



**DEPARTMENT OF MARYLAND**

**BYLAWS**

**AND**

**ADMINISTRATIVE PROCEDURES**

**2008 EDITION**

**DEPARTMENT OF MARYLAND**

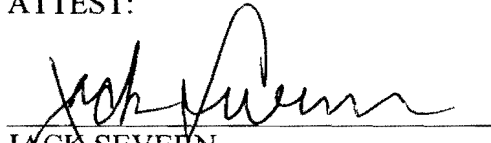
**BYLAWS AND ADMINISTRATIVE PROCEDURES**

**CERTIFICATION**

I, James Touhy, National Judge Advocate of the Marine Corps League, do hereby certify approval of the revised Bylaws and Administrative Procedures of the Department of Maryland, Marine Corps League as approved by a majority of the delegates present and voting at the Annual Convention of the Department of Maryland, Marine Corps League in Ocean City, Maryland on 11 May 2007. Furthermore, that all previous copies of Department of Maryland Bylaws and Administrative Procedures are considered obsolete.

JAMES TOUHY

ATTEST:

A handwritten signature in black ink, appearing to read "Jack Severn", is written over a horizontal line.

JACK SEVERN

Commandant, Department of Maryland



Incorporated by act of Congress

# MARINE CORPS LEAGUE

DEPARTMENT OF MARYLAND

18 Jan 2008

From: Commandant

To: National Judge Advocate, Marine Corps League

Subj: Department ByLaws and Administrative Procedures

Ref: (a) National ByLaws

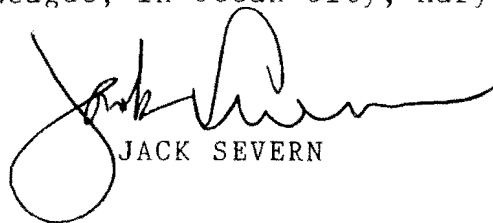
Encl (1) Two Copies of our ByLaws and Administrative Procedures  
(2) Selected Changes/Up-Dates

1. In accordance with Section 400 of reference (a), Enclosure (1) is submitted for your review and approval.

2. Our review of the existing Department ByLaws and Administrative Procedures indicated numerous minor and insignificant deficiencies, such as incorrect references, titles, format, etc. Therefore, rather than list each item as a change, they were corrected and will be contained in a new issue of the ByLaws and Administrative Procedures. (Enclosure (1)).

3. Some of the more important issues are included in enclosure (2). Others, were considered to be pen change type corrections.

4. The above items were approved by a majority of the delegates present and voting at the Annual Convention of the Department of Maryland, Marine Corps League, in Ocean City, Maryland on 11 May 2007.



JACK SEVERN

Copy to:  
JA, Dept of MD

CHANGES TO DEPARTMENT BYLAWS AND ADMINISTRATIVE PROCEDURES

- ✓ 1. BL Section 200(e) COMPOSITION - Add "or a Past Department Commandant" Brings this Section into agreement with BL Section 415 - Trustees.
- ✓ 2. BL Section 205(e) Changed "Quarterly Staff Meeting" to "Staff Meeting." The Department does not meet on a quarterly basis.
- ✓ 3. BL Section 210(a)(7) Changed reference from 300(i) to 300(d). Correction of reference.
- ✓ 4. BL Section 210(d) 1st line - changed to include "National" ByLaws as a requirement for the Judge Advocate.
- ✓ 5. BL Section 210(e) Changed heading to "JUNIOR PAST DEPARTMENT COMMANDANT/PAST DEPARTMENT COMMANDANT." This brings Heading into agreement with #1 above.
- ✓ 6. BL Section 220 - New paragraph (4) added to enable the Department Commandant to call a meeting that is necessary to conduct business.
- ✓ 7. BL Section 220(b) Paragraph was changed for clarity purposes.
- ✓ 8. BL Section 235 Scheduled Quarterly Staff Meeting was changed to "Scheduled Staff Meeting". Same as 2 above.
- ✓ 9. BL Section 300 Included "or their designated representatives" to authorize those persons to act in the absence of others.
- ✓ 10. BL Section 305 Word "appointed" was inserted in front of Staff Officers. This separates the appointed officers from other Staff Officers.
- ✓ 11. BL Section 310 Same as 10 above.
- ✓ 12. BL Section 310(b)(4) Changed to read "Keep proper and necessary accounting records for the recording of all business transactions....". Accounting "books" has become archaic in the Computer Age.
- ✓ 13. BL Section 310(b)(5) Changed slightly to be more inclusive as to business requirements.
- ✓ 14. BL Section 310(e) "shall perform as an appointed Staff Officer. Appointed was inserted for clarification. Separates appointed from elected Staff Officers

CHANGES TO DEPARTMENT BYLAWS AND ADMINISTRATIVE PROCEDURES (Cont'd)

- ✓ 15. BL Section 310(1)(ç) Changed "Quarterly" to Scheduled.  
Same as 2 above.
  - ✓ 16. BL Section 530(a) A 45 day requirement was inserted to eliminate confusion on installations.
  - ✓ 17. BL Section 610(a) Changed "Quarterly" to Scheduled.  
Same as 2 above.
  - ✓ 18. BL Section 710(a) Eliminated references to Sections 850, 860 and 870. Elinated unused references.
- 
- ✓ 1. AP Section 200 Lists Ocean City as location of Department Convention. This brings this Section into agreement with contracts and decisions made.
  - ✓ 2. AP Section 240 Heading was changed from "BIDS FOR DEPARTMENT CONVENTION" to "DEPARTMENT CONVENTION REQUIREMENTS". This title change was necessitated by having the Convention in Ocean City in lieu of elsewhere in the State. Accordingly, Section 240 base paragraph and sub-paragraphs (a) and (b) were removed. Remainder of Section was retained as a guide for the Convention Chairman.
  - ✓ 3. AP Section 300(b)(2)(a)(5)(b) Removed references that were not relevant to this Section.
  - ✓ 4. AP Section 913 - Removed "as provided in Section 900(c)(3)" as an incorrect reference.

**Marine Corps League**

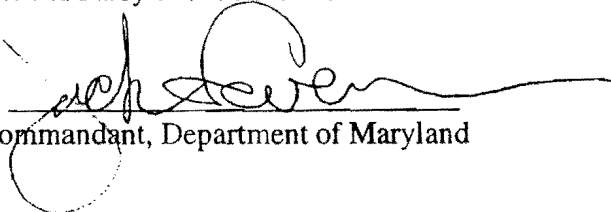
**Department Bylaws and Administrative Procedures**

**Approval**

Changes to the Department Bylaws were presented to the Department of Maryland Convention, Marine Corps League, in OCEAN CITY MD on MAY 12, 2007 and were accepted by that body on MAY 12, 2007

**Certification**

I JACK SEVERN, Commandant of the Department of Maryland Marine Corps League. Do hereby certify that the changes to the Bylaws, as contained hereafter, were approved by a majority of the delegates present and voting at the Department of Maryland Convention in OCEAN CITY MD on MAY 12, 2007

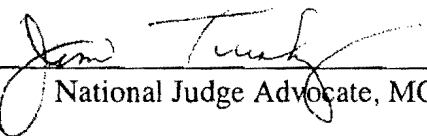
  
\_\_\_\_\_  
Commandant, Department of Maryland

Attest:

  
\_\_\_\_\_  
Judge Advocate, Department of Maryland MCL

**Approval**

I, Jim Tuohy, National Judge Advocate, Marine Corps League, Inc. have read and approved the following changes to the Bylaws of the Department of Maryland Marine Corps League, Inc.

  
\_\_\_\_\_  
National Judge Advocate, MCL

2/23/08  
\_\_\_\_\_  
Date



## BYLAWS

**BYLAWS**  
**ARTICLE ONE**  
**DEPARTMENT CONVENTIONS**

**SECTION 100 - AUTHORITY.** The supreme legislative and policy making power of the Department of Maryland, 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, By-laws, Resolutions, Rules, and Standing Committees.

**SECTION 105 - CREDENTIALS - DELEGATES, ALTERNATES, and MEMBERS**

(a) Delegates, Alternates, and Members desiring to attend business sessions of a Department Convention must possess a paid up membership card, plus properly executed and signed credentials, and must be registered with, and approved by, the Convention Credentials Committee.

(b) Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of said Detachment's membership on record at Department Headquarters as of March 31 immediately preceding the Department Convention. The delegate voting strength of each Detachment shall be as follow: for the first ten (10) Regular members, one (1) Delegate and one (1) Alternate; for each additional full block of ten (10) Regular members, one (1) Delegate and one (1) Alternate; for a partial number of ten (10) Regular members, one (1) Delegate and one(1) Alternate. However, no Delegate strength of a Detachment shall be computed by including Associate members or Honorary members in such Detachment's total membership.

(c) Should a Detachment be in default of payments of funds from any source due the Department Headquarters as of March 31, 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 and Alternates shall not be approved unless settlement is made by the Detachment's Delegates at the convention site in cash, unless previously resolved.

(d) A Detachment which, as of March 31 immediately prior to the current Department Convention, fails to report on standard transmittal forms to National Headquarters that it has fifteen (15) or more members, the Department Paymaster shall report such fact to the Department Convention Credentials Committee which shall not approve that Detachment's Delegates and Alternates.

(e) Notwithstanding the provisions of Section 105(d) above, no paid member in good standing may be deprived of his individual vote at a Department Convention.

(f) Delegate/Alternate cards of a Detachment may only be claimed by the individual duly registered member.

### **SECTION 110 - VOTING**

(a) Except as otherwise provided in these Bylaws, a fifty (50%) percent plus one (1) vote by the delegates voting shall carry any measure and decide any issue.

(b) Each Delegate complying with Section 105, present and on the floor is entitled to cast one (1) vote, providing that the total vote of the Detachment's delegates does not exceed the Detachment's membership strength.

(c) A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates.

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

**SECTION 120 – NOMINATIONS** - Each nomination for an elective Department office shall be made from the floor before the noon recess on 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 his 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.

### **SECTION 125 - ELECTION**

(a) The election of Department Officers shall be the last order of business of the Department Convention. The election of the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, and Department Judge Advocate shall be conducted in this order by secret ballot.

(b) Before voting begins, the Department Commandant shall select two (2) Past Department Commandants and two (2) Past Detachment Commandants to supervise voting and correctly tally the votes cast. Two (2) shall act as Tellers and two (2) as Judges.

(c) The election of officers shall not begin until the appointed election tellers and judges 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 which 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 ballot, a second 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 the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

**SECTION 130 – TERM OF OFFICE.** Department Officers shall be elected for a term of one (1) year and may stand for re-election one (1) consecutive additional year.

**SECTION 135 – QUORUM.** The minimum number required to transact the regular and legal business of a Department Convention shall be the registered and approved Delegates in good standing from a majority of all Detachments.

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

**BYLAWS**  
**ARTICLE TWO**  
**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) Junior Past Department Commandant or a Past Department Commandant.

**SECTION 205 - POWERS.** In between conventions, in compliance with the provisions of the Congressional Charter, the Department Bylaws and Administrative Procedures and the Directives and Mandates of the Department Convention, the Powers and Authority of the Department Board of Trustees shall be:

- (a) To recommend, suspend or revoke for cause a charter granted to a Detachment.
- (b) To promulgate a Ritual for the proper conduct of official meetings and ceremonies, and such other information as is deemed advisable, for the establishment of uniform procedures throughout the organization.
- (c) To recommend suspension or removal from office for cause any Department or Detachment officer and to suspend or expel any member for cause. (See Chapter Nine, Sections 909 and 912 of the Administrative Procedures.)
- (d) To exercise such powers and to do such other actions as are compatible with the National and Department Bylaws and Administrative Procedures which are in the best interest of the Department of Maryland, Marine Corps League, and to exercise executive power between Department Conventions.
- (e) To approve or disapprove the minutes of the Department Convention at the next regularly scheduled Staff Meeting of the Department of Maryland, following the Convention, only to the degree of correcting errors or omissions.

**SECTION 210 - DUTIES - BOARD MEMBERS.** In addition to the specific duties of the individual Board Members, as hereinafter stated, it shall be the duty of each member of the Board to acquire a working knowledge of the 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 Maryland between Department Conventions. In addition, the Department Commandant shall:

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

(2) Direct to all Officers and Members such orders as are not in conflict with the Department Bylaws and Administrative Procedures which are necessary for the proper conduct of business.

(3) Call such meetings of the Department Board of Trustees as are required by the 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 Department of Maryland, 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 Paymaster
- c Department Chaplain
- d Department Chief of Staff
- e Department Director of Veterans' Service
- f Department Director of Youth Activities
- g Department Historian

- h Department Sergeant-at-Arms
- i Department Director of Public Relations
- j Department Liaison Officers (as required)
- k Department Legislative Officer
- l Department VAVS Representative
- m Department Protocol Officer

(7) With the advice and consent of the Department Board of Trustees, appoint such standing committees as are deemed necessary. However, the committee of "Marine of the Year" shall be as is provided in the Administrative Procedures, Chapter Three, Section 300(d).

(8) Approve or disapprove all requisitions of the Paymaster which are in excess of One Hundred (\$100.00) dollars.

(9) Represent the Department of Maryland, 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 from time to time.

(11) Invite speaker for the Department Convention Banquet. The National Commandant **SHALL BE FIRST CHOICE**. In the event the National Commandant cannot accept, the Department Commandant will discuss with the Department Director of Conventions alternate speakers. Final choice is the prerogative of the Department Commandant.

(b) **DEPARTMENT SENIOR VICE COMMANDANT** shall give every assistance to the Department Commandant, and during the absence or illness of the Department Commandant, perform the duties of that office. He shall liaison with all Detachment Commandants, with their assistance, initiate and implement such dynamic 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 continuous membership growth. In the absence or illness of the Department Commandant and the Department Senior Vice Commandant, he shall perform the duties of that office.

(d) **DEPARTMENT JUDGE ADVOCATE** shall interpret the National and Department Bylaws and Administrative Procedures. He shall advise, construe, counsel, and render opinions on questions of Law and Procedure to the Department Commandant, Department Board of Trustees, Department Staff, and Detachments when so required in the manner outlined hereafter:

(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 question, which ruling shall be final unless appealed by an approved Delegate, whereupon 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 meetings, the same procedure shall apply, and 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 Maryland, Marine Corps League or any of its subsidiaries 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 Judge Advocate in his Detachment. If this be the case, then the resignation from the lower office shall be required upon being sworn into the Department Office.

(e) **JUNIOR PAST DEPARTMENT COMMANDANT/PAST DEPARTMENT 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 of Maryland.

**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 incapacitation, a vacancy will occur through failure to attend two consecutive officially called meetings of the Department Board of Trustees or in the case of removal from office for cause.

## **SECTION 220 - BOARD MEETINGS**

(a) The Department Board shall meet:

(1) Annually, immediately prior to each Department Convention to close out the executive administration of the Department Board of Trustees from that fiscal year; to finalize preparation for the ensuing convention (Administrative Procedures, Chapter Two, 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) At the call of the Department Commandant, for special emergency reasons, providing that a quorum of the Board is assured through the conduct of polling by the Department Adjutant of the Department Board of Trustees prior to the issuance of the call for a special Board meeting.

(4) At such other times as the Department Commandant may direct to conduct business that may come before the Board.

(b) The conduct of business at all Department Board Meetings shall be governed by the Department Bylaws and Administrative Procedures. Parliamentary reference shall be Robert's Rules of Order (Newly Revised).

**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 Member shall have one (1) vote. There shall be NO proxy voting. The Department Judge Advocate shall abstain from voting on all matters wherein an official opinion has been rendered by the Department Judge Advocate.

(a) Between Department Conventions, the Department Board of Trustees is empowered to conduct business at any regular or special meeting, or by mail, telephone, fax or e-mail.

(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 Member an identical copy of the question on a printed ballot containing spaces for the YES or NO vote, a space for the voter's signature and a space for entry date.

(c) Upon receipt of a mail ballot forwarded by certified mail return receipt requested, each Board of Trustees Member shall cast his vote and complete as indicated. The ballot shall be returned to the Department Adjutant as soon as practicable. A Board of Trustees member failing to return his 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 Adjutant.

(d) The Department Adjutant shall keep a record of all ballots mailed with the date of mailing, a record of the date of the return ballot, and shall mail to each Board Member identical tallies reflecting results of the balloting by showing the vote of each Board Member 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 Board Member, identically stating the questions to be considered, and asking for a YES or 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 request by a Department Board of Trustee Member, 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 24 hours.

(g) The Department Adjutant shall make tallies of the telephone, fax or e-mail balloting, reflecting results as prescribed for those used in reporting results of mail balloting, and shall mail identical copies of the tallies to each Department Board of Trustees Member.

**SECTION 235 – CONDUCT OF BUSINESS** - The results of each mail, telephone, fax or e-mail balloting shall be made available to the Department Board of Trustees within five (5) business days after compiling of the vote. Following each balloting by the Department Board of Trustees, the results of such vote, in detail for the information of the membership, shall be reported at the next scheduled Staff Meeting.

**SECTION 240 – EXPENSES** – The Department of Maryland shall reimburse the Department Board of Trustees (and others as determined by the Board) for expenses incurred in attending the Department Staff Meetings and other special meetings, provided said expenses do not exceed the amount budgeted in the Department Budget.

**BYLAWS**  
**ARTICLE THREE**  
**DEPARTMENT STAFF**

**SECTION 300 - COMPOSITION** - The Department Staff will be comprised of the Department Board of Trustees, Past Department Commandants, or their designated representatives, all appointed Department Staff Officers, and Committee Chairpersons.

**SECTION 305 - POWERS** - The power and authority of the Department Staff shall be the same as that of the Department Board of Trustees, except that appointed Department Staff Officers, Committee Chairmen, Liaison Officers, and the Past Department Commandants, shall have no vote and shall not be considered in determining a quorum for Department Board of Trustees meetings.

**SECTION 310 - DUTIES – APPOINTED STAFF OFFICERS** - The appointed Department Staff Officers shall acquire a working knowledge of the Department Bylaws and Administrative Procedures of the Marine Corps League, and shall act as assistants to the Department Board of Trustees with individual specific duties:

(a) **DEPARTMENT ADJUTANT** shall:

(1) Supervise the League's Department Headquarters.

(2) Serve as Secretary of the Corporation, and in that capacity, shall be directly responsible to the Department Board of Trustees.

(3) Keep the minutes of all Department Conventions, board meetings, and perform such other duties as are usually assigned to a Corporation Secretary.

(4) Mail to each Department Officer and Detachment within sixty (60) days following each Department Convention and each meeting of the Board of Trustees, a brief summary of the minutes showing actions and decisions affecting the Department Bylaws, Administrative Procedures, and policy.

(5) Publish and distribute two copies to each Detachment Judge Advocate, quarterly, the opinions and rulings of the Department Judge Advocate filed with Department Headquarters.

(6) Receive and review all Department Committee reports and correspondence, and, where appropriate, forward copies to the Department Board of Trustees for information, consideration, or concurrence.

(7) Perform such other duties as may be assigned by the Department Commandant and/or the Department Board of Trustees.

(8) Surrender to the duly appointed successor all Marine Corps League books, records, and other property with which the office is charged.

(9) Not hold any other position on the Department Staff.

(10) Mail to each living Past Department Commandant any and all material sent to the Department Board of Trustees.

(b) **DEPARTMENT PAYMASTER** shall:

(1) Be responsible to the Department Board of Trustees.

(2) Conduct a census of the total membership of the Department of Maryland for the purpose of determining delegate and alternate delegate entitlement for the ensuing annual Department Convention. Such census shall be conducted effective March 31, annually, and at such other times as determined by the Department Board of Trustees.

(3) Serve as the Corporation's Treasurer, and, in that capacity, shall be directly responsible to the Department Board of Trustees.

(4) Keep proper and necessary accounting records for the recording of all business transactions of the Department of Maryland, Marine Corps League, to include a correct accountability of membership accounts.

(5) Receive all monies, property, securities and such other assets that the Department of Maryland, Marine Corps League, may come into possession of. Keep a record of the source and purpose of all items received. All monies, checking and savings, must be deposited in an approved Federally insured bank/institution, designated by the Department Board of Trustees and in the name of The Department of Maryland, Marine Corps League Inc.

(6) Close the books for the collection of dues and for the determination of voting rights on March 31, prior to each Department Convention.

(7) Establish the Fiscal Year for the Department of Maryland, Marine Corps League for financial accounting purposes annually from July 1, to June 30, following, and provide such assistance as necessary to an appointed CPA and/or Audit Committee to ensure that the annual audit of the Department of Maryland will be completed on or before October 15th of said calendar year.

(8) Supply the Department Credentials Committee with a complete record of all Detachment's strength, allowed on the basis of each Detachment's membership strength

as received at Department Headquarters as of March 31 annually.

(9) Surrender to the duly appointed successor all Department of Maryland, Marine Corps League books, records and other property with which the office is charged.

(c) **DEPARTMENT CHAPLAIN** shall:

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

(2) Be responsible for and have charge of arranging and conducting an impressive, dignified and inspiring non- denominational Department memorial service at each Department Convention, including in such ceremony representatives of those subsidiaries that are appropriate. Memorial service shall include a list of Department of Maryland, Marine Corps League members who have died during the past year which will be either READ ALOUD or WRITTEN in "program book" form to be distributed to those in attendance or as a single scroll type Honor Roll prominently displayed at the Memorial Services site.

(3) As the Department Chaplain receives notification of a Marine Corps League member's demise, he will forward that information to the National Chaplain.

(d) **DEPARTMENT CHAIRPERSON OF CONVENTIONS** shall, as Chairperson of and with the Department Convention Committee, perform those duties outlined under the Administrative Procedures, Chapter Three (3), Section 300(b).

(e) **DEPARTMENT CHIEF OF STAFF** shall perform as an appointed Staff Officer, coordinating staff functions and planning for the Department Commandant and assuming other administrative tasks as assigned by the Department Commandant.

(f) **DEPARTMENT DIRECTOR OF VETERANS SERVICE** shall:

(1) Become acquainted with the Federal Laws and with their interpretations and applications, and with the regulations and interpretations of Federal regulations of Governmental agencies and other institutions within the framework of service to veterans.

(2) Assist Marine veterans, and veterans of all U.S. Military services upon request, and their dependents, widows or widowers, in locating a certified VSO to assist them in securing the benefits provided by law and regulations.

(3) Be in charge of all Veterans' Administration activities of the Department of Maryland Marine Corps League.

(4) Perform such other duties as may be prescribed from time to time by the Department Board of Trustees.

(g) **DEPARTMENT DIRECTOR FOR YOUTH ACTIVITIES** shall, under the direction of the Department Board of Trustees, have supervision and direction of all committees and programs engaged in any way with activities concerned with America's Youth.

(h) **DEPARTMENT HISTORIAN** shall, under the direction of the Department Board of Trustees, assemble and maintain a record of the Department of Maryland, Marine Corps League history and achievements.

(i) **DEPARTMENT SERGEANT-AT-ARMS** shall preserve order at Department Meetings and Conventions and perform such other duties as are required by the Department Commandant. The Department Sergeant-At-Arms is empowered to deputize such Deputy Sergeants-At-Arms and Field Music as may be necessary for the proper performance of his duties.

(j) **DEPARTMENT DIRECTOR OF PUBLIC RELATIONS** shall act as the Public Relations and Press Officer for the Department Organization, and perform such other duties as are assigned by the Department Commandant.

(k) **DEPARTMENT LEGISLATIVE OFFICER** - It shall be the duty of the Department Legislative Officer:

(1) To chair the Department Legislative Committee.

(2) Maintain contact with the Representatives in the State Legislature in regard to legislative matters affecting the interests and welfare of Marines and veterans.

(3) Keep the Department Staff informed of recent and currently pending actions related to veterans' affairs with the Legislature.

(4) To present resolutions, emanating from Department Legislative Committee, prepared for the Department of Maryland for submission to the Legislature.

(l) **DEPARTMENT VAVS REPRESENTATIVE** - It shall be the duty of the Department Veterans Administration Volunteer Service Representative to:

(1) Maintain close contact with the Veterans Administration VAVS staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS Program.

(2) Promulgate the objectives of the VAVS Program and cultivate the interest of constituent Detachments, and subsidiary units in their participation in the VAVS Program at hospitals within their locale.

(3) Receive recommendations, from Detachments of members willing to serve in the VAVS Program, and, as appropriate, request VAVS certifications for required representatives and deputies.

(4) Guide and instruct Detachment VAVS Chairmen and VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports.

(5) Attend annual VAVS meetings conducted by the Veterans Administration for the representatives and deputies of participating organizations.

(6) Submit a report to the Department Board of Trustees at each Scheduled Staff Meeting.

**SECTION 315 - VACANCY** - Should a vacancy occur in an appointed office, a committee Chairpersonship, or as 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.

**SECTION 320 - CONTRACTING AUTHORITY** - No Department Officer, Employee, or Committee Chairperson or Member of the Department of Maryland, Marine Corps League shall enter into, or sign any contract or agreement, for the purpose of binding the Department of Maryland, Marine Corps League without first submitting such contract or agreement to the Department Judge Advocate for his consideration. All documents should then be forwarded to the entire Department Board of Trustees. The Department Board of Trustees thereafter, by a majority vote, may accept or reject, in whole or in part, the contract or agreement submitted to it. All contracts or agreements consummated in the name of the Department of Maryland, Marine Corps League shall require the signature of the Department Commandant and Department Judge Advocate.

**BYLAWS**  
**ARTICLE FOUR**  
**DEPARTMENT**

**SECTION 400 - BYLAWS** - A 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 further 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 its Department Bylaws or as its Department Convention desires. The Department, however, must elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate. The Department shall elect or appoint a Chaplain, Sergeant-At-Arms, Adjutant, Paymaster or an Adjutant/Paymaster. The standard report of Officers and Installation of Department Officers must be received at National Headquarters **NOT LATER THAN JULY 31 ANNUALLY**.

**SECTION 407 - ELIGIBILITY AND TERM LIMITS FOR OFFICERS**

(a) All Officers serving in elected offices must be Regular Members in good standing of the Department of Maryland. At the will of the Department, Associate Members may serve in appointive offices only, in accordance with Article Six, Section 600 (b).

(b) Department Officers shall be elected for a term of one (1) year and may stand for re-election one (1) consecutive additional year.

**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 displayed at all business meetings.

**SECTION 415 - 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** - When a Department is in default of payment of monies from any source due National Headquarters or fails to submit its Department Officers Installation Report as of July 31, prior to the ensuing National convention, such fact shall be reported by the National Comptroller to the National Convention 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 any section of the National Bylaws and Administrative Procedures the 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 with Federal, State, County, or Municipal Law or Ordinances.

**SECTION 440 – BONDING** – All Department officers handling department funds are bonded by the national headquarters in the amount of \$10,000.00 with a deductible of \$1,000.00. Any additional bonding coverage desired for department officers shall be arranged by the department at the expense of the Department (Article Eight, Section 815(e) applies).

**BYLAWS**  
**ARTICLE FIVE**  
**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 Department and National 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 in good standing, 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).

(b) Detachments shall have the sole right to establish term limits on its officers, both elective and appointive. 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 shall hold an **ANNUAL ELECTION** of Officers between October 1 and May 15:

(a) Installation must be conducted **no later than 45 days after the election.**

(b) Report of Officers and Installation must be forwarded to National Headquarters, the Division Vice Commandant, and the Department Adjutant within fifteen (15) days of the installation.

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

**SECTION 535 - DEFAULT** - A Detachment which is in default of monies from any source due the Department and such debt has not been satisfied as required by Section 105(c) or fails to report its Detachment's Report of Officers and Installation as of June 30 prior to the Department Convention such fact shall be reported to the Department Convention Credentials Committee, such Detachment and its Officers will not be recognized on the floor of the Department 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. 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 membership, that member may not be removed from the Detachment's roll except for cause (Chapter 9, Administrative Procedures) or by that member requesting transfer (Section 710, 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 membership to Regular membership by forwarding the standard "Request for Transfer" form as set 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 that the Detachment votes not to accept an Associate Member as a Regular Member, such Associate Member may request transfer to any other detachment who agrees to accept him as a regular Member or shall be transferred to Member-At-Large status by completing the standard transfer form as set forth in Enclosure Seven to the National Bylaws and Administrative Procedures.

**SECTION 545 - BONDING** - All Detachment Officers handling detachment funds are

bonded by the national headquarters in the amount of \$10,000.00 with a deductible of \$1,000.00. Any additional bonding coverage desired for detachment officers shall be arranged by the detachment at the expense of the Detachment (Article Eight, Section 815 applies).

**SECTION 550 - ADDITIONAL DETACHMENT** - When a Charter is sought for a Detachment which 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 National Headquarters;
- (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 in question.

(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 Headquarters 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, US 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, 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, of the Detachment's vote to voluntarily surrender its Charter.

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

(c) Prepare for each such member the standard application for transfer form as set forth in Enclosure Seven 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 member desires to be transferred to, or if a "gaining" detachment shall not elect to accept a proposed transfer, then and in that event, the member shall be transferred to a "Member-At-Large" upon the surrendering Detachment submitting a standard transmittal form as set forth in Enclosure Six 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.

(a) 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.

(b) 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 (1) 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 (1) 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 charter to National Headquarters which charter shall then be placed in the archives.

(c) 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, United States Code, Section 2572), either physically or through police/fire reports of any weapon not currently in the detachment's possession.

**BYLAWS**  
**ARTICLE SIX**  
**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 that 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 earn the Warfare Device authorized for FMF Corpsmen 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) shall be deemed to be retroactive prior to August 10, 2002, to affect current Regular Members.

(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 National Headquarters. The appropriate uniform and cover, including an ornamental device and lettering will be designed by the National Uniform Committee. 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 elective office. A Detachment, may by provisions in the By-Laws 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.

(3) Member-At-Large (See Article Six, Section 640)

(4) Life Members (See Article Six, Section 645)

(c) **HONORARY MEMBER** - Detachments, the Department, and the National Headquarters may, at the discretion of the respective 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 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 applies to Article 6.

**SECTION 605 - MEMBERSHIP APPLICATION** - Any person eligible for membership in the Marine Corps League under the provisions of the National Bylaws 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 the application and a copy of his/her Marine Corps DD-214 or Discharge Certificate, to a sponsoring member of the League with all required dues 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 hereby certify that I have served on active duty as a Marine, or as a Reserve Marine having earned a minimum of ninety (90) Reserve credit points, that the character of my service has been honorable, and 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 discharge/service upon request." General Discharge under Honorable Conditions is acceptable.

(b) The standard application form and accompanying Marine Corps DD-214 or Certificate of Discharge, 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 By-Laws, 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 Department annual per capita dues and fees shall be recommended by the Department Paymaster at the 3<sup>rd</sup> Scheduled Staff Meeting and require approval by the delegates at the Department Conventions, 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 written minutes, distributed to each detachment, will suffice as written notification.

(b) An initiation fee shall be recommended by the Department Paymaster. The initiation fee shall be as is approved by the delegates at the Department Convention. The fee shall be collected for each new member in addition to the annual National dues.

(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 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 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.

**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 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 By-laws, 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**

(a) If there is reason to believe a member of the Marine Corps League does not meet the membership 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

(b) 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 jurisdictional 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.

(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. Refer to Chapter Nine.

**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** – 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 jurisdictional Department Paymaster or Adjutant/Paymaster, shall notify National Headquarters of such resignation. Upon receiving the notification or resignation, the Department and National Headquarters shall remove the name of the resignee 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 jurisdictional 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.

**SECTION 645 - LIFE MEMBERS** - Regular or Associate Members of the Marine Corps League who are in good standing (as defined in 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 expiration date as is shown on the member's card.) may become a **LIFE MEMBER**, upon proper payment of the fee, as is required herein. A **LIFE MEMBER** shall be subject to the payment of **NO** further dues to a Detachment, Department, or National. Such member shall have all the privileges, rights, and benefits enjoyed as a member so long as that **LIFE MEMBER** shall live. Should a Marine Corps League member choose to become a member in multiple Detachments, they must become a member in good standing by paying Annual or Life Membership dues in each additional Detachment. The Life Membership fee shall be as established by the National Convention.

(a) The full Life Membership fee shall be paid to National Headquarters with no discounts, no rebates, and no installment plan, whether such fee is paid by the individual or awarded by the Department or a Detachment.

(b) If the Department or a Detachment awards a Life Membership and wishes for the Awardee to become a National **LIFE MEMBER**, it is necessary for the Detachment or Department to pay to National Headquarters the participating fee stated herein.

(c) All Past National Commandants, all Past National Adjutant/Paymasters and all Medal of Honor recipients who are members of the Marine Corps League, shall be carried on the rolls on the National, Department, and Detachment as paid up **LIFE MEMBERS** of the Marine Corps League (nonparticipating).

**SECTION 646 - CERTIFICATION OF LIFE MEMBERS** – Each detachment will annually audit its participating Life Members as shown on the Quarterly Member Listing of 30 June each year. Following the audit, the Detachment will annotate a copy of the Quarterly Member Listing with appropriate remarks to show additions, deletions and other adjustments. Each adjustment will include the reason, and whenever possible, will cite supporting documentation (i.e. Dues Transmittals, Transfer Forms, etc.) to assist in correcting the records in National Headquarters. The annotated Listing will be certified to be correct as annotated by the Detachment Commandant and the Detachment Adjutant/Paymaster (or Paymaster), and will be returned to the National Adjutant/Paymaster at National Headquarters through the Department no later than 1 September following its receipt. No funds from the interest on the Life Member Fund will be distributed to a detachment until the certified listing is received at National Headquarters.

**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 detachments 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 will be utilized for the purpose of transfer of voting rights to another detachment.

**BYLAWS**  
**ARTICLE SEVEN**  
**SUBSIDIARIES**  
**AND SUBORDINATE GROUPS**

**SECTION 700 - AUTHORITY** - All subsidiary organizations and subordinate groups which now, and in the future, shall function and operate directly or indirectly under the Congressional Charter and name of the Marine Corps League are and shall ever be subject to the authority, supervision, direction, control, and discipline of the Marine Corps League, National Headquarters. Any and all complaints, grievances and/or charges against such subsidiary organizations, including member(s) or subordinate groups, including member(s) shall be referred to the National Headquarters, Marine Corps League for adjudication via the appropriate chain of command. If a subsidiary or subordinate organization should have any complaints, grievances and/or charges against a Marine Corps League member, or Detachment, they must follow their appropriate chain of command who will refer it to the Department of Maryland, Marine Corps League for adjudication. It must be referred in writing via certified mail to the Department Judge Advocate for appropriate action. Chapter Nine, Sections 900, 901, 902, 903, 904, 905, 906, 907, 908, 910, 911, 912, and 913, National Administrative Procedures, are applicable in correspondence circumstances.

(a) Such organizations and groups may:

(1) Adopt Bylaws not incompatible or inconsistent with the Bylaws and Administrative Procedures of the Marine Corps League.

(2) Incorporate, if said incorporation identifies them by name with the Marine Corps League and acknowledges their accountability to the Marine Corps League. Such organizations and groups which are incorporated **NOT** in this manner shall immediately implement the amending of their incorporation and submit the proposed amended incorporation to the Department Judge Advocate of the Department of Maryland, Marine Corps League for review, consideration, and approval.

(b) Such subsidiary organizations and subordinate groups shall conduct their business in such a manner as will demonstrate a cheerful cooperation with all units and levels of the Marine Corps League and the general public; and all levels and units of the Marine Corps League shall reciprocate in a like manner.

**SECTION 710 - INCORPORATIONS** - Any of the foregoing, including Detachments, which engage in services or business, either profit or non-profit, or which use the name of the Marine Corps League will be incorporated in accordance with **SECTION 700** of this Article. Effective June 30, 2000, each Detachment, which has not provided National Headquarters, Marine Corps League, Inc.,

with proof of its incorporation will be billed in the amount of seventy-five (\$75.00) dollars and a like amount annually until such proof of incorporation is on file with National Headquarters. A Detachment, which fails to remit its payment to National Headquarters, shall be in default as is provided in Article Four, Section 420 - **DEFAULT**. A new Detachment will have two (2) years from the issue date of their new charter.

(a) Article Seven applies to Chapter Eight, Administrative Procedures, Sections 810, 820, 830, 840.

**SECTION 720 - EMPLOYEE IDENTIFICATION NUMBER (EIN)** - Each Detachment in addition to their incorporation must obtain and maintain their own EIN number under the Marine Corps League's Group Exemption Number 0955. No Detachments shall utilize the EIN number of the National or State organization.

**BYLAWS**  
**ARTICLE EIGHT**  
**MISCELLANEOUS**

**SECTION 800 - AMENDMENTS**

(a) The Department Bylaws and Administrative Procedures may be revised, amended or repealed by a majority vote of the properly registered and approved Delegates voting at a Department Convention, provided that the proposed revision, amendment or repeal is submitted to the Department Adjutant at Department Headquarters no later than One hundred-twenty (120) prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form, and will be in the exact wording intended. Submission should be sent via Certified U.S. Mail or by other carriers where Certified delivery may be verified, and a Return Receipt may be requested.

(b) To avoid possible confusion, each submission will address only one Section. However, if the proposal incorporates a revision, amendment or repeal that will interact with any other Sections, the changed or corrected wording of those Sections will be included in the single submission.

(c) The Department Adjutant will distribute copies of each proposal, without personal comment, to each existing Detachment Commandant, each member of the Department Board of Trustees, and each Past Department Commandant no later than ninety (90) days prior to the Department Convention at which the proposal is to be considered.

**SECTION 805 - EFFECTIVE DATE** - Each revision, amendment or repeal of a provision of the Department Bylaws and/or Administrative Procedures which are approved at a Department Convention, as outlined in Section 800, and does not provide for an effective date will become effective upon the close of the Department Convention at which it is approved.

**SECTION 810 - DEPARTMENT BY-LAWS DISTRIBUTION**

(a) Each Detachment, member of the Department Board of Trustees, Marine Corps League Auxiliary, Military Order of Devil Dogs Pack, and Regimental Headquarters Young Marines of the Marine Corps League shall be provided, without charge, with two (2) copies of the Department By-Laws and Administrative Procedures of the Marine Corps League or published changes thereafter each time they are printed. The Department By-Laws and Administrative Procedures are to be made available for examination to any member in good standing, upon request. Any member of the Marine Corps League may purchase copies of the Department Bylaws and Administrative Procedures from the Department Adjutant for \$5.00 to cover the cost of copying.

(b) Every Past Department Commandant shall be provided, without charge, with one copy of the Department Bylaws and Administrative Procedures of the Department of Maryland, Marine Corps League or published changes thereafter each time they are printed.

**SECTION 815 - BLANKET BOND** - The following Officers are included under a blanket bond paid for by the National Organization:

- (a) Department Commandant
- (b) Department Adjutant/Paymaster or Paymaster, as applicable
- (c) Detachment Commandant
- (d) Detachment Adjutant/Paymaster or Paymaster, as applicable
- (e) All officers designated to handle funds in the Department/Detachment are covered by the blanket bond of the National Organization.

**SECTION 820 - DISSOLUTION** - Should this Organization be dissolved, all funds, property, and assets of the Department of Maryland, Marine Corps League shall be given to the National Headquarters, Marine Corps League, Inc...

**SECTION 825 - MEMBERSHIP LISTINGS** - The membership listing of the Department of Maryland, Marine Corps League is **PROPRIETARY INFORMATION** and under the **DIRECT CONTROL** of Department Headquarters of the Department of Maryland, Marine Corps League. Applicable portions of the membership listings shall be periodically provided to appropriate Departments and Detachments, exclusively for internal usage of such applicable Departments and Detachments. The membership listing will not be sold, leased, copied, loaned or assigned without the expressed permission, in writing, from the office of the Department Commandant upon approval of the Department Board of Trustees of the Department of Maryland, Marine Corps League.

**SECTION 830 - VIOLATION** - Any member who violates the precepts of the **NATIONAL OR DEPARTMENT BYLAWS** or **ADMINISTRATIVE PROCEDURES OF THE MARINE CORPS LEAGUE** is subject to the provisions of **CHAPTER NINE (9) GRIEVANCE AND DISCIPLINE**, as stated in the **ADMINISTRATIVE PROCEDURES**.

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