

DEPARTMENT OF CALIFORNIA  
MARINE CORPS LEAGUE  
BYLAWS

ARTICLE I  
DEPARTMENT CONVENTIONS

SECTION 100 – AUTHORITY. The supreme legislative and policy making power of the Department of California, Marine Corps League, shall be vested in a Department Convention composed of the properly elected, registered and approved delegates in good standing.

SECTION 101 – COMMITTEES, DEPARTMENT CONVENTION. The Department Convention Administrative Committees shall be: Credentials, Bylaws, Resolution, Rules, and Standing Committees.

SECTION 105 – CREDENTIALS – DELEGATES, ALTERNATES, and MEMBERS.

A. Delegates, alternates and members attending business sessions of the Department Convention must be in good standing, registered with the Credentials Committee, and possess approved credentials.

B. The basis of a Detachment delegates or their alternates to the Department Convention shall be determined by the Detachment's membership on record at Department Headquarters thirty (30) days prior to the convening of the Convention. The delegate voting strength of each Detachment shall be as follows: for each block of five (5) Regular Members, one delegate or alternate. For remaining partial number less than five (5) Regular Members, one (1) delegate or alternate. However, no delegate strength of a Detachment shall be computed by including those members not in good standing, or Associate and Honorary Members.

C. Should a Detachment be in default of payment of funds from any source due the Department or the National Headquarters as of thirty (30) days immediately prior to the Department Convention, such fact shall be reported by the Department Paymaster to the affected Detachment, and to the Department Convention Credentials Committee. The credentials of that Detachment's delegates or alternates shall not be approved unless settlement is made at the Convention site with the Department Paymaster, in cash , unless previously resolved.

D. The Department Paymaster will report to the Department Credentials Committee any Detachment that as of thirty (30) days prior to the convening date of a Department Convention has failed to report on a standard Membership Dues Transmittal Form to National Headquarters that it has fifteen (15) or more members; such Detachment's delegates and alternates shall not be approved by the Convention Credentials Committee.

E. Notwithstanding the provisions of Section 105 C and D above, no member in good standing may be deprived of his individual vote at a Department Convention.

F. Delegate/Alternate credentials of a Detachment may only be claimed by the registered member.

G. Each Detachment shall be provided written notification of the date and location of a pending Department Convention at least sixty (60) days prior to the opening date of the convention; such notification to include the Delegate Registration Form.

H. The Delegate Registration Form and associated fees must be submitted by the Detachment to be received by the Department Paymaster at least fifteen (15) days prior to the convening of the Department Convention. Those delegates names not received within the required time frame will not be provided credentials as a delegate authorized to cast votes for his Detachment. (Section 4, Administrative Procedures for fee amount.)

#### SECTION 110 – VOTING.

A. Except as otherwise provided in these Bylaws and Roberts Rules of Order, a majority vote by the delegates and members shall carry any measure and decide any issue.

B. Each delegate complying with Section 105 is entitled to cast one (1) vote for five (5) members, provided that the total vote of the Detachment delegates does not exceed the Detachment membership strength. A delegate, or alternate in the absence of a delegate present at the time of voting may, on behalf of registered and approved absent delegates, cast the vote of the Detachment's full voting strength.

C. The Chair will decide the method for voting, except during the election of officers.

D. A Detachment Commandant, being a registered and approved delegate, or his registered and approved designee, in the Detachment Commandant's absence, may cast the full voting strength of the Detachment, subject to the will of and in the manner specified by the registered and approved delegates present from the Detachment.

E. If a registered delegate should doubt the vote of his Detachment, a roll call vote of that Detachment shall be called. Each registered delegate or member of that Detachment, when called, will rise and announce his vote.

SECTION 115 – ELECTIVE OFFICERS. The Department Officers to be elected by a Department Convention shall be: Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate

SECTION 120 – NOMINATIONS. Each nomination for each elective Department Office shall be made from the floor no later than the day preceding the day on which the elections are to be held. Each nominee shall be a Regular Member in good standing in the Marine Corps League at the time of the nomination. Each nominee, when called upon, shall rise if not restricted by a physical impairment, and state to the Chair that if elected he will accept the office and serve loyally, faithfully and to the best of his ability during the term to which elected.

A. Appointed Officers are required to submit proof of good standing in the Marine Corps League at the time of their appointment, to the Department Commandant. In the event an officer fails to submit proof within sixty (60) days of appointment, any right of the officer to hold the office shall be forfeited, and the office declared vacant.

## SECTION 125 – ELECTIONS.

A. The election of Department Officers shall be the last order of business on the floor of the Department Convention. The election of the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Department Judge Advocate, Department Paymaster, and Department Chaplain shall be conducted in this order by a roll call vote.

B. Before voting begins, the Department Commandant shall select two (2) past Department Commandant and two (2) past Detachment Commandants to supervise voting and correctly tally the vote's cast. Two shall act as tellers and two as judges.

C. The election of officers shall not begin until the appointed election judges and tellers advise the Chair that they are prepared to supervise the election. When it is so advised, the Chair shall then call for the "Election of Officers". Upon such announcement, the Chair shall not accept or entertain any issue, question or subject that is not strictly related to the roll call being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the convention floor until the roll call vote in progress is concluded.

D. A majority of the votes cast is required to elect Department Officers. When a simple majority is not obtained on the first (1<sup>st</sup>) ballot, a second (2<sup>nd</sup>) balloting will immediately commence after a caucus (not to exceed five (5) minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with least votes shall be dropped as a contender, after each ballot, until a simple majority is achieved.

E. The Department Adjutant will call the roll call of delegates and members and record the vote as stated. The Adjutant will repeat the vote to ensure it is accurately recorded.

SECTION 130 – TERM OF OFFICE. All Department Officers, with the exception of the Department Paymaster, shall be elected for a term of one (1) year and may stand for re-election. The Department Paymaster shall be elected for a term of three (3) years and may stand for re-election.

SECTION 135 – QUORUM. The quorum for a Department Convention will be a majority of the registered delegates, alternates and members attending.

SECTION 140 – RIGHT TO SPEAK. All registered delegates, when recognized by the Chair and not so expressly prohibited by the National or Department Bylaws, shall have the right to speak on any subject and all issues brought to the convention for its consideration. Each registered National Officer, Past National Commandant, Department Officer, Past Department Commandant and member may be granted the floor by the Chair.

SECTION 145 – DEPARTMENT CONVENTION. Business sessions of the annual Department Convention shall start Friday A.M. and conclude Saturday P.M. with the installation of Department Officers.

## BYLAWS

### ARTICLE II DEPARTMENT BOARD OF TRUSTEES

SECTION 200 – COMPOSITION. The Department Board of Trustees shall be composed of the following:

- A. Department Commandant
- B. Department Senior Vice Commandant
- C. Department Junior Vice Commandant
- D. Department Judge Advocate
- E. Department Paymaster
- F. Department Chaplain
- G. Junior Past Department Commandant

SECTION 205 – POWERS. In between Department Conventions, in compliance with the provisions of the Congressional Charter, the National and Department Bylaws and Administrative Procedures, the directives, and mandates of the Department Convention, the powers and authority of the Department Board of Trustees shall be:

- A. To authorized the employment of personnel and approve their compensation.
- B. To recommend the issue, suspension, or revocation for cause, of a Charter granted to a Detachment.
- C. To assure that Department and Detachment Commandants and Paymasters are bonded in accordance with Section 815 (g), (h), (i), and (j) of the National Marine Corps League Bylaws.
- D. To assure there is an editor properly appointed who will be responsible for the official Department publication, the “California Leaguer”.
- E. To exercise such other powers and to do such other actions as are compatible with the National and Department Bylaws and Administrative Procedures that are in the best interest of the Marine Corps League, and to exercise executive power between Department Conventions.
- F. To approve or disapprove the minutes of the Department Convention at the next regularly scheduled Staff Meeting of the Department of California, Marine Corps League, following the convention, only to the degree of correcting errors and omissions.

SECTION 210 – DUTIES. In addition to the specific duties of the individual Board members, as here-in stated, it shall be the duty of each member of the Board of Trustees to acquire a working knowledge of the National and Department Bylaws and Administrative Procedures of the Marine Corps League. The specific duties of the members of the Department Board of Trustees shall be:

A. DEPARTMENT COMMANDANT - shall preside at all sessions of the Department Convention and at all meetings of the Department Board of Trustees. The Department Commandant together with the Department Board of Trustees shall have direction and control of the executive and administrative affairs of the Department of California, Marine Corps League, between Department Conventions. In addition, the Department Commandant shall:

1. Observe and enforce the observance of the Congressional Charter and the National Bylaws and Administrative Procedures of the Marine Corps League.

2. Direct to all officers and members such orders as are necessary for the proper conduct of business and which are not in conflict with the National and Department Bylaws and Administrative Procedures.

3. Call such meetings of the Department Board of Trustees as are required by the National and Department Bylaws and Administrative Procedures.

4. Seek the advice of the Department Board of Trustees and Staff.

5. With the Department Paymaster have custody of all funds and property of the Marine Corps League, subject to the supervision of the Department Board of Trustees.

6. With the advice and consent of the Department Board of Trustees, appoint the following Department Staff Officers:

- (a) Department Adjutant
- (b) Department Sergeant-At-Arms
- (c) Department Junior Vice Commandant
- (d) Department VAVS Representative
- (e) Department Director of Veterans Services
- (f) Department Historian
- (g) Department Convention Counselor
- (h) Department Editor, "California Leaguer" Publication
- (i) Department Liaison Officer to the Marine Corps League Auxiliary, Department of California
- (j) Liaison Officer to California Young Marines
- (k) Department Region Coordinators
- (l) Department Legislative Officer

7. With the advice and consent of the Department board of Trustees appoint the following standing committees:

- (a) Department Auditing Committee
- (b) Department Budget Committee
- (c) California Leaguer Publication Audit Committee
- (d) Department Awards Committee
- (e) Department Welfare Committee
- (f) Department Bylaws Committee

8. With the advice and consent of the Department Board of Trustees, approve or disapprove all proposed expenditures of funds by the Department Paymaster that are in excess of the approved Department budget.

9. Represent the Marine Corps League at all social functions and ceremonies in such a manner as will enhance the dignity, honor and prestige of this organization.

10. Perform such other duties as are directed.

B. DEPARTMENT SENIOR VICE COMMANDANT – shall give every assistance to the Department Commandant, and in the absence of the Commandant, shall perform the duties of that Office. He shall preside over all Detachment Commandant’s Council Conferences; with their assistance, initiate and implement such programs as will increase the effectiveness of the Marine Corps League.

C. DEPARTMENT JUNIOR VICE COMMANDANT – shall create and promulgate such membership incentives and programs as will produce enthusiastic response resulting in continue membership growth. In the event of the absence of both the Department Commandant and Department Senior Vice Commandant, he shall perform the duties of the Office of Department Commandant.

D. DEPARTMENT JUDGE ADVOCATE – shall interpret the National and Department Bylaws and Administrative Procedures, and Robert’s Rules of Order (Revised). He shall advise, construe, counsel and render opinions on questions of law and procedure to the Department Commandant, Department Board of Trustees, Staff and Detachments, when so requested in the manner here in outlined.

1. At the Department Conventions, upon the request of an approved delegate, through the Chair, the Department Judge Advocate shall render an opinion on law and procedure to the Chair, whereupon the Chair will rule on the opinion and the questions, which ruling shall be final unless appealed by an approved delegate, where upon the Department Judge Advocate will put the question, “Shall the ruling of the Chair be sustained?” A standing vote of approved delegates will be called, and two-thirds (2/3rds) of the total vote will be required to reverse the ruling of the Chair.

2. At Department Board of Trustees Meetings, the same procedure shall apply and the two-thirds (2/3rds) of the Department Board of Trustees present and voting will be required to reverse the ruling of the Chair.

3. On all questions of law and procedure pertaining to the Department of California, Marine Corps League referred to this officer through channels, the Department Judge Advocate shall rule in writing, mailing copies of the ruling to the parties concerned and to the Department Commandant, and such ruling shall be binding unless and until reversed by the Department Board of Trustees or the Department Convention.

4. The Department Judge Advocate may not hold the office of Commandant or Judge Advocate in his Detachment. If this is the case, then the resignation from the lower office shall be required upon being sworn into the Department Office.

5. Detachments will send two (2) copies of each required documents, their Bylaws, SS-4 Form (Employer Identification Number) and Articles of Incorporation to the Department Judge Advocate who will inspect the Bylaws for consistency with National and Department Bylaws and Administrative Procedures as required, if correct, will forward one copy of each document to National Headquarters, and the existing documents will be put in the Detachment/Department file and be maintained by the Department Judge Advocate.

E. DEPARTMENT PAYMASTER – shall keep proper and necessary books for recording all the business of the Department.

1. This includes: correct records of all membership accounts, hold all monies of the Department; maintain equipment and custody records of all Department property, pay out money only within the limits of the approved budget of the Department; keep a record of all financial transactions and notify all Detachments of any indebtedness to the Department. The Paymaster shall sign and make all expenditures by check. In the absence of the Paymaster, the Department Commandant or the Department Senior Vice Commandant are authorized to sign checks. The Paymaster shall submit an annual report to the Department Convention and a report to each regular authorized Department Staff Meeting. The Paymaster shall inform the Department Credentials Committee and those Detachments concerned, of their indebtedness to the Department at least thirty (30) days prior to the convening of the Department Convention. The Paymaster shall surrender all books, records, and properties of the Department to the duly elected successor and perform such other duties as related to this office or as instructed by the Department Board of Trustees.

2. The only circumstances under which expenditures of Department funds may be made which are in excess of those specifically provided by the annual Department budget adapted at the Department Convention, shall be by submission of such proposed excessive expenditure to the Department Commandant for submission to the Department Board of Trustees for consideration. If such proposed expenditure of Department funds is approved by two-thirds (2/3rds) vote of the entire membership of the Department Board of Trustees and the Department Commandant, such expenditure may be made.

F. DEPARTMENT CHAPLAIN – shall:

1. Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the National and Department Bylaws and Administrative Procedures of the Marine Corps League.

2. Be responsible for and have jurisdiction over arranging and conducting an impressive, dignified and inspiring non-denominational memorial service at each Department Convention, including in such ceremony representatives of those subsidiaries that are appropriate, and including the reading of the names of those Marine Corps League Members deceased during the past year. This list is to be given to the Editor of the California Leaguer for publication in that publication.

G. JUNIOR PAST DEPARTMENT COMMANDANT – Appointed to the Department Board of Trustees as authorized by Section 415 of the National Bylaws to serve a term of one year. The Junior Past Commandant shall be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Department.

SECTION 215 - VACANCY. The order of succession to the Office of Department Commandant shall be (1) Department Senior Vice Commandant and (2) Department Junior Vice Commandant. In the event of other vacancies on the Department Board of Trustees, the Department Commandant, with the advice and consent of the remaining Board members, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or incapacity, a vacancy will occur through the unexcused failure to attend two (2) consecutive or officially called meetings of the Department Board of Trustees or in the case of removal from office for cause.

#### SECTION 220 – BOARD OF TRUSTEES MEETINGS.

A. The Department Board of Trustees shall meet:

1. Annually, immediately prior to each Department Convention to close out the executive administration of the Department Board of Trustees for the fiscal year; to finalize preparation for the ensuing convention (Administrative Procedures, Chapter Two (2), Section 210); and to identify pending and unaccomplished executive actions warranting further action by the convention or by the Department Board of Trustees during the ensuing fiscal year.

2. Annually, immediately after adjournment of each Department Convention for the purpose of selecting appointive Department Officers and standing committees and for the transaction of such other business as may properly come before it.

3. Annually, during the months of October and March, at a location chosen by the Department Board of Trustees.

4. At the call of the Department Commandant for special emergency reasons, providing that a quorum of the Board of Trustees is assured by the Department Adjutant polling the Department Board of Trustees prior to the issuance of the call for a special Board of Trustees meeting.

B. The conduct of business at all Department Board of Trustees meetings shall be governed by the National and Department Bylaws and Administrative Procedures.

SECTION 225 – QUORUM. The presence of a majority of the Department Board of Trustees shall constitute a quorum for the transaction of business.

SECTION 230 – VOTING. Each Department Board of Trustees member shall have one (1) vote. There shall be no proxy voting. The Department Judge Advocate shall abstain from voting on all matters wherein the Department Judge Advocate has rendered an official opinion.

#### SECTION 235 – CONDUCT OF BUSINESS.

A. Between Department Conventions the Department Board of Trustees is empowered to conduct business at any regular or special meeting, or by mail or telephone.

B. All business by mail requiring a Yes or No vote shall be handled routinely by the Department Adjutant who shall mail to every Board of Trustees member an identical copy of the question on a printed ballot containing spaces for the Yes or No vote, a space for the voters' signature, and a space for entry of the date.

C. Upon receipt of a mail ballot, each member of the Board of Trustees shall cast a vote and complete as indicated. The ballot shall be returned to the Department Adjutant as soon as practical. A Board of Trustees member failing to return their ballot within a reasonable period, as determined by the Department Adjutant, will be recorded as not voting. A reasonable period in this case shall be determined by the mail delivery time required between the mailing address of the member of the Department Board of Trustees and the Department Headquarters.

D. The Department Adjutant shall keep a record of all ballots mailed with the date of mailing, a record of the date of return of the ballot, and shall mail to each Board of Trustees member identical tallies reflecting results of the balloting by showing the vote of each member of the Board of Trustees and the total Yes and No votes.

E. All business by telephone requiring a Yes or No vote shall be handled routinely by the Department Adjutant, calling each member of the Board of Trustees and identically stating the question to be considered, and asking for a Yes and No vote. The Department Adjutant may tape record each call and vote. Failure to respond with a vote upon telephone request shall be recorded as not voting.

F. Upon the request by a member of the Board of Trustees, a specific time extension may be granted within which the member must call back to cast the telephone vote, such time extension not to exceed twenty-four (24) hours.

G. The Department Adjutant shall make tallies of the telephone balloting reflecting the results as prescribed for those used in reporting results of mail balloting, and shall mail identical copies of the tallies to each member of the Board of Trustees.

H. The results of each mail and telephone balloting shall be made available to the Department Board of Trustees within five (5) business days after compiling the vote.

## BYLAWS

### ARTICLE III DEPARTMENT STAFF

SECTION 300 – COMPOSITION. The Department Staff shall be comprised of the Department Board of Trustees, the appointed Department Officers, Department Committees Chairmen, Past Department Commandants Council, Detachment Commandants Council, and Regional Coordinators; being identified collectively as Department Staff Officers and individually as a Department Staff Officer.

SECTION 305 – POWERS. The Department Staff, Staff Officers, Committee Chairmen, Liaison Officers, the Department Commandants Council, Detachment Commandants Council, shall have no vote and shall not be considered in determining a quorum for Department Board of Trustees meetings.

SECTION 310 – STAFF OFFICERS DUTIES. The Department Staff Officers shall acquire a working knowledge of the National and Department Bylaw and Administrative Procedures of the Marine Corps League. They shall act to assist the Department Board of Trustees in all ways possible.

#### A. DEPARTMENT ADJUTANT.

1. Keep the minutes of the Department Convention and all Department Staff Meetings. Furnish copies of these minutes to each Department Officer and to each Detachment as soon as reasonably possible.
2. Submit an annual report to the Department Convention and a report to each Department Staff Meeting of the activities.
3. Serve as the secretary of the corporation hereafter known as, “The Department of California Inc., Marine Corps League”.
4. Keep a permanent list of all persons in the Department of California who are recipients of the Distinguished Citizens Medal award from the National, Department or Detachment Commandants; the National or Department Commandant Meritorious Unit Citation. The Adjutant shall record the name, date of award and type of award issued. The Adjutant shall record and maintain the records permanently.
5. The Adjutant shall surrender all books, records and properties of the Department to the duly appointed successor.
6. Be responsible for notifying the following government agencies of changes of addresses of responsible report officer: Internal Revenue Service, California Franchise Tax Board, California Secretary of State, California Attorney General’s Office, and California State Board of Equalization.
7. Perform such other duties as may be assigned by the Department Commandant or Department Board of Trustees.

B. DEPARTMENT SERGEANT-AT-ARMS. Shall preserve order at all times at the Department Convention and Staff Meetings and shall perform such other duties as may be required by the Department Commandant or Department Board of Trustees. He shall be empowered to deputize such Deputy Sergeants-At-Arms to maintain proper performance and order of the sessions

C. DEPARTMENT LEGISLATIVE OFFICER. Shall insure that all resolutions adopted at a Department Convention or a Department Staff Meeting be properly presented to the governing authority of the group within whose jurisdiction the resolutions fall, and shall keep the Department Staff informed of recent and current actions related to veterans affairs with the Federal and California State Legislatures.

D. DEPARTMENT V.A.V.S REPRESENTATIVE. Shall maintain close contact with the National Veterans Administration Volunteer Service Representative for the purpose of keeping abreast of the V.A.V.S program in order to properly advise Detachment V.A.V.S personnel in the proper performance of their duties.

E. DEPARTMENT HISTORIAN. Shall maintain a record of the achievement of the Department of California.

F. DEPARTMENT CONVENTION COUNSELOR. Shall represent the Department Commandant on the Department Committee and shall assist and advise the Committee Chairman to assure the Convention will meet standards consistent with the policies and programs of the Department; shall meet with the Committee and Detachment Officers as often as required to be assured the preparation and financing for the next Department Convention is progressing satisfactorily. Timely progress reports shall be submitted directly to the Department Commandant on all phases of the convention program being developed by the local Convention Committee.

G. DEPARTMENT EDITOR, CALIFORNIA LEAGUER. Shall be responsible for and have supervision and control of the editing, printing, publication and distribution of the Department publication the "California Leaguer" in compliance with the "Rules of Operation" of the Department publication as approved by the Department Convention.

H. DEPARTMENT LIAISON OFFICER TO THE MARINE CORPS LEAGUE DEPARTMENT AUXILIARY. Shall maintain communication between the Department of California, Marine Corps League and the Department of California Young Marines and assure that each is aware of the activities of the other so that cooperation and mutual assistance may be rendered whenever possible.

SECTION 315 – VACANCY. Should a vacancy occur in an appointed office, a committee chairman or a committee member, such vacancy shall be filled as soon as practicable by the Department Commandant. All such appointments are subject to the subsequent approval by the Department Board of Trustees.

## BYLAWS

### ARTICLE IV DEPARTMENT

SECTION 400 – BYLAWS. The Department Convention may adopt Department Bylaws and Administrative Procedures which are not inconsistent with the National Charter or the National Bylaws and Administrative Procedures, provided they have been approved by the National Judge Advocate and provided that a copy of such approved Bylaws and Administrative Procedures are on file at National Headquarters.

SECTION 405 – OFFICERS. The Department may have such elected and appointed officers as required by the Department Bylaws, or in the absence of Department Bylaws, as the Department Convention desires. The Department, however, must elect a Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Department Judge Advocate, Department Paymaster and Department Chaplain. The Department is authorized by the National Bylaws to appoint the outgoing Department Commandant or a Past Department Commandant for a one-year term. The Department shall appoint a Department Adjutant and a Department Sergeant-At-Arms. The Department Commandant and the Department Paymaster or Adjutant/Paymaster are covered under a blanket bond held and paid for by National Headquarters. (See Article 8, Section 815, National Bylaws).

#### SECTION 407 – ELIGIBILITY.

- A. All officers serving in elective offices must be Regular Members of the Department of California.
- B. Associate Members may serve in appointive offices only.

SECTION 410 – MEETINGS. The Department shall hold one Convention each year between May 1 and July 15. Department Staff Meetings may be held as desired. The Department Charter or copy, the National Colors and a Bible should be opened and displayed at all business meetings.

SECTION 415 – BOARD OF TRUSTEES. The elected officers of the Department shall be the Department Board of Trustees; however, the Department Convention is authorized to appoint the outgoing Department Commandant or a Past Department Commandant to serve a one-year term as a member of the Board of Trustees.

SECTION 420 – DEFAULT. If the Department of California is in default of the payment of monies due the National Headquarters, Marine Corps League from any source, or fails to submit its Department Officer Installation Report as of July 31, prior to the ensuing National Convention, such fact shall be reported by the National Comptroller to the National Credentials Committee. The Department and its officers who do not comply with Article One, Section 105(c) of the National Bylaws will not be recognized at the National Convention.

SECTION 425 – FREEDOM OF ACTION. Unless expressly forbidden by a section of the National Bylaws and Administrative Procedures, a Department Convention and/or a Department Staff Meeting shall be free to take such action and engage in such activities as are not in violation of federal, state, county, or municipal laws or ordinances.

SECTION 430 – CHARTER SUSPENSION, REVOCATION. If the Department Charter is suspended or revoked, the National Board of Trustees upon written authorization by the National Commandant, certified by the National Adjutant/Paymaster, shall have the authority to assume the custody of all the affected Department assets, both real and personal. These properties and assets shall be turned over to the National Adjutant/Paymaster. The affected properties and assets will devolve to the control of the National Board of Trustees until a new Department is formed at which time the affected properties and assets revert to the newly formed Department.

SECTION 435 – QUORUM. The quorum for a Department Convention will be a majority of the registered delegates, alternates and members attending. The quorum for a Department Staff Meeting will be a majority of the registered members in good standing.

SECTION 440 – BONDING. All Department officers handling Department monies shall be bonded. The Department Commandant, Department Adjutant/Paymaster or Paymaster and officers authorized by the Department Commandant to handle Department funds will be bonded by a commercial crime policy paid for and administered by the National Organization. The Department shall arrange, at its expense, any additional bonding coverage desired for Department Officers.

## BYLAWS

### ARTICLE V DETACHMENTS

SECTION 500 – NAME. No Detachment shall be named in honor of a living person. No Detachment shall adopt a name previously adopted by any other Detachment unless such other Detachment has surrendered or by revocation lost its Charter.

SECTION 505 – BYLAWS. Each Detachment may adopt Bylaws and Administrative Procedures, which are not inconsistent with the National or Department Bylaws and Administrative Procedures, and shall be subject to approval by the Department Judge Advocate.

SECTION 510 – OFFICERS. Officers, both elected and appointed, may be selected by the Detachment members, as they desire. Each Detachment must elect a Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate. The Detachment shall elect or appoint a Chaplain, Sergeant-At-Arms, Adjutant, Paymaster or an Adjutant/Paymaster, and such other officers as it deems necessary.

#### SECTION 512 – ELIGIBILITY AND TERM LIMITS.

A. All officers serving in elected offices must be Regular Members of the Detachment in which they are elected to serve. At the will of the Detachment, Associate Members may serve in appointive offices only, in accordance with Article Six, Section 600 (b), of the National Bylaws.

B. Detachments shall have the sole right to establish term limits on its officers; both elected and appointed. Detachments wishing to exercise this option must do so by inserting clear provisions into their Bylaws.

SECTION 515 – MEETINGS. The Detachment Charter or copy, the National Colors, and a Bible should be displayed at all business meetings.

SECTION 520 – QUORUM. Each Detachment may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the Detachment Bylaws.

SECTION 525 – TRUSTEES. The elected officers of a Detachment shall be its Detachment Board of Trustees. However, a Detachment is authorized to appoint the outgoing Detachment Commandant or a Past Detachment Commandant to serve a one-year term as a member of the Board of Trustees.

SECTION 530 – ELECTION, INSTALLATION OF OFFICERS. **Each Detachment must hold an Annual election of Officers between October 1 and May 15.**

A. **Installation of officers must be conducted no later than the last day of the month subsequent to the election.**

B. **The Report of Officers Installation (ROI) form must be forwarded to the Department Adjutant within five (5) days of installation.** The Adjutant will verify with the Department Paymaster that the installed Officers are members in good standing.

C. The Department Adjutant will forward within fifteen (15) days of installation, copies of the ROI to National Headquarters (white), S/W Division Vice Commandant (yellow), Department Commandant, Editor of the Leaguer, Department Chaplain and the Regional Coordinator.

D. Notwithstanding the above, the Report of Officer Installation must be received at National Headquarters no later than June 30 each year. (Administrative Procedures, Chapter 6, Section 620 of the National Bylaws and Administrative Procedures applies to this section.).

**SECTION 535 – DEFAULT.** A Detachment which is in default of monies from any source due National and such debt has not been satisfied as required by Section 105 (c) of the National Bylaws or fails to report its Detachment’s Report of Officer Installation as of June 30 prior to the National Convention, such fact shall be reported to the National Convention Credentials Committee, such Detachment and its officers will not be recognized on the floor of the National Convention.

**SECTION 540 – MEMBERS.**

A. Each Detachment shall be the sole judge of its membership, providing said person meets the requirements of Article Six, Section 600 of the National Bylaws. No Detachment, however, may accept as a member any person whose name has been stricken from the rolls of the Marine Corps League.

B. Once accepted as a member in good standing by the Detachment’s membership, that member may not be removed from the Detachment’s roll except for cause (Chapter 9, National Administrative Procedures) or by that member requesting transfer (Section 710, National Administrative Procedures).

C. An Associate Member in good standing in a Detachment who subsequently qualifies as a Regular Member as set forth in Article Six, Section 600 of the National Bylaws, upon vote of the Detachment to accept such Associate Member as a Regular Member, shall be transferred from Associate Member to Regular Membership by forwarding the standard “Request for Transfer” form as set forth in Chapter Seven, Section 710 of the National Administrative Procedures, clearly indicating on such form that it is a transfer from Associate to Regular Membership. In the event the Detachment votes not to accept an Associate Member as a Regular Member, such Associate Member may request transfer to another Detachment who agrees to accept him as a Regular Member, or shall be transferred to Member-At-Large status by completing the standard Request for Transfer Form as set forth in Enclosure 7 to the National Bylaws and Administrative Procedures.

**SECTION 545 – BONDING.** All Detachment Officers handling Detachment monies shall be bonded. Detachment Commandants, Detachment Adjutant/Paymasters or Paymaster, as applicable and Officers authorized by the Detachment Commandants to handle Detachment funds will be bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit will be in the amount of \$10,000.00 with a deductible of \$1,000.00. A certificate of coverage will be mailed to each Detachment at the inception of the policy term with the territorial provisions included within the policy. Detachments at the expense of the Detachment shall arrange any additional bonding coverage desired for Detachment officers. (Article Eight, Section 815 (m) of the National Bylaws applies).

SECTION 550 – ADDITIONAL DETACHMENT. When a charter is sought for a Detachment that is to be located within the limits of any municipality wherein another Detachment exists, the written consent of the existing Detachment shall accompany the application. Should such existing Detachment disregard a request for consent, or refuse consent, the Department Commandant, employing discretion, may approve and recommend the granting of such charter. In the event the Department Commandant fails to act or refuses approval of the proposed new Detachment, an appeal may be made to the National Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

SECTION 555 – CHARTER SUSPENSION, REVOCATION.

A. The charter of a Detachment may be suspended or revoked for:

1. The persistent failure to maintain a minimum of fifteen (15) members in good standing.
2. The persistent failure to promptly forward funds due to the National body.
3. Acts and conduct bringing the Marine Corps League into public disrespect.
4. Willful violation of National Bylaws and Administrative Procedures.
5. The violation of federal, state, or municipal laws or ordinances.
6. Other activities detrimental to the good name of the Marine Corps League.

B. The suspension or revocation of charters may be consummated by the Department Board of Trustees and/or the National Board of Trustees, and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures in a manner considerate of the well being and good name of all concerned.

C. When a Detachment Charter is suspended or revoked, the Department Board of Trustees shall, upon written authorization of the National Commandant, certified by the National Adjutant/Paymaster, assume custody of such Detachment's assets and liabilities. The Department Board of Trustees shall, within the limits of such assets, satisfy the liabilities of the Detachment.

D. The Detachment properties and assets will be held by the Department for a period of one (1) year or until a new Detachment is formed. Should a new Detachment be formed during that period, and the new Detachment retains the old Detachment name, all properties and assets will be returned. After the one (1) year, the properties and assets will revert to the Department. The charter will be returned to National Headquarter and placed in the archives. All assets will then become the property of the Department. All ceremonial rifles must be accounted for per issuing regulations (Title 10, U.S. Code 2572), either physically or through police/fire reports.

## SECTION 560 – CHARTER VOLUNTARY SURRENDER.

A. The charter of a Detachment may be voluntarily surrendered for such reasons as may be determined by the Detachment. Upon a determination that it is no longer practical to maintain said Detachment, the Detachment Board of Trustees shall immediately notify the Department Commandant in writing of its intent to dissolve and surrender its charter. The Detachment shall then:

1. Call a special meeting of the Detachment by giving written notice of such special meeting to all members of the Detachment at least fourteen (14) days prior to such special meeting. If the regular meeting date of the Detachment is to be used for the special meeting, the aforesaid written notice must still be given to all Detachment members at least fourteen (14) days before the regular meeting date.

2. Upon consideration of the voluntary surrender of the Detachment Charter by the Detachment, if it shall be determined that the Detachment Charter shall be voluntarily surrendered and there are not a minimum of fifteen (15) members of the Detachment who remain ready, willing, and able to carry on the Detachment, then:

(a) The Detachment shall immediately notify, in writing, the Department Commandant

(b) The Detachment shall determine from each member of the Detachment, where such member desires to be transferred upon the surrender of the Detachment Charter.

(c) Prepare for each such member the standard application for transfer form as set forth in Enclosure 7 of the National Bylaws and Administrative Procedures, and pursuant to the provisions of Chapter Seven, Section 710 of the National Administrative Procedures, and shall forward the same to the gaining Detachment for such action as the gaining Detachment shall deem appropriate.

(d) If a member of the Detachment fails to indicate where such members desires to be transferred, or if a gaining Detachment shall not elect to accept a proposed transfer, then in that event the member shall be transferred to a Member-At-Large status upon the surrendering Detachment submitting a standard transmittal form as set forth in Enclosure 6 of the National Bylaws and Administrative Procedures.

(e) The Detachment shall, to the extent assets are available, satisfy all legitimate liabilities of the Detachment prior to voluntary surrender, but shall not otherwise dissipate any assets of the Detachment other than the normal course of business of the Detachment.

(f) Upon acceptance of the surrender of its charter, if the Detachment is incorporated, the Detachment shall take such action as is deemed appropriate to properly dissolve the corporation in accordance with applicable state law.

3. No surrender of a Detachment Charter shall be deemed effective or accepted until all members of the Detachment have been appropriately transferred.

B. Upon acceptance of the surrender of the Detachment Charter by the Department, the Department shall, upon written authorization of the National Commandant, certified by the National Adjutant/Paymaster, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the Department shall, within the limits of any assets of the Detachment, satisfy any remaining liabilities.

C. After satisfying the legitimate liabilities of the surrendering Detachment, any Detachment properties and assets will be held by the Department for a period of one year or until a new Detachment is formed during that period. Should a new Detachment be formed during that period, and the new Detachment retains the old Detachment's name, all properties and assets will be returned to the Detachment upon the written authorization of the National Commandant, certified by the National Adjutant/Paymaster, approving the reactivation of the surrendered Charter. After the one-year period, the properties and assets will revert to the Department and will then become the property of the Department. The Department shall return the surrendered Detachment's Charter to National Headquarters, which charter shall then be placed in the archives.

D. All ceremonial rifles must be accounted for and disposed of by the surrendering Detachment as set forth in the issuing agreement and regulations (Title 10, U. S. Code, Section 2572), either physically or through police/fire reports of any weapon not currently in the Detachment's possession.

SECTION 565- RESPONSIBILITY. Each Detachment shall be responsible for notifying the following government agencies of changes of address of responsible officers: Internal Revenue Service, California Franchise Tax Board, California Secretary of State, California Attorney General's Office and California State Board of Equalization.

## BYLAWS

### ARTICLE VI MEMBERS

#### SECTION 600 – MEMBERSHIP ELIGIBILITY.

A. **REGULAR 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 Corpsman who have trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) worn on the service ribbon and those who earned the Warfare Device authorized for FMF Corpsman shall be eligible for Regular Membership in the Marine Corps League. Additionally, some Korean War Era Marines who were ordered to active duty prior to completion of Recruit Training or Officers Training and subsequently received an Honorable Discharge prior to completion of ninety (90) days active or Reserve duty shall be deemed eligible for Regular Membership. Nothing in Section 600(a) of the National Bylaws shall be deemed to be retroactive prior to August 10, 2002, to affect current Regular Members. "Honorable service" will be defined by the last DD-214 or Certificate of Discharge that the applicant received.

1. **MEMBER-AT-LARGE.** (See Section 640)
2. **LIFE MEMBERS.** (See Section 645)
3. **DUAL MEMBERSHIPS.** (See Section 650)

B. **ASSOCIATE MEMBER.** Those individuals not qualified for Regular Membership in the Marine Corps League who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter may upon application to a Detachment, or to the National Headquarters, be accepted for Associate Membership in the Marine Corps League. Associate Members, upon acceptance, will pay dues in the same amounts as prescribed for Regular Members, including initiation fees. A membership pin and membership card indicating, "Associate Member" will be issued by the National Headquarters. The National Uniform Committee will design the appropriate uniform and cover, including an ornamental device and lettering. An Associate Member shall be entitled to the rights, privileges, and benefits of a Regular Member, however, such member shall not vote on a membership application, an election of officers, or hold an elected office. The Department and its Detachments may by provisions in the Bylaws and/or Administrative Procedures allow an Associate Member to vote on its internal affairs provided such vote does not affect a policy of the Marine Corps League.

1. Individuals who are serving or have served in other branches of the Armed Forces of the United States must have served honorably.
2. Individuals applying for Associate Membership subsequent to August 11, 1995, must have reached the statutory minimum age for enlistment into the United States Marine Corps or United States Marine Corps Reserve prior to being enrolled as an Associate Member.

C. HONORARY MEMBER. The Department and its Detachments may, at the discretion of its Commandant, issue Honorary Membership 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. The Honorary Member will not be entitled to the rights, privileges and benefits available to a Regular or Associate Member. A suitable certificate will be issued to honor the occasion. Payment of dues or initiation fees is not required, however, such membership will not be entitled to the official publication of the Marine Corps League, except as may be directed by the National Board of Trustees, or by paid subscription. Membership card and certificate will be available from National Headquarters. Article 5, Section 540 of the National Bylaws applies to Article 6.

D. CORPORATE MEMBER. See Article 6 (d) of the National Bylaws.

**SECTION 605 – MEMBERSHIP APPLICATION.** Any person eligible for membership in the Marine Corps League under provisions of the National Bylaws and Administration Procedures for the Marine Corps League may initiate application for membership by completing a standard application form to include the signature, and presenting the application to a sponsoring member of the League with all the required dues and fees. As an alternative, the applicant may mail a completed and signed standard application form to the National Headquarters with all required due and fees.

A. The standard application form published by the National Headquarters shall include the requirement for completion of identifying information, date, administrative data as may be considered appropriate, a signature, and the following printed certification: “I herein certify that I am currently serving or have served honorably in the U. S. Marine Corps, on active duty, for not less than ninety (90) days or have served or am currently serving in the U. S. Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points or that I have served or am currently serving as a U. S. Navy Corpsman who has trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device or Warfare Device worn on the service ribbon authorized for FMF Corpsmen. If discharged, I am in receipt of an honorable discharge or DD-214. By signature on this application, I hereby agree to provide proof of honorable service/discharge upon request. A General Discharge under Honorable Conditions is acceptable. (Korean War Era Marines see National Bylaws, Article 6, Section 600.) Further, I hereby authorize Marine Corps League National Headquarters to request a copy of my DD-214 from the National Personnel Records Center if deemed necessary.

B. The standard application form received by a member-sponsor shall be turned in to the Detachment official designated to receive such applications, along with all dues and fees, as soon as practicable, but not later than the next regularly scheduled meeting of the sponsor’s Detachment.

C. The Detachment Adjutant shall read and record the application at the proper time, stating all pertinent data including name of sponsor, and clearly state that the required dues and fees have been verified and are in the possession of the Detachment Staff. (No applicant shall be present for that portion of the meeting in which the application is being considered.)

D. The acceptance of applicants to membership in a Detachment is the sole province of the Detachment as set forth in Article 5, Section 540 of the National Bylaws, except as therein provided.

E. In cases where an applicant is rejected for membership, all monies received from the affected applicant shall be returned to such applicant by the sponsoring member.

**SECTION 610 – MEMBERSHIP DUES AND FEES.** The payment of annual National Membership dues entitles all members in good standing an automatic subscription to the Marine Corps League publication, and enrollment privileges in any National Group Insurance Programs that may be in effect.

A. The National annual per capita dues and fees shall be recommended by the Budget and Finance Committee at the Mid-Winter National Staff Meeting and require approval by the delegates at the National Convention, provided that the general membership has been advised, in writing, of the proposed dues amount not less than sixty (60) days prior to the convening of the Convention. An announcement in the Marine Corps League Magazine, Summer Issue, will suffice as written notification.

B. An initiation fee shall be recommended by the Budget and Finance Committee. The initiation fee shall be as is approved by the delegates at the National Convention. The fee shall be collected for each new member in addition to the annual National dues. Each new member shall be provided an official membership lapel button that shall be provided by National Headquarters.

C. All of the National Membership dues and fees, which are due, National Headquarters are in addition to the dues of a Detachment and a Department, which are authorized under the provisions of the National Administrative Procedures, Chapter Five, Section 520 and Chapter Six, Section 615.

D. The Membership year and the annual dues shall expire on the last day of the anniversary month of such member's original dues having been received at National Headquarters.

**SECTION 615 – GOOD STANDING.** All members shall be considered in good standing in the Marine Corps League,

A. Except when:

(1) Required dues are not paid, and transmitted, on or before membership expiration date as is shown on the member's card.

(2) A member is indebted or in arrears to the member's Detachment, Department, or to National Headquarters.

(3) Under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 910 of the National Administrative Procedures.

B. In all cases involving the transfer of a member of a Detachment, the losing Detachment approving of the transfer shall certify in writing if the transferring member is in good standing. (See Enclosure 7 of the National Administrative Procedures.)

**SECTION 620 – DELINQUENT MEMBER.** A member shall be identified as delinquent whenever the member's dues are not paid and transmitted on or before membership expiration date as shown on member's card.

A. Such member shall be retained in the delinquent status for a maximum of one year, during which time the member may erase this status by making payment of all dues in arrears and all dues current and provided that the member is not indebted to the member's Detachment, Department, or to National Headquarters.

B. Should the affected member remain in the delinquent status in excess of one year, such member shall be dropped from all membership rolls. The good standing status of such member shall be restored only through the processing of a standard application form as a new member, which shall include the current initiation fee and dues as established by the procedures of the National Bylaws, Article Six, Section 610; however, a member who is delinquent and wishes to retain the continued membership status shall do so by submitting the standard application form which shall be accompanied by ALL past dues and assessments which have accumulated during the entire period of the applicant's delinquent status.

C. No delinquent member may be transferred.

**SECTION 625 – INELIGIBLE MEMBER.** Any member may be required to prove membership eligibility qualifications at any time.

A. If there is reason to believe a member of the Marine Corps League does not meet the qualifications to be a Regular Member of the Marine Corps League, this (these) reason(s) must be submitted in writing to the Detachment Commandant, who will require the Detachment Judge Advocate to make a careful investigation into the charge as presented. If after a careful investigation has been made and it is determined that the member charged does not have the necessary qualifications, said member will be dropped from the rolls immediately. Proper notice of such action and the reasons therefore shall be expedited to the Department and National Headquarters. A copy of this notice will be mailed to the person removed from the rolls by Certified Mail, return receipt requested.

B. If the member is carried on the rolls as a Member-At-Large, the reasons will be submitted, in writing to the National Commandant.

C. If the person to be investigated is the Detachment Commandant, the request will be given to the Detachment Senior Vice Commandant.

D. If the person to be investigated is the Detachment Judge Advocate, the Detachment Commandant will appoint a Past Detachment Commandant to hold the investigation.

**SECTION 630 – RIGHTS OF MEMBERS.** No member shall be deprived of any rights and privileges in the Marine Corps League except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried, and found guilty in accordance with the provisions of the National Bylaws and Administrative Procedures dealing with offenses and penalties. (See Chapter Nine, National Administrative Procedures).

**SECTION 635 – RIGHTS OF APPEAL.** The right of appeal under the provisions of the National Bylaws and Administrative Procedures shall not be denied.

SECTION 640 – MEMBERS-AT-LARGE. Any person desirous of joining the Marine Corps League may make application on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Headquarters or by presenting the application to a Regular Member of the Marine Corps League. All applicants who submit applications on line or via mail for membership as a Member-At-Large will be accepted as Associate Members pending receipt of a DD-214, Certificate of Discharge, or a copy of their DOD ID Card (if on Active Duty or Retired Military), establishing their eligibility for Regular Membership as set forth in Article Six, Section 600 (a) of the National Bylaws. A letter explaining the requirements for Regular Membership and requesting the appropriated documentation, should the applicant meet those requirements, will be sent to the applicant with the Associate Member membership card. The National Executive Director at National Headquarters shall be the sole judge of the membership classification of Members-At-Large, once he/she is in receipt of and has verified the appropriate documentation outlined above. If it is determined that the applicant is eligible for Regular Membership, the National Executive Director will cause the members records to be changed from “Associate” to “Regular” and issue a new membership card to reflect that status. Applications for Member-At-Large membership submitted in person to National Headquarters or to any Regular Member of the League will be treated in the same manner as any applicant seeking to join a Detachment. The person accepting the application should determine whether the applicant is qualified for “Regular Membership” or “Associate Membership”. Proof of eligibility, as outlined above, should be requested in any instance where uncertainty exists.

A. Effective on the renewal date, subsequent annual dues of Members-At-Large as established by the delegates at the National Convention shall be remitted to National Headquarters.

B. A member who is in good standing in a Detachment may become a Member-At-Large in the following manner: the member shall tender a written resignation of his membership to the Detachment Commandant. Upon acceptance of the resignation by a vote of the Detachment, the Detachment Paymaster or Adjutant/Paymaster, on a standard form via the Department Paymaster or Adjutant/Paymaster, shall notify National Headquarters of such resignation. Upon receiving the notification of resignation, the Department and National shall remove the name of the resigned from the Detachment membership roster. National Headquarters shall carry the resigned member on its membership roster as a Member-At-Large. A Member-At-Large is eligible to affiliate with a Detachment or sign the application for a charter without further payment of a fee or dues; provided said member is in good standing at the time of affiliation or the charter is issued. A Detachment which accepts a Member-At-Large shall remit a standard transmittal form, via the Department Paymaster or Adjutant/Paymaster, to National Headquarters requesting that said member be transferred from a Member-At-Large status to member status of the Detachment. A Detachment from which a paid Life Member resigns shall no longer be eligible to participate in the life interest distribution on behalf of said Life Member, however, should the Life Member thereafter become affiliated with a Detachment, such Detachment shall be eligible to participate in the life interest distribution of said Life Member. For the purpose of this subsection, a “member in good standing” shall mean a member as is required in Article Six, Section 615 (a) (2).

SECTION 645 – LIFE MEMBERS. See Article Six, Section 645 of the National Bylaws for Life Membership provisions and fees schedule.

SECTION 650 – DUAL MEMBERSHIP. (Membership in more than one Detachment by the same individual). When a member of the Marine Corps League becomes a Regular Member in good standing in more than one Detachment, such membership in the subsequent Detachment shall be counted for voting strength at Department and National Conventions only as an Associate Member. Such Regular Member shall be a regular voting member in the Detachment of such member's greatest tenure unless he/she makes a signed written request for transfer of voting rights to the receiving Detachment, which upon acceptance shall forward the copies of the transfer of voting rights to National Headquarters via the Department Paymaster or Adjutant/Paymaster. The Transfer Form, Enclosure 7, of the National Bylaws and Administrative Procedures will be utilized for the purpose of transfer of voting rights to another Detachment.

## BYLAWS

### ARTICLE VII MISCELLANEOUS

SECTION 700 – AUTHORITY. The Department of California and its Detachments operating and functioning under the Congressional Charter and the name of the Marine Corps League is and shall ever be subject to the authority, supervision, direction, control, and discipline of the Marine Corps League. Any and all complaints, grievances and/or charges against Department/Detachment members shall be referred to the National Headquarters, Marine Corps League for adjudication via the appropriate chain of command. Chapter Nine, Sections 900 through 913 of the National Administrative Procedures are applicable in correspondence circumstances.

SECTION 710 – AMENDMENTS OF THE BYLAWS. The registered delegates or alternates and members present during a Department Convention, or a Department Conference, can amend these bylaws providing that previous notice of proposed amendments was given at least forty-five (45) days prior to the Convention or Conference. Previous notice can be sent by postal mail, or e-mail

## BYLAWS

### ARTICLE VIII FISCAL AND FINANCE

SECTION 800 – FISCAL YEAR. The fiscal year of the Department shall coincide to the fiscal year of National Headquarters, which is July 1 through June 30.

SECTION 801 – REVENUE. The revenue of the Department is derived from the collection of membership dues, interest or dividends from the collection of membership dues, interest or dividends from bank accounts and such other sources as approved by the Department Board of Trustees.

A. Limitations. The Department shall be limited to spending not more than seventy-five (75) percent of all monies received during the year of its administration and including monies received from the previous administration. At least twenty-five (25) percent of such gross receipts shall be turned over to the new administration each year.

B. Expenses of Department Officers. Expenses of the Department elected officers shall be limited to: transportation to and from the Department Convention, Staff Meetings and other official Marine Corps League functions where their attendance is in conjunction with their official duties. The mileage rate shall be determined by the Department Budget Committee for auto or commercial transportation whichever is less, and lodging at the approved Convention, Staff Meeting or other official function site.

1. Expenses of the Department Commandant when representing the Department at a National Convention, or the Mid-Winter National Staff Meeting shall be reimbursed but not to exceed the amount budgeted.

2. In the event the Department Commandant is unable to attend the National Convention, an officer of the Department in order of succession will be appointed by the Department Staff to represent the Department. The attending officer will be reimbursed as stated in Section 801 B 5.

3. The Commandant or replacement is expected to attend the entire National Convention. Failure to do so will cause the reimbursed expenses to be prorated in proportion to the time spent at convention.

4. The Commandant or his replacement will be expected to give a full written report of the Convention at the next Staff Meeting on returning from convention.

5. All expenses must be submitted to the Department Paymaster with receipts and supporting documents attached and cannot exceed the amount budgeted by the Department Convention.

C. Administrative Expenses. The elected and appointed officers of the Department shall be reimbursed for normal administrative expenses incurred in the performance of their duties.

1. The expenses to be covered will be for telephone, postage, copying and supplies. All expenses must be submitted to the Department Paymaster with receipts and supporting documents attached to the expense voucher within 45 days of the expense.

2. In addition to the administrative expenses, the appointed Regional Coordinators will be paid mileage to the Department Convention, Staff Meetings and other Marine Corps League functions at the mileage rate established by the Budget Committee, but not to exceed the amount budgeted by the Department Convention.

SECTION 802 – DEPARTMENT AUDIT COMMITTEE. The appointment of the Audit Committee will be immediately following the Department Convention. The Department Commandant with the advice and consent of the Board of Trustees will appoint the Chairman of the Audit Committee. The Chairman will appoint two (2) members, with the approval of the Board of Trustees, to serve for the following year.

A. No Chairman or member will be appointed that handles Department monies, signs on Department checks or is a member of the Board of Trustees.

B. The Committee will meet prior to the Department Convention to conduct an audit of the Department financial records for the past year. Should it be deemed necessary, the Audit Committee will be notified to conduct an audit of all the financial records.

C. The Department Paymaster will be present for the audit but only to answer questions and furnish documents when required.

D. The Audit Committee Chairman will prepare a written report of the findings of the committee to be presented to the membership for acceptance, and be entered into the minutes thereof.

SECTIONS 803 – DEPARTMENT BUDGET COMMITTEE. The Department Commandant with the advice and consent of the Board of Trustees will appoint the Chairman of the Budget Committee. The Chairman will appoint two (2) members with approval of the Board of Trustees. The appointment of the Committee will be following the Department Convention to serve for the coming year.

A. The Budget Committee may also be members of the Audit Committee.

B. The Budget Committee will meet prior to the Department Convention to prepare a budget.

C. The Department Paymaster will prepare a report of actual expenses from the prior year for the Committee and be prepared to advise on the budget, answer questions and provide documents when required. The Paymaster will not be an official member of the Committee.

D. The Budget Committee will prepare a proposed budget for the coming year. The Chairman will present the budget to the membership for approval and to be entered into the minutes thereof.

## ADMINISTRATIVE PROCEDURES

### DEPARTMENT CONVENTION & DEPARTMENT STAFF MEETINGS

SECTION 1 - The Bylaws, Department Administrative Procedures, and the latest edition of Roberts Rules of Order shall govern the Department Convention and Staff Meetings.

#### SECTION 2 – MEETINGS.

A. The Department Convention shall be convened once each calendar year, at a time that is at least three (3) weeks prior to the National Convention.

B. Department Staff Meetings: The Department Commandant shall call the Board of Trustees into meeting following the Department Convention and seek their advice and counsel concerning his policy and programs for the ensuing year. The Department Staff shall decide the location of the March and October Staff Meetings, setting a time as soon as possible so that all members and the Auxiliary can be advised. He may also call special meetings of the staff at his discretion.

#### SECTION 3 – TIME AND PLACE.

A. The time and place of each Department Convention may be decided by the delegates present and voting at a Department Convention two (2) years in advance.

B. Selection of time and place may be assigned to the Department Board of Trustees, in an emergency, or in case of failure to determine a place.

C. Convention Bid: Any Detachment desiring to host the Department Convention, shall at some time during the Convention, file with the Department Adjutant an application, including letters from the Chamber of Commerce and Chief Executive Officer (City) inviting the convention to meeting in that city, with verification of adequate hotel rooms and facilities for the Department delegates, and a letter from the host Detachment.

D. Department Staff Meetings shall be called in accordance with provisions of Section 2 A and Section 3 C above.

E. The Detachments placing a bid for a Staff Meeting shall place their bid at the meeting preceding that which they are requesting.

F. Upon receiving notice that the Convention or Staff Meeting is awarded to the requesting Detachment, that Detachment shall forward all appropriate information to the California Leaguer. This should be done at least two (2) months prior (or sooner, if possible) to the Convention or Staff Meetings. (Keep in mind the Leaguers publication deadlines and make sure the material reaches the Leaguer two (2) months or sooner if possible, prior to the deadline for the issue which precedes the meeting in question.)

G. Host Detachment shall arrange for complimentary rooms for the Department Commandant and the Auxiliary President, and their respective spouses.

H. Complimentary meals. Dinner at Staff Meetings and Conventions Banquet shall also be arranged for the Department Commandant and the Auxiliary President and their respective spouses.

I. Check out times should be extended to 3:00 p.m. for Staff Meetings.

J. A registration desk should be available for those attending the Conventions and Staff Meetings.

K. A sufficient number of rooms should be set aside and should be as close to one another as is possible.

#### SECTION 4 – REGISTRATION FEES.

A. A registration fee of \$5.00 shall be assessed each delegate and member up to fifteen (15) days prior to the convening of the Department Convention. After that date a registration fee of \$6.00 will be assessed each delegate and member.

#### SECTION 5 – GENERAL RULES OF CONVENTION.

A. Section 35, Department of California Bylaws, is herewith incorporated into these Administrative Procedures, and nothing contained herein shall take precedence over the provisions of Section 35.

#### SECTION 6 – CONVENTION PROGRAM.

A. The Convention Committee shall provide for a joint opening ceremony; joint Memorial Service; Past Commandants and Past Presidents Luncheon; registration area for both Department and Auxiliary Members attending the Convention; and a joint Installation Ceremony.

B. Registration shall continue through a.m. of the final day of the Convention.

C. Ideally, during the evening prior to opening day of the Convention, an Early Bird reception is hosted by the Past Commandants Club with the assistance of the Past Presidents Club.

D. A head table shall be provided at the banquet with special attention to proper protocol as to who should be seated there at and in what order.

1. Suggestions as to those to be seated at the head table are: Retiring Commandant and the Retiring President and their respective spouses; speaker of the evening and spouse (if present); Convention Chairman (both Department and Auxiliary) ranking National Officers (Department and Auxiliary).

2. Head table seating should be as limited as possible and proper protocol shall be carefully carried out.

#### SECTION 7 – RULES OF ORDER.

A. Roberts Rules of Order, Revised will apply in situations not covered by National and or Department Bylaws.

SECTION 8 – GRIEVANCE AND DISCIPLINE.

A. Provisions contained in the current National Bylaws and Administrative Procedures shall be followed in handling any complaint or grievance.

SECTION 9 – CONFLICT OF AUTHORITY.

A. In the event of conflicting provisions between those herein and those contained in the Department or National Bylaws, those of the highest entity shall take precedence.