



**COLUMBUS, GEORGIA
DETACHMENT 1402
MARINE CORPS LEAGUE, INC.**

BYLAWS REVISION DATE APRIL 2022

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ARTICLE I
ORGANIZATION

SECTION 1. NAME, ORGANIZATION, & PURPOSE

- 1. Name:** The name of this organization shall be Columbus GA Detachment 1402, Marine Corps League, Inc. (Detachment), a duly qualified tax-exempt entity per the provisions of the Internal Revenue Code, Section 501(c) (4). The MCL 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. This Detachment is a subordinate unit of the Department of Georgia, Marine Corps League, (Department) and of National Headquarters Marine Corps League (National).
- 2. Purpose:** The purpose, nature and mission of the Detachment is to preserve the traditions and to promote the interests of the United States Marine Corps, and by fitting acts observe the anniversaries of historical occasions of particular interest to the Marine Corps, to band together those who are now serving or have served honorably in the United States Marine Corps, United States Marine Corps Reserves, or as Fleet Marine Force (FMF) Corpsmen or FMF Chaplains, together in fellowship that they may effectively promote the ideals of American freedom and democracy, to hold sacred the history and memory of the people who have given their lives to the Nation, to support allegiance to American institutions, and to voluntarily aid to all active and former Marines and FMF personnel, to include their widows, orphans, and parents.
- 3. Authority:** The authority of the Detachment derives from the Department and National Bylaws and Administrative Procedures and is vested in the Elected Officers of the Detachment, as approved by the membership. The Detachment will act under these Bylaws to guide the conduct of Detachment business and consider Department and National Bylaws and Administrative Procedures to be dominant. The normal conduct of Detachment meetings shall be as prescribed in the MCL Ritual; however, where circumstances or occasions dictate, the prescribed "Order of Business" may be changed by the Commandant to accommodate the needs of the meeting.
- 4. Not for profit.** The MCL is not organized for 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 directly or indirectly to the benefit of or be distributed

to any director or member. The MCL shall never be authorized to engage in a regular business of a kind ordinarily executed for profit or in any other activity except in furtherance of the purposes for which the MCL was organized.

SECTION 2. Meetings

1. Meetings shall be governed by the Detachment Bylaws and Administrative Procedures in accordance with the Department and National Bylaws and Administrative Procedures. In any case not covered by the Department or National Bylaws and Administrative Procedures, Robert's Rules of Order Revised will generally prevail.

2. For purposes of conducting official business a quorum shall be a simple majority of those members present. For meetings of the Executive Staff, a quorum shall be no less than three.

SECTION 3. DATE, TIME, LOCATION

1. Detachment meetings shall be held each month at a time and location directed by the Commandant. Any changes in time or date shall require a written, (electronic) notice to Detachment members.

2. The meeting for the election of officers shall be held annually in October, installation of Officers is to occur no later than the close of the regular business meeting in October.

ARTICLE II **MEMBERSHIP**

SECTION 1. ELIGIBILITY

Any individual who meets the requisites of membership may become a member of this Detachment, as prescribed in the current National Bylaws.

SECTION 2. DUES

Dues are necessary to provide the foundation of the Detachment's fiscal program. A part of dues collected is given to the Department and National organizations to support their operations. The balance is kept in the Detachment's treasury. The amount of dues to be paid shall never be less than required by the Department of Georgia and National. The specific amount shall be recommended by the Elected Officers and ratified by the general membership.

SECTION 3. ASSOCIATE MEMBERS

Associate Members may participate in all Detachment activities unless prohibited by Department or National Bylaws and Administrative Procedures.

ARTICLE III **OFFICERS**

SECTION 1.

ELECTED OFFICERS

The Elected Officers of the detachment will consist of the Commandant, Senior Vice-Commandant, Junior Vice Commandant, and Judge Advocate. Elected offices must be held by regular members.

SECTION 2. APPOINTED OFFICERS

The Appointed Officers shall be made up of those Officers and committee chairpersons who are selected by the Commandant, and whose responsibilities are limited by purpose or duration of events, goals, or scope of assignment. This includes project officers and special events chairpersons. Appointed officers serve at the pleasure of the Commandant and their term shall expire at the end of the appointing Commandant's term.

SECTION 3. DUTIES OF ELECTED AND APPOINTED OFFICERS

The basic duties of Detachment's elected, and appointed officers are summarized below and set forth in the National Bylaws. Based on Detachment objectives and programs, these duties and appointments may be modified or expanded as needed by the Commandant.

1. COMMANDANT. Presiding officer at Detachment; Staff, 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.

2. SENIOR VICE-COMMANDANT. Assists and supports the Commandant; chairs committees as requested by Commandant; Is responsible for fund raising, Presides in absence of Commandant.

3. JUNIOR VICE-COMMANDANT. Chairperson of membership (recruiting and retention) programs; works on, or presides at committees, designated by Commandant; presides in absence of Senior Vice-Commandant and Commandant.

4. JUDGE ADVOCATE. Legal counsel of the Detachment; render opinions based on policies, bylaws, or precedents of the Detachment; advise on bylaws and policies of the Marine Corps League; assure that Detachment abides by the bylaws of the Detachment, Department, and National Marine Corps League; monitors the Detachment email.

5. 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.

6. 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; 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.

7. PAYMASTER. Keep and maintains accurate financial and fiscal detachment records; responsible for banking and financial accounts; signer on fiscal and banking documents (bonded by MCL National); forwards dues transmittals to Department Paymaster; pays authorized bills and assures legitimacy of funds disbursed through budget and/or EO's approval; makes fiscal and financial reports at meetings; abides by procedures of Detachment, Department and National.

8. SERGEANT-AT-ARMS. Set up meeting rooms, presents the Colors, and leads the "Pledge of Allegiance;" maintain order at meetings; respond to instruction from the Commandant; admits members in good standing, or appropriate parties as directed by the Commandant; abides by the ritual of office.

9. 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 requested by the Commandant; abide by the ritual of office.

10. 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 transportation to a meeting; will report any members in distress to the Detachment Chaplain upon identification; be prepared to report status of squad at Detachment meetings.

ARTICLE IV **ELECTION OF OFFICERS**

SECTION 1. TERM LIMITS

The Commandant shall be elected for a term of one (1) year and may stand for reelection for one (1) consecutive term. All other Officers shall be elected for a term of one (1) year and may stand for re-election for as many additional terms of office as they may be elected.

SECTION 2. ELECTIONS COMMITTEE

Annually, in August the Commandant shall appoint an Election Chairperson, who will select members to serve on the Committee. This Committee will seek out the best-qualified members to fill elected positions, beginning with the position of Commandant, and present recommendations for appointed positions to the Commandant. Nominated officers must meet all requirements for regular membership, as defined under National Bylaws and Administrative Procedures. Candidates for an elected office must be present or have submitted a letter of intent to the Commandant when nominated and state that they are willing and able to accept the duties of the office for which they are nominated, if elected. The candidates shall be presented to the general membership at the regular meeting in September at which time nominations for any elected office may be made from the floor. Upon receipt, seconding, and approval of a motion to close nominations the election will continue.

SECTION 3. VOTING

Only regular members in good standing may vote in elections. Elections shall be held by secret ballot. The Elections Committee chairperson with at least two other members 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. *Per Roberts Rules of Order, nominations for elected office do not have to be seconded. The casting of one unanimous vote by the Adjutant for a candidate who is unopposed is standard and does not require a motion or second.* Any additional procedures will be as directed by the Department Bylaws.

SECTION 4. VACANCIES

1. It is expected 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.
2. Upon receipt of resignation, notice of death, or prior notification of departure of an Officer, the Elected Officers shall hold a meeting to recommend a replacement to the Commandant to complete the unexpired term of the office vacated based on qualifications and willingness to serve.

ARTICLE V
FISCAL AND FINANCIAL

SECTION 1. FISCAL

1. The fiscal year for the Detachment shall be from 1 July through 30 June.
2. The Paymaster is the authorized fiscal agent for the Detachment. The signature of the Paymaster or the Commandant is required for the issuance of checks or withdrawal of funds.

SECTION 2. FINANCIAL

1. For the Detachment to purchase the necessary supplies and pay the general operating expenses necessary to operate in a businesslike and professional manner the Commandant may approve disbursement of up to \$100.00 monthly, not to be accumulative. In the absence of the Commandant the Paymaster will have same spending authority. Expenditures exceeding \$100.00 must first be voted on and approved by the membership.
2. Funds shall be used for the purposes for which they have been given. The Paymaster will account for these funds separately.
3. Members who spend funds in the transaction of official Detachment business may request reimbursement. If 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.
4. The Finance Committee shall annually review 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 review will also be completed upon any change in the office of Paymaster.

SECTION 3. CONTRACTING AUTHORITY

No Detachment officer, committee chairperson, or other member of the Detachment shall enter or sign any contract or agreement for the purpose of binding the Detachment without first submitting such contract or agreement to the Detachment membership. Contract documents should be presented to the entire membership for approval, rejections, or amendments.

ARTICLE VI **COMMITTEES**

SECTION 1. STANDING COMMITTEES

A certain number of standing committees are necessary for the smooth transaction of Detachment business.

1. Finance Committee: Chaired by the Sr. Vice Commandant (ex-officio), shall include the Paymaster (ex-officio), and may include one non-staff Detachment member. The Finance Committee is charged with oversight of the Detachment's fiscal program and will review the Detachment's books annually. The review will take place after the November election and before the December meeting when the new officers are sworn in office.

2. Bylaws Committee: Chaired by the Judge Advocate with a minimum of two other members.

3. Awards Committee: Appointed in September to nominate, and accept nominations from the membership, select the best nominees, and forward to the Commandant for approval awards for the current year. The Awards Committee shall be comprised of at least three members and a chair appointed by the Commandant. 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.

SECTION 2. OTHER COMMITTEES

The Commandant may appoint such other committees considered necessary to manage the nature, purpose, and mission of the Detachment. Committee members

serve at the pleasure of the Commandant, and any committees thus established may be terminated at the Commandant's discretion. The Commandant is an ex-officio member of all committees.

ARTICLE VII **UNIFORMS**

SECTION 1. UNIFORMS

The red MCL cover is the required minimum uniform. Uniforms are not a condition of membership, but members are encouraged to obtain regulation MCL uniforms.

ARTICLE VIII **AMENDMENTS**

SECTION 1. AMENDMENTS

These Bylaws may be changed by amendment at either a regular or called meetings, by a two-thirds (2/3) majority of the regular members of the Detachment in attendance. The proposed amendment(s) must be submitted in writing to the Judge Advocate and read at a preceding regular meeting of the Detachment. A time for discussion may be set by motion, at the end of which a show of hands will indicate acceptance or rejection. All amendments must be in accordance with the National Bylaws and must be approved by the Department Judge Advocate before they take effect.

SECTION 2. SUPERSESSION

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

ARTICLE IX **DISSOLUTION**

SECTION 1. DISSOLUTION

Upon the dissolution of the 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 Muscogee County, GA in which the principal

office of the Detachment is 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.

Ratification. These Detachment Bylaws were presented to all members at the general meeting on 09 July 2022. There was a motion and a second to accept and approve the Bylaws. Discussion phase was opened, and all questions or changes were made. The Bylaws were ratified by majority vote of all members present at the general meeting on 09 July 2022.

Effective: Date of Detachment Bylaws. These Bylaws are effective on

Louis R. Hurst, Detachment Commandant

Louis R. Hurst Date, 9/July/2022

Terry S Holland, Sr. Vice Commandant

Terry S Holland Date, 9 July 2022

David W Carte, Jr. Vice Commandant

David W. Carte Date, 9 JULY 2022

William D Clark, Detachment Judge Advocate

William D Clark Date, 9 July 2022

David B Eaton, Detachment Adjutant

David B. Eaton Date, 9/July 2022

Approved / Disapproved: Department of Georgia, MCL, Judge Advocate.

Alton Coleman
Judge Advocate
Department of Georgia