

ANNE ARUNDEL COUNTY DETACHMENT

MARINE CORPS LEAGUE

BY-LAWS

&

ADMINISTRATIVE PROCEDURES

Updated May 18, 2009

BY-LAWS

ARTICLE ONE

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(To coincide with the numbering sequence of National By-laws National Conventions)

BY-LAWS

ARTICLE TWO

DETACHMENT BOARD OF TRUSTEES

SECTION 200 - COMPOSITION

The Detachment Board of Trustees shall be composed of the Detachment Commandant, the Detachment Senior Vice Commandant, the Detachment Junior Vice Commandant, and the Detachment Judge Advocate.

SECTION 205 - POWERS

Complying with the provision of the Congressional Charter, the National by-laws, the Department of Maryland by-laws, and these by-laws, the Powers and Authority of the Detachment Board of Trustees shall be:

- a. To suspend or remove from office for cause any Detachment Officer;
- b. To exercise such other powers and do such other things as are compatible with these by-laws, the Department of Maryland by-laws, and the National by-laws, in the best interest of the Anne Arundel County Detachment.

SECTION 210 - DUTIES OF BOARD MEMBERS

In addition to the specific duties of the individual Board Members, as hereinafter stated, it shall be the duties of each member of the board to acquire a working knowledge of these by-laws. The specific duties of members of the Detachment Board of Trustees shall be:

a. DETACHMENT COMMANDANT:

It shall be the duty of the Detachment Commandant to preside at all Board of Trustee and Staff meetings; to observe and enforce the Congressional Charter, the by-laws of the Marine Corps League, the Department of Maryland, and Anne Arundel County Detachment; to represent the Detachment at meetings of the Department Staff; to make and promulgate all orders and regulations, and appoint such committees as necessary for the proper administration of the affairs of the Anne Arundel County Detachment; to ask advice and counsel of the Detachment Board of Trustees; to call such meetings of the Detachment Board of Trustees as may be necessary, or on request of a majority of the Detachment Board of Trustees members; to have custody of the funds and property of the Anne Arundel County Detachment subject to the supervision of the Board of Trustees; and with the advice and consent of the Detachment Board of Trustees, appoint the following Staff Officers:

- 1. Adjutant
- 2. Paymaster
- 3. Chaplain
- 4. Sergeant-at-Arms
- 5. Veterans Affairs Volunteer Services Representative (VAVS)
- 6. Quartermaster
- 7. Public Information Officer
- 8. Historian
- 9. Legislative Officer
- 10. Color Guard Commander
- 11. Food for the Needy Project Officer
- 12. By Laws Committee Chairman
- 13. Home Committee Chairman

- 14. Youth Programs Coordinator
- 15. Toys for Tots Coordinator
- 16. Other Officers as may be deemed necessary.

b. DETACHMENT SENIOR VICE COMMANDANT:

It shall be the duty of the Detachment Senior Vice Commandant, in the event of a vacancy in the office of the Detachment Commandant, to assume the duties thereof; and to perform such other duties as may be assigned by the Detachment Commandant.

c. DETACHMENT JUNIOR VICE COMMANDANT:

It shall be the duty of the Detachment Junior Vice Commandant, in the event of a vacancy in the Office of the Detachment Senior Vice Commandant, to assume the duties thereof; to perform as the Chairperson of the Detachment Membership Committee; Chairperson of the Detachment Fund Raising projects; to perform as the Awards Projects Officer; and to perform such other duties as may be assigned by the Detachment Commandant.

d. DETACHMENT JUDGE ADVOCATE:

It shall be the duty of the Detachment Judge Advocate to act as legal counsel of the Detachment; to advise all Detachment Officers concerning the laws of the Marine Corps League; when requested to do so, to render opinions on all questions of law that may arise and, if requested, reduce his/her opinions to writing and file a copy thereof with the Detachment Adjutant; and to perform such other duties as may be assigned by the Detachment Commandant.

SECTION 215 - VACANCY

The order of succession to the office of the Detachment Commandant shall be (1) Detachment Senior Vice Commandant, and (2) Detachment Junior Vice Commandant. In the event of other vacancies on the Detachment Board of Trustees, the Detachment Commandant, with the advice and consent of the remaining Board members, shall appoint a successor to fill the remaining unexpired term of office.

SECTION 220 - MEETINGS

Meetings shall be at the call of the Detachment Commandant or a majority of the members of the Board of Trustees. No Detachment business shall be conducted outside such meetings.

SECTION 225 - QUORUM

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

SECTION 230 - VOTING

Each Board member shall have one vote. There shall be no proxy voting. Members shall abstain from voting on matters pertaining to their specific office or direct area of responsibility.

SECTION 235 - CONDUCT OF BUSINESS

The Detachment Board of Trustees is empowered to conduct business at any regular or special meeting, or by mail or telephone. All business by mail requiring a "yes" or "no" vote shall be handled routinely by the Detachment Adjutant who shall mail to every Detachment Staff member and 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 space for entry of date.

SECTION 240 - EXPENSES

The Detachment, upon approval of the Detachment Staff and Board members, shall reimburse the Detachment Board members (and others as determined by the Board) for expenses incurred in attending special meetings.

BY-LAWS

ARTICLE THREE

DETACHMENT STAFF

SECTION 300 - COMPOSITION

The Detachment Staff shall be composed of the Detachment Board of Trustees, and all appointed Detachment Staff Officers and Committee Chairpersons.

SECTION 305 - POWERS

The power and authority of the Detachment Staff shall be advisory only.

SECTION 310 - DUTIES OF DETACHMENT STAFF OFFICERS

It shall be the duty of each Detachment Staff Officer to acquire a working knowledge of these by-laws in addition to those duties further defined:

a. Detachment Adjutant:

It shall be the duty of the Detachment Adjutant to keep minutes of all Detachment meetings, Detachment Board of Trustees meetings, and Detachment Staff meetings; to perform those duties usually assigned to recording secretaries; and to perform such other duties as may be assigned by the Detachment Commandant.

b. Detachment Paymaster:

It shall be the duty of the Detachment Paymaster to keep proper and necessary books for the recording of all business of the Anne Arundel County Detachment, Marine Corps League; to hold all monies, property, and securities of the Detachment; to keep a correct record of all financial transactions; to deposit all monies and securities in a bank designated by the Detachment Board of Trustees in the name of Anne Arundel County Detachment, Marine Corps League; to ensure that all expenditures of the Detachment monies are made by check, signed by the Detachment Paymaster and Detachment Commandant; to close the books on collection of dues for the determination of voting rights on 1 June of each year; to surrender all books, records, and other property of the Anne Arundel County Detachment with which he/she is charged, to the duly elected and qualified successor, or to a proper audit committee of the Anne Arundel County Detachment; and to perform such other duties as may be assigned by the Detachment Commandant.

c. Detachment Chaplain:

It shall be the duty of the Detachment Chaplain to perform such duties of a spiritual nature as are required by the laws and rituals of the Detachment, Department, and the Marine Corps League; and to perform such other duties as may be assigned by the Detachment Commandant.

d. Detachment Sergeant-at-Arms:

It shall be the duty of the Detachment Sergeant-at-Arms to preserve order at all Detachment meetings; to arrange the quarters and insure that only qualified members are present at such meetings; to be the custodian of the Detachment Colors; and to perform such other duties as may be assigned by the Detachment Commandant.

e. Detachment Director of Veterans' Services:

It shall be the duty of the Detachment Director of Veterans' Services to assist Detachment members, Marine veterans, and/or their dependents in securing any benefits provided by law pertaining to their veteran or dependent status; to advise all Detachment members of their benefits provided by law; and to perform such other duties as may be assigned by the Detachment Commandant.

f. Detachment Quartermaster:

It shall be the duty of the Detachment Quartermaster to secure uniform articles or Marine Corps League related articles for distribution to or display for Detachment members.

g. Detachment Historian:

It shall be the duty of the Detachment Historian to assemble and maintain a record of the Anne Arundel County Detachment history of achievements, and perform such other duties as are assigned by the Detachment Commandant.

h. Detachment Public Information Officer:

It shall be the duty of the Public Information Officer to act as the Public Relations and Press Officer for the Detachment, and perform such other duties as are assigned by the Detachment Commandant. submit articles, pictures, film, and information periodically to local publicizing the works of the Anne Arundel County Detachment, Marine Corps League.

SECTION 315 - VACANCY

In the event of a vacancy in any appointed office for any cause, the vacancy shall be filled immediately by the Detachment Commandant with the advice and consent of the Detachment Board of Trustees.

SECTION 320 - CONTRACTS

No Detachment Officer or committee member shall enter into or in any manner commit the Anne Arundel County Detachment to a contract without the approval of the Detachment Commandant. The Detachment Board of Trustees thereafter shall have the power to accept or reject by majority vote any such approved contract.

SECTION 325 - MEETING

The Detachment Staff shall meet at any time as may be called by the Detachment Commandant or by a majority of the Board of Trustees. No Detachment business shall be conducted outside such meetings.

SECTION 330 - QUORUM

The presence of a majority of Detachment Staff members shall constitute a quorum for the transaction of business.

SECTION 335 - VOTING

Each Detachment Staff member shall have one vote. There shall be no proxy voting. Members shall abstain from voting on matters pertaining to their specific office or direct area of responsibility.

BY-LAWS

ARTICLE FOUR

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(To coincide will file numbering sequence of National By-laws Departments)

BY-LAWS
ARTICLE FIVE
DETACHMENT

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 has lost its charter.

SECTION 505 - BY-LAWS

The Detachment may adopt Detachment bylaws and Administrative Procedures which are not inconsistent with the National Charter, the National bylaws and Administrative Procedures, nor The Department of Maryland bylaws and Administrative Procedures, provided they have been approved by the Department Judge Advocate, and provided further, that a copy of such approved bylaws and Administrative Procedures shall be on file with the Department of Maryland Judge Advocate.

SECTION 510 - OFFICERS

Anne Arundel County Detachment may have such elected and appointed officers as required by its bylaws. The Detachment, however, must elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate. The Detachment Commandant shall appoint an Adjutant, a Paymaster, or an Adjutant/Paymaster, a Chaplain, a Sergeant-at-Arms, and such other officers as necessary.

SECTION 512 - ELIGIBILITY

All Officers serving in elected offices must be Regular Members of the Anne Arundel County Detachment. Associate members may serve in appointive offices of the Detachment, in accordance with Article Six, Section 600 (b) of the National by-laws.

SECTION 515 - MEETINGS

The Detachment should hold at least one meeting monthly. In consensus with the majority of the Detachment, the monthly meeting shall be on the date, time and place as announced in the monthly newsletter. Detachment Board of Trustees meetings and Detachment Staff meetings may be held as desired. The Detachment Charter or copy, the National Colors and a Bible should be displayed at all business meetings.

SECTION 520 - QUORUM

The quorum for all meetings shall be a majority of those present.

SECTION 525 - TRUSTEES

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

SECTION 530 - ELECTION AND INSTALLATION OF OFFICERS

a. Each Detachment shall hold an annual election of officers between 1 April and 15 May.

- b. Installation of officers must be conducted no later than the last day of the month subsequent to the election.
- c. The standard report of Officers and Installation must be forwarded to National Headquarters, the Division Vice Commandant, and the Department Adjutant within 15 days of the installation.
- d. Notwithstanding the above, the Report of Officers and Installation must be received at National Headquarters no later than 30 June annually, in compliance with Article Five, Section 530 National bylaws.

CH 1-09 SECTION 535 - DEFAULT

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

CH 2-09 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 by a Department or the National Organization.
- b. Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment's rolls 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 them 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.

CH 3-09 SECTION 545 - BONDING

Detachment Commandants, Detachment Adjutant/Paymasters or Paymasters, as applicable and Officers authorized by the Detachment Commandants to handle Detachment funds will be bonded by a commercial crime policy paid for and administered by the National Organization. A certificate of coverage will be mailed to each Detachment at the inception of the policy term with the territorial provisions included within the policy. The Detachment at the expense of the Detachment shall arrange any additional bonding coverage desired for Detachment Officers. (Article eight; Section 815(m) National By-Laws applies).

CH 4-09 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.

(a). Municipality – **from Black’s Law Dictionary**

“A municipality is a legally incorporated association of inhabitants of limited area for local governmental or other public purposes. It has to have publicly designated boundaries.”

SECTION 555 - CHARTER SUSPENSION, REVOCATION

a. This charter 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 the National body; (3) Acts and conduct bringing the Marine Corps League into public disrespect; (4) Willful violation of National Bylaws and Administrative Procedures; (5) The violation of Federal, State, or Municipal laws or ordinances; (6) Other activities detrimental to the good name of the Marine Corps League.

b. The suspension or revocation of charters may be consummated by a Department Board of Trustees and/or the National Board of Trustees and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures in a manner considerate of the well being and good name of all concerned.

c. When a Detachment Charter is suspended or revoked, the Board of Trustees of the jurisdictional Department assumes custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Detachment in question.

CH 5-09 SECTION 560 – CHARTER VOLUNTARY SURRENDER

The Charter of a Detachment may be voluntarily surrendered for such reasons as may be determined by the Detachment (Article Five; Section 560 National By-Laws applies).

BY-LAWS

ARTICLE SIX

MEMBERS

CH 6-09 SECTION 600 - MEMBERSHIP ELIGIBILITY

a. Regular Member - Only persons who are serving, or who have served honorably in the United States Marine Corps, "**ON ACTIVE DUTY**" for not less than ninety [90] days, and persons who are serving or who have served in the United States Marine Corps Reserve and have earned no less than ninety [90] Reserve Retirement Credit Points, and U.S. Navy Corpsmen who have trained with Marine FMF Units in excess of ninety [90] and earned the Marine Corps Device [clasp] worn on the Service Ribbon and those who earn the Warfare Device authorized for FMF Corpsmen shall be eligible for 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 Offices Training and subsequently received an Honorable Discharge prior to completion of ninety [90] days active or Reserve duty, shall be deemed eligible for Regular Membership. Nothing in Section 600 (a) shall be deemed to be retroactive prior to August 10, 2002, to affect current Regular Members. "Honorable service" will be defined by the Last DD-214 or Certificate of Discharge that the applicant received.

1. Members-at-Large (See Article Six, Section 640, National bylaws)
2. Life Members (See Article Six, Section 645, National bylaws)
3. Dual Membership (See Article Six, Section 650, National bylaws)

b. Associate Member - Those individuals not qualified for regular membership in the Marine Corps League or Marine Corps League Auxiliary who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter, upon application to a Detachment or to National Headquarters, may 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 similar to the design and style of the approved regular 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, associate members 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. Associate Members of the Anne Arundel County Detachment shall be eligible to vote on Detachment 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 as an Associate Member.
3. Member-At-Large (See National Bylaws, Article Six, Section 640)
4. Life Members (See National Bylaws, Article Six, Section 645)

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

d. Corporate Member – There will be four types of Corporate Membership based on the amount of the corporate donation. (Article Six, Section 600 (d) National Bylaws applies)

SECTION 605 - MEMBERSHIP APPLICATION

Any person eligible for membership in the Marine Corps League under provision of the National by-laws and Administrative Procedures may initiate application for membership by completing a standard application form to include signature, and presenting the application with all required dues and fees, to a sponsoring member of the League. As an alternative, the applicant may mail the application form with all required dues and fees to National Headquarters. All applications for membership must be accompanied by a copy of a DD-214, an Honorable Discharge, or equivalent. (Article Six, Section 605 National Bylaws applies.)

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.

SECTION 615 - GOOD STANDING

a. All members shall be considered in good standing in the Marine Corps League except when:

1. Regular dues are not paid and transmitted on or before membership expiration date as shown on the member's Marine Corps League membership 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 Section 910 of the Department of Maryland Administrative Procedures.

b. In all cases involving the transfer of a member from the Anne Arundel County Detachment, the Detachment Commandant shall certify in writing whether the member is in good standing (See Enclosure seven (7), National Administrative Procedures).

SECTION 620 - DELINQUENT MEMBER

A member shall be identified as delinquent whenever the member's dues are not paid and transmitted on or before the membership expiration date shown on member's Marine Corps League membership card. (Refer to Article Six, Section 620, National Bylaws).

SECTION 625 - INELIGIBLE MEMBER

Any member may be required to prove membership eligibility qualifications at any time. Should it be determined, after careful investigation, that a member does not have the required qualifications for

membership; such member shall be dropped from the rolls immediately. Proper notice of such action and the reason for it shall be expedited to the Department and National Headquarters. (Ch 1) A copy of this notice will be mailed by Certified Mail, return receipt requested, to the person removed from the rolls.

SECTION 630 - RIGHTS OF MEMBERS

No member shall be deprived of any rights or 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 provision of these bylaws and Administrative Procedures dealing with offenses and penalties. (Refer to Chapter 9, National Administrative Procedures)

SECTION 635 - RIGHT OF APPEAL

The right of appeal under the provisions of these bylaws and Administrative Procedures shall not be denied.

CH 7-09 SECTION 64S - LIFE MEMBERS

Regular or Associate Members of the Marine Corps League who are in good standing [as defined Section 615 – **GOOD STANDING** –] may become a **LIFE MEMBER**, upon proper payment of the fee, as is required herein. A **LIFE MEMBER** shall be subject to the payment of no further dues to a Detachment, Department, or National Headquarters. Such member shall have all the privileges, rights and benefits enjoyed as a member so long as that life member shall live. The life membership fee shall be as established by the National Convention. The current fee is:

Age Category	MCL Dues (2009)
0 – 35	\$500
36 – 40	\$400
41 – 50	\$400
51 – 60	\$350
61 - over	\$150

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 31 December 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. Should a Detachment fail to submit the annual Eligible Life Member Audit by 31 December of a given year, that Detachment's quota of the interest distribution shall remain in the blocked fund.

SECTION 650 - DUAL MEMBERSHIP – (membership in more than one Detachment by the same individual)

When a member of the Marine Corps League becomes a member in good standing in more than one Detachment, such membership in the subsequent Detachments shall be counted in the same method as an associate member. Such regular member shall be a regular voting member in the Detachment of such

member's greatest tenure unless he/she makes a signed written request for transfer of voting rights to the receiving Detachment, which upon acceptance shall forward the copies of the transfer of voting rights to National Headquarters via the jurisdictional Department Paymaster or Adjutant/Paymaster, if a department exists. The Transfer Form, Enclosure Seven, will be utilized for the purpose of transfer of voting rights to another Detachment.

BY-LAWS

ARTICLE SEVEN

SUBSIDIARIES AND SUBORDINATE GROUPS

Section 700 - AUTHORITY

All subsidiary organizations and subordinate groups which, and in the future, shall function and operate directly or indirectly under the Congressional Charter and name of the Marine Corps League are and shall ever be subject to the authority, supervision, direction, control, and discipline of the Marine Corps League. Any and all complaints, grievances and or charges against such subsidiary organizations, including member(s) or subordinate groups, including member(s) shall be referred to the Department of Maryland, 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 that 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 of Maryland Judge Advocate for appropriate action. Chapter Nine, Sections 900, 901, 902, 903, 904, 905, 906, 907, 908, 910, 911, 912 and 913, Administrative Procedures, are applicable in correspondence circumstances.

a. Such organizations and groups may:

1. Adopt By-laws not incompatible or inconsistent with the By-laws and Administrative Procedures of the Marine Corps League, the Department of Maryland, or the Anne Arundel County Detachment.

2. Incorporate, if said incorporation identifies them by name with the Marine Corps League and or the Anne Arundel County Detachment, and acknowledges their accountability to the Marine Corps League and or the Anne Arundel County Detachment.

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

The Anne Arundel County Detachment will be incorporated in accordance with **SECTION 700** of this Article.

SECTION 720 - EMPLOYEE IDENTIFICATION NUMBER (EIN)

a. The Anne Arundel County Detachment must obtain and maintain its own EIN under the Marine Corps League's Group Exemption Number 0955. The Detachment shall not utilize the EIN of the national organization.

b. Any subordinate group or subsidiary organization required by federal law to submit a federal tax return shall be required to have its own EIN.

BY-LAWS

ARTICLE EIGHT

MISCELLANEOUS

SECTION 800 - AMENDMENTS

These bylaws may be revised, amended or repealed by a majority vote of Detachment members present at the Detachment meeting at which a change is submitted.

SECTION 805 - EFFECTIVE DATE

Any revision, amendment, or repeal of these bylaws shall become effective upon the date specified. If no date is specified, it shall become effective upon the close of the meeting at which it is approved.

SECTION 810 - BY-LAWS DISTRIBUTION

A copy of these by-laws shall be given to the Department Judge Advocate, the Detachment Commandant, the Detachment Judge Advocate, and the Detachment Adjutant. A copy shall be made available upon request of any Detachment member.

CH 8-09 SECTION 815 – BLANKET BOND

The following Officers are included under a blanket bond provided through commercial crime policy paid for and administered by the National Organization:

- (a) National Commandant
- (b) National Adjutant/Paymaster
- (c) National Comptroller
- (d) National Executive Director
- (e) National, Division Vice Commandants and Assistant Vice Commandants
- (f) National, Division Adjutant/Paymaster or Paymaster, as applicable
- (g) Department Commandant
- (h) Department Adjutant/Paymaster or Paymaster, as applicable
- (i) Detachment Commandant/Paymaster or Paymaster, as applicable
- (j) National Director of Veterans' Service
- (k) National Director of Conventions Committee and his Committees
- (l) All officers designated to handle funds of a Department/Detachment within the territorial provisions of the commercial crime policy are covered by the blanket bond.

SECTION 820 - DISSOLUTION

Should this organization be dissolved, all funds, property and assets shall be given to the Department of Maryland, Marine Corps League.

CH 9-09 SECTION 825 – VIOLATION

The membership listing of the Marine Corps League is Proprietary Information and under the Direct Control of National Headquarters of the Marine Corps League. Applicable portions of the membership listings shall be periodically provided to appropriate Departments and Detachments, exclusively for internal usage in administrating membership of such applicable Departments and Detachments. The membership listing will not be sold, leased, copied, loaned or assigned without the expressed permission, in writing, from the office of the National Executive Director upon approval of the National Board of Trustees of the Marine Corps League.

SECTION 830 - VIOLATION

Any member who violates the precepts of these bylaws or Administrative Procedures is subject to the provision of Chapter Nine, Grievance and Discipline, as stated in the Administrative Procedures of the Department of Maryland.

Approved April 23, 2001

Ricardo Conales
Detachment Judge Advocate

ADMINISTRATIVE PROCEDURES

CHAPTER ONE

GENERAL

SECTION 100 - NAME AND PURPOSE

The name of the body corporate is the Anne Arundel County Detachment, Marine Corps League and is a subsidiary organization of the National Marine Corps League, which is a non-profit corporation incorporated by an Act of the seventy-fifth Congress of the United States of America at First Session, begun and held at the city of Washington, D.C. 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, and those who have been honorably discharged from, the United States Marine Corps together in fellowship that they may effectively promote the ideals of American freedom and democrat.
 - 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.
- CH 10-09** h. To aid voluntarily and to render assistance to all Marines and FMF Corpsmen and former Marines as well as to their widows/widowers, orphans, spouses, and parents.
- i. To perpetuate the history of the United States Marine Corps, and to observe the anniversaries of historical occasions of interest to Marines.

CH 11-09 SECTION 101 - LOCATION

The principle location shall be the Detachment Home, Veterans of Foreign Wars, Col Harry L. Cooper, VFW Post 160, 2597 Dorsey Road, Glen Burnie, Maryland 21060.

SECTION 105 - CORPORATE SEAL

The Corporate Seal of the Anne Arundel County Detachment, Marine Corps League shall be identical to the Corporate Seal of the National Marine Corps League.

SECTION 110 - POLICY

- a. The supreme power of the Anne Arundel County Detachment shall always be vested in its membership, exercising this power through their attendance, participation, and voting at regular meetings. Executive and administrative powers only will be delegated to the Board of Trustees or to individual members of the Anne Arundel County Detachment.

b. The Anne Arundel County Detachment shall never take part in any labor or management dispute or issue, and it shall be ever nonpartisan, non-sectarian, and non-political; 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 section shall prohibit the Anne Arundel County Detachment from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veteran's claim for justice arising from service in the Armed Forces of the United States of America.

SECTION 120 - ORGANIZATION

a. The constituted body of the organization shall be known as the Anne Arundel County Detachment, Marine Corps League

ADMINISTRATIVE PROCEDURES

CHAPTER TWO

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(To coincide with the numbering sequence of National Administrative Procedures National Convention and Department of Maryland Administrative Procedures Department Convention)

ADMINISTRATIVE PROCEDURES

CHAPTER THREE

DETACHMENT COMMITTEES

SECTION 300 - STANDING COMMITTEES AND DUTIES

The Detachment Standing Committees and their duties are as follows:

a. VAVS - Assist Detachment members, Marine veterans, and/or their dependents in securing any benefits provided by law pertaining to their veteran or dependent status;

1. Advise all Detachment members of their benefits provided by law;

2. Spend time at the hospitals on visitation, planning and coordinating events; Solicit donations of funds or items needed by occupants of the hospital;

3. And to perform such other duties as may be assigned by the Detachment Commandant.

b. Public Information Officer -Issue news releases on Detachment activities, meetings, and events; and to perform such other duties as may be assigned by the Detachment Commandant.

c. Membership - The Junior Vice Commandant shall head the Membership Committee, call meetings at his discretion, and keep the Commandant informed on a regular basis; and to perform such other duties as may be assigned by the Detachment Commandant.

d. Marine of the Year - Select one Detachment Marine in good standing to represent the Anne Arundel County Detachment during each annual convention. A written recommendation, with a statement of justification why this member should be selected as Marine of the Year, shall be submitted to the Detachment Commandant during the month of March for further submission to Department (See Department of Maryland Administrative Procedures, Chapter Three, Section 305); and to perform such other duties as may be assigned by the Detachment Commandant.

e. Awards and Citations - Each Detachment Marine is responsible for submitting names and details for any proposed award or citation, when warranted, to the Detachment Senior Vice Commandant, who will forward it, along with his own recommendations, to the Detachment Commandant for final action; and to perform such other duties as may be assigned by the Detachment Commandant.

f. Americanism - Sponsor and promote youth education programs; offer Detachment member speakers to adult and youth organizations in the community; and to perform such other duties as may be assigned by the Detachment Commandant.

g. Home Committee - Improve and maintain the appearance and working order of the Detachment Home, the furnishings, and its equipment; coordinate the use of the hall; and supervise outside organizations using the hall; and to perform such other duties as may be assigned by the Detachment Commandant.

h. Historian - Be primarily responsible for the historical records of the Detachment; solicit articles, photographs, and other audio/visual media to maintain Detachment archives and history; maintain a scrapbook to portray the activities of the Detachment; and to perform such other duties as may be assigned by the Detachment Commandant.

- i. Color Guard Commander - Select and train members for Color Guard duty; plan and coordinate with parade committees, veterans organizations, and other groups; ensure that unit members are fit, groomed, wearing the uniform correctly, and trained properly; and to perform such other duties as may be assigned by the Detachment Commandant.

ADMINISTRATIVE PROCEDURES

CHAPTER FOUR

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(To coincide with the numbering sequence of National Administrative Procedures Divisions)

ADMINISTRATIVE PROCEDURES

CHAPTER FIVE

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(To coincide with the numbering sequence of National Administrative Procedures Departments)

ADMINISTRATIVE PROCEDURES

CHAPTER SIX

DETACHMENT

SECTION 600 - FORMATION

The Anne Arundel County Detachment is formed in accordance with Article Five of the by-laws of the Department of Maryland and National Marine Corps League, and Chapter six of the Administrative Procedures of the Department of Maryland and National Marine Corps League.

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.

CH 12-09 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 and Administrative Procedures). The Department Paymaster shall immediately remit to the National Adjutant/Paymaster those transmitted forms and such funds that are due National Headquarters. The current Anne Arundel County Detachment annual dues are \$30.00.

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 Office must be the National Commandant, a Past National Commandant, an elected National Officer, the Department Commandant, a Past Department Commandant, an elected Department Officer, the Detachment Commandant or a Past Detachment Commandant.
- c. 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), National Bylaws and Administrative Procedures, for an example of the Installation Report).

**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.

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/her application to, and approval of, the gaining Detachment and the losing Detachment.

a. All Detachment members shall immediately notify the Detachment Commandant upon becoming aware of the demise of a member.

b. The Detachment Commandant will immediately initiate a Frost Call to ensure maximum member notification and attendance at viewings and funeral services.

c. All members of the Marine Corps League who are not prevented by distance or unavoidable reasons shall cause it to be their duty to attend the funeral services of a deceased member.

d. 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 assistance and presenting expressions of condolence.

2. Without delay, report the death of the member inciting full name, next of kin, and known funeral arrangements) to the National and Department Chaplain and the National Adjutant/Paymaster, using the Marine Corps League-s Notice of Death form (See Enclosure eight (8), National By-laws and Administrative Procedures).

e. For a member, a member's parent, child, spouse, or sibling, send a floral arrangement of scarlet and gold or donation to specified cause, as appropriate.

SECTION 730—ILLNESS

Upon notification of an illness or hospitalization of a member, the Chaplain will:

a. Immediately notify the Detachment Commandant.

b. If the member is hospitalized, send a fruit basket, a plant, or flowers, as appropriate.

c. If the member is sick at home, send an appropriate card.

d. If a family member is sick or hospitalized, send an appropriate card.

ADMINISTRATIVE PROCEDURES

CHAPTER EIGHT

SUBSIDIARIES AND SUBORDINATES

CH 13-09 SECTION 800 - REPORTS

Each Detachment which directly or indirectly operates under the Congressional Charter and/or the name of the Marine Corps League must annually file with the National Headquarters a true and complete copy of its IRS Form 990, 990EZ or 990-N (whichever is required to be filed with the IRS) no later than the due date of filing by IRS rules and regulations, normally by November 15 following the end of the fiscal year of June 30, unless an extension has been requested.

a. This requirement is applicable to:

1. Subsidiary organizations, such as: Marine Corps League Auxiliary; Military Order of Devil Dogs; Young Marines; Home Committee; and such other organizations which may be instituted hereafter.

2. Subordinate groups, such as: Marine Corps League Youth Physical Fitness Program; and such other groups which may be instituted hereafter.

b. Failure upon the part of any of the above organizations or groups to file the required report in compliance with the provisions of this section will subject the violating organization or group to such action as determined by the Board of Trustees of the Anne Arundel County Detachment.

SECTION 810 - MARINE CORPS LEAGUE AUXILIARY

The Marine Corps League recognizes and adopts the Marine Corps League Auxiliary as the official Women-s Auxiliary of the Marine Corps League, and declares that the Marine Corps League Auxiliary shall ever be subject to the control and supervision of the Marine Corps League (Article Seven (7), National By-laws applies).

SECTION 860 - MARINE CORPS LEAGUE YOUTH PHYSICAL FITNESS PROGRAM

The Marine Corps League recognizes the Marine Corps League Youth Physical Fitness Program as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League (Article Seven (87), National By-laws applies).

**ADMINISTRATIVE PROCEDURES
CHAPTER NINE
GRIEVANCE AND DISCIPLINE**

CH 14-09 SECTION 900 - PROCEDURES

All Grievance and Discipline procedures under this Chapter shall be conducted in accordance with Chapter Nine of the National Administrative Procedures and of the Department of Maryland Administrative Procedures.

ADMINISTRATIVE PROCEDURES

CHAPTER TEN

MISCELLANEOUS

SECTION 1000 - FUND RAISING

All fund raising by the Anne Arundel County Detachment, Marine Corps League shall be conducted in accordance with Chapter Ten of the by-laws of the Department of Maryland.

SECTION 1010 - RESPECT

a. The Bible shall be placed on an Altar which is covered with a clean and attractive Altar cloth, and opened by the Chaplain prior to reading the opening prayer during all meetings of the Anne Arundel County Detachment, Marine Corps League. No disrespect to the Bible, by an act or word, shall be tolerated. No one shall use the Altar for physical support nor, under any circumstance, use the Altar or Bible as a resting place for any item or material. All space between the Altar and the Chair shall become as hallowed ground and shall not be trod upon while the Bible is open. The Bible shall be closed by the Chaplain upon reading the closing prayer.

b. The National Flag of the United States of America, the Marine Corps League Banner, and the Detachment Charter, or facsimile thereof, will be properly displayed at all meetings of the Detachment.

c. The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions of the Anne Arundel County Detachment, to the maximum extent possible.

SECTION 1015 - AMENDMENTS

These By-laws and Administrative Procedures may be revised, amended, or repealed by a majority vote of the quorum at any regular scheduled meeting of the Anne Arundel County Detachment, Marine Corps League, provided such revisions, amendments, or repeals have been presented to the general membership thirty (30) days prior to being voted on.

SECTION 1020 - EFFECTIVE DATE

Any revision, amendment, or repeal of these By-laws or Administrative Procedures shall become effective upon the date specified, or if no date is specified, shall become effective immediately.

SECTION 1025 - DISTRIBUTION

The Commandant and Judge Advocate shall be provided a copy of these Administrative Procedures each time they are printed or a change is made thereto. Should any member of the Detachment desire to review these Administrative Procedures, a copy will be made available temporarily for that purpose. Copies of these Procedures can be purchased for a nominal fee.

Approved April 23, 2001

Ricardo Conales
Detachment Judge Advocate