



COL PHILLIP C. DELONG DETACHMENT 1267
MARINE CORPS LEAGUE, INC.
THE VILLAGES, FLORIDA

BYLAWS



**BYLAWS & ADMINISTRATIVE PROCEDURES
COLONEL PHILLIP C DELONG DETACHMENT #1267
MARINE CORPS LEAGUE, INC.
THE VILLAGES, FL**

ARTICLE ONE

SECTION 1.0 NAME

The official name of this Detachment is the COLONEL PHILLIP C. DELONG Detachment #1267, Marine Corps League, Inc.

ARTICLE TWO

SECTION 2.0 AUTHORITY

The Detachment is established under the authority of the National Headquarters, Marine Corps League, Inc. and the Department of

Florida. The Detachment is incorporated in the State of Florida as a Non-Profit SOIC Corporation.

ARTICLE THREE

SECTION 3.0 ALLEGIANCE

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

ARTICLE FOUR

SECTION 4.0 PURPOSES

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

SECTION 5.0 POWERS

All powers, in, of, and for this Detachment shall be vested in its regular members in good standing, assembled at a regular or special meeting. Executive and administrative powers will be delegated to its Board of Trustees composed of the Commandant, Senior Vice-Commandant, Junior Vice-Commandant, Judge

Advocate, and a Past Commandant in execution of their duties as the Staff of this Detachment.

ARTICLE SIX

SECTION 6.0 POLICIES

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

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

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

6.4 Fiscal Matters:

- a) The fiscal year of the Detachment shall be 1 July to 30 June. In April, a plan projecting the expenditures of the Detachment will be developed by the Paymaster and Senior Vice-Commandant. The expenditure plan will then be presented for approval by the Trustee Staff. This spending plan will then be presented to and voted on by members in good standing at the next scheduled meeting. In the event the need arises to commit funds for an event or purpose not

included in the approved plan, the Staff is authorized to approve any expenditure below the threshold of \$500.00. Any amount that exceeds this threshold must be approved by the members in good standing.

- b) The Detachment Commandant, Adjutant, and Paymaster, as applicable, and other Officers authorized by the Detachment to handle funds will be bonded by a commercial crime policy paid for and administered by the National Organization. The limits shall be as described in the National Bylaws, Article Five, Section 545 Bonding. Any additional bonding coverage shall be at the expense of the Detachment.
- b) Three financial reviews of all Detachment financial records will be made by the Trustees or delegated authority by the Commandant within 30 days of the First, Second, and Third Quarter-ends. The results of each financial review will be available to the Officers and Members at the next regular meeting. The elected Officers in concert with the Board of Trustees will develop a protocol to evaluate the financial fitness of the Detachment. The protocol will be employed by the appointed financial review committee(s). An annual audit of the Detachment's financial and property records shall be made at the end of the fiscal year. The auditor(s) shall present their findings to the Officers and Membership. The Staff shall use these results for any reports required by any Federal or State Agency, National Headquarters of the Marine Corps League, Inc. or the Department of Florida, MCL, Inc.
- c) Disbursement approval levels for the Detachment are established as \$200.00 and below require approval by the

Commandant; amounts between \$201 and \$499 require approval by the Board of Trustees; and, amounts exceeding \$500 require approval by the Detachment Membership.

6.5 Property Inventories: All Chairmen of Committees and Members responsible for Detachment Property shall submit an inventory report no later than 30 April of each year to the Commandant.

ARTICLE SEVEN

SECTION 7.0 MEMBERSHIPS

7.1 Membership: Regular membership shall be governed by the guidelines set forth in the National Bylaws, the Department Bylaws, and this Detachment's Bylaws. The applying candidate and sponsor shall have the obligation of providing documentation proving eligibility to join the Marine Corps League. This documentation shall consist of a copy of the applicant's DD 214 or a copy of the candidates Honorable Discharge or a copy of the candidates US Uniformed Services Identification Card for retired Marines.

7.2 Regular Membership: Only persons who are serving, or who have served in the United States Marine Corps "on active duty" for not less than ninety (90) days and persons 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 earned the warfare device

authorized for FMF Corpsmen and U.S. Navy Chaplains, having earned the FMF Badge, serving with Marines for not less than 90 days 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. Applications shall be received by member/sponsor who, after examining proof of member eligibility shall be delivered to the detachment adjutant along with all current dues and fees after the credentials are vetted by the Judge Advocate. A thirty day waiting period will be employed before the member applicant can be approved by the membership and sworn in as a detachment member, thus allowing for full vetting process by the Judge Advocate. The elected and appointed officers will fully review each application prior to the next regularly scheduled detachment meeting and make recommendations to the regular members in good standing for approval by vote on their final acceptance. When the applicant has been approved for membership, all original documentation validating applicant eligibility shall be returned to the candidate. The Adjutant will note in the detachment logs that applicant validation has been satisfactorily approved.

7.3 Associate Membership: Any person of good character not qualified for regular membership in the Marine Corps League and who has initiated the current standard application form and demonstrates support for the principles and purposes of the Marine Corps League and its activities shall be eligible to become an associate member of the Marine Corps League and this Detachment. An associate member shall be entitled to the rights, privileges and benefits of a regular member, however, such members shall not vote on a membership application, an election of Officers, or hold elective office. Such member shall be afforded

the right to vote on internal affairs of the Detachment provided such vote does not affect a policy of the Marine Corps League. Associate members shall pay the same dues as prescribed for regular members including initiation fees.

7.4 Dual Membership: When a member of the Marine Corps League becomes a regular member in good standing in more than one Detachment, such membership in the subsequent Detachment shall be counted in the same manner as an Associate Member for voting count at National and Department Conventions.

7.5 Good Standing: All members shall be considered in good standing in the Marine Corps League unless the member is delinquent in the payment of their annual dues which are payable on or before the member's anniversary date, or, indebted or in arrears to the detachment, department, or national headquarters, or, is under suspension as punishment upon the adjudication of guilt as is provided in Chapter nine, Section 910 of the administrative procedures.

7.6 Delinquent Members: Any member becoming delinquent shall be retained on the National Department and Detachment rolls in a delinquent status for a maximum of one year during which time the member may be removed from this status by making payment of all dues and fees in arrears and all dues current. Delinquent members will be contacted by the Junior-Vice Commandant and/or the member Retention Committee within fifteen (15) days after becoming delinquent as noted by the quarterly membership roster provided by the Marine Corps League national organization to ascertain their continuing interest. If the delinquent member has not responded within thirty days (30) of

the inquiry, another effort to contact that member will be made via a visit to the member's residence by a member of the Retention Committee. If the delinquent member decides to leave the Marine Corps League, an exit interview should be attempted to determine the reason for the delinquent member's decision. The reason for the decision should be reviewed with the Commandant and Board of Trustees to see if any changes should be made. If a one year period passes without the requisite payments, the member shall be given an opportunity to pay the dues in arrears as well as the current dues (two years of dues) and be reinstated as a Detachment member in good standing once more. If that option is not exercised by the member, that member shall be removed from the rolls in accordance with National Bylaws, Article Six MEMBERS, Section 620, Delinquent Members.

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

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

7.9 Acceptance: New Members and transfers will be presented to the regular members in good standing for a vote on their acceptance.

ARTICLE EIGHT

SECTION 8.0 ELECTIONS OF OFFICERS

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

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

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

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

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

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

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

8.8 Elected Office Vacancies: The order of succession to the office of Detachment Commandant shall be **(1)** Detachment Senior Vice Commandant; **(2)** Detachment Junior Vice Commandant. In the event of vacancies on the Detachment Board of Trustees, the Detachment Commandant, with 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

Detachment Board of Trustees or in the case of removal from office; **(3)** The Judge Advocate will remain in office. In the event of a vacancy of the Judge Advocate, the Commandant will appoint a new Judge Advocate with the approval of the Board of Trustees who shall serve in that office until the next elections.

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

ARTICLE NINE

SECTION 9.0: DUTIES OF ELECTED DETACHMENT OFFICERS

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

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

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

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

ARTICLE TEN

SECTION 10.0: DUTIES OF THE APPOINTED DETACHMENT OFFICERS

10.1 ADJUTANT: **(a)** Shall keep and maintain a true record of all meetings of the Detachment. An audio tape recording of all meetings will be kept on file for a period of one year. Detachment records will be transcribed or written and will be filed; **(b)** Shall forward notices of Detachment meetings, events, etc. The preferred method of communication shall be electronic mail.; **(c)**

Shall maintain with the assistance of the Paymaster a current membership roster of all categories of members; **(d)** Shall maintain a record of all Detachment correspondence; **(e)** Shall perform other such duties as directed by the Commandant

10.2 PAYMASTER: **(a)** Shall maintain a true and current record of all funds received and expended by the Detachment; **(b)** Shall disburse funds for approved Detachment expenditures immediately and Deposit checks and cash received within 3 business days of receipt; **(c)** Shall maintain an imprest fund not to exceed \$200.00. Receipts for all expenditures will be maintained. Increases in the Imprest fund must be approved at a regular meeting of the Detachment; **(d)** All expenditures of the Detachment shall conform to the approval clip levels (Article Six, Section 6.5) and shall be approved by Detachment membership in the monthly report of the Paymaster; **(e)** Shall complete and forward membership transmittals to the Department of Florida Paymaster along with the appropriate checks to the Department of Florida and National MCL within fifteen (15) days of receiving membership dues and shall not hold the transmittals until a transmittal sheet is filled with member names; **(f)** Shall immediately forward copies to all elected officers upon receipt of the member roster from MCL National; **(g)** Shall perform such other duties as directed by the Commandant.

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

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

10.5 PUBLIC RELATIONS OFFICER: Shall be responsible for all public relations activities by developing relations with local media and governmental officials for the purpose of enhancing the image of the Detachment

10.6 WEBMASTER/COMMUNICATIONS OFFICER: **(a)** Shall maintain the Detachment website with current information; **(b)** Shall maintain communications internally and externally as may be applicable to Web links and information flow; **(c)** Shall be reimbursed for necessary expenses related to website development; **(d)** Shall perform such other duties as directed by the Commandant.

10.7 HISTORIAN: Shall, under the direction of the Board of Trustees, assemble and maintain a record of the achievements of the Detachment.

10.8 SERVICE OFFICER: Shall become knowledgeable of any and all benefits available to veterans and shall assist Detachment members as necessary.

10.9 DETACHMENT SPECIAL STAFF: The Detachment Special Staff are appointed by the Detachment Commandant as required. The Special Staff members' duties are designated by the Detachment Commandant as he/she sees fit and all reports from those Staffs are made directly to the Detachment Commandant.

ARTICLE 11

SECTION 11.0 COMPOSITION OF AND DUTIES OF THE BOARD OF TRUSTEES

11.1 COMPOSITION: The Board of Trustees shall be composed of the Commandant, the Senior-Vice Commandant, the Junior Vice-Commandant, the Judge Advocate, and a Past Commandant.

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

ARTICLE TWELVE

SECTION 12.0 COMMITTEES:

12.1. CREATION OF THE COMMITTEES: Committees may be created at any time by the Commandant, with the advice and consent of the Board of Trustees. All Committee Chairpersons, regardless of category, will inform the Commandant, or in his absence, the Senior Vice Commandant, of any call for a meeting, and will report to the Commandant a summary of the results of the meeting. (National Bylaws, Article Two, section 210 (a) (7).

12.2 Types of Committees: Committees established under these Bylaws will include the following types: (a.) Standing Committees. An elected Officer will serve as the Chairperson. These committees are considered to be active at all times. (b) Special Committees are appointed by the Commandant, with the advice and consent of the Board of Trustees to deal with a specific issue of interest to the Detachment. Such Committees will elect their own Chairperson.

12.3 BYLAWS COMMITTEE: The Bylaws Committee will consist of the Judge Advocate (Chairperson) and three members from the body appointed by the Commandant. This Committee will take the necessary action to inform the membership of proposed Bylaw changes recommended by the Committee; publish to the membership copies of with copies of all approved changes to the Bylaws and published updated Bylaws when appropriate; and, publish minor changes via the Detachment Website.

12.4 TOYS FOR TOTS COMMITTEE: This Committee shall consist of the appointed Chairperson and any others as required by the Chairperson.

12.5 MARINE OF THE YEAR COMMITTEE: The Chairperson is chosen by the Marine of the Year Committee. The protocol for this Committee shall be (a) The Commandant shall not be on this Committee but will be composed of past recipients (b) The Committee will meet during December for the purpose of reviewing all nominations received from members of the Detachment (c) The Chairperson must receive all nominations no later than the regular November meeting (d) No member of the Detachment will be considered for this award unless the recommendation is received in writing (e) The recommendation shall include all information supporting the nomination and clearly address why this member should receive the award (f) Consideration will be given by the Committee regarding the member's contributions to the Detachment, the Community, and the Marine Corps League (g) An award, worthy of the occasion, shall be provided in the Detachments yearly budget (h) A decision shall be made regarding the submission of the Detachment "Marine of the Year" to Department, Southeast Division, and National Headquarters for consideration (National AP Chapter Three, Section 300 (i). Presentation of this award is intended to recognize that individual who has made the most significant contribution to the Detachment during the immediately past fiscal year and will be presented in a special Ceremony.

12.6 MEMBERSHIP COMMITTEE: The Junior Vice-Commandant will be the Chairperson for the membership committee and shall create and promulgate such membership incentives and programs as will produce enthusiastic response

resulting continuous membership growth, reduction of delinquencies, and retention of members.

12.7 SPECIAL COMMITTEES: The following Special Committees may be appointed annually by the Commandant and will normally be chaired by an elected or appointed Officer. These Special Committees are not limited to: (a) Membership (b) Marine Corps Birthday Ball (c) Others as specified by the Commandant.

ARTICLE THIRTEEN

SECTION 13.0 DETACHMENT MEETINGS

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

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

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

13.3 RULES OF ORDER: The Detachment shall be guided in its deliberations as set forth in National Bylaws. The current Roberts'

Rules of Order revised shall be the reference for any parliamentary rules issues.

ARTICLE FOURTEEN

SECTION 14.0 DUES AND ASSESSMENTS

14.1 DUES: The Detachment shall fix the amount of its membership dues which shall include National and Department per capita dues and fees.

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

14.3 ADMINISTRATION: Dues shall be administered by the Paymaster in accordance with Section 615 of the National Administrative Procedures.

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

ARTICLE FIFTEEN

SECTION 15.0 UNIFORMS

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

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

ARTICLE SIXTEEN

SECTION 16.0 AMENDMENTS

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

CERTIFICATION PAGE

The Board of Trustees Hereby Certify that the foregoing Bylaws of the Colonel Phillip C. DeLong Detachment #1267, Marine Corps League Inc. Have been approved and adopted by the regular members in good standing at a regular meeting on the 19th day of October in the year 2015 after proper notice had been given and proper corrections made as of the 17th day of February the year 2014.

Commandant, Roy Thacker

Senior Vice-Commandant, Clyde Rorabaugh

Junior Vice-Commandant, Reginald Nealy

Judge Advocate, Dennis Faillo

Department of Florida Approval

Judge Advocate, Scott Westervelt