

MARINE CORPS LEAGUE

Department of Louisiana

Bylaws

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**These Bylaws must not to be in conflict with National
(See Bylaws Section 400)
When in doubt National's Bylaws will prevail!**

*APPROVED BY Department: 30 September 1993

**AMENDED to comply with Department changes as of 8 August 1997

*APPROVED by the majority of the delegates present and voting at Department of Louisiana Convention 6 June 1998

CHANGES, notification all Detachments, *APPROVED by majority of the delegates present and voting at Department Louisiana Staff meeting 24 October 1998

APPROVED by Department Judge Advocate: 15 November 1998

*APPROVED by majority of delegates present and voting at Department of Louisiana Convention 8 June 2002

*APPROVED by National Judge Advocate John V. "Jack" Ryan 5 September 2002

**AMENDED to comply with Department changes as approved by the 2002 Department Convention

*APPROVED by the majority of the delegates present and voting at Department of Louisiana Convention 7 June 2003

*APPROVED by National Judge Advocate John V. "Jack" Ryan 16 June 2003

* APPROVED by vote at Department Convention X June 2006 & National Judge Advocate Vic Voltaggio 23 June 2006

*APPROVED by majority vote of members present at Department Convention in Lafayette 7 June 2008

Signed by Department Commandant Charles J. Norman - Date 7 June 2008

Signed by Department Judge Advocate Victor R. Beverson - Date 7 June 2008

Reviewed and Approved – National Judge Advocate: James J. "Jim" Touhy 15 August 2008

APPROVED by Majority vote of the members present at Department Convention at Slidell on 4 June 2011

Signed by Department Commandant *George Milton Haase Sr.* - Date 4 June 2011

Signed by Department Judge Advocate *Wayne John Ory* - Date 4 June 2011

Department of Louisiana BYLAWS
ARTICLE ONE
DEPARTMENT CONVENTIONS

SECTION 100 - AUTHORITY - The supreme legislative and policy making power of the 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 of DEPARTMENT CONVENTION – The Department Convention and Administration committees shall be: (1) Credentials, (2) Bylaws, (3) Resolutions, (4) Rules and (5) Standing Committees. (See Administrative Procedures Chapter TWO - Section 235)

SECTION 105 - COMMITTEES - 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. **(See Enclosure LA4)**
- (b)** Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of said Detachment's membership strength on record at the Department Headquarters, immediately preceding the Department Convention. The delegate voting strength of each Detachment shall be as follows: for the first fifteen (15) Regular members, one (1) Delegate and one (1) Alternate; for each additional full block of fifteen (15) Regular members, one (1) Delegate and one (1) Alternate; for a partial number of fifteen (15) Regular members, one (1) Delegate and one Alternate. However, no Delegate strength of a Detachment shall be computed by including Associate 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 31 May, prior to the Department Convention, such fact shall be reported by the Department Adjutant/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, immediately prior to the current Department Convention, fails to report on standard transmittal forms to Department Adjutant/Paymaster that it has fifteen (15) or more members, the Department Adjutant/Paymaster shall report such fact to the Department Convention Credentials Committee which shall not approve that Detachment's Delegates or

Alternates.

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

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

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 is entitled to cast a vote for fifteen (15) members, providing that the total vote of the Detachment's delegates does not exceed the Detachment's membership strength. Such Delegate, or Alternate in the absence of a Delegate present at the time of voting may, on behalf of registered and approved absent Delegates, cast the vote of the Detachment's full voting strength.

(c) In the event of a challenge by a registered Delegate to the stated vote of his Detachment, the roll call vote of each member of this Detachment in attendance shall be called. Upon the calling of each member so registered, the Department Judge Advocate will rule on the roll call vote and cast the vote on behalf of the Detachment.

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

(e) In the event of a challenge by a registered Delegate to the stated vote of his Detachment, the roll call vote of each Detachment of said Department shall be called. Upon the calling of each Detachment so registered, a Delegate of each Detachment shall rise, if not restricted by physical impairment, and identify himself as a registered Delegate, authorized to cast the vote on behalf of that Detachment.

SECTION 112 – MEETINGS – The Department of Louisiana, Marine Corps League, shall hold one Convention each year during the month of June (first full week end - Friday / Saturday / Sunday) and a Staff Meeting in late October of each year. The Department Charter, the Bible and the Detachment and the Department colors shall be displayed at all business meetings. (See **Section 200 Administrative Procedures**) 6/2011

SECTION 115 - ELECTIVE OFFICERS - The Department Officers to be elected at each Convention shall be: Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate. The Vice Commandants of Divisions shall be elected every two years.

SECTION 120 – NOMINATIONS -

- **Ch 3/98 (a)** All nominations for an elective offices shall be made from the floor 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/her nomination. Each nominee, when called upon, shall rise, unless restricted by a physical impairment, and state to the Chair that if elected, he/she will accept the office and serve loyally, faithfully, and to the best of his/her ability during the term to which elected.

- **(b)** Divisions shall caucus prior to the time of nominations and select a nominee, presenting the name of that nominee when the Division Vice Commandant nominations are called for. Such nominee must be on the floor at the time of the nomination and must be a member in good standing in the Marine Corps League. If there are no Detachments present from the Division to be nominated, the Commandant will appoint, with the approval of the Board of Trustees, a Division Vice Commandant of his choice to represent that Division until next Convention. **Department amended 6/08**

SECTION 125 – ELECTION – The election of Department Officers shall be the last order of business of the Convention. Election of Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate shall be by roll call vote, properly recorded. The election of Division Vice Commandant shall be by acclamation.

- **(a)** No person shall hold more than one elected Department Office at the same time.

- **(b)** Before voting begins, the Department Commandant shall select two (2) Past Commandants or other Department Officers, if available, to act as Judges and Tellers.

- **(c)** When Judges and Tellers have informed the Chair that they are ready and prepared to supervise the election, 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 vote 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 - All Department Officers except Division Vice Commandants shall be elected for a term of one (1) year and may stand for re-election one consecutive additional term. Division Vice Commandants shall be elected for a term of two (2) years and may succeed themselves in office for (1) one consecutive additional term.

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 attending the Department Convention.

SECTION 140 - RIGHT TO SPEAK - All registered Delegates, when recognized by the Chair and not so expressly prohibited by these 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.

**Department of Louisiana 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) Four (4) Division Vice Commandants
- (f) Junior Past Department Commandant

SECTION 205 – POWERS - In between conventions, in compliance with the provisions of the Congressional Charter of the Marine Corps League, the Department Bylaws and Administrative Procedures and Directives, the Powers and Authority of the Department Board of Trustees shall be:

- (a) To exercise such powers and to do such other actions as are compatible with the Department Bylaws and Administrative Procedures which are in the best interest of the Marine Corps League, and to exercise executive power between Department Conventions.
- (b) To approve or disapprove the minutes of the Department Convention at the next regularly scheduled Staff Meeting of the Department of Louisiana Marine Corps League, 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 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 National and 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 as well as that of the Division Vice Commandant of the Southeast Division.
- (5)** With the Department Adjutant/Paymaster, have custody of all funds and property of the Department, 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)** Adjutant / Paymaster
- (b)** Chaplain
- (c)** Sergeant-at-Arms
- (d)** Veterans' Service Officer
- (e)** VAVS Chairman
- (f)** Such other Staff Officers as necessary.

- (7)** With the advice and consent of the Department Board of Trustees, appoint such standing committees as are deemed necessary.
- (8)** Approve or disapprove all proposed requisitions, before being made, by the Adjutant/Paymaster for the Department.
- (9)** Represent the Department 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

(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/she shall preside over all Detachment Commandants' Council Meetings and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the Marine Corps League and the Department. **Assist Department Commandant with Awards.**

(See National Enclosure 9)

(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. **See Administrative Section 300 (a) for dates required to submit letters to Detachment Commandants requesting their letters of recommendation for Marine of the Year (Milton H. Ockman Memorial Award), Associate Marine of the Year (Leland H. Wilde Memorial Award) and Recruiter of the Year.**

(d) DEPARTMENT JUDGE ADVOCATE shall: Interpret the Department Bylaws and Administrative Procedures. He/she shall advise, construe, counsel, and render opinions on questions of Law and Procedure to the Department Commandant, the Department Board of Trustees, the Department Staff, and Detachments when so requested 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 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 or any of its subsidiaries referred to this officer through channels, the Department Judge Advocate shall rule in writing. Copies of the ruling shall be distributed by hand or via the U.S. Mail to the parties concerned and to the Department Commandant, the National Commandant and National Judge Advocate. 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 other level of the Marine Corps League. If this be the case, resignation from the lower office shall be required upon being sworn into the higher office.

(e) DEPARTMENT ADJUTANT/PAYMASTER shall:

- (1) Be responsible to the Department Commandant.
- (2) Perform all of the ordinary and necessary business of the Department, including the approval of purchasing materials and services of normal business operations within the bounds of the budget as provided by the Board of Trustees.
- (3) Be responsible for the editing, printing and publishing the news of the Department as may be called upon by the Staff.
- (4) Keep the minutes of all Department Conventions, Board Meetings, and perform such other duties as are usually assigned a secretary.
- (5) Mail to each Detachment and members of the Department Board of Trustees within sixty (60) days following each Department Convention a brief summary of the minutes showing actions and decisions affecting the Department Bylaws and Administrative Procedures.
- (6) Receive and review all committee reports and correspondence, and where appropriate, forward copies to the Board of Trustees for information.
- (7) Surrender all books, records and property of the Department with which the office is in charged, to the duly elected or appointed successor.
- (8) Shall not hold any other position on the Staff.
- (9) Determine the compensation for the Department Staff within the budget guidelines.
- (10) Conduct a census of all total membership of the Department for the purpose of determining Delegate and Alternate entitlement for the ensuing Department Convention annually.
- (11) Cause to be kept all proper and necessary books for the recording of all business of the Department, including a correct record of all membership accounts.
- (12) Receive all monies, keeping record of their source and purpose, and shall deposit said monies in approved and Federally insured accounts, including checking and/or savings accounts. All monies deposited shall be in the name of the Department.
- (13) Close the books for the collection of dues for the determination of voting rights on 31st on May each year prior to each Department Convention.
- (14) Establish the Fiscal Year for the Department from June 1st thru May 31st the following year and provide assistance as necessary in the conduct of an annual audit of all of the funds of the Department.
- (15) Assure that all checks issued have the signatures of the Commandant and the Adjutant/Paymaster of the Department. **In case of illness or conditions beyond the control of the Commandant or the Adjutant/ Paymaster, the Senior Vice Commandant will sign in the absents of either.**

(f) DEPARTMENT CHAPLAIN shall:

- (1) Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the Department and the National 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 Memorial Service at each Department Convention, including in each ceremony representatives of those subsidiaries that are appropriate and including reading the names of members of the Department deceased during the past year

(g) DEPARTMENT SERGEANT-AT-ARMS shall: Preserve order at Department Convention and perform such other Department meetings as may be called by the Department Commandant, and to perform such other duties as are assigned by the Department Commandant.

(h) DEPARTMENT DIVISION VICE COMMANDANTS shall:

- (1) Be held accountable to the Department Board of Trustees for the care and proper administration of their Division under the direct supervision of the Department Commandant.

- (2) Arrange for, convene, and supervise not less than one (1) Division Conference each year for the purpose of planning and executing means and methods of strengthening and increasing the effectiveness of the Division.

- (3) Visit **and/or council with** each Detachment in the Division at least once each quarter with report given at annual Convention.

- (4) Make every continuing effort to establish new Detachments within their Division .

(i) JUNIOR PAST COMMANDANT shall be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Department.

SECTION 215 - VACANCY - The order of succession to the office of Department Commandant shall be (1) Department Senior Vice Commandant, and (2) Department Junior Vice Commandant. In the event of other vacancies on the Department Board of Trustees, the Department Commandant, with the advice and consent of the remaining Board members, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or 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 as is provided in Chapter Nine of the Administrative Procedures.

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 Trustee during the ensuing fiscal year.
- (2) Annually, immediately after adjournment of each Department Convention for the purpose of selecting appointive Department Officers and Standing committees and for the transaction of such other business as may properly come before it.
- (3) Annually, during the month of January or February (To be known as the Mid-Winter Department Staff Meeting) at a location chosen at least one year in advance by the Department Board of Trustees.
- (4) C 3/98 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/Paymaster prior to the issuance of the call for a special Board meeting.

(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 Revised Rules of Order.

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 – At all Department Board Meetings 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.

SECTION 235 – CONDUCT OF BUSINESS – The Board of Trustees may conduct business between Conventions at any regular or special meeting, or by mail in accordance with Department Bylaws and Administrative Procedures.

SECTION 240 – EXPENSES – The Department may reimburse the Board Members (and others as determined by the Board) for expenses incurred, after receipt of approved account form (see **Enclosure LA1**) provided that funds are available and budgeted.

Department of Louisiana BYLAWS
ARTICLE THREE
DEPARTMENT STAFF

SECTION 300 - COMPOSITION - The Department Staff shall be comprised of the Department Board of Trustees, appointed Department Officers, Committee Chairman, Liaison Officers, and Detachment Commandants, being identified collectively as Staff Officers and individually as a Staff Officer.

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 members of the Staff who are not members of the Board of Trustees shall have no vote and shall not be considered in determining a quorum for Department Board of Trustees meetings.

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

- **(a) CONVENTION COMMITTEE CHAIRMAN** - Shall with the Department Convention Committee, perform those duties outlined under the Administrative Procedures, Chapter Two, Section 240.
- **(b) DEPARTMENT HISTORIAN** - Shall assemble and maintain a record of the Department history of achievement.
- **(c) CHAIRMAN PUBLIC RELATIONS** – Shall act as public relations and press officer for the Department, and perform such other duties as assigned by the Department Commandant.
- **(d) DEPARTMENT AUXILIARY LIAISON OFFICER** – Shall maintain a close association with the Department Auxiliary President. He/she will advise the President when called upon, of relations between the Marine Corps League and the Auxiliary. Also, he/she will stress coordination of the Convention and Staff Meetings Committees approved by the Board.

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

SECTION 320 - CONTRACTING AUTHORITY - No Officer of the Department, Committee Chairman or Member of the Department shall enter into or sign any contract or agreement, for the purpose of binding the Department without first submitting such contract or agreement to the Department Judge Advocate for his/her recommendation to the Department's attorney and insurance carrier for their written recommendations. 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 shall require the signature of the Commandant and the Adjutant/Paymaster.

Department of Louisiana BYLAWS
ARTICLE FOUR
DEPARTMENTS

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 - A Department may have such elected and appointed Officers as required by its Department Bylaws or in the absence of Department Bylaws as its Department Convention desires. Each 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. The Department Commandant and the Department Adjutant/Paymaster (or Department Paymaster, as applicable) are covered under a blanket bond held and paid for by National Headquarters (Article 8, Section 815 applies). see Enclosure LA10)

SECTION 407 - ELIGIBILITY AND TERM LIMITS FOR OFFICERS

- (a) Ch 5-99 All Officers serving in elected offices must be Regular Members of the Department in which they are elected to serve. At the will of the Department, Associate Members may serve in appointed offices only, in accordance with Article Six, Section 600.
- (b) Ch 5-99 Departments shall have the sole right to establish term limits on its officers, both elected and appointed. Departments wishing to exercise this option must do so by inserting clear provisions into their Bylaws.

SECTION 410 - MEETINGS - Each 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 Department 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, a 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 - A Department which 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 Convention Credentials Committee. The Department and its officers who do not comply with Article One, Section 105(c) 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 a Department Convention and/or a Department Staff meeting shall be free to take such action and engage in such activities as are not in violation with Federal, State, County (Parish), or Municipal Law or Ordinances.

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

SECTION 435 - QUORUM - The minimum number required to transact the regular and legal business of the Department Convention shall be the registered and approved Delegates in good standing from a majority of all Detachments attending the Department Convention.

SECTION 440 - BONDING - **Ch 11-05** Department Commandant, Department Adjutant/Paymaster or Paymaster as applicable and officers authorized by Department Commandant handling Department funds will be bonded by a commercial crime policy paid for and administered by the National Organization. the bond limit will be in the amount of \$10,000.00 with a deductible of \$1,000.00. A certificate of coverage will be mailed to each Department at the inception of the policy term with territorial provisions included within the policy. The Department at the expense of the Department shall arrange any additional bonding coverage desired for Department Officers. **(Article 8 Section 815 applies)**

Department of Louisiana 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. In the absence of a jurisdictional Department, the National Judge Advocate shall be the approving authority for Detachment Bylaws and Administrative Procedures.

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

SECTION 512 - ELIGIBILITY AND TERM LIMITS -

- (a) All Officers serving in elected offices must be Regular Members of the Detachment in which they are elected to serve. At the will of the Detachment, Associate Members may serve in appointive offices only, in accordance with Article Six, Section 600 (b).
- (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 and Installation of Officers between October 1 and May 15:

- (a) Installation must be conducted no later than the last day of the month subsequent to the election.

- (b) Report of Officers and Installation must be forwarded to National Headquarters, the Division Vice Commandant, through the Department Adjutant within fifteen (15) days of the installation.
- (c) Notwithstanding the above, report of Officers and Installation must be received at by Department Adjutant/Paymaster no later than 31 May each year and forwarded to National Headquarters before 30 June. (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 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 May 31 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. (see Enclosure LA4)

SECTION 540 – MEMBERS -

- (a) Ch 8-09 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 who is currently incarcerated or on supervised probation for any felony conviction or any misdemeanor conviction which has resulted in incarceration of more than two years and who is currently incarcerated or serving active probation as a result of a sentence imposed by any court of competent jurisdiction. No Detachment may accept for membership any person who has been convicted of a crime where the victim is a child. No Detachment shall accept for membership 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) Ch 8-02 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 National Enclosure 7 to the National Bylaws and Administrative Procedures.

SECTION 545 - BONDING - All Detachment Officers handling Detachment monies shall be bonded. The Detachment Commandant and Detachment Adjutant/Paymaster (or Detachment Paymaster, as applicable) are covered under a "Blanket" bond held and paid for by National Headquarters. The bonding of other Detachment Officers, who handle Detachment monies, shall be arranged for by the Detachment at the expense of the Detachment. 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) (see Enclosure LA10)

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 and/or the Department body;
- (3) Acts and conduct bringing the Marine Corps League into public disrespect;
- (4) Willful violation of National or Department 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 a 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 Board of Trustees of

the jurisdictional Department, or where a Department is non-existent, the jurisdictional National Division Vice Commandant 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 jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Detachment in question. However, if a jurisdictional Department is nonexistent, the responsibility for satisfying the outstanding liabilities shall devolve to the National Board of Trustees upon receiving, from the jurisdictional National Division Vice Commandant, such assets and liabilities which are in his custody.

(d) Ch 3-97 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) Ch 8/02 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 its jurisdictional Department, or if a jurisdictional Department is non-existent, its Department Division vice Commandant in writing of its intent to dissolve and surrender its Charter. The Detachment shall then:
 - (1) Call a Special Meeting of the Detachment by giving written notice of such special meeting to all members of the Detachment at least fourteen (14) days prior to such Special Meeting. If the regular meeting date of the Detachment is to be used for the Special Meeting, the aforesaid written notice must still be given to all Detachment members at least fourteen (14) days before the regular meeting date.
 - (2) Upon consideration of the voluntary surrender of the Detachment Charter by the Detachment, if it shall be determined that the Detachment charter shall be voluntarily surrendered and there are not a minimum of fifteen (15) members of the Detachment who remain ready, willing, and able to carry on the Detachment, then:
 - (a) The Detachment shall immediately notify, in writing, the jurisdictional Department, or where such Department is non-existent, the jurisdictional Department Division Vice

Commandant, 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 National Enclosure 7 of the Department Bylaws and Administrative Procedures and pursuant to the provisions of Chapter Seven, Section 710 of the Department 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 National Enclosure 6 of the Department Bylaws and Administrative Procedures**

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

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

- (3) No surrender of a Detachment charter shall be deemed effective or accepted until all members of the Detachment have been appropriately transferred.**

- (b) Upon acceptance of the surrender of the Detachment charter by the jurisdictional Department, or where such Department is non-existent, by the jurisdictional National Division Vice Commandant, such jurisdictional Department or jurisdictional National Division Vice Commandant 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 jurisdictional Department shall, within the limits of any**

assets of the Detachment, satisfy any remaining liabilities. However, if a jurisdictional Department is non-existent, the responsibility for satisfying the outstanding liabilities shall devolve to the National Board of Trustees, within the limits of any assets received from the jurisdictional National Division Vice Commandant of said Detachment.

(c) After satisfying the legitimate liabilities of the surrendering Detachment, any Detachment properties and assets will be held by the jurisdictional 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 jurisdictional Department and will then become the property of the jurisdictional Department. The jurisdictional department shall return the surrendered Detachment charter to National Headquarters which charter shall then be placed in the archives. However, if a jurisdictional department is non-existent, the National Board of Trustees shall hold any detachment properties and assets subject to the same terms and conditions as set forth above for a jurisdictional department except that at the end of the one (1) year period, the detachment properties and assets shall revert to National Headquarters and will then become the property of Department.

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

**Department of Louisiana BYLAWS
ARTICLE SIX
MEMBERS**

SECTION 600 - MEMBERSHIP ELIGIBILITY

• (a) Ch 8-09 REGULAR MEMBERSHIP - Only persons who are serving or who have served honorably in the United States Marine Corps, "ON ACTIVE DUTY," for not less than ninety (90) days and persons who are serving or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points and U.S. Navy 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. "Honorable service" will be defined by the last DD-214 or Certificate of Discharge that the applicant received. (The proposed is underlined only to show the change)

• --- OR ---

(1) MEMBER-AT-LARGE (See Section 640).

--- OR ---

(2) LIFE MEMBERS (See Section 645).

--- OR ---

(3) DUAL MEMBERSHIPS (See Section 650).

(b) Ch 7-01 ASSOCIATE MEMBER - Those individuals Ch 6/08 *who are now serving or who have served in other branches of the armed forces of the United States* 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 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, or a Department 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.

Ch 6-08 Membership shall be limited to (10%) ten percent of the regular

membership in Detachment where application is submitted. If Detachment Associate membership exceeds (10%) ten percent of paid regular membership prior to date of this bylaw change, no new associate members will be accepted until percentage to regular members reduces to (10%) or lower.

(1) Individuals who are serving or have served in other branches of the Armed Forces of the United States must have served honorably.

• **(2) Ch 6-08 Suggestion: Form a Subsidiary or Subordinate group “Friends of the Marine Corps League”. The Marine Corps League Board of Trustees could decide on the format for this group. All non-veteran members now members of the Marine Corps League would be required to transfer to this new group or resign.**

--- OR ---

(3) MEMBERS-AT-LARGE (See Article Six, Section 640)

--- OR ---

(4) LIFE MEMBERS (See Article Six, Section 645)

(c) HONORARY MEMBER - Detachments, Departments, 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.

• **(d) CORPORATE MEMBER -Ch 5-99 There will be four types of Corporate Membership based on the amount of the donation.**

TYPE OF MEMBERSHIP COST ANNUAL RENEWAL FEE Ch 5-99

Bronze Membership \$ 1,000.00 20% of original membership cost.

Silver Membership \$ 2,000.00 20% of original membership cost

Gold Membership \$ 5,000.00 20% of original membership cost

Platinum Membership \$10,000.00 (one time) None- Lifetime

Member

- (1) Corporate member will receive a handsome Corporate Membership Plaque.
- (2) Corporate Members' names will appear in the authoritative Marine Corps League Publication.
- (3) Complimentary Subscription to the Marine Corps League Publication.
- (4) Ch 5-99 A Corporate Membership Lapel Pin will be presented to the Director of the participating corporation. (Additional lapel pins, up to five, will be presented to the Corporation upon request)
- (5) The corporate membership program will be operated in full compliance with the Internal Revenue Service (IRS) regulations in regards to the Marine Corps League non-profit status and rules governing fund raising. Corporate Membership will be restricted in states where such transactions/solicitations are inconsistent with local statutes (Reference National Bylaws and Administrative Procedures, Chapter 10, Section 1000(d)).
- (6) All funds from the Corporate Membership Program will be deposited into the Marine Corps League General Fund. A double entry system will be comprised with the operating funds used for the payment of all expenses from the legitimate percentage lesser side of funds deposited. All payments of expenses shall be monitored by the National Comptroller, in accordance with National Bylaws, Section 310, paragraph (c), items (1), (2), and (3).
- (7) The distribution of the larger percentage side of the funds derived from the Corporate Membership Program will be determined by the League members present at the National Convention.

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 to a sponsoring member of the League with all required dues and fees. As an alternative, the applicant may mail a completed and signed standard application form to the National Headquarters with all required dues and fees.

- CH 13-07 (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 am currently serving or have served honorably in the U.S. Marine Corps on active duty, for not less than ninety (90) days* or have served or am currently serving in the U.S. Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points or that I have served or am serving as a U.S. Navy Corpsman who has trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device or Warfare Device worn on the Service Ribbon Marine authorized for FMF

Corpsman. 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." (Honorable service will be defined by the last DD-214 or Certificate of Discharge that the applicant received) General Discharge under Honorable Conditions is acceptable. If the date of my application for membership is subsequent to August 10, 2007, I hereby authorize the National Executive Director, Marine Corps League to obtain copy of my latest DD-214 from the National Personnel Records Center if deemed necessary to verify my eligibility for regular membership in the Marine Corps League.

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

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

(d) The acceptance of applicants to membership in a Detachment is the sole province of the Detachment as set forth in Article 5, Section 540 of the National By-Laws, except as therein provided.

(e) Ch 1-95 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 Department Group Insurance Programs that may be in effect.

• (a) The National annual per capita dues and fees shall be recommended by the Budget and Finance Committee at the Mid-Winter National Staff Meeting and require approval by the delegates at the National 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 Marine Corps League Magazine, Summer issue, will suffice as written notification.

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

(c) All of the National membership dues and fees which are due National Headquarters are in addition to the dues of a Detachment and a Department

which are authorized under the provisions of the 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. (See National Enclosure 7 Administrative Procedures).

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

- (a) Such member shall be retained in the delinquent status for a maximum 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 Bylaws, Article Six, Section 610; however, a member who is delinquent and wishes to retain the continued membership status shall do so by submitting the standard application form which shall be accompanied by ALL past dues and assessments which have accumulated during the entire period of the applicant's delinquent status.
- (c) No delinquent member may be transferred.

SECTION 625 - INELIGIBLE MEMBER -

(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. 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.

(b) Ch 2-96 If the member is carried on the rolls as a Member-at- Large, the reasons will be submitted, in writing to the National Commandant.

(c) Ch 2-96 If the person to be investigated is the Detachment Commandant, the request will be given to the Detachment Senior Vice Commandant.

(d) Ch 2-96 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 Department Bylaws and Administrative Procedures shall not be denied.

SECTION 640 - MEMBERS-AT-LARGE - Any person desirous of joining the Marine Corps League may make application on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Headquarters or by presenting the application to a Regular Member of the Marine Corps League. All applicants who submit applications on line or via mail for membership as a Member-At-Large will be accepted as Associate Members pending receipt of a DD-214, Certificate of Discharge, or a copy of their D.O.D. I.D. Card (if on Active Duty or Retired Military), establishing their eligibility for Regular Membership as set forth in Bylaws Article Six (6) Section 600 (a). A letter explaining the requirements for "Regular Membership" and requesting the appropriate documentation, should the applicant meet those requirements, will be sent to the applicant with the "Associate Member" membership card. The National Executive Director at National Headquarters shall be the sole judge of the membership classification of Members-At-Large, once he/she is in receipt of and has verified the appropriate documentation (outlined above). If it is determined that the applicant is eligible for Regular Membership, the National Executive Director will cause the Members records to be changed from "Associate" to "Regular" and issue a new membership card to reflect that status. Applications for Member-At-Large membership, submitted "in person" to National Headquarters or to any Regular Member of the

League, will be treated in the same manner as any applicant seeking to join a Detachment. The person accepting the application should determine whether the applicant is qualified for "Regular Membership" or "Associate Membership". Proof of eligibility (as outlined above) should be requested in any instance where uncertainty exists.6/2011

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

(b) A member who is in good standing in a Detachment may become a Member-At-Large in the following manner: the member shall tender a written resignation of his membership to the Detachment Commandant. Upon acceptance of the resignation by a vote of the Detachment, the Detachment Paymaster or Adjutant/Paymaster, on a standard form via the 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(a)(2).

SECTION 645 - LIFE MEMBERS - Regular or Associate Members of the Marine Corps League who are in good standing may become a LIFE MEMBER, upon proper payment of the fee, as 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. The Life Membership fee shall be as established by the National Convention. The fees are as follows:

Age 0 - 35	- \$500
Age 36 - 40	- \$400
Age 41 - 50	- \$400
Age 51 - 60	- \$300
Age 61 - over-	- \$150

- (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 a Department or Detachment.
- (b) National Headquarters shall retain twenty dollars (\$20.00) of the LIFE MEMBER fee for administrative costs in processing the new LIFE MEMBER. The remaining sum shall be placed in investments that are secure and are intended to produce maximum income with minimum risk.

(c) Interest only derived there from to be distributed as follows:

- (1) Commencing with the beginning of the fiscal year of the second anniversary year, and each subsequent July 1st anniversary year of all participating LIFE MEMBERS on the active rolls of the Marine Corps League, the LIFE MEMBER'S Detachment, Department, and National Headquarters will share interest proceeds based on the distribution ratio of 1/3 to Detachment, 1/3 to Department, and 1/3 to National Headquarters (General Fund). In a case where the LIFE MEMBER does not belong to a Detachment or a Department, the interest which would be due to the Detachment or the Department will accrue in its entirety to National Headquarters.

- (2) Prior to above stated second anniversary year of a LIFE MEMBER'S participation, no interest will be distributed for that LIFE MEMBER.

- (3) Using 1 and 2 above as a firm base for departure, if at anytime the ratio of interest realized from this fund should exceed thirty dollars (\$30.00) per annum, per participant, the portion over that thirty dollars (\$30.00) shall be returned to the blocked fund to further augment the growth of the principal.

- (4) Progressively, should at any time the ratio of interest realized from this fund exceed forty-five dollars (\$45.00) per annum, per participant, that portion over the forty- five dollars (\$45.00) shall be distributed through the General Fund as follows: 50% to Department Marine Corps League Building Fund; 25% to Marine Corps League General Fund; 25% to Marine Corps League Scholarship Fund.

- (5) Ch 13-07 Should a participating LIFE MEMBER die, resign his/her membership or be expelled from the Marine Corps League this member's quota of interest division shall terminate.

(d) When a participating LIFE MEMBER dies, the "unused" portion of the member's original investment in Life Membership shall remain in the blocked fund. NO REFUND shall be made to survivors, nor to his Department or Detachment.

(e) A Department or Detachment which awards a Life Membership and wishes for the Awardee to become a Department LIFE MEMBER, it is necessary for the Detachment or Department to pay to National Headquarters the participating fee stated herein and the LIFE MEMBER and the Detachment or Department would be participants.

(f) National Headquarters shall keep, in a separate nonparticipating file, all those present LIFE MEMBERS who have received such Life Membership as an Award as well as all future Department Awardees.

(g) 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 Department, Department, and Detachment as paid up LIFE MEMBERS of the Marine Corps League (nonparticipating).

(h) LIFE MEMBER Interest:

- (1) Determine the number of GROSS PLM PARTICIPANTS:
(GPLM = Last PLM # issues - #173 and prior)
- (2) Determine the number of DECEASED PLM PARTICIPANTS:
DPLM
- (3) Determine the number of NEW PLM PARTICIPANTS:
NPLMP
- (4) Determine the GROSS ANNUAL INTEREST AVAILABLE from total blocked fund: GAIE.

(5) Formula for computations:

$GLMP - DPLM - NPLM = ED$ Eligible for Distribution.

$GAIE / ED = GD$ (Gross Distribution per PLM).

$GAIE / ED * .334 = NATS$ (National).

$GAIE / ED * .333 = DPTS$ (Department).

$GAIE / ED * .333 = DETS$ (Detachment).

(NOTE: + for addition, - for subtraction, * for multiplication, / for division)

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 Department 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 Department 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 jurisdictional Department Paymaster or Adjutant/Paymaster, if a Department exists. The Transfer Form, National Enclosure 7, will be utilized for the purpose of transfer of voting rights to another detachment.

**Department of Louisiana BYLAWS
ARTICLE SEVEN
SUBSIDIARIES AND SUBORDINATE GROUPS**

SECTION 700 - AUTHORITY - All subsidiary organizations and subordinate groups which, 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. 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 Department 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, Detachment, or Department, they must follow their appropriate chain of command who will refer it to the 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 of the National Administrative Procedures are applicable in correspondence circumstances.

Ch 6-08 NOTE - Only National Administrative Procedures Chapter NINE are to be used in all Complaints, Grievances and Charges!

(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 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 Departments and 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 Department or Detachment, which has not provided Department 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 Department, or 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 Department or 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, 850, 860, and 870.**

**Department of Louisiana 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/Paymaster, not less than (90) days prior to the opening date of the Department Convention at which said proposal is to be considered.**

- (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/Paymaster will distribute copies of each proposal, without personal comment, to each member of Board of Trustees and each existing Detachment Commandant, no later than sixty (60) days prior to the opening day of 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 which are approved at a Department Convention, as outlined in Section 800, and does not provide for an effective date, shall become effective upon the close of the Department Convention at which it is approved.

SECTION 810 - DEPARTMENT BY-LAWS DISTRIBUTION -

- (a) Each Detachment, each member of the Department Board of Trustees & National Headquarters of the Marine Corps League shall be provided, without charge, with one (1) copy of the Department By- Laws of the Dept. of Louisiana or published changes thereafter each time they are printed. The Department By-Laws 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 from the Department Adjutant or Adjutant/Paymaster.6/2011
- (b) Every Past Department Commandant shall be provided, without charge, with one copy of the Department Bylaws and Administrative Procedures of the 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 Department Organization:

- (a) Department Commandant
- (b) Department Adjutant/Paymaster or Paymaster as applicable
- (c) Detachment Commandants
- (d) Detachment Adjutant/Paymaster or Paymaster as applicable.

SECTION 820 - DISSOLUTION - Should this Organization be dissolved, all funds, property, and assets of the Department shall be given to a non-profit organization of choice as determined by the Department Board of Trustees, provided such choice is tax exempt under the provisions of the Internal Revenue Code.

SECTION 825 - MEMBERSHIP LISTINGS - The membership listing of the Marine Corps League is PROPRIETARY INFORMATION and under the DIRECT CONTROL of National Headquarters of the Marine Corps League. Applicable portions of the membership listings shall be periodically provided to appropriate Departments and Detachments, exclusively for internal usage in administrating membership 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 National Executive Director upon approval of the National Board of Trustees of the Marine Corps League.

SECTION 830 - VIOLATION - Any member who violates the precepts of the NATIONAL BY-LAWS or the 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. Ch. 6/7/2008 - National Administrative Procedures are the only one to use in these cases - Louisiana Chapter NINE - only refers to National Administrative Procedures.

**Department of Louisiana BYLAWS
INDEX**

<u>TITLE</u>	<u>SECTION</u>
<u>PAGE</u>	
AMENDMENTS TO BYLAWS	
800 23	
ARTICLE ONE DEPARTMENT CONVENTION	1
100	
ARTICLE TWO DEPARTMENT BOARD OF TRUSTEES	4
200	
ARTICLE THREE DEPARTMENT STAFF	4
300	
ARTICLE FOUR DEPARTMENT	10
400	
ARTICLE FIVE DETACHMENTS	
500 11	
ARTICLE SIX MEMBERS	
600 15	
ARTICLE SEVEN SUBSIDIARIES AND SUBORDINATE GROUPS	22
700	
ARTICLE EIGHT MISCELLANEOUS	
800 23	
AUTHORITY	
Convention, Department	
100 1	

	Subsidiaries and Subordinate Groups		
700	22		
BLANKET BOND			
	Department Commandant		
815(a)	23		
	Department Adjutant / Paymaster		
815(b)	23		
	Detachment Commandant		
815(c)	23		
	Detachment Adjutant / Paymaster		
815(d)	23		
BOARD OF TRUSTEE, DEPARTMENT			
	Committees		
310(a)	9		
	Composition		
300	9		
	Conduct of Business		
235	8		
	Duties		
210	4		
	Expenses		
240	8		
	Expense Form -----		
(EnclosureLA1)			
	Meetings		
220	8		
	Powers		
205	4		
	Quorum -----		
225	8		
	Vacancy		
215	7		
	Voting		
230	8		
BONDING -----			
815	23		
	Department		
440	10		
	Detachment		
545	12		
BYLAWS -----			
400	10		
Amendments			800
23			
Department			400
10			
Detachments			505
11			
Effective			
Date		805	23
CHARTER SUSPENSION OR REVOCATION			

Department				
430	10			
COMMITTEES				
210(a)(6)	5			
	Convention,			
Department		101/105		1
COMPOSITION				
	Department Board of			
Trustees		200	4	
	Department			
Staff			300	9
CONTRACTING				
AUTHORITY				
			320	9
CONVENTION,				
DEPARTMENT				
	Challenges of Detachment		105	1
Vote		110	1/2	
Committees				
1				105
	Default,			
Detachment			535	11
Delegates				
105	1			
Meetings				
10				410
Members				
105	1			
	Member's Rights			
630	19			
	Nominations Acceptance, department			
120	2			
	Quorum	-----		
- 135	3			
	Right to			
Speak			140	
3				
	Roll Call			
Vote			125	2/
3				
	Voting			
110	1/2			
	Voting, Detachment Commandant			
110(d)	2			
DEFAULT				
	Department			
420	10			
Detachment				
535	11			
DELEGATES				

100	1			
		Convention, Department		
105	1			
DELINQUENT MEMBER				
620	1			
DEPARTMENT				
		Board of Trustees		
			200	4
		Bylaws		
			400	10
		Composition of		
Staff				310
		Freedom of Action	-----	
- 425	10			
Meetings				410
	10			
Officers				115/4
05	3/10			
		Powers of		
Staff				305
	9			
Quorum				135/4
35	3/10			
		Revocation of		
Charter			430	10
Staff				300
	9			
Trustees				200/4
15	4/10			
DETACHMENTS				
		Additional		
(New)			550	1
2				
Bonding				545
	12			
Bylaws				505
	11			
		Default	-----	
			535	11
Elections				530
	11			
		Honorary		
Members			600©	
15				
Installation				530
	11			

Meetings			515
11			
Members			540
12			
Name of Detachment	-----		
500	11		
Officers			510
11			
Quorum			520
11			
Required			
Officers			510
11			
Revocation of			
Charter			555
Trustees	-----		
525	11		12/13
DISSOLUTION			
Department			820
23			
DUES AND FEES			610
17			
DISTRIBUTION OF BYLAWS		810	23
DUTIES, DEPARTMENT			
Adjutant /			
Paymaster			210
6/7			
Auditor			
210(a)(6)(a)	5		
Auxiliary			
Liaison			310(d)
9			
Board of			
Trustees			200
4			
Chaplain			
210(f)	7		
Commandant	-----		
210(a)	4/5		
Convention Committee			
Chairman		310(a)	9
Department			
Staff			310
			9
Division Vice			
Commandants			210(h)
Historian			7
310(b)	9		

Judge			
Advocate			210(d)
5			
Junior Past Commandant	-----		
210(i)	7		
Junior Vice			
Commandant		210(c)	5
Public Relations			
Chairman		310©	
Senior Vice			
Commandant		210(b)	5
Sergeant at			
Arms		210(g)	7
ELECTIONS			
Department			
125	4		
Detachment			
530	15		
Judges and			
Tellers		125©	4
Procedures			
125	4		
Votes Required to			
Elect		125(d)	4
ELECTIVE OFFICERS	-----		

Department			115
2			
Detachment			
405	10		
FREEDOM OF ACTION			
Department			
425	10		
INCORPORATIONS			
710	22		
INITIATION			
FEES			
610	22		
LIABILITIES			
Detachments			
555 / 560	17		
LIFE			
MEMBERS			64
5	19/20		
Requirements			
600	15		
MEETINGS			
Department			
112	2		
Detachments			
515	11		
MEMBERS VOTE			

Department Convention 110	1/2		
MEMBERS			
of	Appeal, Right	635	19
	Application		
	605	17	
	Associate		
	600(b)	15	
	Convention,		
Department	Delinquent	105	1
Member		620	18
Detachment 540	12		
	Eligibility		
	600	15	
DUES AND FEES			
17			610
	Good Standing		
Requirements		615	18
	Honorary		
Members		600(c)	1
6			
MEMBERS (continued)			
	Ineligible		
Member		625	
18			
	Initiation		
Fee		610	
17			
	Life Member -----		
	645	19/20	
	Member at		
Large		640	1
9			
	Regular		
Member		600(a)	
15			
	Requirements for Membership -----		
	600	15	
Rights			63
0	15		
MEMBERSHIP APPLICATION			
		605	17
MEMBERSHIP, DUAL			
		650	21
MEMBERSHIP LISTING			
		825	24

MISCELLANEOUS			80
0 23			
NEW DETACHMENTS			
(Additional)	550	12	
NOMINATIONS ACCEPTANCE			
Department			
Convention		120	2
NOMINATIONS			
Department			
Officers		120	2
Detachment			
Officers		510	11
OFFICERS			
Department			
200 4			
Detachment			
510 11			
Officers Blanket			
Bond		815	23
POWERS			
Department Board of			
Trustees	205	4	
Department			
Staff		305	9
QUORUM			
135 3			
Board of			
Trustees			225
8			
Department			
Convention			135/435
3/10			
Detachment			
520 11			
REVOCATION OF CHARTER			
Department			
430 10			
Detachment			
555 12/13			
RIGHT TO SPEAK			
Department			
Convention		140	3
SUBSIDIARIES AND SUBORDINATE GROUPS			
Authority			
700 20			
Incorporations			
710 20			
TERM OF OFFICE			130
3			
TRUSTEES			
Department			

200/415 4/10
Detachment
525 1

VACANCY

Appointed Officers, Department
315 9

Detachment

215 7

**VIOLATION OF
BYLAWS
VOTING**

830 24

Department Board of
Trustees

230 8

Department
Convention

110 1/2

[*Home*](#)