



Bylaws Administrative Procedures

DEPARTMENT OF DELAWARE

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**DEPARTMENT OF DELAWARE
MARINE CORPS LEAGUE**

BYLAWS AND ADMINISTRATIVE PROCEDURES

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PREAMBLE

In the name of the beneficent God of all, we who have honorably served, or are now honorably serving our country in the United States Marine Corps, for the common good of this Nation, and all the nations and people of our world, and in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Marine Corps, to protect and advance the welfare of wounded and disabled Marines and their dependents, and for the further purposes set forth hereinafter, do solemnly and firmly associate ourselves together in a non-profit corporation known as Department of Delaware, Marine Corps League, and ordain and establish these Bylaws.

BYLAWS

ARTICLE ONE

GENERAL

SECTION 100 – NAME

This Department of the Marine Corps League shall be named the Department of Delaware.

SECTION 105 – ORGANIZATIONAL PURPOSES

The purposes for which this Department of the Marine Corps League 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 friendship so 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 daily as able citizens as they have served the nation under arms;
- (d) To hold sacred, the memory of the men and women 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 widows, widowers and orphans (with the understanding that any request for assistance should be investigated for validity and that the majority of the Board of Trustees present review and approve the request);
- (i) To perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of interest to Marines.

SECTION 110 – AUTHORIZED SEAL

The seal of this Department shall be the authorized seal of the Marine Corps League with the words “Department of Delaware” in close proximity to the MCL Seal.

SECTION 115 – AUTHORITY

The supreme legislative and policy making powers of this Department of the Marine Corps League shall be vested in its membership functioning through its Delegates at all Department Conventions. Executive and administrative powers shall only be delegated to its Board of Trustees, or to the properly elected and appointed officers, of the Department of Delaware.

SECTION 120 – ORGANIZATION

The constituted bodies of this organization shall be:

- (a) The Department Organization is to be known as the Department of Delaware, Marines Corps League, Inc.
- (b) Subordinate local organizations located within the State of Delaware shall be known as Departments of the Marine Corps League.
- (c) Such other subsidiary organizations as the National Organization may create, establish, or recognize.

SECTION 125 - QUORUM

- (a) Convention – The minimum number required to transact the regular and legal business of the Department Convention shall be the registered and approved Delegates in good standing from a majority of the Detachments within the Department of Delaware.
- (b) Department Meeting – The presence of a majority of the Department Board of Trustees, or the properly elected and appointed officers, shall constitute a quorum for the transaction of business at regular meetings.

SECTION 130 – MEETINGS

- (a) The Department of Delaware will hold one Convention each year.
- (b) The Department will hold three staff business meetings each year.
- (c) Times, dates and places of Conventions and business meetings shall be published in the Administrative Procedures for the Department.

- (d) A Bible, the National Colors, the Marine Corps or Marine Corps League Banner (flag) and the Department Charter, or a copy thereof, shall be displayed at all conventions and business meetings.

SECTION 135 – CONDUCT OF BUSINESS

The Board of Trustees, or the properly elected and appointed officers, may conduct business between Conventions at any regular or special meeting, or by email/mail in accordance with the National Bylaws and Administrative Procedures.

SECTION 140 – CREDENTIALS: DELEGATES, ALTERNATES, MEMBERS

- (a) Delegates, alternates and members desiring to attend a Department Convention must possess a paid-up membership card, or proof of paid-up membership, and must be registered with the Convention Credentials Committee.
- (b) Delegates and alternates to the Department Convention shall be determined on the basis of each Department's membership on record at National Headquarters as of 30 May, immediately preceding the Convention. Delegate voting strength of each Department shall be as follows: For the first fifteen regular members, one (1) Delegate and (1) Alternate; for each additional full block of fifteen regular members, one (1) Delegate and one (1) Alternate; for each partial number, one (1) Delegate and one (1) Alternate.
- (c) Delegate and/or Alternate cards for a Department may be claimed for use at the Convention by the registered member of that Department.

SECTION 145 – VOTING AT DEPARTMENT CONVENTIONS

- (a) Except as otherwise provided in these Bylaws, a fifty percent (50%) plus one (1) vote by the Delegates actually voting shall carry any measure and decide any issue.
- (b) Each Delegate is entitled to cast a vote for fifteen members providing 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 upon the request of any five (5) registered and approved Delegates.
- (d) In the absence of a Delegate, his/her Alternate shall stand in for the missing Delegate and shall cast the vote for that Delegate.
- (e) The Department Commandant, or person serving in that position, shall call for a "roll call" of votes within any Detachment where challenges are made by any Delegate of that Detachment.

SECTION 150 – VOTING AT STAFF MEETINGS

- (a) Each Department Board member shall have one (1) vote. However, the Board member must be present to vote in that no proxy voting is authorized.
- (b) The Department Judge Advocate shall abstain from voting on all matters wherein an official opinion has been rendered by the Department Judge Advocate.
- (c) Except as otherwise provided in these Bylaws, a fifty percent (50%) plus one (1) vote by the Board members present shall carry any measure and decide any issue.

SECTION 155 – EXPENSES

The Department may reimburse the Board members for expenses incurred provided the Department has funds available and budgeted.

SECTION 160 – TERM OF ELECTED OFFICE

- (a) All regular members in good standing from any Detachment within the Department of Delaware shall be eligible to hold elected office at the Department level.
- (b) All elected officers shall be elected at a Convention for a term of one (1) year and may stand for reelection.
- (c) No member of the Detachment shall be a candidate for more than one (1) elected office during any single Convention.
- (d) All elections must be conducted by secret ballot unless no more than one (1) candidate was nominated for a particular office.

SECTION 165 – NOMINATIONS FOR ELECTED OFFICES

- (a) Each nomination for an elected Department office shall be made from the floor on the day on which the elections are to be held. Each nomination shall be a regular member in good standing in the Marine Corps League and in a Detachment of the Department of Delaware at the time of his/her nomination. Each nominee, when called upon, shall rise, if not restricted by physical impairment, and shall state to the Chair that if elected, he/she will accept the office and will serve loyally, faithfully and to the best of his/her ability during the term to which elected.
- (b) The election committee shall record the name and office of each nomination from the floor. The committee will prepare a list for presentation to the Delegates before voting is to be conducted.

SECTION 170 – ELECTED OFFICERS

Department officers to be elected by the membership shall be: Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, and Department Judge Advocate.

SECTION 175 – APPOINTED OFFICERS

- (a) Department officers to be appointed by the Department Commandant shall be: Department Adjutant; Department Chaplain; Department Paymaster; Department Sergeant-At-Arms; Department Auditor; Department Youth Activities Officer; Department Public Relations Officer; Department Historian; Department Service Officer; Department Web Sergeant and Department VAVS Representative. The Department Commandant may appoint a Department Adjutant/Paymaster in lieu of appointing a Department Adjutant and a Department Paymaster.
- (b) Should the Department Commandant feel that a particular appointed position is not needed or appropriate, then he/she is not mandatorily required to fill that position.

SECTION 176 – VACANCIES OF ELECTED OFFICES

- (a) Should the office of Department Commandant become vacant, the Department Senior Vice Commandant shall become the Department Commandant until the next scheduled annual election.
- (b) Should a vacancy occur in any other office of the Department, it shall be filled at the next regularly scheduled business meeting of the Department by the Department Commandant. Should the vacant position be filled by another elected officer, his/her current position shall also be filled by the Department Commandant.

SECTION 180 – SELECTION FOR NOMINATED OFFICERS

All appointed officer positions filled by the Department Commandant must be approved by the Department Board of Trustees. Each appointed officer shall serve at the convenience of the Department Commandant.

SECTION 185 – INSTALLATION OF OFFICERS

- (a) The elected officers shall be sworn in prior to the closing of the Department Convention.
- (b) Appointed officers will be approved by the Board of Trustees within thirty (30) days of the appointment. It is important that the appointed officer positions be filled and approved quickly so that they can begin their duties.

- (c) A Report of Officers and Installation must be forwarded to National Headquarters in accordance with requirements contained in the National Bylaws and Administrative Procedures.

SECTION 190 – TRUSTEES

- (a) The elected officers of the Department, plus the Detachment Commandants, the Jr. Past Commandant of the Department, the Department Adjutant, and the Department Paymaster, or the Department Adjutant/Paymaster, shall be members of the Department Board of Trustees. Each member of the Board of Trustees shall have one vote.
- (b) Should a Detachment Commandant also be serving as an elected officer of the Department, then the Senior Vice Commandant of that Detachment shall serve as a member of the Department Board of Trustees in place of the Detachment Commandant.

SECTION 191 – COMMITTEES

The administrative committees for the Department shall be the Americanism Committee, the Recreation Committee, and any other committee that the Commandant deems necessary.

SECTION 192 – DELEGATES TO NATIONAL CONVENTIONS

Procedures for the election of delegates and alternates are contained in the Department Administrative Procedures.

SECTION 193 – BONDING

All Department Officers handling Department monies shall be bonded. The Department Commandant and the Department Paymaster, or Department Adjutant/Paymaster, are covered under a “blanket” bond held and paid for by National Headquarters. Should any other person be required to handle Department monies, then the Department shall be required to make arrangements for bonding at no cost to National Headquarters.

SECTION 197 – RIGHT TO SPEAK

All members of all Detachments of the Department of Delaware in good standing, when recognized by the Chair at Conventions and at staff meetings, and when the discussion is not expressly prohibited by the Bylaws and Administrative Procedures of National Headquarters and/or of this Department, shall have the right to speak on any subject.

- (a) The right of any member to speak is not intended to be a method of filibustering to prevent other business from being conducted, or any voting to take place. Accordingly, the Chair, at its discretion, may place a limit on the length of time a

person may speak and may place a limit on the number of persons that may speak concerning the same topic.

BYLAWS

ARTICLE TWO **DUTIES OF DEPARTMENT OFFICERS**

SECTION 200 – DEPARTMENT COMMANDANT

The Department Commandant shall preside at all sessions of the Department Conventions and at all meetings of the Department Board of Trustees. The Department Commandant, together with the Board of Trustees, shall have direction and control of the executive and administrative affairs of the Department of Delaware Marine Corps League between Department Conventions. In addition, the Department Commandant shall:

- (a) Observe and enforce the observance of the Congressional Charter.
- (b) Observe and enforce the observance of the National Bylaws and Administrative Procedures.
- (c) Observe and enforce the observance of the Department Bylaws and Administrative Procedures of the Department of Delaware Marine Corps League.
- (d) Direct to all officers and members such orders as are not in conflict with the Bylaws and Administrative Procedures, which are necessary for the proper conduct of business.
- (e) Call such meeting of the Department Board of Trustees as are required by the National and Department Bylaws and Administrative Procedures.
- (f) With the Department Adjutant/Paymaster, or Department Adjutant, have custody of all property of the Department of Delaware, except for property under control of individual Departments.
- (g) With the Department Adjutant/Paymaster, or Department Adjutant, have custody of all funds of the Department, except for funds controlled by individual Departments.
- (h) With the advice and consent of the Department Board of Trustees, appoint the following Department Officers:
 - a. Auditor
 - b. Chairman of the Convention Committee
 - c. Historian
 - d. Service Officer
 - e. Chairman of Youth Activities
 - f. Public Relations Officer
 - g. Auxiliary Liaison Officer

- h. And, such other Staff Officers as may be necessary
- i. With the advice and consent of the Department Board of Trustees, appoint such standing committees as deemed necessary.
- (i) Approve requisitions of the Department Adjutant/Paymaster, or Department Paymaster, within the Department budget guidelines. All other expenditures shall be approved by the Department Board of Trustees.
- (j) Represent the Department of Delaware Marine Corps League at all social functions and ceremonies, to which invited, in such a manner as will enhance the dignity, honor and prestige of the Marine Corps League.
- (k) Perform such other duties as are directed from time to time.

SECTION 205 – DEPARTMENT SENIOR VICE COMMANDANT

The Department Senior Vice Commandant shall give every assistance to the Department Commandant, and during the absence or illness of the Department Commandant shall perform the duties of that office. He/she will assist all committees and help them initiate and implement dynamic programs that will increase the effectiveness of the Marine Corps League.

SECTION 210 – DEPARTMENT JUNIOR VICE COMMANDANT

The Department Junior Vice Commandant's duties are to create and promulgate such membership incentives and programs as will enhance enthusiastic response resulting in continuous membership growth. In the absence or illness of both the Department Commandant and the Department Senior Vice Commandant, he/she shall perform the duties of the office of Department Commandant.

SECTION 215 – DEPARTMENT JUDGE ADVOCATE

The Department Judge Advocate is expected to interpret the Department and National Bylaws, to include the Administrative Procedures of those organizations. He/she will advise, construe, counsel and render opinions on questions of law and procedure to the Department Commandant, the Department Board of Trustees, the Department Staff, and for Detachments so requested in the manner outlined hereafter.

- (a) At 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 shall rule on the opinion and the question. Such ruling shall be final unless appealed by an approved Delegate, whereupon the Department Judge Advocate shall put the question, "Shall the ruling of the Chair be sustained?" A vote of approved Delegates will be called and two-thirds (2/3rd) of the total vote will be required to reverse the ruling of the Chair.

- (b) At a Departmental Board of Trustees meeting, the same procedure shall apply and two-thirds (2/3rd) of the Department Board of Trustees present and voting will be required to reverse the ruling of the Chair. Only a member of the Board of Trustees can request a ruling from the Judge Advocate.
- (c) All questions of law and procedure pertaining to the Department of Delaware Marine Corps League, or to any of the Detachments within Delaware, which are referred to the Department Judge Advocate, shall be ruled upon in writing. Copies of the ruling shall be distributed by hand, or via U.S. mail, to the parties concerned, the Department Commandant and the National Judge Advocate. That ruling shall be binding unless reversed by the Department Board of Trustees, or the National Judge Advocate.
- (d) Along with the Department Adjutant, review and approve all contracts pertaining to the Department of Delaware Marine Corps League.
- (e) The Department Judge Advocate may not hold the office of Judge Advocate in any other level of the Marine Corps League. If this be the case, then his/her resignation from the lower office shall be required upon being sworn into the higher office.

SECTION 220 – DEPARTMENT ADJUTANT/PAYMASTER

The Department Adjutant/Paymaster shall:

- (a) Be responsible to the Department Commandant.
- (b) Perform all the ordinary and necessary business of the Department of Delaware Marine Corps League, including the approval of purchasing materials and services of normal business operations within the bounds of the budget as provided by the Board of Trustees. With the Department Judge Advocate, review and approve all contracts pertaining to the Department of Delaware Marine Corps League.
- (c) Be responsible for the editing, printing and publishing of the news of the Department as may be called upon by the Staff.
- (d) Keep the minutes of all Department Conventions, Board meetings and regular meetings with copies of the minutes distributed to the Department Board of Trustees and copies made available to the members at the regular meetings.
- (e) Mail to each member of the Department Board of Trustees within thirty (30) days following each Department Convention a brief summary of the minutes showing actions and decisions affecting the Department Bylaws and Administrative Procedures. Information regarding other matters of importance should also be provided along with the summary.

- (f) Receive and review all committee reports and correspondence and, where appropriate, forward copies to the Department Board of Trustees for their information.
- (g) Surrender all books, records and property of the Department of Delaware Marine Corps league to the duly appointed successor.
- (h) Hold no other position other than Adjutant (Adjutant/Paymaster) on the staff.
- (i) Cause to be kept all proper and necessary books for the recording of all business of the Department, including a correct record of all memberships.

If the position of Adjutant/Paymaster is divided into two positions, that of Adjutant and Paymaster, then the following duties will be assumed by the Paymaster. The Department of Delaware Paymaster shall:

- (j) Shall cause to be kept all proper and necessary books for the recording of all monetary transactions of the Department, including the correct record of all memberships.
- (k) Shall research National Headquarters records to determine the strength of each Detachment as of the end of June immediately preceding a Department Convention. Should membership records not be received in sufficient time to advise the Detachment Commandants of the June ending amounts for the purpose of selecting delegates, then the Paymaster shall use the latest National Headquarters figures available and shall determine the end of June figures by using his/her records of transmittal forms to made adjustments.
- (l) Receive all monies keeping a record of their source and purpose and shall deposit said monies in an approved Federally insured account, which includes checking and/or savings. All monies deposited shall be in the name of the Department of Delaware Marine Corps League only.
- (m) Close the books for the collection of dues and for the termination of voting rights in May of each year prior to the Department Convention.
- (n) Establish the Fiscal Year for the Department of Delaware Marine Corps League from 1 July to 30 June of the following year and provide all assistance as needed in the conduct of an annual audit of the Department of Delaware Marine Corps League.
- (o) Assure that all checks issued bear the Paymaster's signature.
- (p) The Paymaster shall hold no other position on the Staff.

SECTION 225 – DEPARTMENT ADJUTANT

In the event the position of Adjutant is separate from that of the Paymaster, then the Adjutant shall be responsible to perform all duties listed for the position of Adjutant/Paymaster in Section 220, Subsections (a) through (i).

SECTION 235 – DEPARTMENT PAYMASTER

In the event the position of Paymaster is separate from that of the Adjutant, then the Paymaster shall be responsible to perform all duties listed for the position of Adjutant/Paymaster in Section 220, Subsections (j) through (p).

SECTION 240 – DEPARTMENT CHAPLAIN

The Department Chaplain shall:

- a. perform such duties of a spiritual nature as are customarily performed by members of the clergy.
- b. Be responsible for and have charge of arranging and conducting an impressive, dignified and inspiring non-denominational memorial service at each Department Convention and staff meeting, including in each Convention those representatives of all detachments that are in attendance, and including reading the names of Delaware Detachment members deceased during the past year.

SECTION 245 – DEPARTMENT SERGEANT-AT-ARMS

The Department Sergeant-At-Arms (Sgt-At-Arms) shall preserve order at Department Conventions and at all Department meetings; set up the meeting room prior to each Department meeting; and be responsible for the care and protection of the Department Charter, colors and bible.

SECTION 250 – DEPARTMENT AUDITOR

The Department Auditor is responsible to the Department Trustees and shall closely observe and thoroughly review all the financial operations, financial affairs and financial records of the Department.

SECTION 255 – DEPARTMENT ASSISTANT AUDITOR

The Department Assistant Auditor shall work closely with the Department Auditor in the performance of financial examinations.

SECTION 260 – DEPARTMENT PROCUREMENT OFFICER

The Department Procurement Officer, under the direction of the Trustees, is responsible for the aggressive planning of ways and means of earning monies for general use by the Department, or special use such as monies for special functions, etc. All plans and ideas will be approved by the Board of Trustees.

SECTION 265 – DEPARTMENT YOUTH ACTIVITIES OFFICER

The Department Youth Activities Officer, under the direction of the Trustees, will supervise all committees and programs engaged in any way with activities concerned with America's youth.

SECTION 270 – DEPARTMENT PUBLIC RELATIONS OFFICER

The Department Public Relations Officer shall prepare all news releases for mailings to newspapers and other forms of the news media. In addition, he/she shall act as liaison between the Department and the news media.

SECTION 275 – DEPARTMENT HISTORIAN

The Department Historian shall maintain an album(s) to record activities of the Department and any activities of the Detachments when information is provided the Department by the Detachments.

SECTION 280 – DEPARTMENT VETERANS SERVICE OFFICER

The Department Veterans Service Officer's duties include: being acquainted with Federal laws and their interpretations and applications as they apply to veterans and to provide any information, available or learned to the Detachment Service Officers, to assist them in better performing the duties of their positions.

SECTION 285 – DEPARTMENT WEB SERGEANT

The Department Web Sergeant's duties include: maintaining the Department's website with all pertinent Department information; links; and calendar of events.

SECTION 290 – V A V S REPRESENTATIVE

The National Veterans Administration Volunteer Service (V A V S) Representative's duties include: supervising the Department's participation in the V A V S programs at hospitals or veterans homes within a reasonable distance of Delaware and providing guidance to V A V S Representatives in the Delaware Detachments of the Marine Corps League.

BYLAWS

ARTICLE THREE **MEMBERS**

SECTION 300 – ELIGIBILITY FOR DEPARTMENT MEMBERSHIP

Only persons who are members in good standing in a Detachment within the State of Delaware shall be eligible for membership in the Department of Delaware Marine Corps League.

SECTION 305 – GOOD STANDING

All members shall be considered in good standing in the Marine Corps League except when required dues are not paid on or before membership expiration date as shown on the member's card; a member is indebted, or in arrears to his/her Detachment, or to the Department or National Headquarters; or when the member is under suspension as punishment upon the adjudication of guilt as provided in the Department's Administrative Procedures.

SECTION 310 – RIGHTS OF MEMBERS

No member shall be deprived of any rights and privileges in the Department, or in any Delaware Detachment of 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 National Administrative Procedures dealing with offenses and penalties.

SECTION 315 – RIGHTS OF APPEAL

The rights of appeal under the provisions of the National Bylaws and National Administrative Procedures shall not be denied to any member of this Department, or of any Delaware Detachment.

BYLAWS

ARTICLE FOUR **FINANCES**

SECTION 400 – REVENUE

Revenue for this Department of the Marine Corps League shall be derived from:

- (a) Per capita dues from Detachments within the Department;
- (b) Lotteries and chances that are approved by the State of Delaware. Such Department revenue making projects shall not in any way interfere with the rights of any Detachment within the Department.
- (c) Gifts and donations from members and from friends of the Marine Corps League;
- (d) Other sources as may be properly established at Department meetings.

SECTION 405 – DEPARTMENT DUES

The Department Convention shall determine the amount of per capita dues to be paid by members of the Detachments within the Department of Delaware.

SECTION 410 – DISBURSEMENT OF FUNDS

Disbursement of Department funds may be made only in accordance with specific authorization of the membership, or as promulgated in the Department Administrative Procedures.

SECTION 415 – CHECKING ACCOUNTS

- (a) The Department may maintain two (2) checking accounts:
 - (1) One (1) account shall be the operating account for the Department and will be used for general transactions.
 - (2) One (1) account may be the activities account, which will be used to control monies being gathered and held for specific purposes, such as: the Marine Corps Birthday Ball, or for other planned activities or acquisitions.
- (b) The Department Commandant, Senior Vice Commandant and Paymaster will be reported to the bank as authorized check signers.

- (c) Checks drawn against Department funds will be valid only if they cover disbursement as authorized in Section 410 of these Bylaws, and if they bear the signature of either the Department Commandant or the Department Paymaster. This is also the case regarding the Department's bank debit/credit cards. In the absence of either the Department Commandant or the Department Paymaster for a period more than seven (7) days, the Department Senior Vice Commandant shall be authorized as one of the signers.
- (d) Full written documentation such as vendor invoices, sales slips and statements, cash register receipts with purchases itemized by the member acquiring the items for the Department are examples of back-up documentation which must be retained by the Department Paymaster to provide an audit trail for the Department's auditors, or for federal and state officials.
- (e) Checks will not be pre-signed (signed in the blank) by any person authorized to sign checks.

SECTION 420 – FINANCIAL OBLIGATION

No officer or member of this Department shall obligate the Department financially in any manner whatsoever without the prior consent of the membership and after the membership has approved such obligation at a regular or special business meeting of the Department.

BYLAWS

ARTICLE FIVE **GRIEVANCE AND DISCIPLINE**

SECTION 500 – GRIEVANCE AND DISCIPLINE

All matters pertaining to the resolving of a grievance and/or discipline against any member of this Department, or of any Delaware Detachment, shall be processed in accordance with Chapter Nine of the National Administrative Procedures.

BYLAWS

ARTICLE SIX **MISCELLANEOUS**

SECTION 600 – AMENDMENTS

The Bylaws for this Department of the Marine Corps League may be revised, amended, or repealed by a majority vote of the properly registered and approved Delegates present and voting at a Department Convention providing the proposed revision, amendment or repeal is submitted in typewritten form to the Department Commandant not less than forty-five (45) days prior to the opening of the Department Convention at which time said proposal is to be considered. The Department Adjutant (Adjutant/Paymaster) shall distribute copies of each proposal, without personal comment, to all legally existing Detachments no later than thirty (30) days prior to the opening day of the Department Convention at which time the proposal is to be considered.

- (a) The Department Judge Advocate must approve the change to the Bylaws as being lawful in nature and not in conflict with National Bylaws and National Administrative Procedures. In addition, he/she must approve such changes as not conflicting with Federal, State, County, or Municipal rules and regulations to the best of his abilities.
- (b) Any changes approved by the Department Convention must be sent to the National Judge Advocate. The National Judge Advocate will make the final approval. Each revision, amendment, or repeal of the Department Bylaws, which does not provide for an effective date, shall become effective upon the close of the Department Convention at which it is approved.
- (c) All regular members and honorary members present at the business meeting when the proposal is read may openly discuss the proposal during the meeting to permit the membership to hear all viewpoints regarding the proposed changes.

SECTION 605 – DEPARTMENT BYLAWS DISTRIBUTION

- (a) Each elected or appointed member of the Department shall be provided, without charge, one (1) copy of the Department Bylaws and Administrative Procedures, or published changes each time they are printed.
- (b) Each Detachment of the Department shall be provided, without charge, two (2) copies of the Department Bylaws and Administrative Procedures, or published changes each time they are printed.

- (c) Any member of the Department of Delaware, or of any Delaware Detachment, may mechanically reproduce copies of the Bylaws and/or Administrative Procedures at any time.
- (d) Any person may purchase copies of the Department Bylaws and/or Administrative Procedures from the Department Adjutant (Adjutant/Paymaster). The cost will cover only the cost of reproducing the requested copies and for mailing costs to forward same to the requestor.

SECTION 610 – NATIONAL AND DEPARTMENT BYLAWS

The National and Department Bylaws and Administrative Procedures are to be made available for examination by any member of any Detachment in good standing upon his/her request.

SECTION 615 – MEMBERSHIP LISTINGS

- (a) The membership listing of any Marine Corps League Detachment is PROPRIETARY INFORMATION and is under the direct control of the appropriate Detachment. Applicable copies shall be provided as required to the Department and to National Headquarters.
- (b) Detachment membership listings will not be sold, leased, loaned, or assigned by any member of the Department, or by any Detachment of the Department of Delaware.
- (c) The membership listing may be copied for official use only.

SECTION 620 – CONFLICT OF LAWS

- (a) In the event of a conflict between the National Bylaws and Administrative Procedures and the Department's Bylaws and Administrative Procedures, the National regulations will take precedence.
- (b) In the event any portion of the Department Bylaws and/or Administrative Procedures is found to be in conflict with any law of the United States of America, or of the State of Delaware, that portion of the Department's Bylaws and/or Administrative Procedures is cancelled.

SECTION 625 – DISSOLUTION

Should this Department be dissolved, all funds, property and assets of the Department shall become the property of the National Headquarters of the Marine Corps League and shall be disposed of as it sees fit.

ADMINISTRATIVE PROCEDURES

CHAPTER ONE

GENERAL

SECTION 100 – CORPORATE NAME

The Department of Delaware's Marine Corps League Charter is dated 29 February 1992. The corporate name of this Department is the Department of Delaware, Inc. and is a non-profit corporation incorporated in the State of Delaware on the 22nd day of April 1992. The purposes of the corporation are listed in Section 105 of the Department's Bylaws.

SECTION 101 – LOCATION

The principle office of this Department of the Marine Corps League shall be located at 20959 Wesley Church Rd., Seaford, DE 19973, or at such other place or places the Trustees may select in the best interests of its membership.

SECTION 102 – POLICY

This Department of the 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. It shall never be biased on the grounds of race, color, creed, nationality, or sex, and shall never be used as a medium of political ambition or preference. No present or former military rank or civilian position shall be used as a basis of special consideration or preferment.

- (a) Nothing in this Section is intended to prohibit individuals from being involved in labor/management disputes, or participation in controversial issues with government or private sector policies. However, these individuals are not to identify with the Marine Corps League while so involved nor shall any inference be made that the Marine Corps League supports the individuals' stances.
- (b) Nothing in this Section shall prohibit the Department 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 military forces of the United States of America. Should any doubt exist on whether this Department may become involved in a particular issue, concurrence should be sought from National Headquarters.

ADMINISTRATIVE PROCEDURES

CHAPTER TWO **MEETINGS**

SECTION 200 – REGULAR BUSINESS MEETINGS

- (a) The Department will hold three staff meetings each year on dates established by the Board of Trustees.
- (b) Location and dates of the meetings will be announced by the Department Adjutant (Adjutant/Paymaster).

SECTION 205 – SPECIAL BUSINESS MEETINGS

Special business meetings may be called by the Department Commandant or by the Department Senior Vice Commandant in the Department Commandant's absence. Three days written notice must be sent to the Board of Trustees to include the time, date, place and purpose of the special meeting.

SECTION 210 – RULES OF ORDER

- (a) The National and Department Bylaws and Administrative Procedures shall govern the procedures for and conduct of each business or special meeting.
- (b) Parliamentary reference for meetings shall be the latest edition of *Robert's Rules of Order Newly Revised*.

ADMINISTRATIVE PROCEDURES

CHAPTER THREE **MISCELLANEOUS**

SECTION 300 – WEARING OF UNIFORMS

Official uniforms for wear by members of the Department of Delaware and/or of any Detachment of the Department of Delaware shall be as prescribed by the National Bylaws and Administrative Procedures to include any enclosures thereto.

ADMINISTRATIVE PROCEDURES

CHAPTER FOUR **MEDALS, RIBBONS AND AWARDS**

SECTION 400 – MOUNTING OF MEDALS

Mounting of large or miniature medals shall be as prescribed in the National Bylaws and Administrative Procedures to include any enclosures thereto.

SECTION 405 – ORDER OF PRECEDENCE OF MEDALS AND RIBBONS

- (a) The order of precedence for military medals and ribbons shall be as prescribed by the Commandant of the Marine Corps, Headquarters, United States Marine Corps, Washington, D.C.
- (b) The order of precedence for Marine Corps League awards shall be as prescribed by the National Bylaws and Administrative procedures to include any enclosures thereto.

SECTION 410 – AUTHORIZATION TO AWARD MARINE CORPS LEAGUE MEDALS, RIBBONS, OR AWARDS

- (a) The National Bylaws and Administrative Procedures, to include any enclosures thereto, prescribe the level of the Marine Corps League organization that may award the various medals, ribbons, or awards authorized for issue by the Marine Corps League.
- (b) Unless otherwise indicated in the National Bylaws and Administrative Procedures, to include any enclosures thereto, only the Commandant of a level of the Marine Corps League may award Marine Corps League medals, ribbons, or awards for the level of which he/she is Commandant.