



DETACHMENT BY-LAWS:

GARRETT COUNTY DETACHMENT #1234

MARINE CORPS LEAGUE

OAKLAND, MD

ARTICLE I – NAME

SECTION 1. The corporate name of this organization shall be the MCL Garrett County Detachment 1234, Marine Corps League. By a majority vote of the members of MCL Garrett County Detachment 1234 This Detachment is a subordinate unit of the Marine Corps League National Headquarters, Stafford, Virginia 22554, and is also a subordinate unit of the Department of Maryland, Marine Corps League. Marine Corps League National Headquarters is a duly qualified tax-exempt entity pursuant to the provisions of the Internal Revenue Code, Section 501(c) (4).

ARTICLE II - PURPOSE AND NATURE

SECTION 1. The objectives and purposes of this Detachment are:

- (a) To preserve the traditions and to promote the interests of the United States Marine Corps;
- (b) To band those who are now serving in the United States Marine Corps, eligible FMF Corpsmen, and those who have been honorably discharged from the United States Marine Corps, together in fellowship that they may effectively promote the ideals of American freedom and democracy;

- (c) To help fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served our Nation under arms;
- (d) To hold sacred the history and memory of the men and women who have given their lives to the Nation;
- (e) To foster love for the principles which they have supported by blood and valor since the founding of the Republic;
- (f) To maintain true allegiance to American institutions;
- (g) To create a bond of comradeship between those in the service and those who have returned to civilian life;
- (h) To aid voluntarily and to render assistance to all Marines and FMF Corpsmen, uniformed and civilian as well as their spouses, widows, orphans and parents.
- (i) To perpetuate the history of the United States Marine Corps, and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

SECTION 2. The Detachment is not organized and shall not be operated for pecuniary gain or profit. No part of the property of the corporation and no part of its net earnings shall inure to the benefit of or be distributable to any trustee, member or other private individual. The Detachment shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other activity except in furtherance of the purposes for which the Detachment is organized.

SECTION 3. No substantial part of the activities of the Detachment shall consist of attempting to influence legislation, by propaganda or otherwise. The Detachment shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

SECTION 4. These Detachment by-laws are to conform to the by-laws, administrative procedures, regulations and policies of the Marine Corps League and Department of Maryland, Marine Corps League. Any by-law subsequently determined by the Department of Maryland or National Headquarters Marine Corps League to be inconsistent with said by-laws, administrative procedures, regulations or policies shall be null and void.

ARTICLE III - MEMBERSHIP

SECTION 1. Membership in this Detachment cannot be denied on the basis of race, religion, sex, creed, or national origin, as long as all other membership requirements are met.

SECTION 2. Any person who otherwise conforms to the requisites as to eligibility prescribed in the National by-laws shall be eligible to become a member of this Detachment.

SECTION 3. Dues are necessary to provide the foundation of the Detachment's fiscal program. A portion of dues collected is submitted to the Department and National organizations to support their operations. The remainder is kept in the Detachment's treasury. The amount of dues to be paid shall never be less than what is required by National and the Department. The specific amount shall be set by the Board of Trustees, ratified by the general

membership. Members who wish the Board to consider specific amounts for dues may request a hearing before the Board at any regular meeting of the Board.

ARTICLE IV - ELIGIBILITY FOR MEMBERSHIP

SECTION 1. REGULAR MEMBERSHIP: Eligibility for regular membership shall be restricted to those persons meeting the requirements as set forth in Article 6, Section 600 of the National By-Laws.

SECTION 2. ASSOCIATE MEMBERSHIP: Associate membership is appropriate for those individuals not qualified for regular membership in the MARINE CORPS LEAGUE or MARINE CORPS LEAGUE AUXILIARY and who espouse the principles and purposes of the MARINE CORPS LEAGUE as contained in the Congressional Charter. Upon application to this Detachment, such a person may be accepted as an Associate Member. Associate Members, upon acceptance, will pay dues in the same amounts as prescribed for regular members, including initiation fees. They will receive a membership pin and card similar in design and style of the approved regular membership. Associate members are entitled to all rights, privileges, and benefits of a regular member; except as follows: The Associate member shall not vote for nor hold an ELECTED office in this Detachment. However, the Detachment will allow an associate member to vote on INTERNAL AFFAIRS, not affecting Marine Corps League policy. The Associate member may be asked to serve on committees that have to do with internal affairs, but WILL NOT serve as Chairman of such. Associate members have NO voting privileges on membership. Finally, they WILL NOT serve as Delegates or alternates to the National, Department, or Mid-East Division Conventions or Staff meetings.

SECTION 3. HONORARY MEMBERSHIP: At the discretion of the Commandant, He/She may issue an Honorary Membership status. To be awarded such a Membership a person must have performed an extraordinary service for his Nation, Community, USMC, USMCR, or the Marine Corps League. The privilege of belonging to the Marine Corps League organization is the only benefit that can be cherished. He/She will be presented a suitable certificate, commemorating the special occasion. There will be no fees involved with this membership; however, the membership card and the certificate will be furnished by National Headquarters.

SECTION 4. LIFE MEMBERSHIP: The distinction of being able to become a Life member in the Marine Corps League has its rewards. The annual payment of dues is not required. Both Regular and Associate members are eligible for Life membership. The rules for Associate membership are not modified for acceptance into "Life Membership" status. The benefits that were yours when you were of regular or associate membership status are the same, but for LIFE.

SECTION 5. DELINQUENT MEMBERSHIPS A member becomes a Delinquent member One Year (1 yr) after expiration of his/her dues. Once the member's dues are received by the paymaster, the membership becomes retroactive to the original due date. Refer to National By-laws for further instructions.

SECTION 6. OATH OF MEMBERSHIP: All members shall take the oath of membership in the Marine Corps League, as stated in the Marine Corps League Ritual Handbook. It is the responsibility of the sponsoring member to insure that the new member will take the oath of membership as soon as possible but no later than ninety (90) days.

SECTION 7. PAID UP/ANNUAL DUES: For a Detachment member to be appointed or elected to attend any convention, the Marine's dues must be paid to date. The Marine must also be in "good standing" with the League. For a member to be renewed, he/she must have been initiated into the Marine Corps League. Annual dues shall follow procedures outlined in Article 6, Section 610, in the National Constitution and the Marine Corps League By-laws.

SECTION 8. SERVICE VERIFICATION: A prerequisite to recruiting prospective members is to have verified their Record of Service, i.e. DD-214 or Honorable Discharge Certificate. If a member of the League has first hand knowledge of the Honorable service of prospective members who have served in the Marine Corps, this will be accepted as proof of record of service and will be documented as such until the proper documentation is secured by the member and provided to the Detachment Junior Vice Commandant. A copy of the member's eligibility papers shall be kept on file for archive purposes.

ARTICLE V - OFFICERS

SECTION 1 The organization of the Detachment shall be as follows:

- a. Board of Trustees. The Board of Trustees shall be comprised of the elected officers of the Detachment, plus the Junior Past Commandant. It may include non-members who are prominent citizens known for their good judgment and executive expertise. Such non-members may be invited to sit on the Board by approval of a simple majority of elected officers. At no time will the number of such non-members exceed one-third.
- b. Executive Staff. The Executive Staff shall be comprised of the elected officers listed in Section 2 of this Article.
- c. Special Staff. The Special Staff shall be comprised of those appointed officers and committee chairpersons who are appointed by the Commandant, ratified by the Board of Trustees, and whose responsibilities are limited by purpose or duration to particular events, objectives or scope. This includes project officers and special events chairpersons. The Special Staff members serve at the pleasure of the Commandant and their term shall expire at the end of the Commandant's term.

SECTION 2.

- a. Elected Officers. Commandant, Senior Vice-Commandant, Junior Vice Commandant, and Judge Advocate. Elected officers of the Detachment must be held by Regular (Marine or FMF Corpsman) members in good standing of the Detachment
- b. Appointed Officers. Quartermaster, Web Master, Adjutant, Paymaster, Sergeant-at-Arms, Chaplain and such other officers as the Commandant shall deem necessary to serve the Detachment.

SECTION 3. The basic duties of Detachment officers are summarized below, and set forth in the National By-Laws. Based on Detachment objectives and programs, these duties may be modified or expanded upon.

COMMANDANT: Directs MCL activities within the community, presides at all Detachment meetings, serves as advisor to all committees of the Detachment, and is in direct charge of all functions of the Detachment. After being sworn into office by the Department Commandant (or any authorized Officer) may

administer the oath of membership to new members; Responsible for fiscal stability and procedures; Signer on Detachment checking accounts (bonded by MCL National); Abides by the by-laws and policies of the Marine Corps League.

SENIOR VICE-COMMANDANT: Renders assistance to the Detachment Commandant, and during the absence or illness of the Commandant, perform the duties of that office; assist all committees, and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the League and their Detachment; Candidate for office of Commandant at expiration of terms if he/she wishes.

JUNIOR VICE-COMMANDANT: Creates and distributes such membership incentives and programs as will engender enthusiastic response resulting in membership growth. In the absence or illness of the Detachment Commandant and the Senior Vice Commandant, will be responsible for performing the duties of the Detachment Commandant.

JUDGE ADVOCATE: Interpret the Detachment bylaws, advise, construe, counsel and render opinions on questions of law and procedure to the Detachment Commandant during meetings. In the event there are no Detachment Bylaws the Department and National Bylaws will be used in lieu of Detachment Bylaws. Make decisions on the local level in disputes or if unable to do so, refer the problem to the next higher echelon of the League, i.e. Department or National. ***NOTE: There is no investigative or punitive authority at the Detachment level.***

JUNIOR PAST COMMANDANT: The immediate past Commandant of the Detachment; May serve as a member of the elected Board of Trustees, Provides bridge in turnover of administrative functions; Assists incumbent Commandant and officers as directed by Commandant.

ADJUTANT: Keeps a true record of all meetings, typewritten or neatly hand written in ink in a ledger or log book; keep a record of all members and forward notices of meetings, events, etc., of the Detachment to the membership, and work closely with the Paymaster to maintain an up to date membership file of the Detachment active (paid up) and inactive (delinquent) members. The Adjutant also handles and keeps a record of Detachment correspondence, as directed by the Detachment Commandant, and performs such other duties as directed by the Detachment Commandant.

PAYMASTER: Keeps a true record of all monies received and expended by the Detachment, and in close cooperation with the Adjutant, prepares an up to date record of dues by the membership and forwards notices to members when their dues have lapsed and also such other duties as may be assigned by the Detachment Commandant.; Receives dues and forwards dues transmittals; Abides by procedures of Detachment, Department and National.

SERGEANT-AT-ARMS: Set up meeting rooms, Present the Colors/Lead "Pledge of Allegiance"; Maintain order at meetings; Respond to instruction from the Commandant, Admit members in good standing, or appropriate parties as directed; Abide by the ritual of office.

CHAPLAIN: Perform duties of a spiritual nature; Visit sick members/families and send appropriate cards; Send cards of sympathy in event of death of member or member's family; Provide invocations and services as required; Perform duties as requested by the Commandant; Abide by the ritual of office.

ARTICLE VI - ELECTION OF OFFICERS

SECTION 1. The term of office is defined as one year, beginning in October, and ending upon installation of new officers the following year. The Commandant, Senior Vice-Commandant, Junior Vice-Commandant and Judge Advocate shall be limited to serving no more than two consecutive terms in the same office, with the following exception: If the Nominations Chairperson has determined that there is a lack of, or no qualified members that are willing to serve in any of the Detachment's elected, or appointed offices, the incumbent officer may serve if said incumbent is approved by (2/3) majority of the Regular members.

SECTION 2. Elections will take place at the regular meeting in October, at which time nominations for any elected office may be made from the floor. Upon receipt, seconding, and approval of a proper motion, nominations will close and the election will proceed. The Sergeant-At-Arms will secure the quarters when the nominations procedure commences.

SECTION 3. Only Regular members in good standing may vote and be in attendance during the election proceedings. Elections shall be held by secret ballot, unless the motion is made, seconded and approved to consider the slate of candidates proposed by the Nominations.

SECTION 4. It shall be the responsibility of the outgoing officers to meet with the new officers, before the next scheduled Detachment meeting;

(a) To review and instruct them of their duties and responsibilities.

(b) To explain any projects they are involved with.

(c) To turn over any information that the new officers may need.

ARTICLE VII - RESIGNATION, DEATH OR REMOVAL OF OFFICERS

SECTION 1. It is anticipated that members elected to office will acceptably discharge their duties; however, occasions may arise where an officer is unable or unwilling to do so. In such cases, these officers must be replaced expeditiously.

SECTION 2. Upon receipt of resignation or notice of death of an officer, the Board of Trustees shall hold a called meeting to determine replacement. The Board shall appoint a replacement to complete the unexpired term of the office vacated, based on qualifications and willingness to serve.

ARTICLE VIII - MEETINGS

SECTION 1. The Detachment will meet on the first Thursday of every month, subject to change by the Commandant, and upon notification of the members. The Executive Staff will meet no less than once per

quarter, but may meet more frequently at the discretion of the Commandant. The Board of Trustees will meet at least quarterly, and may meet in conjunction with a regular staff meeting.

SECTION 2. For purposes of conducting official business a quorum shall be considered to be a simple majority of those members present. For meetings of the Executive Staff, a quorum shall be no less than three. For meetings of the Board of Trustees, a quorum shall be considered to be a majority of its members.

ARTICLE IX - COMMITTEES

SECTION 1. The Board of Trustees may appoint, from time to time, such committees it deems necessary to conduct the overall mission and program of the Detachment. Committee members serve at the pleasure of the Board, and any committees thus established may be terminated at its discretion. The Commandant is an ex-officio member of all committees.

SECTION 2. A certain number of standing committees are necessary for the smooth transaction of Detachment business.

a. Finance Committee: Chaired by a member-at-large, comprised of the Sr. Vice Commandant (ex-officio), the Paymaster (ex-officio), and at least three members-at-large. The Finance Committee is charged with oversight of the Detachment's fiscal program, and will audit the Detachment's books annually.

b. Awards committee: The Awards Committee shall consist of the Board of Trustees and the most recent Marine of the Year. The Senior Vice Commandant shall act as Chair of the Awards Committee. The attending members may elect an Acting Chair, in the event of his/her absence at any meeting. A quorum shall consist of three (3) members. The Awards Committee shall provide information to the Detachments membership as to any awards that may be made, and the rules regarding such awards, and shall approve/disapprove all requests. When a Marine of the Year is selected the Marine so recognized will also receive the Distinguished Citizen Medal-Bronze or the Distinguished Service Award. (Enclosure Four (4) of the National Bylaws, Descriptions of Medals, Ribbons, Awards and Who May Authorize, paragraph 1b, governs the awarding of this Medal.) Nominations for Department "Marine of the Year" and "Associate of the Year" shall be submitted by the Nominations Chairperson to the Department Paymaster no later than April 1st.

NOTE 1. Marine Corps League National Bylaws, Enclosure Four (4) m. MARINE OF THE YEAR, requires that "Letters of nomination for National Marine of the Year shall originate only at Detachment level". By extension, the nomination of a Marine for Department Marine of the Year must originate at Detachment level. Should any Detachment be in default of payments of funds from any source due the Department Paymaster, the provisions of Department Bylaws, SECTION 170 d. apply. The recommendations of a Detachment in default can therefore not be considered.

ARTICLE X - FISCAL AND FINANCIAL

SECTION 1. The fiscal year for the Detachment shall be, July 1st to June 30th , the same as the National fiscal year.

SECTION 2. The Paymaster is the authorized fiscal agent for the Detachment. For issuance of checks or withdrawal of funds, the signature of the Paymaster or the Commandant is required. In order for the Detachment to purchase the necessary supplies and pay the general operating expenses necessary to operate in a business like and professional manner, the Paymaster or the Commandant may approve disbursement of up to \$125.00. Expenditures exceeding \$125.00 must first be approved by the general membership for approval at a regular meeting or a meeting called specifically for such purpose. In the event of indebtedness negotiations or dissolution, the exercise of funds to discharge legal liabilities will comply with the Articles of Incorporation.

SECTION 3. Funds shall be used for the purposes for which they have been given, i.e.; funds donated for Toys for Tots will be turned over to the local Toys for Tots Coordinator, not used to fund a Detachment function. The Paymaster will arrange the Detachment's books to account for such different classes of funds, and will account for them separately. When the purpose for which an account has been established no longer exists, the account shall be closed, report made to the Board, and any left-over funds transferred to the general treasury.

SECTION 4. Officers who expend funds in the transaction of official Detachment business may request reimbursement. If at all possible, approval for such request for reimbursement will be made prior to the expenditure of funds. Evidence of the expense, such as receipts or invoices, must be provided. Generally, any expense for other than personal or uniform items can be considered reimbursable. Cost of travel to another Detachment's meeting or to a Department function is not considered reimbursable, unless such travel is completed at the request of the Board.

SECTION 5. The Finance Committee shall annually audit the Detachment's books and make a full disclosure of any findings to the general membership along with a financial report for the fiscal year just ended. Such audit will also be completed upon any change in the office of Paymaster.

ARTICLE XI - UNIFORMS

SECTION 1. The Detachment encourages members to obtain regulation Marine Corps League uniforms; however, uniforms are not a condition of membership. Uniforms will be worn in accordance with Marine Corps League policy as set forth in National Policies.

ARTICLE XII - CRIMINAL ACTS

SECTION 1. Should any member of Detachment #1234, or subsidiary organization, subordinate group or members thereof, violate any of the criminal laws of the United States, or State having jurisdiction, the complaint should be made directly to the proper federal, state or local authority, and not to the League.

SECTION 2. OFFENSES: The following offenses are recognized and must be processed in accordance with the applicable section or sections of these By-Laws: All grievances and requests for disciplinary proceeding will be referred to the Department of Maryland Judge Advocate. The Detachment has no punitive authority in these matters.

1. Violation of oath of membership
2. Violation of oath of office

3. Conduct unbecoming of a member of the Marine Corps League, or an action detrimental to the Marine Corps League.

4. Conviction of any crime which constitutes a felony in a county, city, state or federal court in the United States of America.

ARTICLE XIII -AMENDMENTS

SECTION 1. These by-laws may be changed by amendment at either regular or called meetings, by a two-thirds (2/3) majority of the Regular members of the Detachment attending said meeting, provided that the proposed amendment(s) have been submitted in writing to the Adjutant, and shall have been read at the preceding regular meeting of the Detachment. A time period for discussion may be set by motion, at the expiration of which a show of hands will indicate acceptance or rejection. In accordance with the National By-Laws, any amendments must be approved by the National Judge Advocate before they take effect.

ARTICLE XIV- SUPERSESSION

SECTION 1. These by-laws, upon adoption, repeal and supersede any other by-laws of this Detachment, together with any amendments made to such prior by-laws.

GARRETT COUNTY DETACHMENT #1234, INC.

Detachment By-Laws and Administrative Procedures

The Detachment By-Laws and Administrative procedures were presented to the Membership of the Garrett County Detachment #1234, Marine Corps League at the regular scheduled meeting held in Oakland, MD on _____ and were voted and approved on _____.

Certification:

I, Dave Browning, Senior Vice Commandant of the Garrett County Detachment #1234, Marine Corps League Inc. Do hereby certify that the Bylaws and Administrative Procedures were approved by two thirds (2/3) majority of the membership present on: _____

_____ Date: _____

Dave Browning

Senior Vice Commandant Garrett County Detachment #1234

Attest:

Ed Householder, Detachment Adjutant, Garrett County Detachment #1234

_____ Date: _____

Ed Householder

Adjutant, Garrett County Detachment #1234

Approval:

I, Rob Heilig, Judge Advocate Department of Maryland, Marine Corps League, Inc. Have read and do hereby approve the By-Laws and Administrative Procedures of the Garrett County Detachment #1234, Marine Corps League Inc.

_____ Date: _____

Rob Heilig Judge Advocate

Department of Maryland, Marine Corps League, Inc