



Victor Valley Detachment 1383
Of The
Marine Corps League

Bylaws

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ARTICLE I

NAME

SECTION 1-1. NAME

The name of this Detachment shall be, Victor Valley Detachment #1383 of the Marine Corps League.

ARTICLE II

PURPOSE

SECTION 2-1. PURPOSE (Chapter One, Section 100, National Administrative Procedures)

The purpose of this Detachment shall be:

- a) To preserve the traditions and to promote the interests of the United States Marine Corps;
- b) To band those who are now serving in the United States Marine Corps and those who have been honorably discharged or retired from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- c) To fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;
- d) To hold sacred the history and memory of the men who have given their lives to the Nation;
- e) To foster love for the principles which they have supported by blood and valor since the founding of the Republic;
- f) To maintain true allegiance to the American institutions;
- g) To create a bod 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, and former Marines and FMF Corpsmen as well as to their spouses, 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.

ARTICLE III

MEMBERSHIP

SECTION 3-1. MEMBERSHIP

- a) Detachment #1383 the National By-Laws, Chapter Six, Section 600, in that membership may not be denied on the basis of race, religion, sex, creed, or national origin.

- b) **REGULAR MEMBERSHIP** – Only persons who are service, 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 service or have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points and U.S. Navy Corpsmen 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 have earned the Warfare Device authorized for FMF Corpsmen shall be eligible for regular membership on 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 the section shall be deemed to be retroactive prior to August 10, 2002, to affect current Regular membership. Honorable service will be defined by the last DD214 or Certificate of Discharge that the applicant received. Active/reserve ID will substantiate proof of service as a United States Marine.

- c) **ASSOCIATE MEMBERSHIP** – 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 the Detachment, be accepted for associate membership in the Marine Corps League and Detachment #1383. Associate members, upon acceptance, will pay dues in the same amount prescribed for Regular members, including initiation fees. A membership pin and membership card, indicating “Associate Member” will be issued by National Headquarters. The appropriate uniform and cover, including an ornamental device and lettering will be designed by National Uniform Committee. An associate member shall be entitled to all 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 elective office. An associate member may vote on the internal affairs of the Detachment provided such vote does not affect a policy of the Marine Corps League.
 - 1) Individuals who are servicing or have served in another branch of the Armed Forces must have served honorably.

 - 2) Individual, applying for Associate Membership subsequent to 11 August 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.

- d) **HONORARY MEMBERSHIP** – An honorary membership may be issued at the discretion of the Detachment Commandant to those persons who have been of extraordinary service to the Nation, to the community, to the United States Marine Corps, or the Marine Corps League. The honorary member will not be entitled to the rights, privileges and benefits available to regular or associate member. A suitable certificate will be issued to honor the occasion. Payment of dues or initiation fee 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. A membership card and certificate will be available from National Headquarters.

SECTION 3-2. MEMBERSHIP APPLICATION

Any person eligible for membership in the Marine Corps League under the provisions of the National By-Laws and Administrative Procedures of the Marine Corps League may initiate application for membership by completing a standard application form to include the signature, and presenting it to the sponsoring member of the Detachment with all required dues and fees.

- a) The standard application form received by the sponsoring member shall be turned in to the Detachment Paymaster, along with the dues fees. All applicants, to include those applying for Associate Membership, who served in another branch of service, will be required to provide for viewing by the Commandant and Judge Advocate their last DD214, Honorable Discharge Certificate, or an Active Duty, Reserve, Retired, Military ID Card as documented proof of honorable service. A General Discharge under Honorable Conditions is acceptable.
- b) The acceptance of applicants to membership shall be the sole province of the Detachment as set forth in Article 5, Section 540 of the National By-Laws. The Detachment may not accept as a member any person whose name has been stricken from the rolls of the Marine Corps League. A majority vote will elect the applicant to membership. No applicant is present when the vote is taken.
- c) If the applicant is rejected, all money will be returned by the sponsor.

SECTION 3-3. INITIATION

All applicants accepted for membership shall be properly obligated in accordance with the Ritual Manual, and receive a Marine Corps lapel pin and a copy of the Detachment's By-Laws. National Headquarters will issue the new membership card.

SECTION 3-4. MEMBERSHIP DUES AND FEES

Membership dues and fees will be as set by National and Department and by such additional dues as set by this Detachment. All such dues of the Detachment shall be subject to vote of the membership at a regular business meeting before taking effect. The annual renewal dues shall be \$40.00, payable to the Detachment Paymaster on or before the membership expiration date as shown on the member's card. This amount includes the National, Department and Detachment dues.

SECTION 3.5. GOOD STANDING

- (a) All members shall be considered in good standing in the Detachment, except when:
 - (1) Required dues are not paid and transmitted on or before membership expiration date as shown on member's membership card.
 - (2) A member is indebted or in arrears to the Detachment, Department or National Headquarters.
 - (3) If 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 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 3.6. DELINQUENT MEMBER

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

- (a) Such member shall be retained in the delinquent status for a maximum of one (1) year, during which time the member may erase this status by making payment of all dues in arrears and all current dues, and provided the member is not indebted to the Detachment, Department or National.
- (b) If the affected member remains in the delinquent status in excess of one (1) year, such member will be dropped from all membership rolls. The good standing status shall be restored only through the processing of a standard application form as a new member, which shall include the current initiation fees and dues as established by provisions of the Detachment and National By-laws, Article 6, Section 610. If such member wishes to retain continued membership status he/she may submit a regular application form along with ALL past dues and assessments accumulated during the entire period of delinquent status.
- (c) No delinquent member shall be transferred.

SECTION 3.7. INELIGIBLE MEMBER

- (a) If there is a reason to believe a member of the Detachment does not meet the membership qualification to be a regular member of the Marine Corps League, the reason(s) must be submitted in writing to the Commandant who will require the Judge Advocate to make a careful investigation into the charge as presented. If after a careful investigation has been made and it is determined 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 by Certified Mail, return receipt requested, to the person removed from the rolls.

- (b) If the person to be investigated is the Commandant, the request will be given to the Senior Vice - Commandant.
- (c) If the person to be investigated is the Judge Advocate, the Commandant will appoint a Past Detachment Commandant to hold the investigation.

SECTION 3.8. RIGHTS OF MEMBERS

No member shall be deprived of any rights and privileges in the Marine Corps League Detachment #1383 except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried and found guilty in accordance with Chapter Nine, Section 904 of the National Administrative Procedures.

SECTION 3.9. GRIEVANCES AND DISCIPLINE

This Detachment shall have no disciplinary jurisdiction over any member. Any grievance or disciplinary charge shall be process to the Department in accordance with the provisions of Chapter Nine of the National By-Laws and Administrative Procedures.

SECTION 3.10. RIGHT OF APPEAL

The right of appeal under the provisions of the National By-Laws and Administrative Procedures shall not be denied.

SECTION 3.11. MEMBER-AT -LARGE

- (a) Any Detachment member who is in good standing may become a Member-at-Large by tendering a written resignation of his membership to the Detachment Commandant. Upon acceptance of the resignation by a vote by the Detachment the Paymaster shall notify National Headquarters of such resignation via the Department Paymaster using the standard Request for Transfer form. Upon receiving the notice of resignation, the National Headquarters shall remove the name of the resigned member from the Detachment membership roster. National Headquarters shall carry the resigned member on its' membership roster as a Member-at-Large.
- (b) A Member-at-Large is eligible to affiliate with a detachment with no further payment of dues or fees, provided said member is in good standing at the time of affiliation.
- (c) Upon acceptance of a Member-At-Large into the Detachment the standard Request for Transfer form will be remitted to National Headquarters via the Department Paymaster, requesting said member be transferred from the status as a Member-At-Large to the status as a member of the Detachment.

SECTION 3.12. 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 Members.

Such Regular Members shall be a regular voting member in the Detachment of such member's greatest tenure unless tie/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 By-laws and Administrative Procedures will be utilized for the purpose of transfer of voting right to another Detachment.

SECTION 3.13. LIFE MEMBERSHIP

- (a) Regular or Associate members of the Marine Corps League who are in good standing , may become a Life Member upon proper payment of the fee as set forth in the National By-Laws, Article Six, Section 645.
- (b) As a Life Member he/she is subject to no further dues to the Detachment. Such member shall have all the privileges, rights, and benefits enjoyed by a member so long as that Life member shall live.
- (c) The full Life Membership fee shall be paid to National Headquarters with no discounts, rebates, and no installment plan whether such fee is paid by the individual or awarded by the Detachment.

SECTION 3-14. CERTIFICATION OF LIFE MEMBERS

The Detachment will annually audit its participating Life Members, as shown on the Quarterly Membership Listing of 30 June each year, in accordance with National By-Laws Article Six, Section 646.

SECTION 3.15. TRANSFER OF MEMBERS

Any member in good standing may transfer from Detachment #1383 to another, without payment of additional dues or transfer fees, upon application and approval of the gaining detachment. Procedures for transferring are described in the National By-Laws and Administrative Procedures, Chapter Seven, Section 710.

ARTICLE IV

OFFICERS

SECTION 4-1.

(a) THE BOARD OF TRUSTEES

These following elected Officers of the Detachment shall comprise the Board of Trustees.

- (1) Commandant
- (2) Senior Vice Commandant
- (3) Junior Vice Commandant
- (4) Judge Advocate

(b) THE OFFICER STAFF

The Commandant appoints:

- (1) Adjutant
- (2) Paymaster
- (3) Chaplain
- (4) Sergeant-at-Arms

These appointed officers, and other such officers as needed, administer the business of the Detachment. Such officers comprise the Officer Staff and are expected to assist the Board of Trustees in administrative activities and attend the Board of Trustee meetings. Regular and/or Associate members may hold these offices in the Detachment.

SECTION 4-2. DUTIES – ELECTED OFFICERS

The duties and responsibilities of the Board of Trustees shall be:

(a) COMMANDANT

- (1) Shall preside at all meetings;
- (2) Observe and enforce the National By-Laws and Administrative Procedures of the Marine Corps League;
- (3) Direct to all members of the Detachment such orders as are not in conflict with the National and/or Department By-Laws and Administrative Procedures, and which are necessary for the proper conduct of business;
- (4) Call meetings of the Detachment Board of Trustees;
- (5) Prepare the agenda for meeting.
- (6) With the advice and consent of the Board of Trustees, appoint the Adjutant, Paymaster, Chaplain, Sergeant-at-Arms and such other officers as deemed necessary;
- (7) Conduct initiation ceremonies;
- (8) With the Paymaster, have custody of all Detachment funds;
- (9) Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.

(b) SENIOR VICE COMMANDANT

Shall provide assistance and support to the Commandant, and during the absence of the Commandant, perform the duties of that office. The Senior Vice Commandant will work in developing and identifying revenue sources. He shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.

(c) JUNIOR VICE COMMANDANT

Shall develop programs for increasing and retaining membership; In the absence of both the Commandant and the Senior Vice Commandant, he shall perform the duties of the office of Commandant. Participates in event planning and coordinates parades and ceremonies. He shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.

(d) JUDGE ADVOCATE

Shall render opinions and advice on questions of the National, Department and Detachment By-Laws when requested by any member; He shall advise the Commandant on parliamentary procedures upon request.

SECTION 4-3 DUTIES - APPOINTED OFFICERS

The Commandant shall appoint the following Staff Officers to assist in the administration of business of the Detachment during his term of office. Those appointed may be regular or appointed members in good standing.

(a) JUNIOR PAST COMMANDANT

Appointed to the Board of Trustees as authorized by Section 415 of the National By-Laws to serve a term of one (1) year and shall be the outgoing Commandant or a Past Commandant. The Junior Past Commandant is to provide assistance and training, and answers questions regarding History and Traditions of the Marine Corps League. He also provides guidance and counsel to the Board of Trustees.

(b) ADJUTANT

The Adjutant is the recording officer for the Detachment. His duties are:

- (1) Record accurate minutes of meetings, particularly resolutions, and transcribe minutes to permanent record;
- (2) Organize and file those pertinent records and documents of the Detachment, which are not the duty of another officer to maintain;
- (3) Assist the Commandant with the preparation of meeting agendas;
- (4) To maintain record books in which the By-Laws, standing rules and minutes are entered, with any amendments to these documents properly recorded, and to have the current record books on hand at every meeting;
- (5) Maintain member personnel records;

- (6) Respond to inquiries and correspondence;
- (7) To call the roll call at meetings;
- (8) To send out the call to meetings;
- (9) To surrender all books, records and properties of the Detachment to the duly appointed successor;
- (10) Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.

(c) PAYMASTER

The Paymaster is the custodian of the Detachment's funds, and shall:

- (1) Receive all incoming money and disburse that money according to instructions from the Detachment;
- (2) Assist in the preparation of Detachment's budget;
- (3) Keep proper and necessary financial records, and reports of financial business of the Detachment;
- (4) Give a Paymaster's report at each meeting and make a full financial report annually;
- (5) Receive membership dues, complete and forward membership transmittal forms in compliance with Department and National Administrative Procedures;
- (6) Complete and file Federal and State and/or Federal Tax Forms when required;
- (7) Is responsible to ensure that the Detachment spends within the established budget;
- (8) Files Quarterly Reports as required;
- (9) Surrenders to the duly appointed successor all Detachment financial records, books and other property of this office;
- (10) Responsible for all facets of accounting and bookkeeping;
- (11) Perform such other duties applicable to the office as prescribed by the parliamentary procedure adopted by the Detachment.

(d) CHAPLAIN

The Chaplain shall:

- (1) Perform such duties of a spiritual nature as are customarily by clergy and as required by the National By-Laws and Administrative Procedure of the Marine Corps League, and in accordance with the Marine Corps League Ritual Manual;
- (2) Upon notification of the demise of any member, immediately contact the family of the deceased member for the purpose of offering assistance and presenting condolence;
- (3) Without delay, report the member's death directly to both the National and Department Chaplains citing the full name of the deceased. Also provide the name, address and phone number of next of kin, and any known funeral arrangements;
- (4) Complete and submit the "Notice of Death" form;
- (5) Assist member families at time of death, as well as offering support to Marines who are not members;
- (6) Provide invocations and services as required at meetings and social gatherings of members;
- (7) Provide Marines assistance in times of distress;
- (8) Visit sick members or correspond as appropriate.

(c) SERGEANT-AT-ARMS

- (1) Is the Custodian of the Detachment Charter;
- (2) Responsible for set-up of meeting room;
- (3) Assure persons attending meeting are qualified to be there;
- (4) Present and post the Colors and lead Pledge of Allegiance;
- (5) Assists in maintaining order at meetings per Commandant's orders;
- (6) Abides by the Ritual Manual in the conduct of office.

SECTION 4-4. NOMINATION

Nomination of proposed officers shall be made at the November and December regular meetings each calendar year. The Nominating Committee, consisting of the current elected officers, will nominate candidates and report at the regular meeting in December. Before the election at the annual meeting in January nominations from the floor shall be permitted.

- (a) Nominees shall be Regular Members of the Detachment and in good standing at the time of nomination and election.

SECTION 4-5. ELECTION

The election of officers shall be conducted at the annual meeting in January.

SECTION 4-6. BALLOT

Election of officers shall be by ballot of regular members in good standing present at such meeting. The Commandant shall appoint two officers to act as Tellers and count the vote. A majority of the votes for a nominee shall elect.

SECTION 4-7. INSTALLATION OF OFFICERS

- (a) The Detachment Commandant-elect shall select an Installing Officer of his/her choice. Such information shall be forwarded to the Department Commandant. The Installing officer must be a serving or Past National, Department, Detachment Commandant or a serving elected National or Department Officer.
- (b) The installation must be conducted no later than the last day of the month subsequent to the election.
- (c) The Detachment Adjutant will send a Report of Officers and Installation to the Department Paymaster within five (5) days of the installation.

SECTION 4-8. TERM OF OFFICE

The officers shall be elected by ballot for a term of one year or until their successors are elected, and may stand for re-election one consecutive additional year. Their terms of office shall begin at the close of the annual meeting at which they are elected.

SECTION 4-9. RESIGNATION OR DEATH OF AN OFFICER

In the event of the resignation or death of an elected or appointed officer during his or her term the following procedures will be followed:

- (a) If an officer tenders resignation a meeting will be scheduled with the Board of Trustees and the officer to discuss the resignation. If he still wishes to resign, the resignation will be accepted.
- (b) A nominating committee shall be appointed by the Commandant to begin the process to fill the vacancy. Notification will be made to the membership of a special election to be conducted at the regularly scheduled meeting subsequent to the death or resignation of an officer. Nominations may be made from the floor. Election procedures will be as prescribed in Section 4-6.
- (c) In the event of resignation or death of an appointed officer, the Commandant shall appoint "with the advice and consent" of the Board of Trustees.

SECTION 4-10. DISMISSAL OR REMOVAL FOR CAUSE

In the event an elected or appointed officer commits an act contrary to National By-Laws and Administrative Procedures or commits an act not deemed in the best interests of the Marine Corps League, said member will be charged as provided for in Chapter Nine, Section 904 of the National By-Laws and Administrative Procedures:

- (a) If an elected officer is found neglect in the duties of officer, the election of that officer can be rescinded by a two-thirds vote of the membership at any meeting, provided prior notice has been given.
- (b) The Commandant may rescind the appointment of an officer found neglect in the duties of office.

ARTICLE V

MEETINGS

SECTION 5-1. REGULAR MEETING

The Detachment shall have not less than one (1) regular meeting per month, which will be announced at the previous meeting. In the event it becomes necessary to change the day of the meeting, detachment members shall be notified by the most expeditious method.

SECTION 5-2. ANNUAL MEETING

The regular meeting in the month of January shall be the Annual meeting. At this meeting the election of officers shall be conducted, and annual reports from officers and committees received with the exception of the Audit Committee.

SECTION 5-3. SPECIAL MEETING

A special meeting may be called by the Commandant or by a majority of the Board of trustees and shall be called on the written request of ten members of the Detachment. The purpose of the meeting shall be stated in the call. At least a ten day notice will be given to all members in good standing in the most expeditious method.

SECTION 5-4. QUORUM

The quorum for meetings shall be seven members in good standing.

ARTICLE VI

BOARD OF TRUSTEES

SECTION 6-1. BOARD COMPOSITION

The elected officers of the Detachment, and the Junior Past Commandant, shall constitute the Board of Trustees,

SECTION 6-2. DUTIES AND RESPONSIBILITIES

The Board of Trustees shall have general supervision of the affairs of the Detachment between meetings, make recommendations to the members, and perform such other duties as may be specified in these By-Laws. The Board shall be subject to the orders of the Detachment members, and none of its act shall conflict with action taken by the Detachment members.

SECTION 6-3. BOARD OF TRUSTEES MEETINGS

A meeting of the Board of Trustees should take place at a mutually acceptable place, on a monthly basis, but in no case less than four (4) times per year to administer the business of the Detachment. Special meetings of the Board may be called by the Commandant and shall be called upon the written request of a majority of the Board.

SECTION 6-4. QUORUM

The presence of a majority of the Board of Trustees shall constitute a quorum for the Board of Trustees meeting.

ARTICLE VII

STANDING COMMITTEES

SECTION 7-1

The Commandant may appoint such standing or ad hoc committees, from time to time, as is deemed necessary to assist in the performance of the business of the Detachment.

- (a) **FINANCE COMMITTEE** - A Finance Committee composed of the Paymaster and four (4) other members shall be appointed by the Commandant promptly following the first annual meeting. It shall be the duty of this committee to prepare a budget for the fiscal year beginning the first day of April, and to submit it to the Detachment at its regular meeting in Mar. The Finance Committee may from time to time submit amendments to the budget for the current year, which may be adopted by a majority vote.
- (b) **AUDITING COMMITTEE** - An Auditing Committee of three members lead by the Judge Advocate and appointed by the Commandant following the annual meeting. They shall audit the Paymaster's accounts quarterly, with a close-out report as of 30 June due at the August regular meeting. They shall report their findings to the regular meeting following 30 June, 30 September and 31 December.
- (c) **OTHER COMMITTEES** - Such other committees, standing or special, shall be appointed by the Commandant as the Detachment shall from time to time deem necessary to carry on the work of the Detachment. The Commandant shall be ex-officio member of all committees except the Nominating Committee.

ARTICLE VIII

DISSOLUTION OF DETACHMENT

SECTION 8-1. CHARTER SUSPENSION OR REVOCATION

The Charter of this Detachment is subject to being suspended or revoked by the Department Board of Trustees for any of the following:

- (a) The persistent failure to maintain minimum of fifteen members in good standing.
- (b) The persistent failure to promptly forward funds due to the National body.
- (c) Willful violation of the National By-Laws and Administrative Procedures,
- (d) Acts and conduct bringing the Marine Corps League into public disrespect.
- (e) The violation of Federal, State or Municipal laws or ordinances.
- (f) Other activities detrimental to the good name of the Marine Corps League.

SECTION 8-2. VOLUNTARY SURRENDER

The Charter of this Detachment may be voluntarily surrendered for such reasons as may be determined by the Detachment. Upon determination that it is no longer practical to maintain the Detachment, the Board of Trustees shall immediately notify the Department, and follow the procedures set forth in Article Five, Section 560 of the National By-Laws and Administrative Procedures.

ARTICLE IX

FISCAL AND FINANCIAL

SECTION 9-1. FISCAL YEAR

The fiscal year for the Detachment is from 1 July to 30 June.

SECTION 9-2. BUDGET

- (a) The Finance Committee Chairman shall present a budget to the membership for their voting approval, no later than the May regular meeting. The budget shall establish the limits under which expenditures can be made for a given purpose. In addition, the budget will approximate revenues based on prudent and conservative evaluation and estimates.
- (b) The Paymaster will prepare a report of actual expenses from the prior year for the Budget Committee but will not be an Official member of the Committee.
- (c) The budget will be approved by a voice vote of all members in good standing who attend the March meeting. A majority vote of proposed budget adopts the budget.
- (d) In the event a proposed budget is not approved at the May's regular meeting, a new budget will be presented at the next regular meeting. Necessary expenditures will be allowed until approval of the budget.
- (e) There will be no impact on membership transmittals for which dues and fees have been received from members.

SECTION 9-3. NON-BUDGETED ITEMS

The expenditure of non-budgeted amounts, or for amounts in excess of those approved in the budget which are deemed necessary in the operation of the Detachment, must be approved by the vote of the members in good standing, excepting the amounts specified in sub-paragraphs (d) and (e). The Board of Trustees will make proposed changes based on the level of funds in the treasury and operational requirements of the Detachment.

- (a) The Commandant may approve the expenditure of up to \$75.00 for a non-budgeted expense in his good judgment, not to exceed a total of \$100.00 a quarter.
- (b) The Board of Trustees may approve an expenditure of between \$75.00 and \$150.00 for a total not to exceed \$300.00 per year.
- (c) Any non-budgeted expenditure in excess of \$0.00 requires a majority vote of the members in good standing present at the regular meeting before such an expenditure can be made.

- (d) No expenditures are to be made through the Paymaster except as provided for in the budget and provisions in Section 9. The only expenditures that can be made are those that fall within the approved budget, or those authorized by majority vote of the membership to approve non-budgeted or over-budget expenses.
- (e) Expenditures, regardless of budget or other authorization, are subject to funds availability from within the Detachment's available cash, checking and other income accounts. No authorization shall allow the use of funds from accounts for purposes outside those defined in Section 9-4.
- (f) Any member, who proposes to perform a service for the Detachment, must have prior approval from the Detachment before any reimbursement of expenses will be made.
- (g) It is expected that members will be responsible for ancillary expenses that are associated within the Detachment, such as phone calls, travel, conventions and other related activities. However a member may be reimbursed for extreme expenses incurred on behalf of the Detachment provided such expenses have the approval of the Board of Trustees prior to incurring the expense.

SECTION 9-4. FINANCIAL ACCOUNTS

The Detachment shall establish a minimum of three (3) primary accounts for the conduct of business, and in meeting the purposes and objectives of the Detachment and the Marine Corps League. These accounts will be segregated, based on the source and use of funds. It is imperative that the accounting and use of these funds leave no question as to the prudence and care, and the credibility of the Detachment.

- (a) **OPERATIONS ACCOUNT** - This account will be used for the day-to –day operations of the Detachment, including but not limited to expenditures for postage, printing and copying, supplies necessary to the function of the Detachment, repairs, flags and ceremonial equipment, pre-approved expenditures (by the Detachment budget, Commandant, Board of Trustees or membership) for reimbursement to members, and other requirements. This account may be used for distribution of funds transferred from other accounts.
- (b) **PROGRAMS ACCOUNT** - This account will be used for the programs and support activities approved by the membership. The source of these funds includes but is not limited to donations and specific fund raising programs. An amount for administrative purposes may be transferred to the Reserve Account as provided in 8- 5(c) below. Donors will be encouraged to donate to the programs "as a whole" rather than specific programs. However, if specific donations are made, those funds will be earmarked for that specific program.
 - (1) In consideration of the expenditures necessary in the Detachment's solicitation of funds and donations for the Programs Account, the direct costs for generating those funds may be deducted from the Programs Account revenue, and transferred to the Reserve Account.
 - (2) In addition to such other financial accounts the Detachment establishes, an assistance and support fund for Marines and members shall be established within the Programs Account. These funds shall only be expended in the event of dire and immediate emergency financial need of a Marine, former Marine, Detachment member, or their

immediate family. Expenditure of not more than \$300.00 to any one recipient may be made by a committee of one (1) officer and two (2) members present and voting at the next regular meeting at which the question is presented.

- (3) The expenditure of such funds shall normally be in the form of an interest free loan, but may be in the form of a donation, with the approval of the Board of Trustees and confirmed by majority of membership. If the expenditure is a loan the recipient shall be required to sign a note which shall set the repayment terms.
- (4) The anonymity of the recipient or family receiving the loan or donation shall be maintained to all members of the Detachment other than the Board of Trustees and appropriate members of the Officer Staff.

(c) **RESERVE ACCOUNT**- This account should be established as an interest bearing/income producing account to serve as backup for the other accounts in time of need. The source of funds for this account may be through donations or fund raising events/ activities not related to specific charitable programs.

(1) The Reserve Account may be used to fund Detachment related functions and programs that are of primary benefit to its member and Marines, i.e. Marine Corps Birthday, periodic picnics and parties, membership recruiting, and acquisition of merchandise for re-sale or drawings, fees for events to raise money for Detachment specific functions, and other activities.

(2) The Board of Trustees shall establish a minimum level of funds to be maintained in the account as reserve for the Programs and Operations Accounts. Authority to drop below this minimum for emergency situations requires a majority vote of the Board of Trustees, and will be reported to the membership at the next regular meeting.

(d) **OTHER ACCOUNTS** - Other accounts may be established by the Board of Trustees as may be required for the conduct of business.

(e) **AUTHORIZED SIGNATURES**- Checks issued on the Detachment's accounts, as well as other financial documents shall require two (2) signatures. The Commandant, Senior Vice Commandant and the Paymaster are authorized to sign checks and other financial papers, but in every instance, a check or other financial document, must bear the signature of the Paymaster.

SECTION 9-6. FINANCIAL NEGOTIATIONS

The Board of Trustees and Staff shall have sole responsibility for negotiating any indebtedness on behalf of the Detachment, only after such proposal for the indebtedness has been approved by the majority vote of the members at the regular meeting.

SECTION 9-7. BONDING

All Detachment officers who handle Detachment funds shall be bonded. The Detachment Commandant and Paymaster are covered under a "blanket" bond held and paid for by National Headquarters. The bonding of other Detachment officers who handle Detachment funds shall be arranged and borne by the Detachment (National By-Laws and Administrative Procedures, Chapter Five, Section 545).

ARTICLE X

UNIFORMS

SECTION 10-1. UNIFORM REQUIREMENTS

Ownership of a Marine Corps League uniform is not a condition of membership in the Detachment.

- (a) The standard Marine Corps League cover is the minimum uniform item worn by members to be considered as "in uniform."
- (b) Uniforms will be worn in accordance with Marine Corps League Uniform Regulations as set forth in the National By-Laws and Administrative Procedures, Enclosure 3.
- (c) The Board of Trustees and Color Guard Commander shall determine and notify members of the uniform to be worn on specific occasions, and check to assure the proper appearance of members in uniform at public functions, ceremonies and parades.

SECTION 10-2. APPROVED UNIFORMS

Only those uniforms that are outlined in Enclosure 3 of the National By-Laws and Administrative Procedures are approved uniforms of the Marine Corps League. Although clothing worn with the standard cover may have a Marine Corps or a Marine Corps League theme, that attire is not a uniform of the League.

ARTICLE XI

PARLIAMENTARY AUTHORITY

SECTION 11-1

The rules contained in Robert's Rules of Order (Newly Revised) shall govern meetings where they are not in conflict with the By-Laws, or other rules of the Detachment.

ARTICLE XII

AMENDMENTS

SECTION 12-1. PROCEDURES

These By-Laws may be amended in any regular meeting of the Detachment by a two-thirds (2/3) vote of those members in good standing provided that the amendment has been submitted in writing at the previous regular meeting. Proposed amendment cannot be inconsistent with the provisions contained in the National By-Laws.

SECTION 12-2. EFFECTIVE DATE

Amendments of the Detachment By-Laws will become effective upon approval the close of the regular meeting at which they are approved.