

BY-LAWS
Central Georgia Marine Corps League
Detachment 1373
Warner Robins, GA

ARTICLE I – NAME

SECTION 1. The name of this organization shall be the Central Georgia Detachment #1373, Inc. Marine Corps League. This Detachment is a subordinate unit of Marine Corps League National Headquarters, Merrifield, Virginia 22116-3070, and is also a subordinate unit of the Department of Georgia, Marine Corps League. Marine Corps League National Headquarters is a duly qualified tax-exempt entity pursuant to the provisions of the Internal Revenue Code, Section 501(c) (4). The Marine Corps League in Merrifield, VA, is listed in Publication 78, Cumulative List of Organizations described in Section 170(c) of the Internal Revenue Code of 1986, which is a list of organizations eligible to receive tax-deductible charitable contributions.

ARTICLE II - PURPOSE AND NATURE

SECTION 1. The objectives and purposes of this Detachment are:

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

SECTION 2. The Detachment is a **“Not For Profit”** organization and shall not be operated for pecuniary gain or profit. No part of the property of the corporation and no part of its net earnings

shall inure to the benefit of or be distributable to any trustee, member or other private individual. The Detachment shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other activity except in furtherance of the purposes for which the Detachment is organized.

SECTION 3. No substantial part of the activities of the Detachment shall consist of attempting to influence legislation, by propaganda or otherwise. The Detachment shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

SECTION 4. These Detachment by-laws are to conform to the by-laws, administrative procedures, regulations and policies of the National Marine Corps League and Department of Georgia, Marine Corps League. Any by-law subsequently determined by the Department of Georgia or National Headquarters Marine Corps League to be inconsistent with said by-laws, administrative procedures, regulations or policies shall be null and void.

ARTICLE III – MEMBERSHIP

SECTION 1. Membership in this Detachment cannot be denied on the basis of race, religion, sex, creed, or national origin, as long as all other membership requirements are met.

SECTION 2. Any person who otherwise conforms to the requisites as to eligibility prescribed in the National by-laws shall be eligible to become a member of this Detachment.

SECTION 3. Dues are necessary to provide the foundation of the Detachment's fiscal program. A portion of dues collected is submitted to the Department and National organizations to support their operations. The remainder is kept in the Detachment's treasury. The amount of dues to be paid shall never be less than what is required by National and the Department. The specific amount shall be set by the Board of Trustees, ratified by the general membership. Members who wish the Board to consider specific amounts for dues may request a hearing before the Board at any regular meeting of the Board. The Board may decide to take the request under consideration, or immediately refer it to the general members for approval.

DUAL MEMBERSHIP; (Membership in more than one Detachment by the same individual) When a current member of Marine Corps League Detachment 1373 becomes a member in good standing in more than one Detachment, (Dual Member) they shall without delay notify their current Detachment Commandant of the dual membership.

ARTICLE IV – OFFICERS

SECTION 1. The organization of the Detachment shall be as follows:

a. Board of Trustees; The elected Officers of the Detachment shall be its Detachment Board of Trustees. However, the incoming Detachment Commandant is authorized *{but not required}* to appoint the outgoing Detachment Commandant *or* a Past Detachment Commandant to serve a one-year term as a member of the Board of Trustees. It may include, *{but not require}*, non-members who are prominent citizens known for their good judgment and executive expertise. Such non-members may be invited to sit on the Board by approval of a simple majority of elected officers. At no time will the number of such non-members exceed one-third.

b. Executive Staff. The Executive Staff shall be comprised of the elected officers listed in Section 2 of this Article.

c. Special Staff. The Special Staff shall be comprised of those appointed officers and committee chairpersons who are appointed by the Commandant, ratified by the Board of Trustees, and whose responsibilities are limited by purpose or duration to particular events, objectives or scope. This includes project officers and special events chairpersons. The Special Staff members serve at the pleasure of the Commandant and their term shall expire at the end of the appointing Commandant's term.

SECTION 2. Detachment Officers

a. Elected Officers. Commandant, Senior Vice-Commandant, Junior Vice Commandant, and Judge Advocate. Elected officers of the Detachment must be held by Regular (Marine, FMF Corpsman, or FMF Chaplain) members in good standing of the Detachment.

b. Appointed Officers. Adjutant, Paymaster, Sergeant-at-Arms, Chaplain, and such other officers as the Commandant shall deem necessary to serve the Detachment.

SECTION 3. Basic Duties

The basic duties of Detachment officers are summarized below, and set forth in the National By-Laws. Based on Detachment objectives and programs, these duties may be modified or expanded upon.

a. COMMANDANT: Presiding officer at membership, officer, and other meetings; the key leadership position of the Detachment; Chief Executive Officer (CEO) of the Detachment, and Chairman of the Board of Trustees; Chief Detachment representative in public relations; responsible for formulating and developing programs; appoints appropriate committees for carrying on Detachment business; Responsible for fiscal stability and procedures; Signer on Detachment checking accounts (bonded by MCL National); Abides by the by-laws and policies of the Marine Corps League. Serves as an *ex-officio* member of all committees.

b. SENIOR VICE-COMMANDANT: Assists and supports the Commandant; Chairs committees as requested by Commandant; Presides in absence of Commandant; Candidate for office of Commandant at expiration of terms if he/she desires.

c. JUNIOR VICE-COMMANDANT: Chairman of membership (recruiting and retention) programs; Works on, or presides at committees designated by Commandant, Presides in absence of Senior Vice-Commandant and Commandant.

d. JUDGE ADVOCATE: Legal counsel of the Detachment; Render opinions based on policies, by-laws, or precedents of the Detachment; Advise on by-laws and policies of the Marine Corps League; Assure that Detachment abides by the by-laws of the Detachment, Department, and National Marine Corps League. Monitors the Detachment email.

e. JUNIOR PAST COMMANDANT: The immediate outgoing Commandant of the Detachment. Provides a bridge in turnover of all administrative functions; Assists incumbent Commandant and officers as directed by the Commandant.

f. **ADJUTANT:** Keeps accurate minutes of meetings; Prepares and transcribes minutes for permanent record of the Detachment; Prepare and assist in preparation of correspondence and bulletins in conjunction with Commandant and officers; Maintains Detachment records, including membership; forwards dues transmittals to Department Paymaster; Post official notices; Make reports at meetings; Assure that resolutions are maintained as corporate records, sends communications from the Commandant and trustees to the membership, provides notice of meetings to the membership and media.

g. **PAYMASTER:** Keep accurate fiscal records; Responsible for banking and financial accounts; Signer on fiscal and banking documents (bonded by MCL National); Maintains Detachment financial records; Pays authorized bills, and assures legitimacy of funds disbursed through budget and/or board of trustee's approval; Makes fiscal and financial reports at meetings; Receives dues and disburses checks to the Adjutant; Abides by procedures of Detachment, Department and National.

h. **SERGEANT-AT-ARMS:** Set up meeting rooms, Present the Colors/Lead "Pledge of Allegiance"; Maintain order at meetings; Respond to instruction from the Commandant, Admit members in good standing, or appropriate parties as directed; Abide by the ritual of office.

i. **CHAPLAIN:** Perform duties of a spiritual nature; Visit sick members/families and send appropriate cards; Send cards of sympathy in event of death of member or member's family; Provide invocations and services as required; Perform duties as request by the Commandant; Abide by the ritual of office.

j. **SQUAD LEADERS:** Duties include contacting every member of their respective squad each month (phone or email) to determine if there are any members in distress or if any members need a ride to the meeting. Should report any members in distress to the Detachment Chaplain. Be prepared to report status of squad at Detachment meetings.

k. **PUBLIC RELATIONS OFFICER:** Prepares a historical record of the Detachments achievements through photos and written record. Maintains the Detachment web page.

l. **QUARTERMASTER:** Is responsible for maintaining the property owned by the Detachment. Prepares a detailed inventory of assets and notifies the Commandant when items are in need of repair or replacement. In the absence of an appointed *Quartermaster* the *Sergeant-at-Arms* shall assume the responsibilities of the position.

SECTION 4. Contracting Authority

No Detachment officer, committee chairman, or other member of the Detachment shall enter into or sign any contract or agreement for the purpose of binding the Detachment without first submitting such contract or agreement to the Detachment Board of Trustees. All documents shall be forwarded to the entire Detachment Board of Trustees for approval, amendments or rejections.

ARTICLE V - ELECTION OF OFFICERS

SECTION 1. The term of office is defined as one year, beginning with installation at the last regular meeting of each anniversary year, usually in *{December}*, and ending upon installation of new

officers the following year. There shall be no *Term Limits* for the Commandant, Senior Vice-Commandant, Junior Vice-Commandant, and Judge Advocate, however, each officer shall be subject to re-election each year as defined in *section (2)*, even to serve in the same office.

SECTION 2. Annually, in *September*, the Board of Trustees shall appoint a Nominations Chairperson, usually the Chaplain, who may then select members to serve on the Committee. This Committee shall seek out the best-qualified members to fill elected positions, beginning with the position of Commandant, and prepare recommendations for appointed positions to be provided to the incoming Commandant. Nominated officers of the Detachment must meet all requirements for regular membership, as defined under National Marine Corps League Bylaws and Administrative Procedures. Candidates for elected office in the Detachment must be present when nominated and state that they are willing and able to accept the duties of office for which they are nominated for, if elected. The resulting slate of candidates shall be presented to the general membership at the regular meeting in *October*. Elections will take place at the regular meeting in *November*, at which time nominations for any elected office may be made from the floor. Upon receipt, seconding, and approval of a proper motion, nominations will close and the election will proceed. The Sergeant-At-Arms will secure the quarters when the election procedure commences.

SECTION 3. Only Regular members in good standing may vote. Elections shall be held by secret ballot, unless the motion is made, seconded and approved to consider the slate of candidates proposed by the Nominations Committee in its entirety, in such case a voice vote is called for. The Chaplain shall count ballots, with results announced immediately. The Sergeant-At-Arms will ensure that no member leaves once the election begins, until the results are announced.

ARTICLE VI - RESIGNATION, DEATH OR REMOVAL OF OFFICERS

SECTION 1. It is anticipated that members elected to office will acceptably discharge their duties; however, occasions may arise where an officer is unable or unwilling to do so. In such cases, these officers must be replaced expeditiously.

SECTION 2 Upon receipt of resignation, notice of death, or prior notification of departure of an officer, the Board of Trustees shall hold a called meeting to determine replacement. The Nominations Committee Chairperson may be asked to provide information relevant to the committee's deliberations prior to the election of the resigned or deceased officer, in order to support the Board's decisions. The Board shall appoint a replacement to complete the unexpired term of the office vacated, based on qualifications and willingness to serve.

ARTICLE VII – MEETINGS

SECTION 1. The Detachment will meet monthly at such time and place to be determined by the Board of Trustees, subject to approval by the Commandant, and upon notification of the members. The Executive Staff will meet no less than once per quarter, but may meet more frequently at the discretion of the Commandant. The Board of Trustees will meet at least quarterly, and may meet in conjunction with a regular staff meeting.

SECTION 2. For purposes of conducting official business a quorum shall be considered to be a simple majority of those members present. For meetings of the Executive Staff, a quorum shall

be no less than three. For meetings of the Board of Trustees, a quorum shall be considered to be a majority of its members.

ARTICLE VIII – COMMITTEES

SECTION 1. The Board of Trustees may appoint, from time to time, such committees it deems necessary to conduct the overall mission and program of the Detachment. Committee members serve at the pleasure of the Board, and any committees thus established may be terminated at its discretion. The Commandant is an ex-officio member of all committees.

SECTION 2. There is currently no standing committees required under the current By-Laws, however, committees such as the Finance Committee which is required on a recurring basis shall be appointed as needed. Standing committees may be established, changed, or abolished by amendment.

a. Finance Committee: Appointed on an as needed basis and chaired by the Sr. Vice Commandant (ex-officio), and shall include the Paymaster (ex-officio), and at least one non-staff Detachment member. The Finance Committee is charged with oversight of the Detachment's fiscal program, and will audit the Detachment's books annually. The audit will take place after the election in November and before the December meeting at which time the new officers are sworn in office.

b. Awards Committee: Appointed in September to nominate, accept nominations from the membership, select the best nominees, and forward to the Commandant for approval awards for the current year. The Commandant shall receive the selectees no later than the October staff meeting to provide enough time for the Awards to be ordered and presented at the Installment of Officers in December. The Awards Committee should be chaired by the Senior Vice Commandant. The Chaplain and the Detachment Marine of the Year should be included. The Awards Committee shall be comprised of at least three members. Awards that should be considered are; Detachment Recruiter of the Year, Detachment Marine of the Year, Detachment Associate of the Year, Meritorious Individual Commendations, Distinguished Service Awards (Certificate Only), Certificates of Appreciation, and any other award as outlined in Enclosure (4) of the National By-Laws of the Marine Corps League.

ARTICLE IX - FISCAL AND FINANCIAL

SECTION 1. The fiscal year for the Detachment shall be from 1 July to 30 June.

SECTION 2. The Paymaster is the authorized fiscal agent for the Detachment. For issuance of checks or withdrawal of funds, the signature of the Paymaster or the Commandant is required. In order for the Detachment to purchase the necessary supplies and pay the general operating expenses necessary to operate in a businesslike and professional manner, the Paymaster or the Commandant may approve disbursement of up to \$75.00. Expenditures exceeding \$75.00 must first be approved as follows: Over \$75.00 and up to \$150.00 must be first approved by the Board of Trustees; Over \$150.00 and up to \$1,000.00 must be first approved by the Board of Trustees and then presented to the membership for a vote; Any expenditure over \$1,000.00 must be first approved by an appointed *Finance Committee* from the members-at-large and Board of Trustees and then presented to the general membership for approval at a regular meeting or a meeting called specifically for such purpose. In the event of indebtedness negotiations or dissolution, the exercise of funds to discharge legal liabilities will comply with the Articles of Incorporation.

SECTION 3. Funds shall be used for the purposes for which they have been given, i.e.; funds

donated for Toys for Tots will be turned over to the local Toys for Tots Coordinator, not used to fund a Detachment function. The Paymaster will arrange the Detachment's books to account for such different classes of funds, and will account for them separately. When the purpose for which an account has been established no longer exists, the account shall be closed, report made to the Board, and any leftover funds transferred to the general treasury.

SECTION 4. Officers who expend funds in the transaction of official Detachment business may request reimbursement. If at all possible, approval for such request for reimbursement will be made prior to the expenditure of funds. Evidence of the expense, such as receipts or invoices, must be provided. Generally, any expense for other than personal or uniform items can be considered reimbursable. Cost of travel to another Detachment's meeting or to a Department function is not considered reimbursable, unless such travel is completed at the request of the Board of Trustees.

SECTION 5. An appointed Finance Committee formed from the members of the Detachment (Article VIII Section 2.a.) shall annually audit the Detachment's books and make a full disclosure of any findings to the general membership along with a financial report for the fiscal year just ended. Such audit will also be completed upon any change in the office of Paymaster.

ARTICLE X - DISSOLUTION

Upon the dissolution of the organization (Detachment), assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose(s). Any such assets not disposed of shall be disposed of by Court of Competent Jurisdiction of the county (Houston County, GA) in which the principle office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. This is a requirement from the Internal Revenue Service to be included in the Bylaws of a 501(c)(4) organization.

ARTICLE XI – UNIFORMS

SECTION 1. The Detachment encourages members to obtain regulation Marine Corps League uniforms; however, uniforms are not a condition of membership. Uniforms will be worn in accordance with Marine Corps League policy as set forth by National by-laws.

ARTICLE XII – AMENDMENTS


SECTION 1. These by-laws may be changed by amendment at either regular or called meetings, by a two-thirds (2/3) majority of the regular members of the Detachment attending said meeting, provided that the proposed amendment(s) have been submitted in writing to the Adjutant, and shall have been read at the preceding regular meeting of the Detachment. The Adjutant shall publish the proposal(s) in the Detachment newsletter and add the matter to the agenda for the next meeting. A time period for discussion may be set by motion, at the expiration of which a show of hands will indicate acceptance or rejection. All amendments must be in accordance with the National By-Laws.

ARTICLE XIII

These by-laws, upon adoption, repeal and supersede any other by-laws of this Detachment, together with any amendments made to such prior by-laws.

I, Robert Paz, Adjutant of the Central Georgia Detachment #1373, Inc. Marine Corps League, do certify that the within and foregoing by-laws were approved by a two-thirds majority of the members present and voting at a regular Detachment meeting held on the 23rd day of January, 2020.

Robert Paz, Adjutant



Alan Camp, Commandant



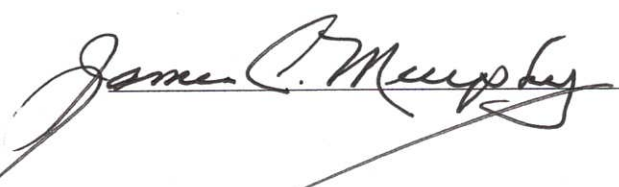


Reginald Brand, Sr. Vice Commandant

Freddie Ward, Jr. Vice Commandant



James Murphy, Judge Advocate



Approved / Disapproved: Department of Georgia, Marine Corps League, Judge Advocate.



13 July, 2020

Bill Miller
Judge Advocate
Department of Georgia