and any supporting documents have been submitted to the Paymaster at least two weeks prior to a regularly scheduled Detachment business meeting for review by the FAC and the Board of Trustees has endorsed the request. Otherwise, requests shall not be made or presented to the Detachment for approval. Donations must support the Mission of the Marine Corps League, be to a charitable organization making a substantial impact on the local Marine/FMF Corpsman community, benefit primarily local active duty and veteran Marines and local active duty and veteran FMF Corpsmen and their widows and orphans who reside locally, or support local MCJROTC programs and college scholarships benefitting their participants. Requests, particularly for recurring donations, should all be reviewed concurrent with the annual budgeting process and evaluated among competing requests and

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prioritized. Approximately 10% of the annual budget for donations should be for unforeseen requests.

**ARTICLE V**  
**Convention Delegates**

**Section 500. Department Conventions.** The Detachment's eligible delegation shall be determined by the Department.

**Section 505. National Conventions.** The Detachment's eligible delegation shall be determined by the National Administrative Procedures.

**ARTICLE VI**  
**Marine of the Year and Associate of the Year**

**Section 600. Marine and Associate of the Year.** The Detachment Marine of the Year Committee ("MOY Committee") is a standing committee of the Detachment. All past Detachment Marines of the Year and Associates of the Year who so desire may serve on the MOY Committee. Its chairperson shall be the most recent Detachment Marine of the Year ("MOY") unless he/she elects not to serve in which case it shall elect its chairperson who shall preside over all its meetings. The MOY Committee shall solicit nominations from the Detachment each September, review all nominations for the upcoming MOY and AOY, and select from those nominees the nominees who, in the MOY Committee's sole opinion, has done the most to fulfill the mission of the Marine Corps League as defined in the National Bylaws of the Marine Corps League. The MOY Committee shall elect the MOY and AOY by a majority vote of the MOY Committee and shall announce the MOY and AOY at the Detachment's last regular meeting of the year, at the Detachment's Marine Corps Birthday Ball, or other official Detachment function that year.

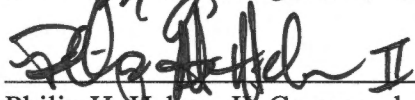
The MOY Committee shall, by majority vote, exercise its sole discretion to recommend or decline to recommend a candidate for Department MOY ("DMOY"), Division MOY ("DIVMOY"), and/or Marine Corps League MOY ("MCLMOY"), and/or Department AOY ("DAOY"), Division AOY ("DIVAOY"), and/or a Marine Corps League AOY ("MCLAOY"). Said nominee(s) may be, but need not have been, elected by the MOY Committee as MOY or AOY. If the MOY Committee's recommendation for DMOY, DIVMOY, or MCLMOY and DAOY or DIVAOY, or MCLAOY is approved by a majority vote of the Detachment at a regular meeting at which a Quorum is present, the Adjutant, assisted by the MOY Committee's chairperson, shall transmit such nomination, if any, and necessary documentation to the appropriate Department or League officer.

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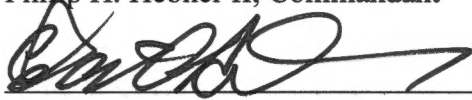
**ARTICLE VII**  
**Implementation and Signatures**

**Section 700. Implementation.** These bylaws are effective upon approval by the Detachment Membership and when signed by the Detachment Commandant and Judge Advocate. Until the April 2023 Detachment meeting, the Paymaster will continue to serve as an Appointed Officer and the Adjutant will continue to serve as Chief Financial Officer.

**Section 705. Signatures.** The below persons signify that these Bylaws were reviewed and approved by a vote of the membership of the James M. Slay Detachment #329 of the Marine Corps League on May 28, 2022.

  
\_\_\_\_\_  
Philip H. Hebner II, Commandant

5/28/2022  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
David A. Schneider, Judge Advocate

5/28/2022  
\_\_\_\_\_  
Date



## **CERTIFICATE OF PROMULGATION**

### **James M. Slay Detachment #329**

CONVEYED ON June 27, 2022

I hereby declare that I have read and approved these By Laws, and that they are in compliance with the Department and National Marine Corps League By Laws.

PHILLIP C. PARSONS

Department of Virginia Judge Advocate

February 28, 2022

Forwarded to Department Judge Advocate on June 3, 2022.

Approved by Department of Virginia Judge Advocate June 27, 2022.

Department Approval Forwarded to Detachment on June 27, 2022