

# **DEPARTMENT OF MARYLAND**



## **BYLAWS**

**AND**

## **ADMINISTRATIVE PROCEDURES**

**Revised: June 2016**

**DEPARTMENT OF MARYLAND**  
**BYLAWS AND ADMINISTRATIVE PROCEDURES**

**CERTIFICATION**


I, Johnny Baker, National Judge Advocate of the Marine Corps League, do hereby certify approval of the revised Bylaws and Administrative Procedures of the Department of Maryland, Marine Corps League as approved by a majority of the delegates present and voting at the Annual Department Convention of the Department of Maryland, Marine Corps League in Ocean City, Maryland on **30 April 2016**. Furthermore, that all previous copies of Department of Maryland Bylaws and Administrative Procedures are considered obsolete.

Semper Fidelis,

  
\_\_\_\_\_  
Johnny Baker  
National Judge Advocate

1-3-2017  
Date

ATTEST:

  
\_\_\_\_\_  
Craig Reeling  
Commandant 2015-2017  
Department of Maryland

6/30/2016  
Date



# **BYLAWS**

**DEPARTMENT OF MARYLAND**

**Revised: June 2016**

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

**SECTION 100 – AUTHORITY**

The supreme legislative and policy making power of the Department of Maryland, Marine Corps League shall be vested in a Department Convention composed of the properly elected, registered, and approved Delegates in good standing.

**SECTION 101 – COMMITTEES – DEPARTMENT CONVENTION**

The Department Convention Administrative Committees shall be: Credentials, Bylaws, Resolutions, Rules and Standing Committees.

**SECTION 105 – CREDENTIALS – DELEGATES, ALTERNATES AND MEMBERS.**

- (a) Delegates, Alternates, and Members desiring to attend business sessions of a Department Convention must possess a paid up membership card, plus properly executed and signed credentials, and must be registered with, and approved by, the Convention Credentials Committee.
- (b) Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of said Detachment's membership on record at Department Headquarters as of March 31 immediately preceding the Department Convention. The delegate voting strength of each Detachment shall be as follows: for the first ten (10) Regular members, one (1) Delegate and one (1) Alternate; for each additional full block of ten (10) Regular members, one (1) Delegate and one (1) Alternate; for a partial number of ten (10) Regular members, one (1) Delegate and one (1) Alternate. However, no Delegate strength of a Detachment shall be computed by including Associate members or Honorary members in such Detachment's total membership.
- (c) Should a Detachment be in default of payments of funds from any source due the Department Headquarters as of March 31, prior to the Department Convention, such fact shall be reported by the Department Paymaster to the affected Detachment, and to the Department Convention Credentials Committee. The Credentials of that Detachment's Delegates and Alternates shall not be approved unless settlement is made by the Detachment's Delegates at the convention site in cash, unless previously resolved.
- (d) A Detachment which, as of March 31 immediately prior to the current Department Conventions, fails to report on standard transmittal forms to National Headquarters that it has fifteen (15) or more members, the Department Paymaster shall report such fact to the Department Convention Credentials Committee which shall not approve that Detachment's Delegates and Alternates.
- (e) Notwithstanding the provisions of Section 105(d) above, no paid member in good standing may be deprived of his individual vote at a Department Convention.
- (f) Delegate/Alternate cards of a Detachment may only be claimed by the individual duly registered member.

## **SECTION 110 – VOTING**

- (a) Except as otherwise provided in these Bylaws, a fifty (50%) percent plus one (1) vote by the delegates voting shall carry any measure and decide any issue.
- (b) Each Delegate complying with Section 105, present and on the floor is entitled to cast one (1) vote, providing that the total vote of the Detachment's delegates does not exceed the Detachment's membership strength.
- (c) A Roll Call vote may be required and recorded up the request of any ten (10) registered and approved Delegates

## **SECTION 115 – ELECTIVE OFFICERS**

The Department Officers to be elected by each Department Convention shall be: Department Commandant, Department Senior Vice Commandant, Department Junior Vice commandant and Department Judge Advocate.

## **SECTION 120 – NOMINATIONS**

Each nomination for an elective Department office shall be made from the floor before the noon recess on the day on which the elections are to be held. Each nominee shall be a regular member in good standing in the Marine Corps League at the time of his nomination. Each nominee, when called upon, shall rise, if not restricted by a physical impairment, and state to the Chair that if elected, he will accept the office and serve loyally, faithfully and to the best of his ability during the term to which elected.

## **SECTIONS 125 – ELECTION**

- (a) The election of Department Officers shall be the last order of business of the Department Convention. The election of the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, and Department Judge Advocate shall be conducted in this order by secret ballot.
- (b) Before voting begins, the Department Commandant shall select two (2) Past Department Commandants and two (2) Past Detachment Commandants to supervise voting and correctly tally the votes cast. Two (2) shall act as Tellers and two (2) as Judges.
- (c) The election of officers shall not begin until the appointed election tellers and judges advise the Chair that they are prepared to supervise the election. When it is so advised, the Chair shall then call for the "Election of Officers". Upon such announcement, the Chair shall not accept or entertain any issue, question or subject which is not strictly related to the roll call being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the convention floor until the roll call vote in progress is concluded.
- (d) A majority of the votes cast is required to elect Department Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed five (5) minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

## **SECTION 130 – TERM OF OFFICE**

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

**SECTION 135 – QUORUM**

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

**SECTION 140 – RIGHT TO SPEAK**

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

**BYLAWS**  
**ARTICLE TWO**  
**DEPARTMENT BOARD OF TRUSTEES**

**SECTION 200 – COMPOSITION**

The Department Board of Trustees shall be composed of the following:

- (a) Department Commandant
- (b) Department Senior Vice Commandant
- (c) Department Junior Vice Commandant
- (d) Department Judge Advocate
- (e) Junior Past Department Commandant or a Past Department Commandant

**SECTION 205 – POWERS**

In between conventions, in compliance with the provisions of the Congressional Charter, the Department Bylaws and Administrative Procedures and the Directives and Mandates of the Department Conventions, the Powers and Authority of the Department Board of Trustees shall be:

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

**SECTION 210 – DUTIES – BOARD MEMBERS**

In addition to the specific duties of the individual Board Members, as hereinafter stated, it shall be the duty of each member of the Board to acquire a working knowledge of the Department Bylaws and Administrative Procedures of the Marine Corps League. The specific duties of the Members of the Department Board of Trustees shall be:

(a) **DEPARTMENT COMMANDANT** shall preside at all sessions of the Department Convention and at all meetings of the Department Board of Trustees. The Department Commandant together with the Department Board of Trustees shall have direction and control of the executive and administrative affairs of the Department of Maryland between Department Conventions. In addition, the Department Commandant shall:

- (1) Observe and enforce the observance of the Congressional Charter and the National and Department Bylaws and Administrative Procedures of the Marine Corps League.
- (2) Direct to all Officers and Members such orders as are not in conflict with the Department Bylaws and Administrative Procedures which are necessary for the proper conduct of Business.
- (3) Call such meetings of the Department Board of Trustees as are required by the Department Bylaws and Administrative Procedures.
- (4) Seek the advice of the Department Board of Trustees and Staff
- (5) With the Department Paymaster have custody of all funds and property of the Department of Maryland, subject to the supervision of the Department Board of Trustees
- (6) With the advice and consent of the Department Board of Trustees, appoint the following Department Staff officers:
  - (a) Department Adjutant
  - (b) Department Paymaster
  - (c) Department Chaplain
  - (d) Department Chief of Staff
  - (e) Department Veterans Service Officer (VSO) Chairman
  - (f) Department Young Marines Liaison
  - (g) Department Historian
  - (h) Department Sergeant-at-Arms
  - (i) Department Public Relations Officer
  - (j) Department Liaison Officers (as required)
  - (k) Department Legislative Officer
  - (l) Department VAVS Chairman



- (m) Department Protocol Officer
  - (n) Department Eagle Scout Chairman
  - (7) With the advice and consent of the Department Board of Trustees, appoint such standing committees as are deemed necessary. However, the committee of "Marine of the Year" shall be as is provided in the Administrative Procedures, Chapter Three, Section 300(d).
  - (8) Approve or disapprove all requisitions of the Paymaster which are in excess of One Hundred (\$100.00) dollars.
  - (9) Represent the Department of Maryland, Marine Corps League at all social functions and ceremonies in such a manner as will enhance the dignity, honor, and prestige of this organization.
  - (10) Perform such other duties as are directed from time to time
  - (11) Invite speaker for the Department Convention Banquet. The National Commandant **SHALL BE FIRST CHOICE**. In the event the National Commandant cannot accept, the Department Commandant will discuss with the Department Director of Conventions alternate speakers. Final choice is the prerogative of the Department Commandant.
- (b) **DEPARTMENT SENIOR VICE COMMANDANT** shall give every assistance to the Department Commandant, and during the absence or illness of the Department Commandant, perform the duties of that office. He/she shall liaison with all Detachment Commandants, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the Marine Corps League.
- (c) **DEPARTMENT JUNIOR VICE COMMANDANT** shall create and promulgate such membership incentives and programs as will produce enthusiastic response resulting in continuous membership growth. In the absence or illness of the Department Commandant and the Department Senior Vice Commandant, he/she shall perform the duties of that office.
- (d) **DEPARTMENT JUDGE ADVOCATE** shall interpret the National and Department Bylaws and Administrative Procedures. He/she shall advise, construe, counsel, and render opinions on questions of Law and Procedure to the Department Commandant, Department Board of Trustees, Department Staff, and Detachments when so required in the manner outlined hereafter:
- (1) At the Department Conventions, upon the request of an approved Delegate, through the Chair, the Department Judge Advocate shall render an opinion on Law and Procedure to the Chair, whereupon the Chair will rule on the opinion and the questions, which ruling shall be final unless appealed by an approved Delegate, whereupon the Department Judge Advocate will put the Question, "Shall the ruling of the Chair be sustained?" A standing vote of approved Delegates will be called, and two-thirds (2/3rds) of the total vote will be required to reverse the ruling of the Chair.
  - (2) At Department Board meetings, the same procedure shall apply, and two-thirds (2/3rds) of the Department Board of Trustees present and voting will be required to reverse the ruling of the Chair.

- (3) On all questions of Law and Procedure pertaining to the Department of Maryland, Marine Corps League or any of its subsidiaries referred to this officer through channels, the Department Judge Advocate shall rule in writing, mailing copies of the ruling to the parties concerned and to the Department Commandant, and such ruling shall be binding unless and until reversed by the Department Board of Trustees or the Department Convention.
- (4) The Department Judge Advocate may not hold the office of Judge Advocate in his Detachment. If this be the case, then the resignation from the lower office shall be required upon being sworn into the Department Office.
- (e) **JUNIOR PAST DEPARTMENT COMMANDANT/PAST DEPARTMENT COMMANDANT** shall be a full voting member of the Department Board of Trustees, contributing generously and impartially from the past experience to the best interest of the Department of Maryland.

#### **SECTION 215 – VACANCY**

The order of succession to the office of Department Commandant shall be (1) Department Senior Vice Commandant, and (2) Department Junior Vice Commandant. In the event of other vacancies on the Department Board of Trustees, the Department Commandant, with the advice and consent of the remaining Board members, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur through failure to attend two consecutive officially called meetings of the Department Board of Trustees or in the case of removal from office for cause.

#### **SECTION 220 – BOARD MEETINGS**

- (a) The Department Board shall meet:
  - (1) Annually, immediately prior to each Department Convention to close out the executive administration of the Department Board of Trustees from that fiscal year; to finalize preparation for the ensuing convention (Administrative Procedures, Chapter two, Section 210); and to identify pending and unaccomplished executive actions warranting further action by the Convention or by the Department Board of Trustees during the ensuing fiscal year.
  - (2) Annually, immediately after adjournment of each Department Convention for the purpose of selecting appointive Department Officers and Standing Committees and for the transaction of such other business as may properly come before it.
  - (3) At the call of the Department Commandant, for special emergency reasons, providing that a quorum of the Board is assured through the conduct of polling by the Department Adjutant of the Department Board of Trustees prior to the issuance of the call for a special Board meeting.
  - (4) At such other times as the Department Commandant may direct to conduct business that may come before the Board.
- (b) The conduct of business at all Department Board Meetings shall be governed by the Department Bylaws and Administrative Procedures. Parliamentary reference shall be Robert's Rules of Order (Newly Revised).

## **SECTION 225 – QUORUM**

The presence of a majority of the Department Board of Trustees shall constitute a quorum for the transaction of business.

## **SECTION 230 – VOTING**

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

- (a) Between Department Conventions, the Department Board of Trustees is empowered to conduct business at any regular or special meeting, or by mail, telephone, fax or e-mail.
- (b) All business by mail requiring a YES or NO vote shall be handled routinely by the Department Adjutant who shall mail to every Board Member an identical copy of the question on a printed ballot containing spaces for the YES or NO vote, a space for the voter's signature and a space for entry date.
- (c) Upon receipt of a mail ballot forwarded by certified mail return receipt requested, each Board of Trustees Member shall cast his vote and complete as indicated. The ballot shall be returned to the Department Adjutant as soon as practicable. A Board of Trustees member failing to return his ballot within a reasonable period, as determined by the Department Adjutant, will be recorded as not voting. A reasonable period in this case shall be determined by the mail delivery time required between the mailing address of the member of the Department Board of Trustees and the Department Adjutant.
- (d) The Department Adjutant shall keep a record of all ballots mailed with the date of mailing, a record of the date of the return ballot, and shall mail to each Board Member identical tallies reflecting results of the balloting by showing the vote of each Board Member and the total YES and NO votes.
- (e) All business by telephone requiring a YES or NO vote shall be handled routinely by the Department Adjutant, calling each Board Member, identically stating the questions to be considered, and asking for a YES or NO vote. The Department Adjutant may tape record each call and vote. Failure to respond with a vote upon telephone request shall be recorded as NOT voting.
- (f) Upon request by a Department Board of Trustee Member, a specific time extension may be granted within which the member must call back to cast the telephone vote, such time extension not to exceed 24 hours.
- (g) The Department Adjutant shall make tallies of the telephone, fax or e-mail balloting, reflecting results as prescribed for those used in reporting results of mail balloting, and shall mail identical copies of the tallies to each Department Board of Trustees Member.

## **SECTION 235 – CONDUCT OF BUSINESS**

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

## **SECTION 240 – EXPENSES**

- (a) The Department of Maryland shall reimburse the Department Board of Trustees (and others as determined by the Board) for expenses incurred in attending the Department Staff Meetings and other special meetings, provided said expenses do not exceed the amount budgeted in the Department Budget.
- (b) The Department Commandant shall be reimbursed for attending the National Convention, the National Mid-Winter Conference and the National Mideast Division Conference, provided said expenses do not exceed the amount budgeted in the Department Budget.
  - (1) The Department Commandant shall publish a written after action report no later than the next Department Meeting for each Convention or Conference he/she attends.

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

**SECTION 300 – COMPOSITION**

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

**SECTION 305 – POWERS**

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

**SECTION 310 – DUTIES – APPOINTED STAFF OFFICERS**

The appointed Department Staff Officers shall acquire a working knowledge of the Department Bylaws and Administrative Procedures of the Marine Corps League, and shall act as assistants to the Department Board of Trustees with individual specific duties:

(a) **DEPARTMENT ADJUTANT** shall:

- (1) Supervise the League's Department Headquarters.
- (2) Serve as the Secretary of the Corporation, and in that capacity, shall be directly responsible to the Department Board of Trustees.
- (3) Keep the minutes of all Department Conventions, board meetings, and perform such other duties as are usually assigned to a Corporation Secretary.
- (4) Publish to each Department Officer and Detachment via USPS Mail or Electronic Mail (email) within sixty (60) days following each Department Convention and each meeting of the Board of Trustees, a brief summary of the minutes showing actions and decisions affecting the Department Bylaws, Administrative Procedures, and policy.
- (5) Publish and distribute two copies to each Detachment Judge Advocate, quarterly, the opinions and rulings of the Department Judge Advocate filed with Department Headquarters.
- (6) Receive and review all Department Committee reports and correspondence, and, where appropriate, forward copies to the Department Board of Trustees for information, consideration, or concurrence.
- (7) Perform such other duties as may be assigned by the Department Commandant and/or the Department Board of Trustees.
- (8) Surrender to the duly appointed successor all Marine Corps League books, records, and other property with which the office is charged.
- (9) Not hold any other position on the Department Staff.

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

(b) **DEPARTMENT PAYMASTER** shall:

- (1) Be responsible to the Department Board of Trustees.
- (2) Conduct a census of the total membership of the Department of Maryland for the purpose of determining delegate and alternate delegate entitlement for the ensuing annual Department Convention. Such census shall be conducted effective March 31, annually, and at such other times as determined by the Department Board of Trustees.
- (3) Serve as the Corporation's Treasurer, and, in that capacity, shall be directly responsible to the Department Board of Trustees.
- (4) Keep proper and necessary accounting records for the recording of all business transactions of the Department of Maryland, Marines Corps League, to include a correct accountability of membership accounts.
- (5) Receive all monies, property, securities and such other assets that the Department of Maryland, Marine Corps League, may come into possession of. Keep a record of the source and purpose of all items received. All monies, checking and savings, must be deposited in an approved Federally insured bank/institution, designated by the Department Board of Trustees and in the name of The Department of Maryland, Marine Corps League Inc.
- (6) Close the books for the collection of dues and for the determination of voting rights on March 31, prior to each Department Convention
- (7) Establish the Fiscal Year for the Department of Maryland, Marine Corps League for financial accounting purposes annually from July 1 to June 30, following, and provide such assistance as necessary to an appointed CPA and/or Audit Committee to ensure that the annual audit of the Department of Maryland will be completed on or before October 15<sup>th</sup> of said calendar year.
- (8) Supply the Department Credentials Committee with a complete record of all Detachment's strength, allowed on the basis of each Detachment's membership strength as received at Department Headquarters as of March 31 annually.
- (9) Surrender to the duly appointed successor all Department of Maryland, Marine Corps League books, records and other property with which the office is charged.
- (10) Provide a printed annual Department Budget for approval to the membership at each Department Convention with the assistance of the Department Commandant and Department Budget Committee.

(a) The Department Budget may be reexamined mid-year at the Winter Department Meeting.

(c) **DEPARTMENT CHAPLAIN** shall:

- (1) Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the Department Bylaws and Administrative Procedures of the Marine Corps League.
- (2) Be responsible for and have charge of arranging and conducting an impressive, dignified and inspiring non-denominational Department memorial service at each Department Convention, including in such ceremony representative of those subsidiaries that are appropriate. Memorial service shall include a list of Department of Maryland, Marine Corps League members who have died during the past year which will be either READ ALOUD or WRITTEN in "program book" form to be distributed to those in attendance or as a single scroll type Honor Roll prominently displayed at the Memorial Services site.
- (3) As the Department Chaplain receives notifications of a Marine Corps League member's demise, he will forward that information to the National Chaplain.

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

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

(f) **DEPARTMENT VETERANS SERVICE OFFICER (VSO) CHAIRMAN** shall:

- (1) Become acquainted with the Federal Laws and with their interpretations and applications, and with the regulations and interpretations of Federal regulations of Governmental agencies and other institutions within the framework of service to veterans
- (2) Assist Marine veterans, and veterans of all U.S. Military services upon request, and their dependents, widows or widowers, in locating a certified VSO to assist them in securing the benefits provided by law and regulations.
- (3) Be in charge of all Veterans' Administration activities of the Department of Maryland Marine Corps League.
- (4) Perform such other duties as may be prescribed from time to time by the Department Board of Trustees.

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

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

- (i) **DEPARTMENT SERGEANT-AT-ARMS** shall preserve order at Department Meetings and Conventions and perform such other duties as are required by the Department Commandant. The Department Sergeant-at-Arms is empowered to deputize such Deputy Sergeants-at-Arms and Field Music as may be necessary for the proper performance of his duties.
- (j) **DEPARTMENT PUBLIC RELATIONS OFFICER** shall act as the Public Relations and Press Officer for the Department Organization, and perform such other duties as are assigned by the Department Commandant.
- (k) **DEPARTMENT LEGISLATIVE OFFICER** – It shall be the duty of the Department Legislative Officer:
  - (1) To chair the Department Legislative Committee.
  - (2) Maintain contact with the Representatives in the State Legislature in regard to legislative matters affecting the interests and welfare of Marines and veterans
  - (3) Keep the Department Staff informed of recent and currently pending actions related to veteran's affairs with the Legislature.
  - (4) To present resolutions, emanating from Department Legislative Committee, prepare for the Department of Maryland for submission to the Legislature.
- (l) **DEPARTMENT VAVS CHAIRMAN** – It shall be the duty of the Department Veterans Administration Volunteer Service Chairman to:
  - (1) Maintain close contact with the Veterans Administration VAVS staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS program.
  - (2) Promulgate the objectives of the VAVS Program and cultivate the interest of constituent Detachments, and subsidiary units in their participation in the VAVS Program at hospitals within their locale.
  - (3) Receive recommendations, from Detachments of members willing to serve in the VAVS Program, and, as appropriate, request VAVS certification for required representatives and deputies.
  - (4) Guide and instruct Detachment VAVS Chairmen and VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports.
  - (5) Attend annual VAVS meetings conducted by the Veterans Administration for the representatives and deputies of participating organizations.
  - (6) Submit a report to the Department Board of Trustees at each scheduled Staff Meeting.
- (m) **DEPARTMENT EAGLE SCOUT CHAIRMAN** shall coordinate the Marine Corps League Good Citizenship Award Program to every Detachment. Coordinate with Boy Scout Troops and Councils to recognize Eagle Scout's in Maryland with a Good Citizenship Award presented at their Court of Honor by members of the Marine Corps League.



### **SECTION 315 – VACANCY**

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

### **SECTION 320 – CONTRACTING AUTHORITY**

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

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

**SECTION 400 – BYLAWS**

A Department Convention may adopt Department Bylaws and Administrative Procedures which are not inconsistent with the National Charter or the National Bylaws and Administrative Procedures, provided they have been approved by the National Judge Advocate and provided further that a copy of such approved Bylaws and Administrative Procedures are on file at National Headquarters.

**SECTION 405 – OFFICERS**

The Department may have such elected and appointed officers as required by its Department Bylaws or as its Department Convention desires. The Department, however, must elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate. The Department shall elect or appoint a Chaplain, Sergeant-at-Arms, Adjutant, Paymaster or an Adjutant/Paymaster. The standard Report of Officers and Installation of Department Officers must be received at National Headquarters NOT LATER THAN JULY 31 ANNUALLY.

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

- (a) All Officers serving in elected offices must be Regular Members in good standing of the Department of Maryland. At the will of the Department, Associate Members may serve in appointive offices only, in accordance with Article Six, Section 600(b).
- (b) Department Officers shall be elected for a term of one (1) year and may stand for re-election one (1) consecutive additional year.

**SECTION 410 – MEETINGS**

The Department shall hold one convention each year between May 1 and July 15. Department Staff meetings may be held as desired. The Department Charter or copy, the National Colors, and a Bible should be displayed at all business meetings.

**SECTION 415 – TRUSTEES**

The elected Officers of the Department shall be the Department Board of Trustees; however, the Department Convention is authorized to appoint the outgoing Department Commandant or a Past Department Commandant to serve a one-year term as a member of the Board of Trustees.

**SECTION 420 – DEFAULT**

When a Department is in default of payment of monies from any source due National Headquarters or fails to submit its Department Officers Installation Report as of July 31, prior to the ensuing National convention, such fact shall be reported by the National Comptroller to the National Convention Credentials Committee. The Department and its officers who do not comply with Article One, Section 105(c) of the National Bylaws will not be recognized at the National Convention.

**SECTION 425 – FREEDOM OF ACTION**

Unless expressly forbidden by any section of the National Bylaws and Administrative Procedure the Department Convention and/or a Department Staff meeting shall be free to take such action and engage in such activities as are not in violation with Federal, State, County, or Municipal Law or Ordinances.

**SECTION 440 – BONDING**

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

**BYLAWS**  
**ARTICLE FIVE**  
**DETACHMENTS**

**SECTION 500 – NAME**

No Detachment shall be named in honor of a living person. No Detachment shall adopt a name previously adopted by any other Detachment unless such other Detachment has surrendered or by revocation lost its Charter.

**SECTION 505 – BYLAWS**

Each Detachment may adopt Bylaws and Administrative Procedures which are not inconsistent with the Department and National Bylaws and Administrative Procedures and shall be subject to approval by the Department Judge Advocate.

**SECTION 510 – OFFICERS**

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

**SECTION 512 – ELIGIBILITY AND TERM LIMITS**

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

**SECTION 515 – MEETINGS**

The Detachment Charter or copy, the National colors, and a Bible should be displayed at all business meetings.

**SECTION 520 – QUORUM**

Each Detachment may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the Detachment Bylaws.

**SECTION 525 – TRUSTEES**

The elected Officers of a Detachment shall be its Detachment Board of Trustees. However, a Detachment is authorized to appoint the outgoing Detachment Commandant or a Past Detachment Commandant to serve a one-year term as a member of the Board of Trustees.

**SECTION 530 – ELECTION, INSTALLATION OF OFFICERS** – Each Detachment shall hold an **ANNUAL ELECTION** of Officers between October 1 and May 15:

- (a) Installation must be conducted **no later than 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, and the Department Adjutant within fifteen (15) days of the installation.
- (c) Notwithstanding the above, Report of Officers and Installation must be received at National Headquarters no later than June 30 each year (Administrative Procedures, Chapter 6, Section 620 applies to this section).

#### **SECTION 535 – DEFAULT**

A Detachment which is in default of monies from any source due the Department and such debt has not been satisfied as required by Section 105(c) or fails to report its Detachment's Report of Officers and Installation as of June 30 prior to the Department Convention such fact shall be reported to the Department Convention Credentials Committee, such Detachment and its Officers will not be recognized on the floor of the Department Convention.

#### **SECTION 540 – MEMBERS**

- (a) Each Detachment shall be the sole judge of its membership, providing said person meets the requirements of Article Six, Section 600. No Detachment, however, may accept as a member any person whose name has been stricken from the rolls of the Marine Corps League.
- (b) Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment's roll except for cause (Chapter 9, Administrative Procedures) or by that member requesting transfer (Section 710, Administrative Procedures).
- (c) An Associate Member in good standing in a Detachment who subsequently qualifies as a Regular Member as set forth in Article Six, Section 600 of the National Bylaws, upon vote of the detachment to accept such associate member as a regular member, shall be transferred from Associate membership to Regular membership by forwarding the standard "Request for Transfer" form as set in Chapter Seven, Section 710 of the National Administrative Procedures clearly indicating on such form that it is a transfer from Associate to Regular membership. In the event that the Detachment votes not to accept an Associate Member as a Regular Member, such Associate Member may request transfer to any other detachment who agrees to accept him as a regular Member or shall be transferred to Member-At-Large status by completing the standard transfer form as set forth in Enclosure Seven to the National Bylaws and Administrative Procedures.

#### **SECTION 545 – BONDING**

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

#### **SECTION 550 – ADDITIONAL DETACHMENT**

When a Charter is sought for a Detachment which is to be located within the limits of any municipality wherein another Detachment exists, the written consent of the existing Detachment shall accompany the application. Should such existing Detachment disregard a request for consent, or refuse consent, the Department Commandant, employing discretion, may approve and recommend the granting of such charter. In the event the Department Commandant fails to act or refuses approval of the proposed new Detachment, an appeal may be made to the National Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

## **SECTION 555 – CHARTER SUSPENSION, REVOCATION**

- (a) The charter of a Detachment may be suspended or revoked for:
  - (1) The persistent failure to maintain a minimum of fifteen (15) members in good standing;
  - (2) The persistent failure to promptly forward funds due to National Headquarters;
  - (3) Acts and conduct bringing the Marine Corps League into public disrespect;
  - (4) Willful violation of National Bylaws and Administrative Procedures;
  - (5) The violation of Federal, State, or Municipal law or ordinances;
  - (6) Other activities detrimental to the good name of the Marine Corps League.
- (b) The suspension or revocation of charters may be consummated by the Department Board of Trustees and/or the National Board of Trustees and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures in a manner considerate of the well being and good name of all concerned.
- (c) When a Detachment Charter is suspended or revoked, the Department Board of Trustees shall upon written authorization of the National Commandant, certified by the National Adjutant/Paymaster, assume custody of such Detachment's assets and liabilities. The Department Board of Trustees shall, within the limits of such assets, satisfy the liabilities of the Detachment in question.
- (d) The Detachment properties and assets will be held by the Department for a period of one (1) year or until a new Detachment is formed. Should a new Detachment be formed during that period, and the new Detachment retains the old Detachment name, **ALL** properties and assets will be returned. After the one (1) year, the properties and assets will revert to the Department. The Charter will be returned to National Headquarters and placed in the archives. All assets will then become the property of the Department. All ceremonial rifles must be accounted for per issuing regulations (Title 10, US Code 2572), either physically or through police/fire reports.

## **SECTION 560 – CHARTER VOLUNTARY SURRENDER**

- (a) The Charter of a detachment may be voluntarily surrendered for such reasons as may be determined by the Detachment. Upon a determination that it is no longer practical to maintain said, detachment, the Detachment Board of Trustees shall immediately notify the Department, in writing of its intent to dissolve and surrender its Charter. The Detachment shall then:
  - (1) Call a Special Meeting of the detachment by giving written notice of such special meeting to all members of the detachment at least fourteen (14) days prior to such Special Meeting. If the regular meeting date of the detachment is to be used for the Special Meeting, the aforesaid written notice must still be given to all detachment members at least fourteen (14) days before the regular meeting date.

- (2) Upon consideration of the voluntary surrender of the detachment charter by the detachment, if it shall be determined that the detachment charter shall be voluntarily surrendered and there are not a minimum of fifteen (15) members of the detachment who remain ready, willing, and able to carry on the detachment, then:
- (a) The Detachment shall immediately notify, in writing, the Department, of the Detachment's vote to voluntarily surrender its Charter.
  - (b) The Detachment shall determine from each member of the detachment, where such member desires to be transferred to upon the surrender of the Detachment Charter.
  - (c) Prepare for each such member the standard application for transfer form as set forth in Enclosure Seven of the National Bylaws and Administrative Procedures and pursuant to the provisions of Chapter Seven, Section 710 of the National Administrative Procedures and shall forward the same to the gaining detachment for such action as the gaining detachment shall deem appropriate.
  - (d) If a member of the detachment fails to indicate where such member desires to be transferred to, or if a "gaining" detachment shall not elect to accept a proposed transfer, then and in that event, the member shall be transferred to a "Member-At-Large" upon the surrendering Detachment submitting a standard transmittal form as set forth in Enclosure Six of the National Bylaws and Administrative Procedures.
  - (e) The Detachment shall, to the extent assets are available, satisfy all legitimate liabilities of the Detachment prior to voluntary surrender but shall not otherwise dissipate any assets of the Detachment other than the normal course of business of the Detachment.
  - (f) Upon acceptance of the surrender of its Charter, if the Detachment is incorporated, the Detachment shall take such action as is deemed appropriate to properly dissolve the corporation in accordance with applicable state law.
- (1) No surrender of a Detachment charter shall be deemed effective or accepted until all members of the Detachment have been appropriately transferred.
- (a) Upon acceptance of the surrender of the Detachment charter by the Department, the Department shall upon written authorization of the National Commandant, certified by the National Adjutant/Paymaster, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the Department shall, within the limits of any assets of the Detachment, satisfy any remaining liabilities.
  - (b) After satisfying the legitimate liabilities of the surrendering detachment, any detachment properties and assets will be held by the Department for a period of one (1) year or until a new detachment is formed during that period. Should a new detachment be formed during that period, and the new detachment retains the old detachment's name, all properties and assets will be returned to the detachment upon the written authorization of the National Commandant, certified by the National Adjutant/Paymaster, approving the reactivation of the surrendered charter. After the one (1) year period, the properties and assets will revert to the Department and will then become the property of the

Department. The Department shall return the surrendered detachment charter to National Headquarters which charter shall then be placed in the archives.

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



**BYLAWS**  
**ARTICLE SIX**  
**MEMBERS**

**SECTION 600 – MEMBERSHIP ELIGIBILITY**

- (a) **REGULAR MEMBERSHIP** –Only persons who are serving or who have served honorably in the United States Marine Corps, "ON ACTIVE DUTY," for not less than ninety (90) days and earned the Eagle, Globe and Anchor; or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points; 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; and U.S. Navy Chaplains, having earned the FMF Badge, serving with Marines; 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 Form 214 or Certificate of Discharge that the applicant received). *General Discharge under Honorable Conditions is acceptable.*

- (1) **MEMBER-AT-LARGE** (See Section 640).
- (2) **LIFE MEMBERS** (See Section 645).
- (3) **DUAL MEMBERSHIPS** (See Section 650).

- (b) **ASSOCIATE MEMBER** – Those individuals not qualified for regular membership in the Marine Corps League who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter may upon application to a Detachment, or to the National Headquarters, be accepted for associate membership in the Marine Corps League. Associate members, upon acceptance, will pay dues in the same amounts as prescribed for regular members, including initiation fees. A membership pin and membership card, indicating "Associate Member" will be issued by National Headquarters. The appropriate uniform and cover, including an ornamental device and lettering will be designed by the National Uniform Committee. An associate member shall be entitled to the rights, privileges, and benefits of a regular member, however, such member shall not vote on a membership application, an election of officers, or hold an elective office. A Detachment may by provision in the Bylaws and/or Administrative Procedures allow an associate member to vote on its internal affairs provided such vote does not affect a policy of the Marine Corps League.

- (1) Individuals who are serving or have served in other branches of the Armed Forces of the United States must have served honorably.
- (2) Individuals, applying for Associate Membership subsequent to August 11, 1995, must have reached the statutory minimum age for enlistment into the United States Marine Corps or United States Marine Corps Reserve prior to being enrolled as an Associate Member.
- (3) Member-At-Large (See Article Six, Section 640)

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

- (c) **HONORARY MEMBERS** – Detachments, the Department, and the National Headquarters may, at the discretion of the respective Commandant, issue honorary membership to those persons who have been of extraordinary service to the Nation, to the community, to the United States Marine Corps, or the Marine Corps League. The honorary member will not be entitled to the rights, privileges and benefits available to a regular or associate member. A suitable certificate will be issued to honor the occasion. Payment of dues or initiation fees is not required; however, such membership will not be entitled to the official publication of the Marine Corps League, except as may be directed by the National Board of Trustees, or by paid subscription. Membership card and certificate will be available from National Headquarters. Article 5, Section 540 applies to Article 6.

**SECTION 605 – MEMBERSHIP APPLICATION**

Any person eligible for membership in the Marine Corps League under the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League may initiate application for membership by completing a standard application form to include the signature, and presenting the application and a copy of his/her DD-214 or Discharge Certificate, to a sponsoring member of the League or a Detachment directly with all required dues and fees. After review, the DD-214 or Discharge Certificate must be returned to the applicant.

- (a) The standard application form (most recent edition) published by National Headquarters, on the National website, shall be deemed acceptable. A Service Number/DoD Identification Number is required for Regular Membership.
- (b) A Detachment can publish its own personalized application so long as it includes, at a minimum, all the same information as the standard national application form (most recent edition).
- (c) The standard application form and accompanying DD-214 or Certificate of Discharge, received by a member-sponsor shall be turned in to the Detachment official designated to receive such applications, along with all dues and fees, as soon as practicable, but not later than the next regularly scheduled meeting of the Sponsor's Detachment.
- (d) The Detachment Adjutant or Detachment Junior Vice Commandant 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.)
- (e) 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.
- (f) In cases where an applicant is rejected for membership, all monies received from the affected applicant shall be returned to such applicant by the sponsoring member.

**SECTION 610 – MEMBERSHIP DUES AND FEES**

The payment of annual National membership dues entitles all members in good standing an automatic subscription to the Marine Corps League publication, and enrollment privileges in any National Group Insurance Programs that may be in effect.

- (a) The Department annual per capita dues and fees shall be recommended by the Department Paymaster at Winter Department Meeting and require approval by the delegates at the Department Conventions, provided that the general membership has been advised. An announcement in the written minutes, distributed to each detachment, will suffice as written notification.
- (b) An initiation fee shall be recommended by the Department Paymaster. The initiation fee shall be as is approved by the delegates at the Department Convention. The fee shall be collected for each new member in addition to the annual National dues.
- (c) All of the National membership dues and fees which are due National Headquarters are in addition to the dues of a Detachment and a Department which are authorized under the provisions of the Administrative Procedures, Chapter Five, Section 520 and Chapter Six, Section 615.
- (d) The Membership year and the annual dues shall expire on the last day of the anniversary month of such member's original dues having been received at National Headquarters.

#### **SECTION 615 – GOOD STANDING**

All members shall be considered in good standing in the Marine Corps League,

- (a) Except when:
  - (1) Required dues are not paid, and transmitted, on or before membership expiration date as is shown on the member's card.
  - (2) A member is indebted or in arrears to the member's Detachment, Department, or to National Headquarters.
  - (3) Under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 910 of the Administrative Procedures.
- (b) In all cases involving the transfer of a member of a Detachment, the losing Detachment approving of the transfer shall certify in writing if the transferring member is in good standing.

#### **SECTION 620 – DELINQUENT MEMBER**

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

- (a) Such member shall be retained in the delinquent status for a maximum one year, during which time the member may erase this status by making payment of all dues in arrears and all dues current and provided that the member is not indebted to the member's Detachment, Department, or to National Headquarters.
- (b) Should the affected member remain in the delinquent status in excess of one year, such member shall be dropped from all membership rolls. The good standing status of such member shall be restored only through the processing of a standard application form as a new member, which shall include the current initiation fee and dues as established by the procedures of 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 qualification to be a member, this (these) reason(s) must be submitted in writing, to the Detachment Commandant who will require the Detachment Judge Advocate to investigate the charge as presented.
- (b) If the Detachment Judge Advocate determines that the member does not have the necessary qualifications to be a member, the Detachment Judge Advocate will present a written report of his/her investigation with a draft of a disciplinary charge to the members of the Detachment. Any member of the Detachment may make a motion for disposition of the proposed disciplinary charge. If a motion to file a charge with the Detachment Judge Advocate is adopted, the Detachment Judge Advocate will file the charge in accordance with National Administrative Procedures, Section 900.
- (c) If the person to be investigated is the Detachment Commandant, the request will be given to the Detachment Senior Vice Commandant.
- (d) If the person to be investigated is the Detachment Judge Advocate, the Detachment Commandant will appoint a Past Detachment Commandant to hold the investigation.

#### **SECTION 630 – RIGHTS OF MEMBERS**

No member shall be deprived of any rights and privileges in the Marine Corps League except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried, and found guilty in accordance with the provisions of the National Bylaws and Administrative Procedures dealing with offenses and penalties. Refer to Chapter Nine.

#### **SECTION 635 – RIGHTS OF APPEAL**

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

#### **SECTION 640 – MEMBERS-AT-LARGE**

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.

- (a) Effective on the renewal date, subsequent annual dues of Members-At-Large as established by the delegates all the National Convention, shall be remitted to National Headquarters.
- (b) A member who is in good standing in a Detachment may become a Member-At-Large in the following manner;
  - (1) The Member submits a Request for Transfer with Section 1 completed, and instead of a desired Detachment, the "or to \_\_\_ M-A-L status" will be checked.
  - (2) The Detachment Paymaster (or Adjutant/Paymaster) submits the Request for Transfer with Section 2 completed by the Detachment Commandant, on a Dues Transmittal via the Department Paymaster, who forwards the Request to National Headquarters.
  - (3) Upon approval at National Headquarters of the Request for Transfer to M-A-L status, the Department and National Headquarters shall remove the name of the Member from the Detachment Membership Roster. National Headquarters shall carry the Member on its Membership Roster as a Member-At-Large.
  - (4) 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 Paid Life Member; however, should the Paid Life Member thereafter become affiliated with a Detachment, such Detachment shall be eligible to participate in the life interest distribution of said Life Member.
  - (5) For the purpose of this subsection, a "member in good standing" shall mean a member as described in Article Six, Section 615(a) of these Bylaws.
- (c) 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 submit a Request for Transfer attached to a Dues Transmittal via the Department Paymaster to National Headquarters requesting that said member be transferred from a Member-At-Large status to member status of the Detachment.

#### **SECTION 645 – LIFE MEMBERS**

Regular or Associate Members of the Marine Corps League who are in good standing (as defined in Section 615 – **GOOD STANDING** – All members shall be considered in good standing in the Marine Corps League, (a) Except when: (1) Required dues are not paid, and transmitted, on or before expiration date as is shown on the member's card.) may become a **LIFE MEMBER**, upon proper payment of the fee, as is required herein. A **LIFE MEMBER** shall be subject to the payment of **NO** further dues to a Detachment, Department, or National. Such member shall have all the privileges, rights, and benefits enjoyed as a member so long as that **LIFE MEMBER** shall live. Should a Marine Corps League member choose to become a member in multiple Detachments, they must become a member in good standing by paying Annual or Life Membership dues in each additional Detachment. The Life Membership fee shall be as established by the National Convention.

- (a) The full Life Membership fee shall be paid to National Headquarters with no discounts, no rebates, and no installment plan, whether such fee is paid by the individual or awarded by the Department or a Detachment.
- (b) If the Department or a Detachment awards a Life Membership and wishes for the Awardee to become a National **LIFE MEMBER**, it is necessary for the Detachment or Department to pay to National Headquarters the participating fee state herein.
- (c) All Past National Commandants, all Past National Adjutant/Paymasters and all Medal of Honor recipients who are member of the Marine Corps League, shall be carried on the rolls on the National, Department, and Detachment as paid up **LIFE MEMBERS** of the Marine Corps League (nonparticipating).

#### **SECTION 646 – CERTIFICATION OF LIFE MEMBERS**

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

#### **SECTION 650 – DUAL MEMBERSHIP** (Membership in more than one Detachment by the same individual)

When a member of the Marine Corps League becomes a regular member in good standing in more than one detachment, such membership in the subsequent detachments shall be counted for voting strength at department and national conventions only as an associate member. Such regular member shall be a regular voting member in the detachment of such member's greatest tenure unless he/she makes a signed written request for transfer of voting rights to the receiving detachment, which upon acceptance shall forward the copies of the transfer of voting rights to National Headquarters via the Department Paymaster or Adjutant/Paymaster. The Transfer Form will be utilized for the purpose of transfer of voting rights to another detachment.

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

**SECTION 700 – AUTHORITY**

All subsidiary organizations and subordinate groups which now, and in the future, shall function and operate directly or indirectly under the Congressional Charter and name of the Marine Corps League are and shall ever be subject to the authority, supervision, direction, control, and discipline of the Marine Corps league, National Headquarters. Any and all complaints, grievances and/or charges against such subsidiary organizations, including member(s) or subordinate groups, including member(s) shall be referred to the National Headquarters, Marine Corps League for adjudication via the appropriate chain of command. If a subsidiary or subordinate organization should have any complaints, grievances and/or charges against a Marine Corps League member, or Detachment, they must follow their appropriate chain of command who will refer it to the Department of Maryland, Marine Corps League for adjudication. It must be referred in writing via certified mail to the Department Judge Advocate for appropriate action. Chapter Nine, Sections 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, and 913, National Administrative Procedures, are applicable in correspondence circumstances.

(a) Such organizations and groups may:

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

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

**SECTION 710 – INCORPORATIONS**

Any of the foregoing, including Detachments, which engage in services or business, either profit or non-profit, or which use the name of the Marine Corps League will be incorporated in accordance with **SECTION 700** of this Article. Effective June 30, 2000, each Detachment, which has not provided National Headquarters, Marine Corps League, Inc., with proof of its incorporation, will be billed in the amount of seventy-five (\$75.00) dollars and a like amount annually until such proof of incorporation is on file with National Headquarters. A Detachment, which fails to remit its payment to National Headquarters, shall be in default as is provided in Article Four, Section 420 – **DEFAULT**. A new Detachment will have two (2) years from the issue date of their new charter.

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

**SECTION 720 – EMPLOYEE IDENTIFICATION NUMBER (EIN)**

Each Detachment in addition to their incorporation must obtain and maintain their own EIN number under the Marine Corps League's Group Exemption Number 0955. No Detachments shall utilize the EIN number of the National or State organization.



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

**SECTION 800 – AMENDMENTS**

- (a) The Department Bylaws and Administrative Procedures may be revised, amended or repealed by a majority vote of the properly registered and approved Delegates voting at a Department Convention, provided that the proposed revision, amendment or repeal is submitted and postmarked to the Department Adjutant's home of record (as listed on the Department Staff Directory or Department website) no later than One hundred-twenty (120) days prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form, and will be in the exact wording intended. Submission should be sent via Certified U.S. Mail or by other carriers where certified delivery may be verified, and a Return Receipt may be requested.
- (b) To avoid possible confusion, each submission will address only one Section. However, if the proposal incorporates a revision, amendment or repeal that will interact with any other Sections, the changed or corrected wording of those Sections will be included in the single submission.
- (c) The Department Adjutant will publish copies of each proposal, without personal comment, on the Department website at least ninety (90) days prior to the Department Convention at which the proposal is to be considered. The Department Adjutant will notify the membership via electronic mail (email) that the proposed changes are available on the Department website. Printed copies will be made available at the Department Spring Meeting for anyone without email.
- (d) Typographical errors that do not change the intent of the Bylaw or Administrative Procedure may be updated by a majority vote of the Board of Trustees.

**SECTION 805 – EFFECTIVE DATE**

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

**SECTION 810 – DEPARTMENT BYLAWS DISTRIBUTION**

- (a) The Department Bylaws and Administrative Procedures shall be posted on the Department website for anyone to view, download or print.
- (b) They shall be posted on the Department website no later than 90 days after the Convention at which they were approved.
- (c) Each member of the Department Board of Trustees, Past Department Commandant, Marine Corps League Auxiliary, Military Order of Devil Dogs Pack and Regimental Headquarters Young Marines of the Marine Corps League may request and shall then be provided, without charge, a printed copy of the Department Bylaws and Administrative Procedures or published changes thereafter each time they are printed.

- (d) Any member of the Marine Corps League in good standing may purchase copies of the Department Bylaws and Administrative Procedures from the Department Adjutant for \$10.00 to cover the cost of printing and mailing.

#### **SECTION 815 – BLANKET BOND**

The following Officers are included under a blanket bond paid for by the National Organization:

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

#### **SECTION 820 – DISSOLUTION**

Should this Organization be dissolved, all fund, property, and assets of the Department of Maryland, Marine Corps League shall be given to the National Headquarters, Marine Corps League, Inc...

#### **SECTION 825 – MEMBERSHIP LISTINGS**

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

#### **SECTION 830 – VIOLATION**

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

**BYLAWS****INDEX**

	<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
ARTICLE ONE DEPARTMENT CONVENTIONS		2
ARTICLE TWO DEPARTMENT BOARD OF TRUSTEES		5
ARTICLE THREE DEPARTMENT STAFF		11
ARTICLE FOUR DEPARTMENT		16
ARTICLE FIVE DETACHMENTS		18
ARTICLE SIX MEMBERS		23
ARTICLE SEVEN SUBSIDIARIES AND SUBORDINATE GROUPS		28
ARTICLE EIGHT MISCELLANEOUS		30
AUTHORITY:		
CONVENTION, DEPARTMENT	100	2
SUBSIDIARIES AND SUBORDINATE GROUPS	700	28
BLANKET BOND	815	31
BOARD OF TRUSTEES, DEPARTMENT:		
COMPOSITION	200	5
CONDUCT OF BUSINESS	235	9
DUTIES	210	5
EXPENSES	240	10
MEETINGS	220	8
POWERS	205	5
QUORUM	225	9
VACANCY	215	8
VOTING	230	9
BONDING:		
DEPARTMENT	440	17
DETACHMENT	545	19
BYLAWS:		
DEPARTMENT	400	16
DETACHMENT	505	18
BYLAWS, DEPARTMENT		
AMENDMENTS	800	30
DISTRIBUTION	810	30
EFFECTIVE DATE	805	30
COMMITTEES:		
CONVENTION, DEPARTMENT	101	2
COMPOSITION:		
DEPARTMENT STAFF	300	11
CONTRACTING AUTHORITY	320	15
CONVENTION, DEPARTMENT		2
ALTERNATES	105(a)(b)	2
COMMITTEES	101	2
DEFAULT, DEPARTMENTS	420	16
DEFAULT, DETACHMENTS	535	19
DELEGATE/ALTERNATE CARD	105(f)	2
DELEGATES	105(a)(b)	2
MEMBERS	105(a)(b)	2
MEMBERS RIGHT TO VOTE	105(c)(d)(e)	2

**BYLAWS****INDEX**

	<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
MEMBERSHIP REPORT	105(b)	2
NOMINATION ACCEPTANCE, DEPARTMENT OFFICER	120	3
NOMINATIONS, DEPARTMENT	120	3
QUORUM	135	4
RIGHT TO SPEAK	140	4
ROLL CALL VOTE	110(c)	3
SECRET BALLOT	125(a)	3
VOTING	110	3
DEFAULT:		
BY DEPARTMENT	420	16
BY DETACHMENT	535	19
DETACHMENT	105(c)	2
DELEGATES:		
CONVENTION, DEPARTMENT	105	2
DELINQUENT MEMBER	620	25
DEPARTMENT:		
BONDING	440	17
BYLAWS	400	16
ELIGIBILITY AND TERM LIMITS FOR OFFICERS	407	16
FREEDOM OF ACTION	425	17
MEETINGS	410	16
OFFICERS	405	16
OFFICERS, REQUIRED	405	16
TRUSTEES	415	16
DEPARTMENTS:		
HONORARY MEMBERS	600(c)	24
DETACHMENT:		
ADDITIONAL (NEW)	550	19
BONDING	545	19
BYLAWS	505	18
CHARTER VOLUNTARY SURRENDER	560	20
DEFAULT OF	535	19
ELECTIONS	530	19
ELIGIBILITY AND TERM LIMITS	512	18
HONORARY MEMBER	600(c)	18
INSTALLATION REPORT	530(c)	24
LIABILITIES	555(c)	19
MEETINGS	515	20
MEMBERS	540	18
NAME	500	19
OFFICERS	510	18
QUORUM	520	18
REQUIRED OFFICERS	510	18
REVOCATION OF CHARTER	555	20
TRUSTEES	525	18

**BYLAWS****INDEX**

	<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
DISSOLUTION:		
MARINE CORPS LEAGUE	820	31
DUES AND FEES, MEMBERS	610	24
DUTIES:		
BOARD OF TRUSTEES, DEPARTMENT	210	5
DEPARTMENT VAVS CHAIRMAN	310(l)	14
DEPARTMENT ADJUTANT	310(a)	11
DEPARTMENT PAYMASTER	310(b)	12
DEPARTMENT CHAPLAIN	310(c)	13
DEPARTMENT CHIEF OF STAFF	310(e)	13
DEPARTMENT DIRECTOR FOR YOUTH SERVICES	310(g)	13
DEPARTMENT CHAIRPERSON OF CONVENTION	310(d)	13
DEPARTMENT PUBLIC RELATIONS OFFICER	310(j)	14
DEPARTMENT VETERANS SERVICE OFFICER (VSO) CHAIRMAN	310(f)	13
DEPARTMENT HISTORIAN	310(h)	13
DEPARTMENT LEGISLATIVE OFFICER	310(k)	14
DEPARTMENT SERGEANT-AT-ARMS	310(i)	14
DEPARTMENT STAFF	300	11
DUTIES, DEPARTMENT BOARD	210	5
JUNIOR PAST DEPARTMENT COMMANDANT	210(e)	8
DEPARTMENT COMMANDANT	210(a)	6
DEPARTMENT JUDGE ADVOCATE	210(d)	7
DEPARTMENT JUNIOR VICE COMMANDANT	210(c)	7
DEPARTMENT SENIOR VICE COMMANDANT	210(b)	7
ELECTION:		
DEPARTMENTS	405	16
DETACHMENTS	530	18
ELECTION PROCEDURES, DEPARTMENT OFFICERS:		
PROCEDURES	125	3
TELLERS AND JUDGES	125(b)(c)	3
VOTES REQUIRED, ELECTION	125(d)	3
ELECTIVE OFFICES, DEPARTMENT	115	3
EMPLOYEE IDENTIFICATION NUMBER (EIN)	720	29
FREEDOM OF ACTION:		
DEPARTMENT	425	17
INITIATION FEE	610(b)	23
INSTALLATION REPORT:		
DETACHMENTS	530(a)(b)(c)	18 & 19
LIABILITIES:		
DETACHMENTS	555(C)	20
LIFE MEMBERS:	645	27
CERTIFICATION OF LIFE MEMBERS	646	27
DEATH OF	645	27
DUAL MEMBERSHIP	650	27

**BYLAWS**  
**INDEX**

	<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
MEETINGS:		
DEPARTMENT	410	16
DETACHMENT	515	18
MEMBER'S VOTE	105(e)	2
CONVENTION, DEPARTMENT	100	2
MEMBERSHIP:	600	23
APPEAL, RIGHT OF	635	26
APPLICATION	605	24
ASSOCIATE MEMBER	600(b)	23
DELINQUENT MEMBER	620	25
DETACHMENT	540	19
DUAL MEMBERSHIP	650	27
DUES AND FEES	610	24
GOOD STANDING, REQUIREMENTS	615	25
HONORARY MEMBER	600(c)	24
INELIGIBLE MEMBER	625	26
INITIATION FEE	610(b)	25
LIFE MEMBER	645	27
MEMBER-AT-LARGE	640	26
REGULAR MEMBERSHIP	600(a)	23
REQUIREMENTS FOR MEMBERSHIP	600	23
RIGHTS	630, 635	26
MEMBERSHIP APPLICATION	605	24
MEMBERSHIP LISTINGS	825	31
MEMBERSHIP REPORT:		
CONVENTION, DEPARTMENT	105(d)	2
MISCELLANEOUS		30
NEW DETACHMENTS	550	18
NOMINATION ACCEPTANCE	120	3
OFFICERS:		
DEPARTMENT	405	16
DETACHMENT	510	18
BLANKET BOND	815	31
POWERS:		
BOARD OF TRUSTEES, DEPARTMENT	205	5
DEPARTMENT STAFF	305	11
PRINTOUTS-MEMBERSHIP	825	31
QUORUM:		
BOARD OF TRUSTEES, DEPARTMENT	225	9
CONVENTION, DEPARTMENT	135	4
DETACHMENT	520	18
REVOCATION OF CHARTER:		
DETACHMENT	555	20

**BYLAWS**  
**INDEX**

	<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
RIGHT TO SPEAK:		
CONVENTION, DEPARTMENT	140	4
ROBERTS RULES OF ORDER (NEWLY REVISED)	220(b)	8
SUBSIDIARIES AND SUBORDINATE GROUPS:		
AUTHORITY	700	28
INCORPORATION	710	28
TERM OF OFFICE, DEPARTMENT OFFICERS	130	3
DETACHMENT	512	18
VACANCY:		
ELECTED DEPARTMENT OFFICERS	215	8
APPOINTED DEPARTMENT OFFICERS	315	15
VIOLATION OF BYLAWS OR ADMINISTRATIVE PROCEDURES	830	31
VOTING:		
BOARD OF TRUSTEES, DEPARTMENT	230	9
CONVENTION, DEPARTMENT	110	3

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# **ADMINISTRATIVE PROCEDURES**

**DEPARTMENT OF MARYLAND**

**Revised: June 2016**

## **CHAPTER ONE**

### **GENERAL**

#### **SECTION 100 – NAME AND PURPOSE**

The name of the body corporate is the DEPARTMENT OF MARYLAND, MARINE CORPS LEAGUE INC. The Marine Corps League is a non-profit corporation incorporated by an Act of the Seventy-fifth Congress of the United States of America at the First Session, begun and held at the City of Washington on Tuesday, the fifth day of January, 1937, and approved August 4, 1937. The purposes for which the corporation is formed are:

- (a) To preserve the traditions and to promote the interests of the United States Marine Corps;
- (b) To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- (c) To fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;
- (d) To hold sacred the history and memory of the men who have given their lives to the Nation;
- (e) To foster love for the principles which they have supported by blood and valor since the founding of the Republic;
- (f) To maintain true allegiance to American institutions;
- (g) To create a bond of comradeship between those in the service and those who have returned to civilian life;
- (h) To aid voluntarily and to render assistance to all Marines and former Marines as well as to their spouses, orphans, and parents;
- (i) To perpetuate the history of the United States Marine Corps, and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

#### **SECTION 101 – LOCATION**

The principal offices of the Department of Maryland, Marine Corps League shall be located with the Commandant of the Department of Maryland, or at such other place or places as the Department Board of Trustees may select in the best interests of its membership.

#### **SECTION 105 – CORPORATE SEAL**

The corporate seal of the Department of Maryland, Marine Corps League shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem surrounded by the words "Semper Fidelis, Marine Corps League" within a border of two narrow rings, with a star centered between the words "Marine" and "Semper" and a star between the words "Fidelis" and "League".

## **SECTION 110 – POLICY**

- (a) The supreme power of the Department of Maryland, Marine Corps League shall be vested always in its membership functioning through Delegates at all Department Conventions; executive and administrative powers only will be delegated to its Board of Trustees or to individual members of the Marine Corps League.
- (b) The Department of Maryland, Marine Corps League shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political, and non-partisan; nor shall it be based on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as the basis for special consideration or preferment.
- (c) Nothing in the preceding subsection shall prohibit the Department of Maryland, Marine Corps League or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

## **SECTION 120 – ORGANIZATION**

The constituted bodies of the organization shall be:

- (a) A Statewide Organization to be known as the Department of Maryland, Marine Corps League;
- (b) Subordinate local organizations located anywhere in the State of Maryland, to be known as Detachments;
- (c) Such subsidiary organizations as the Department of Maryland may create, establish or recognize.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER TWO**  
**DEPARTMENT CONVENTION**

**SECTION 200 – MEETINGS**

The Department Convention shall be convened once each calendar year in accordance with the timeline given by the National Bylaws, Article Four – Departments, Section 410 – Meetings.

- (a) The Convention shall be held in Ocean City Maryland. In case of an emergency, the Board of Trustees may determine an alternative location for that year.

**SECTION 210 – PROCEDURES**

Immediately preceding the convening of each Department Convention, the Department Commandant and Department Board of Trustees will determine and establish the sequence and procedure the business of the Convention that shall be conducted, provided such determination is in conformity with the Department Bylaws and Administrative Procedures.

(a) Requirements –

- (1) The Convention Committee will plan and coordinate a Delegate Registration Desk at the Convention. Registration fees will be used to help offset expenses related to the Convention.
- (2) The Convention Committee will secure one (1) Hospitality Room and two (2) meeting rooms. One (1) for the Marine Corps League and one (1) for the Marine Corps League Auxiliary. The Department of Maryland Commandant will chair the Marine Corps League meeting. The Department of Maryland President will chair the Auxiliary meeting. The Convention Chairperson will open the Joint Meeting of the Marine Corps League and Marine Corps League Auxiliary.
- (3) Hospitality Room – The Committee with the support of the Auxiliary and volunteers will host a Hospitality Room on Friday evening of the Convention. The cost of food and beverages for the Hospitality will be offset by the Convention Registration fees as well as a cash donation from each Detachment.
- (4) Guests – Shall consist of the National Commandant, National Auxiliary President, Banquet Guest Speaker and their spouses. The Convention Committee should extend the invitation to the National Commandant and Banquet Guest Speaker. The Department President should extend the invitation to the National President. The aforementioned guests will have their lodging and food paid for by the Department Convention Committee. The Convention Committee should also extend invitations to other guests such as League and Auxiliary National Officers to attend at their own expense. The Committee should make the arrangements for lodging, food and transportation for the additional guests.
- (5) Program Book – Make-up should be normal sized convention book consisting of messages from the Convention Committee Chairperson, Department Commandant, Department Auxiliary President, list of Past Department Commandants, Past Department Presidents and Mideast Division Vice Commandants. It should also contain a Biography of the Guest Speaker.

- (a) Complimentary Pages – There shall be one free page for each of the following:  
Convention Committee Chairperson, National Commandant, National Auxiliary President, Department Commandant, Department Auxiliary President and Convention Program.
  - (b) Distribution – Each paid delegate, guest, advertiser and sponsor should receive a program book.
- (6) Ways & Means Activities – Raffles, Auctions, merchandise sales, etc. may be sponsored by the Department of Maryland and/or the Auxiliary as a way to raise funds.

#### **SECTION 215 – RULES OF ORDER**

The Department Bylaws and Administrative Procedures shall govern the procedure and conduct of each Department Convention. Parliamentary reference for Conventions shall be “Robert’s Rules of Order” (Newly Revised).

#### **SECTION 220 – REGISTRATION**

- (a) All approved and certified Delegates, Alternates and Members will receive from the Convention Registration Committee, a Convention Program and such Activities Admittance Tickets as the desire upon payment of the amount indicated on the Convention Activities Ticket.
- (b) Registration Fees at the Department Convention shall be a reasonable amount set by the current Department Commandant and the current Department Convention Chairman. This fee should be relevant and take into account the anticipated cost for office supplies needed for credentials and a nominal amount towards the cost of the Hospitality Room anticipated for that year’s Convention and not be used as a fund raiser for the Department. Also in keeping that such fee is accompanied by properly executed official credential forms, are received at Department Headquarters no later than fifteen (15) days prior to the opening of the Department Convention.
- (c) In the process of registration, should a member’s credentials as a Detachment Delegate or Alternate be challenged by the Credentials Committee, the member’s Detachment Commandant (or duly appointed representative in the absence of the member’s Detachment Commandant) may authenticate the credentials of the member(s) in question, providing that such action does not authorize more delegates and alternates than the Detachment is allowed under provision of the Department Bylaws and Administrative Procedures.

#### **SECTION 225 – INSTALLATION**

The installation of Department Officers shall be conducted with a formal, dignified ceremony before the recess on the day on which the elections are held. The Department Commandant shall select the installing officer as outlined in paragraph 530 of the Administrative Procedures.

#### **SECTION 230 – STENOGRAPHIC EXPENSE**

The stenographic expense, including recording the proceedings of the Department Convention, shall be borne by Department Headquarters.

#### **SECTION 235 – CONVENTION ADMINISTRATIVE COMMITTEES**

- (a) The Department Convention Administrative Committees shall be Credentials, Bylaws and Administrative Procedures, Resolutions and Rules

- (b) Each Detachment Commandant shall forward to the Department Commandant, no later than April 1 prior to each Department Convention, the name of one (1) member of his Detachment who plans to be at the Department Convention for each of the four Administrative Committees. If no names are submitted by the aforementioned date, the Department Commandant will then recommend whom he/she deems appropriate to fill that position with the approval of the Board of Trustees.
- (c) So far as is possible, the Department Commandant will appoint one (1) member of each Detachment to serve upon each Department Administrative Convention Committee, notifying each appointee of the selection and further shall appoint a Chairperson of the committee in order to call the first meeting and organize the committee business, as appropriate. Should there be a division within any Committee upon any proposal, the minority shall have the privilege of stating the reasons for their position after the Committee Chairperson's report on such proposal.
- (d) The duties of the Department Convention Administrative Committees are:
- (1) **CREDENTIALS COMMITTEE**  
Shall: (1) examine the credentials of each Delegate and Alternate Delegate, (2) determine that each member desiring to register possesses a current membership card, (3) compile a continuing list of all registered and approved Delegates and Alternates and the approved Delegate voting strength of each Detachment in good standing. The lists shall be available upon the request of the Chairperson and shall be presented as a part of the Committee's final report to the Department Convention, (4) disapprove the credentials of Delegates **NOT** in good standing at the time of the Department Convention.
  - (2) **BYLAWS AND ADMINISTRATIVE PROCEDURES COMMITTEE**  
Shall receive and consider all proposed changes of the Department Bylaws and Administrative Procedures properly submitted in accordance with the requirements of the Department Bylaws and Administrative Procedures. The committee, by a majority vote, shall either approve or disapprove all properly registered Department Bylaws and Administrative Procedures revisions considered by the Committee. The Committee Chairperson will report the Committee's recommendations to the Department Convention for its consideration and action.
  - (3) **RESOLUTIONS COMMITTEE**  
Shall receive and consider all properly submitted resolutions (**NOT** Bylaw proposals) complying with the requirements of the Department Bylaws and Administrative Procedures and may offer resolutions on behalf of the Committee deemed by the Committee to be advisable and necessary. The Committee, by a majority vote, shall either approve or disapprove all properly registered resolutions, considered by the Committee. The Committee Chairperson will report the Committee's recommendations upon such resolutions to the Department Convention for its consideration and action.
  - (4) **RULES COMMITTEE**  
Shall study the rules of the Convention employed at prior Convention(s) and determine the need for any additional rules or revision thereof, for recommendation to the Convention for application during that specific Convention.

## **SECTION 240 – DEPARTMENT CONVENTION REQUIREMENTS**

- (a) Written detail of all entertainment activities with estimated cost of each event and estimated cost of activities ticket.
- (b) Assurance of a convenient Headquarters Command Post and Information Center
  - (1) An adequate and acceptable complimentary hall to accommodate the Joint Opening Session, Complimentary meeting rooms for the Marine Corps League, Marine Corps League Auxiliary, Fleas, Devil Dogs, Memorial Service, Banquet (with dancing), and Committee Conference rooms;
  - (2) Adequate accessible Registration room that can be secured, free of interference for the full period of registration.
  - (3) Complimentary rooms for the National Commandant, The Chief Devil Dog and the National President of the Marine Corps League Auxiliary. One complimentary room for the Banquet Guest Speaker.
  - (4) Total available rooms with Convention rates, both single and double.
  - (5) Choices of Special Luncheons, Dinners and Banquet with Convention prices.
- (c) Assurance to the Department and Department Convention Corporation of such other reasonable assistance as is deemed advisable and necessary by Department Director of Conventions Committee.
- (d) Convention hotel-motel will be wheelchair accessible and be eligible to display the International Wheelchair symbol (See enclosure three (3)).
  - (1) That all public in-house restaurants, bars, cocktail lounges, nightclubs, restrooms, etc. be wheelchair accessible.
  - (2) Five percent (5%) of all hotel-motel rooms will be wheelchair accessible, with a minimum of five (5) rooms.
  - (3) Whenever possible, one handicapped/paralyzed member will be on the Department Director of Convention Committee's inspection tour of the OFF SITE Special Events and Tours. Activities that are accessible to the handicapped/paralyzed will be identified by the wheelchair symbol (see enclosure three (3)). All correspondence will indicate if the event or tour can accommodate the handicapped/paralyzed.
  - (4) The above conditions also apply to all Marine Corps League meetings, Department Board of Trustees and Department Scheduled Staff meetings.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER THREE**  
**DEPARTMENT STAFF**

**SECTION 300 – STANDING COMMITTEES AND DUTIES**

The Department Standing Committees and their duties are as follows:

(a) **DEPARTMENT BUDGET AND FINANCE COMMITTEE**

It shall be the duty of the Budget and Finance Committee to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the Winter Staff Meeting and convention a financial program and budget for the conduct of business and affairs of the Department for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the Department.

(b) **DEPARTMENT CONVENTIONS COMMITTEE**

The Department Conventions Committee shall consist of the Department Senior Vice Commandant and a committee of at least five (5) volunteers from the Detachments, ideally being the Detachment Senior Vice Commandant.

(1) The Department Senior Vice Commandant shall be the Chairperson of this Department Conventions Committee.

(2) The Auxiliary should be encouraged to appoint two (2) representatives, one (1) on the Department level and one (1) on the unit level. Their terms to be determined by the Department Chairperson.

(a) The Committee and its Chairperson shall:

(1) Be responsible to the Department Commandant and the Department Board of Trustees for all planning, arrangements, control, administrations and the final successful conclusion of all Department Conventions.

(2) With the approval of the Department Commandant, determine a time and date for the Annual Convention.

(3) With the approval of the Department Commandant and a majority of delegates at the Department Convention, determine a location for the following year's Convention.

(4) Negotiate a suitable contract with the hotel chosen for the site of the Convention.

(5) The Convention Chairperson shall submit to the Department Board of Trustees and the Department membership, no later than the Fall Department Meeting following the Convention, a written report of the Convention. The report shall contain:

(a) A statement certifying that all bills have been paid

(b) A financial accounting of the Convention Book.



- (c) The total number of rooms (living units) utilized.
- (d) The number of people attending each social activity.
- (e) The attendance at the banquet.
- (f) Identify problems encountered and if resolved.
- (g) Appropriate remarks as may be of assistance or interest to subsequent Conventions Committees, or the Department Board of Trustees.

(6) Be responsible for creating, producing, printing, publishing and distributing the printed program.

(7) Receive, consider and report its recommendations to the Conventions on each bid for a Department Convention which has been submitted, provided said bid is in strict conformity and in accordance with Chapter Two (2), Section 240 of the Administrative Procedures.

(8) The Department Protocol Officer/Judge Advocate shall be consulted on protocol prior to and during meetings of the Department Staff and Department Conventions. The recommendations of the Department Protocol Officer/Judge Advocate shall be adhered to as is practicable.

(c) **DEPARTMENT LEGISLATIVE COMMITTEE**

Shall be chaired by the Department Legislative Officer and consist of additional members as appointed by the Department Commandant with the advice and consent of the Board of Trustees. This committee is charged with the responsibility to:

- (1) Study all legislation of benefit to the State, Nation and Veterans.
- (2) Arrive at recommendations to be submitted to the Department Staff and the Department Convention concerning advisability of endorsing support or urging rejection of pending legislation affecting Veterans' affairs.
- (3) Study and develop resolutions, as deemed necessary, sponsoring legislation beneficial to the protection of the Nation, the United States Marine Corps and Veterans.
- (4) Prepare such resolutions mandated by the Department Convention requesting specific legislative actions of the Legislature.

(d) **DEPARTMENT MARINE OF THE YEAR COMMITTEE**

(1) Composition

(a) The Department Marine of the Year Committee shall be comprised of all past recipients of the Department Marine of the Year Award in attendance at the Spring Staff Meeting

(b) The Committee shall have no less than three (3) members.

- (1) In the event that at least three (3) members are not available to select the Department Marine of the Year at the Spring Staff Meeting, the Department Commandant shall name one (1) or more Past Department Commandants to serve on the Selection Committee.
      - (c) Each member must be a member in good standing of the Marine Corps League.
  - (2) Nominations – A letter of nomination for the Department Marine of the Year Award must be submitted in the following manner:
    - (a) Letters of Nominations will be accepted only from a Detachment
    - (b) There shall be only one nominee from each Detachment
    - (c) All Letters of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee for Department Marine of the Year was approved by the detachment by a majority vote. (In the event the nominee is the Detachment Commandant, the Letter of Nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the event the nominee is the Detachment Adjutant, the Letter of Nomination shall be signed by the Detachment Commandant and Senior Vice Commandant.)
    - (d) Each nomination submitted shall be placed in a sealed envelope and addressed to: “Chairperson, Department Marine of the Year Committee.”
    - (e) Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: Chairperson, Department Marine of the Year Committee, c/o Department Adjutant, Department Headquarters, at their address at that time, and post marked no later than the Monday preceding the Spring Department Staff Meeting, at which the nominee is to be judged. If delivered in person, the Letter of Nomination must be presented to the Department Adjutant prior to the start of said meeting or presented in person to the Chairperson prior to the start of said meeting.
  - (3) Duties – The Department Marine of the Year Committee shall:
    - (a) The Chairperson of the Department Marine of the Year Committee shall receive all Letters of Nomination from the Department Adjutant, insuring they are all sealed. All Letters of Nomination for Department Marine of the Year received from the Department Adjutant shall remain sealed until the Committee meets at the Department Spring Staff Meeting.
    - (b) Judge each nominee received from the Department Adjutant
    - (c) Attest by signature of each member of the Committee present, that the nominee was judged.
    - (d) Return, to the Department Adjutant in its respective envelope and sealed, the resume of each nominee.

(4) Responsibilities

(a) The Department Marine of the Year Committee is responsible for the following:

(1) Presenting the Marine of the Year Award to the recipient at the closing banquet of the Convention

(b) The Department Commandant will assist the Department Marine of the Year Committee in the following manner:

(1) Accept all nominations which are submitted in accordance with the requirements of this section.

(2) Stamp the sealed enclosed envelope with a rubber stamp furnished by Department Headquarters which shall include but need not be limited to the following data information:

- Date received by Department Adjutant
- Space for assigned progressive number
- Date the Committee received the nomination from the Adjutant
- No less than five (5) lines on which the Committee members shall attest by signature that the nomination was considered
- Date the Committee returned the sealed envelope to the Adjutant

(3) Ordering and purchasing of the Marine of the Year Award.

(4) A member in good standing, as used in this section, shall mean a regular member of the Marine Corps League who is in compliance with Article Six (6), Section 615 of the 2004 edition of the Marine Corps League's National Bylaws, as amended.

**SECTION 320 – APPOINTED OFFICER, CHAIRMEN AND COMMITTEE MEMBERS TERM**

All appointed Department Officers, Committee Chairmen and Committee Members shall, unless specified to the contrary in the Department Bylaws or Administrative Procedures, serve at the pleasure of the Department Board of Trustees. Appointees shall surrender to the duly appointed successor all Marine Corps League books, records and other property with which the office or person is charged.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER FOUR**  
**DISTRICTS**

**SECTION 400 – FORMATION**

To obtain more effective administrative functioning, the Department of Maryland may be divided into geographical units called Districts.

**SECTION 405 – POWERS**

The function of Districts is administrative only. No District will adopt Bylaws or assess dues. Only expenses authorized in advance by the Department Board of Trustees for a District will be paid by the League. The duties and authority of the District Vice Commandant shall be set forth by the Department Commandant.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER FIVE**  
**DEPARTMENT**

**SECTION 500 – FORMATION**

The Department of Maryland is formed in accordance with the provision of Section 500 of the National Bylaws

**SECTION 505 – POWERS**

Whatever power is vested in the National Organization, shall in corresponding circumstances, be vested in the Department.

**SECTION 510 – AUTHORITY**

The Department shall be governed by a Department Convention subordinate to National Convention.

**SECTION 520 – DEPARTMENT DUES**

The Department Convention shall determine the amount of Department per capita dues. All per capita dues and monies which are due National Headquarters from the Department shall be forwarded immediately.

**SECTION 530 – INSTALLATION OF DEPARTMENT OFFICERS**

The Department shall hold an ANNUAL ELECTION of Officers between October 1 and May 15:

- (a) Installation must be conducted no later than 45 days after the election.
- (b) Report of Officers and Installation must be forwarded to the Department Adjutant within fifteen (15) days of the installation.
- (c) The Department Adjutant shall forward the Department Report of Officers to National Headquarters.
- (d) Notwithstanding the above, Report of Officers and Installation must be received at National Headquarters no later than June 30 each year (Administrative Procedures, Chapter 6, Section 620 applies to this section).
- (e) The Department shall invite the National Commandant and their National Staff to attend the Installation of Officers.

## **ADMINISTRATIVE PROCEDURES**

### **CHAPTER SIX** **DETACHMENTS**

#### **SECTION 600 – CHARTER**

A Detachment may be organized, chartered and instituted in the following manner:

- (a) A standard application form (see Enclosure 3) shall be signed by no less than twenty (20) persons who are eligible for regular membership in the Marine Corps League. Any individual who signs the Application Form who is currently a Regular Member of the Marine Corps League, either as a Member-at-Large or as a member of an existing Detachment will provide a Request for Transfer Form (See Chapter Seven, Section 710 of these Administrative Procedures), to be attached to the Application Form. Only the first part of the Request for Transfer Form will be completed for Members-at-Large, and the first and second parts will be completed for members of an existing detachment. (The third part is not required for this purpose.) No person who is not eligible for Regular Membership, as define in Article Six, Section 600, Paragraph (a), will be included on the Application Form. The Form will be accompanied by Membership Dues Transmittal Forms listing all persons signing the Application Form, and including the required Department and National per capita dues and fees for each new member, with a separate remittance for Department and National. The Organizing Officer will sign both the Application Form and the Membership Dues Transmittal Form. When accurately completed, the Forms shall be forwarded to the Department Commandant, who shall indicate thereon either approval or disapproval over his/her signature and expeditiously forward the Forms to the National Vice Commandant, Mideast Division, who will also indicate approval or disapproval over his/her signature and expeditiously forward the documents to the National Commandant. If either the Department Commandant or the National Vice Commandant of the Division recommends disapproval, they are required to provide a written explanation for the recommendation.
- (b) Upon receipt of an application, the National Commandant shall review the application and accompanying recommendation and may approve the application and grant such Charter. The Charter shall be signed by the National Commandant, countersigned by the National Adjutant/Paymaster, the National Division Vice Commandant, Mideast Division and the Department Commandant. There also shall be affixed to each Charter the official seal and ribbon of the Marine Corps League.
- (c) The Charter shall be presented with an appropriate ceremony at an open public meeting.
- (d) Each new Charter, before framing, shall be signed by each member who signed the Charter Application.
- (e) Failure of the Department Commandant or the National Division Vice Commandant of the Division to act with promptness in processing and forwarding an application for a Charter, or signing a Charter as outlining above in this section, and such failure is brought to the attention of the National Board of Trustees, shall make such Officer liable to disciplinary action.
- (f) Under special consideration, a Detachment Charter may be issued to less than twenty (20) applicants. A Charter issued under this provision is subject to all requirements of Chapter Six (6), Section 600.

#### **SECTION 610 – AUTHORITY**

Each Detachment shall be governed by its elected Officers (Board of Trustees) subordinate to the Department and National Convention, the Charter and the Bylaws and Administrative Procedures of such bodies.

#### **SECTION 615 – DUES**

Each Detachment shall fix the amount of its membership dues, which shall include the Department and National per capita dues and fees. All per capita dues and fees which are due the Department and National Headquarters shall be forwarded with a standard transmittal form immediately to the Department Paymaster for processing (see Enclosure Six (6) of the National Bylaws). The Department Paymaster shall immediately remit to the National Adjutant/Paymaster those transmitted forms and such funds which are due National Headquarters. (Paymasters are used in this section shall also mean Adjutant/Paymaster when both duties are performed by the same person.)

#### **SECTION 620 – INSTALLATION OF DETACHMENT OFFICERS**

- (a) The Detachment Commandant - elect shall select an Installing Officer of his/her choice. Such information shall be forwarded to the Department Commandant.
- (b) The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant, an elected Department Officer, a Past Department Commandant, the Detachment Commandant, or a Past Detachment Commandant.
- (c) The Detachment shall invite the Department Commandant and his/her Staff to the Installation.
- (d) It shall be the responsibility of the Installing Officer to sign, date and forward the installation report, within the time frame as specified in Article Five (5), of the National Bylaws. (See Enclosure Five (5) of the National Bylaws for instructions on completing the report of the Report of Officers and Installation.)

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER SEVEN**  
**MEMBERS**

**SECTION 700 – INITIATION**

All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with the Ritual, and be presented the official membership card and lapel pin of the Marine Corps League; however, in a case where the applicant is unable to attend an obligation ceremony, said applicant shall be required, by signature on membership application, assume the obligation of membership.

**SECTION 710 – MEMBERSHIP TRANSFER**

Any member in good standing may transfer from one Detachment to another, without payment of additional dues or transfer fees, upon his application to and approval of the gaining Detachment and of the losing Detachment. (See enclosure seven (7) of the National Bylaws).

- (a) Members-At-Large must be certified as members in good standing by the National Adjutant/Paymaster (see Article Six (6), Section 615 of the National Bylaws).
- (b) The losing Detachment, upon receipt of a member's request for transfer, must process this request within thirty (30) days. If the request is approved, this action is noted on the request for transfer and appropriate copies are forwarded to the gaining Detachment. If the request for transfer is disapproved, the Detachment must note this action on the request and notify the member making the request. Copies are then forwarded to the losing Detachment's Judge Advocate and Department Judge Advocate for their files.
- (c) The gaining Detachment, upon receipt of a member's request for transfer, will vote on whether or not they will accept the member's request for transfer into their Detachment. This vote must take place within thirty (30) day of receipt of the request form. If the request for transfer is disapproved, the Detachment must note this action on the request and notify the member making the request. Copies are then forwarded to the gaining Detachment's Judge Advocate, the losing Detachment's Judge Advocate and the Department Judge Advocate for their files.

**SECTION 720 – DEATH OF A MEMBER OF THE MARINE CORPS LEAGUE**

- (a) Upon notification of the demise of any member, the Detachment Chaplain shall:
  - (1) Immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.
  - (2) Without delay, report the death of the member directly to both the Department Chaplain. The report will cite the full name of the deceased, name, address and phone number of next-of-kin (if applicable) and any known funeral arrangements. Utilize the "Notice of Death" form (available from National Headquarters).
  - (3) It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to attend the funeral services of a deceased member. To this



end, the Detachment Commandant, with assistance of the Detachment Chaplain and Adjutant/Paymaster, shall develop a plan to notify Detachment members in a timely manner.

## **ADMINISTRATIVE PROCEDURES**

### **CHAPTER EIGHT**

## **SUBSIDIARIES AND SUBORDINATES**

### **SECTION 810 – MARINE CORPS LEAGUE AUXILIARY**

The Marine Corps League, Department of Maryland recognizes and adopts the Marine Corps League Auxiliary as the official Auxiliary of the Marine Corps League, Department of Maryland and declares that the Marine Corps League Auxiliary shall ever be subject to the control and supervision of the National Headquarters, Marine Corps League. (Article Seven (7), Department Bylaws applies.)

### **SECTION 820 – MILITARY ORDER OF DEVIL DOGS**

The Marine Corps League, Department of Maryland recognizes and adopts the Devil Dogs as an official subsidiary organization of the Marine Corps League, Department of Maryland which shall ever be subject to the authority, supervision, direction, control and discipline of the National Headquarters, Marine Corps League. Membership in the Military Order of Devil Dogs shall be limited to regular members of the Marine Corps League, consistent with the restrictions and requirements of the Constitution and Bylaws of the Military Order of Devil Dogs. (Article Seven (7), Department Bylaws applies.)

### **SECTION 830 – MILITARY ORDER OF DEVIL DOG FLEAS**

The Marine Corps League, Department of Maryland recognizes the Military Order of Devil Dog Fleas as an official subsidiary organization of the Marine Corps League Auxiliary which shall ever be subject to the authority, supervision, direction and discipline of the National Headquarters, Marine Corps League. Membership in the Military Order of Devil Dog Fleas shall be limited to members of the Marine Corps League Auxiliary. (Article Seven (7), Department Bylaws applies.)

### **SECTION 840 – YOUNG MARINES OF THE MARINE CORPS LEAGUE**

The Marine Corps League recognizes the Young Marines of the Marine Corps League as an official subsidiary organization of the Marine Corps League, Department of Maryland which shall ever be subject to the authority, supervision, direction, control and discipline of the National Headquarters, Marine Corps League (Article Seven (7), Department Bylaws applies.)

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER NINE**  
**GRIEVANCE AND DISCIPLINE**

**SECTION 900 – PROCEDURE**

All matters pertaining to the resolving of any Grievances or Disciplinary Charges against any member of the Marine Corps League shall be processed in accordance with the National Bylaws and Administrative Procedures, Chapter Nine.

- (a) The National Bylaws and Administrative Procedures are available for viewing and download on the National Marine Corps League website ([www.MCLNational.org](http://www.MCLNational.org)). They are available for purchase from the National Semper Fi Store or National Headquarters.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER TEN**  
**MISCELLANEOUS**

**SECTION 1000 – FUND RAISING**

(a) **FUND RAISING**

Fund raising activities may be entered into by the Department of Maryland, Marine Corps League, Inc., its Detachments and Subsidiary and Subordinate units.

- (1) Provided all funds raised shall be for the sole benefit of such organizations less such expenses incurred.
- (2) Provided such Marine Corps League organization shall receive and disburse all funds.
- (3) Provided such fund raising activity does not violate any Federal, State, County or Municipal law or ordinance or reflect discredit upon the Marine Corps League.
- (4) Nothing in this section shall prevent the Department Convention Committee, or a Detachment Convention Committee from selling ads or soliciting funds for any Convention book.

(b) **FUND RAISING IF MORE THAN ONE (1) DETACHMENT IN CITY**

If a Detachment desires to conduct a particular city-wide finance raising project in a city wherein more than one Detachment exists, such Detachment shall advise all other Detachments in such city of its intention and request approval. Any Detachment opposing such project shall immediately file objection thereto with the Detachment proposing the project, and with the Department. The decision of the matter by the Department shall be final.

(c) **LIMITATION OF FUND RAISING BY DETCHMENT OR AUXILIARY**

No Detachment of the Marine Corps League or Unit of the Auxiliary shall conduct a fund raising project in any municipality or territory other than its own territory without first securing the approval of such other Detachment or Unit, as hereinbefore provided.

(d) **SOLICITATION**

Any individual or committee soliciting funds for the Department of Maryland, Marine Corps League, using the name of the Marine Corps League, whether selling advertising or merchandise of any sort, or soliciting donations, must submit a complete, signed, written report to the Department Convention as to the amount and source of all funds disbursed, and a summary of final disposition of any and all net profit.

(e) **FUND RAISING BY DEPARTMENT**

The Department shall not conduct any finance raising project in any city where there is one or more Detachments, without the consent of such Detachment or Detachments. Any Detachment opposing the project shall file immediate objection with the National Division Vice Commandant, Mideast Division, and his decision in the matter shall be final.

(f) **FUND RAISING AT CONVENTIONS, CONFERENCES AND MEETINGS**

Fund raising at Department Conventions shall be governed by the provisions of Chapter Two of the Department Administrative Procedures. At all other Conventions, Conferences and Meetings, any and all fund raising shall be under the control of the Detachment, Department or other organization that is hosting the event. No other Detachment, Department or National Headquarters of the Marine Corps League or any other Unit, Department or National Headquarters of the Marine Corps League Auxiliary, nor any individual or groups of individuals shall be permitted to engage in any fund raising, including the sale of military or Marine Corps League related merchandise in, on or about the event site without the expressed approval and consent of the Detachment, Department or other organizations that is hosting the event.

**SECTION 1005 – RESPECT**

- (a) The Bible shall be opened, placed on an Altar which is covered with a clean and attractive Altar Cloth, during all the meetings of the Department of Maryland, Marine Corps League. No disrespect to the Bible, by act or word, shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Altar or Bible as a resting place for any item or material. All space between the Altar and the Chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open.
- (b) The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

**SECTION 1010 – RESOLUTIONS, SUBMITTING AND PROCESSING**

Resolutions may be submitted by a member in good standing, or a Detachment, for consideration by a Department Convention, provided said resolutions are in proper form and in compliance with all the following requirements:

- (a) The resolution must be typewritten with an original and three (3) copies, and must be registered with the Department Adjutant no later than thirty (30) days prior to the Department Convention at which action thereon is desired. An appropriate registration number will be assigned each resolution by the Department Adjutant. One copy shall be retained at the Department Headquarters as a part of the permanent file; one copy shall be placed in a “working file” to be referred to the Department Resolutions Committee for the Committee’s consideration and recommendations; one copy shall be used by the Department Adjutant as the source for distributing the resolving clauses. The fourth copy, with registration number, shall be returned to the proposer/sponsor, serving as evidence of compliance with this section.
- (b) All resolutions submitted for consideration by a Department Convention shall be drawn on such form as will identify it as being adopted by the Department of Maryland, Marine Corps League in “Department Convention assembled.” Any resolution not written in this form shall be returned by the Department Adjutant to the sponsor/proposer for correction.
- (c) Except as expressly waived by a vote of two-thirds (2/3rds) of the present and voting Delegates at the Department Convention, no motion proposing adoption of a resolution shall be placed on the floor of the Department Convention unless the requirements of this section have been complied with.

- (d) The Department Adjutant shall prepare an adequate supply of all resolutions registered by him/her in accordance with this section and shall make such supply available for distribution to all Delegates, and all members and the Resolutions Committee upon their arrival at the Department Convention. A complete file of all registered resolutions shall be available with the Adjutant for inspection by any Delegate or members of the Marine Corps League who desire to take advantage of such inspection.

#### **SECTION 1015 – AMENDMENTS**

Amendments to the Administrative Procedures are covered in the Department Bylaws, Article Eight, Section 800.

#### **SECTION 1020 – EFFECTIVE DATE**

The effective date of any change to the Administrative Procedures will be upon the close of the Department Convention at which it was approved unless a specific date is state.

#### **SECTION 1025 – ADMINISTRATIVE PROCEDURES DISTRIBUTION**

Each Detachment, Member of the Department Board of Trustees, Marine Corps League Auxiliary President and Secretary, Military Order of Devil Dogs Pack Leader and Young Marines of the Marine Corps League Regimental Commander, shall be provided, without charge, two (2) copies of the Administrative Procedures of the Department of Maryland, Marine Corps League each time they are printed or a published change is made thereto. Any member of the Marine Corps League may purchase copies of the Administrative Procedures from the Department Adjutant.

#### **SECTION 1030 – AUTHORIZATION**

Permission must be obtained for the use at Department Headquarters of a signature stamp or signed by direction, for each occasion of use. The individual requesting authorization and the individual granting authorization will both enter in separate LOGS the following information: DATE REQUESTED, DATE AUTHORIZED, subject of letter or correspondence, name of individual requesting and name of individual authorizing the use.

## **ADMINISTRATIVE PROCEDURES**

### **INDEX**

	<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
ADMINISTRATIVE PROCEDURES		
DISTRIBUTION	1025	21
AMENDMENTS, ADMINISTRATIVE PROCEDURES	1015	21
EFFECTIVE DATE	1020	21
APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS	320	11
AUTHORITY:		
DEPARTMENTS	510	13
DETACHMENTS	610	14
DEPARTMENT CONVENTION REQUIREMENTS	240	7
ESTIMATED COSTS (EVENTS AND ACTIVITIES)	240(a)	7
FACILITIES REQUIREMENTS	240(b)(c)(d)	7
CHAPTER ONE: GENERAL		2
CHAPTER TWO: DEPARTMENT CONVENTION		4
CHAPTER THREE: DEPARTMENT STAFF		8
CHAPTER FOUR: DISTRICTS		12
CHAPTER FIVE: DEPARTMENT		13
CHAPTER SIX: DETACHMENTS		14
CHAPTER SEVEN: MEMBERS		16
CHAPTER EIGHT: SUBSIDIARIES AND SUBORDINATES		17
CHAPTER NINE: GRIEVANCES AND DISCIPLINE		18
CHAPTER TEN: MISCELLANEOUS		19
CHARTER, DETACHMENT	600	14
COMMITTEE, DEPARTMENT CONVENTION:		
COMPOSITION	300(b)	8
RESPONSIBILITIES	300(b)(2a)	8
COMMITTEES, STANDING:		
BUDGET AND FINANCE	300(a)	8
CONVENTION	300(b)	8
LEGISLATIVE	300(c)	9
MARINE OF THE YEAR	300(d)	9
CONVENTION, ADMINISTRATIVE COMMITTEES	235	5
BYLAWS AND ADMINISTRATIVE PROCEDURES	235(d)(2)	6
CREDENTIALS	235(d)(1)	6
RESOLUTIONS	235(d)(3)	6
RULES	235(d)(4)	6
CONVENTION PROGRAM:		
MEETINGS	200	4
PROCEDURE	210	4
REGISTRATION	220	5
REGISTRATION FEES	220(b)	5
ROBERTS RULES OF ORDER (NEWLY REVISED)	215	5
TIME AND PLACE	200, 200(a)	5
CORPORATE SEAL	105	2
CREDENTIALS:		
MEMBERS	220(c)	5
CREDENTIALS COMMITTEE	220(c), 235(a)	5

## **ADMINISTRATIVE PROCEDURES**

### **INDEX**

	<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
DEPARTMENT:		
DUES	520	13
FUND RAISING	1000(a)	19
AUTHORITY	510	13
FORMATION	500	13
INSTALLATION OF OFFICERS	530	13
POWERS	505	13
DETACHMENT:		
APPLICATION (TO FORM)	600(a)	14
AUTHORITY	610	14
DUES	615	15
FORMATION	600(a)	14
FUND RAISING	1000	19
INSTALLATION OF OFFICERS	620	15
NUMBER OF MEMBERS TO FORM	600(a)(f)	14
DISCIPLINE	900	18
DISTRICT:		
FORMATION	400	12
POWERS	405	12
DUES:		
DEPARTMENT	520	13
DETACHMENT	615	15
FORMATION:		
DEPARTMENTS	500	13
DETACHMENTS	600(a)	14
FUND RAISING		
BY DEPARTMENT	1000(e)	19
BY NATIONAL	1000(f)	20
OTHER DETACHMENTS IN CITY	1000(b)	19
SOLICITATION	1000(d)	19
TERRITORY	1000(c)	19
CHARGES AND DISCIPLINE		
PROCEDURES	900	18
GRIEVANCES:		
DEPARTMENT OR DIVISION	902	18
DETACHMENT	901	18
INSTALLATION OF OFFICERS:		
DEPARTMENT	530	13
DETACHMENT	620	15
INSTALLING OFFICER, RESPONSIBILITIES:		
DEPARTMENT	530(b)	13
DETACHMENT	620(c)	15
LOCATION:		
PRINCIPAL OFFICES	101	2

## **ADMINISTRATIVE PROCEDURES**

### **INDEX**

	<b><u>SECTION</u></b>	<b><u>PAGE</u></b>
MARINE CORPS LEAGUE:		
CORPORATE SEAL	105	2
INCEPTION	100	2
OFFICES, PRINCIPAL	101	2
PURPOSE	100	2
MEETINGS:		
CONVENTION, DEPARTMENT	200	4
MEMBERS:		
DEATH OF	720	16
INITIATION	700	16
TRANSFERS	710	16
OFFICER, DEPARTMENT:		
INSTALLATION	225	5
ORGANIZATION	120(a)	3
DEPARTMENT	120(a)	3
DETACHMENTS	120(b)	3
SUBSIDIARY ORGANIZATIONS	120(c)	3
POWER (SUPREME)		
DEPARTMENT CONVENTION	110(a)	3
POWERS:		
DEPARTMENT	505	13
PUNISHMENT	900	18
REGISTRATION FEES:		
DEPARTMENT CONVENTION	220(b)	5
RESOLUTIONS	1010	20
FORMAT	1010(a)	20
REGISTERING	1010(a)	20
RESPECT	1005	20
SIGNATURE STAMP:		
AUTHORIZATION	1030	21
STENOGRAPHIC EXPENSE	230	5
SUBSIDIARIES:		
MARINE CORPS LEAGUE AUXILIARY	810	17
YOUNG MARINES OF THE MARINE CORPS LEAGUE	840	17
MILITARY ORDER OF DEVIL DOG FLEAS	830	17
MILITARY ORDER OF DEVIL DOGS	820	17