

**14 March 2007: APPROVED BY BOARD OF TRUSTEES**

**APPROVED**

**MARINE CORPS LEAGUE, INC.  
COLONEL PHILLIP C. DeLONG DETACHMENT  
DETACHMENT #1267**

**BYLAWS**

**ARTICLE ONE**

**SECTION 1.0 NAME**

The official name of this Detachment is COLONEL PHILLIP C. DeLONG  
DETACHMENT #1267, MARINE CORPS LEAGUE, INC.

**ARTICLE TWO**

**SECTION 2.0 AUTHORITY**

Established under the authority of the National Headquarters, Marine Corps League, Inc,  
and the Department of Florida. The Detachment is incorporated in the State of Florida as  
a Non-Profit 501C Corporation.

**ARTICLE THREE**

**SECTION 3.0 ALLEGIANCE**

The Detachment recognizes and affirms its allegiance and subordination to the National  
Headquarters Marine Corps League, Inc. and the Department of Florida

**ARTICLE FOUR**

**SECTION 4.0 PURPOSE**

The purpose of this Detachment is to preserve and hold sacred the history and traditions of  
the United States Marine Corps; To promote the interests of the United States Marine  
Corps; Band together in fellowship active duty Marines and those who have honorably  
served in the United States Marine Corps; Provide charitable assistance to our community;  
To promote the ideals of American Freedom and Democracy; and, To affirm true  
allegiance to the American Institution

## **ARTICLE FIVE**

### **SECTION 5.0 POWERS**

All powers in, of, and for this Detachment shall be vested in its regular members in good standing, assembled at a regular or special meeting. Executive and administrative powers will be delegated to its elected Officers and Trustees in execution of their duties as the Staff of this Detachment.

## **ARTICLE SIX**

### **SECTION 6.0 POLICIES**

6.1 Independence: The Detachment shall be non-sectarian, non-political, non-partisan, and shall not discriminate on any basis.

6.2 Political Activity: Nothing in the preceding sub-section shall prohibit the Detachment from participation in political issues affecting the welfare of the United States Marine Corps, the Marine Corps League, the national security of our nation, or any veteran's claims for justice arising from service in the Armed Forces of the United States of America.

6.3 Responsibilities: These Bylaws incorporate the policies and guidelines established by the National Headquarters, Marine Corps League, Inc, Department of Florida Marine Corps League, Detachment 1267, together with the necessary operational and management functions of the Detachment.

6.4 Fiscal Year: The fiscal year of the Detachment shall be July 1st to June 30th of the following year. The Budget and any revision thereto, as approved by the Budget Committee, Paymaster and Staff will normally be approved by the regular members in good standing at the July meeting.

6.5 Audits: Quarterly audits of all Detachment financial records will be made by the Trustees, the Budget Committee, and or delegated authority by the Commandant at the end of September, December, March and June. The results of each audit will be available to the Officers and Members at the next regular meeting. An annual audit of the Detachment's financial and property records shall be made prior to the "change of watch" in March of the election year. The auditors shall present their findings to the Officers and Membership. The Staff shall use these results for any reports required by any Federal or State Agency, National Headquarters of the Marine Corps League, Inc, or the Department of Florida, MCL, Inc

## ARTICLE SEVEN

### SECTION 7.0 MEMBERSHIP:

**7.1 Membership:** Regular membership and Associate membership shall be governed the guidelines set forth in the National Bylaws, the Department Bylaws, and this Detachment's Bylaws. The applying candidate and sponsor shall have the obligation of providing documentation proving eligibility to join the Marine Corps League. This documentation shall consist of a copy of applicant's DD214 or a copy of the candidate's Honorable Discharge or a copy of the candidate's US Uniformed Services ID card for retired Marines.

**7.2 Regular Membership:** Regular membership is available to candidates who served honorably for not less than ninety (90) days in the United States Marine Corps and persons who have served honorably in the United States Marine Corps Reserve and have earned no less than ninety (90) reserve retirement credit points shall be eligible for membership. Applications shall be received by member/sponsor who, after examining proof of member eligibility shall be delivered to the Detachment Adjutant along with all current dues and fees as soon as practical but no later than the next regularly scheduled meeting of the Detachment. The Judge Advocate will examine and certify the documentation proving eligibility to the Adjutant. When original documentation validating applicant eligibility has been completed, the documentation shall be returned to the candidate. The adjutant will note in Detachment logs that applicant validation has been satisfactorily approved.

**7.3 Associate Membership:** Any person of good character not qualified for membership in the Marine Corps League (for example, Navy Corpsman, Seabee, Family Member or Friend) and has initiated the current standard application form and demonstrates support for the principles and purposes of the Marine Corps League and its activities shall be eligible to become an associate member of the Marine Corps League and this Detachment. An associate member shall be entitled to all the rights, privileges, and benefits of a Regular member except that he or she may not vote for or hold an elected office. Associate members shall pay the same dues as prescribed for regular members including initiation fees.

**7.4 Dual Membership:** When a member of the Marine Corps League becomes a member in good standing in more than one Detachment, such membership in the secondary Detachment shall be counted in the same manner as an Associate Member.

**7.5 Good Standing:** All members shall be considered in good standing in the Marine Corps League unless the member is delinquent in the payment of their annual dues which are payable on or before the member's anniversary date.

**7.6 Delinquent Members:** Any member becoming delinquent shall be retained on the National Department and Detachment rolls in a delinquent status for a maximum of one year during which time the member may be removed from this status by making payment of all dues and fees in arrears and all dues current. If a one year period passes without the requisite payments, the member shall be dropped from all membership roles.

**7.7 Ineligible Members:** If a member is determined not to have the required qualifications for membership, such member shall be dropped from the rolls immediately. Written notification documenting the circumstances for this action will be provided to Department and National Headquarters.

**7.8 Transfers/Member at Large Status:** Standard Marine Corps League forms shall be used and approved.

## ARTICLE EIGHT

### Section 8.0 ELECTION OF OFFICERS

**8.1 Detachment Officer Eligibility:** All regular members of the Detachment in good standing shall be eligible for nomination for any elected or appointed office.

**8.2 Elective and Appointed Officers:** The Detachment must elect a Commandant, Senior Vice Commandant, Junior Vice Commandant, and, Judge Advocate. The newly-elected Commandant with the majority approval of Staff shall appoint an Adjutant, Paymaster, Chaplain, Sergeant at Arms, and Quartermaster.

**8.3 Holding Multiple Offices in the Detachment:** Qualified members may hold one Detachment elective office and any such additional appointed office(s) as may be assigned. The Staff must approve each instance where an elective officer is extended responsibility for an appointed office(s).

**8.4 Holding Multiple Offices outside the Detachment:** Elected and Appointed Officers may hold a higher level office in the Marine Corps League.

**8.5 Term of Service:** All elected Officers shall serve for a period of one year. Elected Officers may be candidates for reelection for additional terms.

**8.6 Nominating Committee:** In March, the Commandant shall appoint a Nominating Committee composed of three regular members in good standing. The Committee will be responsible for seeking regular members who are best qualified, willing, and able to serve in their respective office.

**8.7 Elections Process:** Notification to the Detachment membership of the elections process shall be by the monthly newsletter in February, March, April, and May. The May newsletter must be transmitted to the Detachment membership no later than seven days prior to the regular meeting at which final elections will be held. The nomination and election of Officers shall be held under “New Order of Business” of the Detachment. In April, the Nominating Committee will present their proposed slate of Officers at the regular Detachment meeting. Additional nominations may be made from the Floor. In May, the Nominating Committee will again propose the Slate at the regular Detachment meeting. Additional nominations may be made from the floor. The election will follow. Elections will be by a show of hands or by paper ballot of the regular members in good standing at the discretion of the Commandant.. If there is no opposition to an elected office, the Adjutant may cast one vote to elect. During the period from the May meeting to the June meeting, the outgoing Officers of the Detachment will hold “turnover” meetings to brief the new Officers on their new responsibilities as well as provide an update on the state of the Detachment. In June, the newly elected Officers shall be sworn in and assume the responsibilities of their respective Office.

**8.8 Elected Officer Vacancies:** In the event of resignation, prolonged illness, death, unexcused absence for more than two consecutive meetings of the Detachment or Board meeting or removal from office for any cause of any elected officer, the vacancy shall be filled as follows: Office of the Commandant by Senior Vice; Office of Senior Vice by Junior Vice; and, the Judge Advocate shall fill the Office of Junior Vice Commandant and retain the office of Judge Advocate until an election for the office of Judge Advocate can be called in accordance with the Bylaws of this Detachment. New Officers will complete the term of office vacated until the next regular election.

**8.9 Appointed Officer Vacancies:** The Commandant shall fill any vacancy in an appointed office or Committee Chair as expeditiously as possible.

## ARTICLE NINE

### 9.0: DUTIES OF THE ELECTED DETACHMENT OFFICERS

**9.1: Commandant:** The Commandant, as the Senior Executive Officer of the Detachment, shall preside over all meetings of the Detachment and the Board of Trustees, but he may temporarily delegate a Vice-Commandant to substitute for him when needed. The Commandant will serve as an Advisor to all Committees. He shall direct and supervise the activities of the elected, appointed, and committee officers and chairpersons. He, together with the Adjutant/Paymaster or Paymaster shall be responsible for the integrity of finances of the Detachment. He, together with the Quartermaster shall be responsible for the integrity of property management of the Detachment. He will ensure that the Detachment is represented at all civic, memorial and community functions where it is customary that Veteran's Organizations be represented.

**9.2: Senior Vice Commandant:** The Senior Vice shall assist the Department Commandant in every way presiding at meetings in the absence of the Commandant.

**9.3: Junior Vice Commandant:** The Junior Vice shall create and promulgate membership incentives and programs to ensure continuous membership growth. He/she will perform the duties of the the Detachment Commandant and Senior Vice in the event of their absence.

**9.4: Judge Advocate:** The Judge Advocate shall become familiar with and interpret the Detachment Bylaws. He/she shall advise, construe, counsel and render opinions on questions of law and procedure to the Detachment Commandant during meetings. He/she will be privy to all staff and special meetings. He/she shall make decisions, on the local level in disputes, or, if unable to resolve the problem, refer to the next higher level, i.e., Department or National. He/she shall revise and make recommendations on submitted amendments to the Bylaws. He/she will review the financial and property records of the Detachment on a semi-annual basis and report to the Commandant.

**9.5: Past Commandant:** Past Commandant(s) shall provide counsel and assistance in providing continuity as well as act as a Senior Advisor to the Detachment.

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## **9.0 DUTIES OF THE APPOINTED DETACHMENT OFFICERS**

**10.1 ADJUTANT:** (a) Shall keep and maintain a true record of all meetings of the Detachment. An audio tape recording of all meetings will be kept on file for a period of one year. Detachment records will be transcribed or written and will be filed; (b) shall forward notices of Detachment meetings, events, etc. The preferred method of communication shall be electronic mail however Detachment members not having electronic mail shall receive a mailing of said notices; (c) Shall maintain with the assistance of the Paymaster a current membership roster of all categories of members; (d) Shall maintain a record of all Detachment correspondence; (e) Shall perform other such duties as directed by the Commandant

**10.2 PAYMASTER:** (a) Shall maintain a true and current record of all funds received and expended by the Detachment; (b) Shall disburse funds for approved Detachment expenditures immediately and Deposit checks and cash received within 3 days of receipt; (c) Shall notify members sixty days prior to the expiration of dues; (d) Shall maintain an imprest fund not to exceed \$200.00. Receipts for all expenditures will be maintained. Increases in the Imprest fund must be approved at a regular meeting of the Detachment. (e) All expenditures of the Detachment shall be approved by Detachment membership in the monthly report of the Paymaster; (f) Shall perform such other duties as directed by the Commandant.

**10.3 CHAPLAIN:** (a) Shall perform such duties at Detachment meetings as prescribed in the MCL ritual; (b) Shall take an active part in all memorial and funeral services in which the Detachment participates; (c) Shall visit the sick; (d) Shall be reimbursed for the purchase of cards and postage.

**10.4 SERGEANT-AT-ARMS:** (a) Shall arrange the meeting hall; (b) Shall assist the Commandant and Adjutant in meeting arrangements; (c) Shall verify the membership of all persons attending Detachment meetings; (d) Shall preserve order at all meetings; (e) Shall perform all duties as prescribed in the MCL Ritual Manual; and, (f) Shall perform such other duties as directed by the Commandant.

**10.5 PUBLIC RELATIONS OFFICER/WEBMASTER:** (a) Shall be responsible for all public relations activities by developing relations with local media and governmental officials for the purpose of enhancing the image of the Detachment with the Public at large; (b) Shall maintain the Detachment website with current information; (c) Shall be reimbursed for necessary expenses related to website development; and, (d) Shall perform such other duties as directed by the Commandant.

**10.6 HISTORIAN:** (a) shall, under the direction of the Board of Trustees, assemble and maintain a record of the achievements of the Detachment

**10.7 SERVICE OFFICER:** (a) Shall become knowledgeable of any and all benefits available to veterans and shall assist Detachment members as necessary.

## **ARTICLE ELEVEN**

### **11.0 COMPOSITION OF AND DUTIES OF THE BOARD OF TRUSTEES**

**11.1 COMPOSITION:** The Board of Trustees shall be composed of all of the elected Officers of this Detachment.

**11.2 DUTIES:** The Board of Trustees shall (a) exercise executive and administrative supervision of this Detachment between regular meetings; (b) comply with and execute, without delay, the mandates and acts of the membership as expressed by majority vote in regular and special meetings; and, (c) exercise such other executive and administrative functions and duties that are in the best interests of the Detachment and in accordance with all National, Departmental, and Detachment Bylaws

## **ARTICLE TWELVE**

### **12.0 COMMITTEES**

**12.1. The Commandant shall** (a) Form , as deemed necessary, for the good of the Detachment such committees that will be capable of executing the assigned mission; (b) shall appoint a member to chair each formed committee who shall keep the membership informed of progress at regular Detachment meetings

## ARTICLE THIRTEEN

### DETACHMENT MEETINGS

#### 13.0 DETACHMENT MEETINGS

**13.1 REGULAR MEETINGS:** The Detachment shall meet regularly on the third Monday of each month at 1900 hours.

**13.2 SPECIAL MEETINGS:** Special meetings may be called for specific purposes by the Commandant or upon written request signed by at least five members in good standing stating the purpose of such meeting. The Commandant shall call such special meeting and proper written notification shall be given to the membership. Only the stated question shall be addressed at such meeting.

**13.3 QUORUM:** A quorum consisting of at least ten percent of the regular members in good standing of which at least three shall be members of the Board of Trustees must be present in order to conduct official business at either a regular or special meeting.

**13.4 RULES OF ORDER:** The Detachment shall be guided in its deliberations as set forth in National Bylaws. The current Roberts' Rules of Order shall be guide for any parliamentary rules issues.

## SECTION FOURTEEN

### 14.0 DUES AND ASSESSMENTS

**14.1 DUES:** The Detachment shall fix the amount of its membership dues

which shall include National and Department per capita dues and fees.

**14.2 CHANGES:** Any changes in dues will be approved at a regular meeting.

**14.3 ADMINISTRATION:** Dues shall be administered by the Paymaster in accordance with the membership sections of these Bylaws.

**14.4 INDIGENT MEMBERS:** Special consideration shall be extended to those who are deemed to the indigent and unable to afford financial obligations to the Detachment.

## **SECTION FIFTEEN**

### **15.0 UNIFORMS**

**15.1. Uniforms will be worn only in compliance** with Marine Corps League policy as set forth by National and Departmental policies. The minimum uniform shall be the MCL red cover with device.

**15.2. Baseball caps** or other hats shall not be worn at meetings.

## **SECTION SIXTEEN**

### **16.0 AMENDMENTS**

**16.1 AMENDMENTS:** All amendments to these Bylaws shall be proposed in writing and read at a regular meeting of the Detachment. Proposed amendments will then have a reading period during which the Detachment Judge Advocate and the Bylaws Committee will review and approve the proposed amendment. At the next scheduled meeting of the Detachment a second reading shall be held noting the results of the review process. It shall require a majority hand/voice vote of regular members in good standing present at the meeting to ratify a proposed amendment(s). Any proposed amendments which may be in conflict with any rule or regulation of the MCL, Inc. shall be declared out of order by the Commandant. No amendments or revisions shall take effect until reviewed and approved by the Department of Florida.

There may be minor formatting errors in this draft which will be fixed at the conclusion of the reading period.

