



**L/CPL SQUIRE "SKIP" WELLS**

**DETACHMENT #647**

**BYLAWS AND**

**ADMINISTRATIVE PROCEDURES**

**2024 Edition**

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## **DETACHMENT BYLAWS:**

### **L/CPL SQUIRE “SKIP” WELLS DETACHMENT #647 MARINE CORPS LEAGUE, INC.**

#### **ARTICLE I – ORGANIZATION**

##### **SECTION 100 – AUTHORITY**

- a. The L/CPL Squire “Skip” Wells Detachment #647 exists as a subordinate organization of and for the National organization known and chartered as the Marine Corps League, and is also a subordinate organization of and for the Department of Georgia, Marine Corps League, Inc.
- b. The authority of the Detachment derives from the authority of the National Marine Corps League Bylaws and Administrative Procedures, and the Department of Georgia, Marine Corps League Bylaws and Administrative Procedures.
- c. The Detachment’s authority is vested in the elected Detachment staff, as approved and directed by the membership through the Detachment Bylaws and Administrative Procedures.
- d. The Detachment will act under these Detachment Bylaws and Administrative Procedures as the guide in the conduct of Detachment business and shall consider that National Marine Corps League Bylaws and Administrative Procedures shall prevail in any instance except where noted within the Detachment Bylaws and Administrative Procedures. The normal conduct of Detachment meetings shall be as prescribed in the Marine Corps League Ritual; however, where circumstances or occasions dictate, the prescribed “Order of Business” may be modified to accommodate the needs of the meeting.

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

#### SECTION 110 – NAME, ORGANIZATION, AND PURPOSE

- a. The name of this organization shall be the L/CPL Squire “Skip” Wells Detachment #647 Marine Corps League, Inc.”
  - 1. This Detachment may operate as ‘LCpl Squire "Skip" Wells Detachment 647, Marine Corps League’.
- b. Not for Profit – The detachment 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 to the benefit of or be distributed to any director, 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 Marine Corps League, the Department of Georgia Marine Corps League, and the Detachment are organized.
- c. These Detachment by-laws are to conform to the by-laws, administrative procedures, regulations and policies of the 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.

#### SECTION 120 – MEETINGS

- a. Detachment meetings shall be held the first Saturday of each month at a time and location as directed by the elected Commandant with the approval of the Board of Trustees. Any changes in time or date shall require a minimum of thirty (30) days written notice to Detachment members.
- b. The meeting for the election of officers shall be held annually in the month of February. Installation of officers is to occur no later than the close of the regular business meeting in March.
- c. For purposes of conducting official business a quorum shall be considered to be no less than three (3) Trustees and a total of 10 members, regular and associate, in good standing who are present.

- d. Voting – Fifty (50) percent plus one (1) vote by those members in good standing voting and in attendance at any Detachment meeting shall carry any measure and decide any issue.

#### SECTION 130 – MEMBERSHIP, REQUIREMENTS, DUES

- a. Membership and eligibility for membership in the Detachment shall be as defined in National Marine Corps League Bylaws and Administrative Procedures.
- b. The Detachment shall fix the amount of its membership dues, which shall include the Department and National per capita dues and fees. The specific amount shall be set by the Board of Trustees and 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.
- c. All members shall take the oath of membership in the Marine Corps League, as stated in the Marine Corps League Ritual Handbook. It is the responsibility of the sponsoring member and/or the Junior Vice Commandant to ensure that the new member will take the oath of membership as soon as possible but no later than ninety (90) days from the vote by the Detachment to accept the new member.
- d. Prospective regular members must provide an approved Record of Service, i.e. DD-214, Honorable Discharge Certificate, or valid Veterans Administration Identification, in order to be considered for membership. Eligibility shall be verified by a minimum of three (3) members of the Board of Trustees and/or Special Staff. In compliance with Privacy laws, a copy of the member's proof of eligibility shall not be retained by the detachment.

#### SECTION 140 – ELIGIBILITY FOR OFFICE, ELECTED AND APPOINTED

- a. Any regular member who is in good standing in the Detachment shall be eligible to hold any elected office in the Detachment.
- b. All elected 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 must be present when nominated and state that they are willing and able to accept the duties of office if elected. Candidates will be nominated by regular members of the Detachment who are in good standing.
- c. All other officers, appointed by the Detachment Commandant and approved by the Board of Trustees, must be regular or associate members of the Detachment and be in good standing.

## SECTION 150 – ELECTION PROCEDURE

- a. Nomination and election of officers shall occur annually during the regular Detachment meeting in the month of February, and shall provide for the election of the officers defined.
  1. The Detachment Commandant shall appoint a Nominations Committee, consisting of three (3) regular members, during the December Detachment meeting for the purpose of providing recommendations to the Detachment for those members who are qualified and willing to perform the duties of an elected officer. No member of the election committee shall be a candidate/nominee for office. A report of the committee recommendations shall be read at the Detachment meeting in January.
  2. Before voting begins, the Commandant shall pass the gavel and the Chair to a past Detachment Commandant not running for office for the conduct of the elections procedure.
  3. Nominations will first be held for the office of Detachment Commandant, followed by the election of Detachment Commandant, and in order, nomination and election of the Senior Vice Commandant, the Junior Vice Commandant, Judge Advocate, and Jr Past Commandant (as a Trustee).
  4. During the election process, no member present on the floor may leave the room and no new member may be admitted.
  5. Nominations may be made only by regular members.
  6. A majority of votes is required to elect an officer. When a simple majority is not obtained on the first ballot, a call for caucus may be entertained by the chair with a caucus of not more than five (5) minutes to follow to permit reconsideration. Should a majority fail to prevail on a second ballot, the candidate with the least votes shall be dropped as a contender and the balloting shall continue, dropping the candidate with the least number of votes after each ballot until a simple majority is achieved.
  7. The nomination and election process shall continue until all officers are elected.
  8. In the event there is only one (1) candidate for a particular office, at the close of nominations for that office, the Detachment Adjutant will be directed to cast one (1) unanimous vote for the candidate and such action and the results of the vote will be duly recorded in the minutes.
  9. If two or more candidates are nominated for any position, each candidate will be asked to give a brief presentation, lasting less than three (3) minutes, detailing his/her experiences within the

Detachment, including any offices held, committee assignments, etc., and their plan for the next year in the Detachment office for which they have been nominated.

10. Installation of officers shall occur immediately follow the election. A Report of Officer Installation shall be submitted to the Department Adjutant to be reported as directed by the National Bylaws and Administrative Procedures.

#### SECTION 160 – APPOINTMENTS

- a. Special Detachment Officers and Committee Chairs will normally be appointed by the Detachment Commandant and approved by the Board of Trustees within the guidelines of these Detachment Bylaws and Administrative Procedures. Appointments shall be submitted via routine Installation Reports to the Department Adjutant to be reported as directed by the National Bylaws and Administrative Procedures.

#### SECTION 170 – CONTRACTING AUTHORITY

- a. No Detachment officer, committee chairman, or other member of the Detachment shall enter into or sign any contractor 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 Board of Trustees for approval, amendments, or rejections.

### **ARTICLE II – DETACHMENT OFFICERS**

#### SECTION 200 – BOARD AND STAFF

- a. Board of Trustees. The Board of Trustees or “The Board” shall be comprised of the elected officers of the Detachment, plus the Junior Past Commandant, or most recent Past Commandant.
- b. 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 Commandant's term.

## SECTION 210 – OFFICERS

- a. Elected Officers. Commandant, Senior Vice-Commandant, Junior Vice Commandant, and Judge Advocate. Elected offices of the Detachment must be held by Regular (Marine or FMF Corpsman or FMF Chaplain) members in good standing with the Detachment.
- b. Appointed Officers. Web Master, Adjutant, Paymaster, Sergeant-at-Arms, Chaplain and public information officer. Other officers as the Commandant shall deem necessary to serve the Detachment. Appointed Officers serve at the pleasure of the Commandant.
- c. Regular members may serve in a dual capacity as elected or appointed officers, but at no time will hold more than one elected officer position.
- d. Associate members may only serve in a dual capacity as appointed officers.

## SECTION 220 – DUTIES OF ELECTED OFFICERS

### a. COMMANDANT

1. Shall conduct all Detachment meetings and staff meetings. The Commandant is an ex-officio member of all committees and may attend committee meetings, express opinions, and cast a vote.
2. Shall, with the guidance of the Judge Advocate, rule on all matters at all Detachment meetings.
3. Shall serve as Chief Executive Officer (CEO) of the Detachment, the Chairman of the board of Trustees, and the Chief Detachment representative at National Marine Corps League, and Department of Georgia Marine Corps League functions.
4. Shall appoint appropriate committees and Committee chairpersons for carrying on Detachment business.
5. Shall be responsible for fiscal stability and procedures.
6. Shall be a secondary signer on Detachment checking accounts, except when related to, or residing in the same household as, the Paymaster.
7. Shall be elected for a term of one (1) year and may stand for re-election for so many additional terms of office as they may be elected.

### b. SENIOR VICE COMMANDANT

1. Shall assist and support the Commandant.
2. Shall assume the duties of the Commandant in the absence of the Commandant.
3. Shall serve as Chairman of the Finance Committee.



4. Shall be elected for a term of one (1) year and may stand for re-election for so many additional terms of office as they may be elected.

c. JUNIOR VICE COMMANDANT

1. Shall assume the duties of the Senior Vice Commandant in the absence of the Senior Vice Commandant.
2. Shall serve as Chairman of membership (recruiting and retention) programs.
3. Shall present new member applications to the Detachment for approval.
4. Shall be responsible for contacting delinquent members in an effort to collect membership dues and return those members to “good standing”.
5. Shall be elected for a term of one (1) year and may stand for re-election for so many additional terms of office as they may be elected.

d. JUDGE ADVOCATE

1. Shall be thoroughly familiar with National, Department, and Detachment Bylaws and Administrative Procedures and shall be at the call of the Detachment to advise regarding interpretation of these Detachment Bylaws and Administrative Procedures.
2. Shall respond in writing to written inquiries, noting concurrence by the National or Department Judge Advocate where appropriate, and shall respond to telephone inquiries on a tentative basis with a written response, as previously noted, to follow.
3. Shall act as Chairman of the Bylaws Committee. In this capacity the Judge Advocate will review all Detachment meeting minutes and, in the event that a motion has been passed necessitating a change in the Detachment Bylaws and Administrative Procedures, properly frame the motion, determine where the change shall be inserted, and provide this information to the Detachment as described in Section 300. The Judge Advocate shall convene a meeting of the Bylaws Committee as necessary to review all proposed changes and prepare a report of those changes which were approved and those changes which were not approved by the committee. The Judge advocate shall present the approved changes to the Detachment for consideration of adoption at the next Detachment meeting. Those changes not approved by the committee may be presented by the originator or interested party for discussion and consideration by the Detachment.
4. Shall submit all changes to the Detachment Bylaws and Administrative Procedures which were approved by the Detachment to the Department Judge Advocate for final approval.

5. Shall be elected for a term of one (1) year and may stand for re-election for so many additional terms of office as they may be elected.

e. JUNIOR PAST COMMANDANT

1. The immediate past Commandant of the Detachment.
2. Shall serve as a member of the Board of Trustees upon election of the membership.
3. Shall assist the incoming Commandant and officers as directed by the Commandant until such time as a new Commandant is elected.
4. In the event that the Commandant or Senior Vice commandant are related to, or reside in the same household as, the Paymaster, shall be a secondary signer on the Detachment checking accounts.

SECTION 230 – DUTIES OF APPOINTED OFFICERS

a. ADJUTANT

1. Selected by the Commandant and approved by the Board of Trustees.
2. Shall act as Administrative Secretary to the Detachment and the elected staff. In this capacity, the Adjutant shall keep a written and electronic record of all regular Detachment meetings (minutes).
3. Shall notify the Department of Georgia of changes which occur as a result of, or between, elections in reportable Detachment positions (Commandant, Judge Advocate, Adjutant, and/or Paymaster). I believe all elected and appointed officer positions require notification of the Department.

b. PAYMASTER

1. Selected by the Commandant and approved by the Board of Trustees.
2. Shall receive dues, and prepare and submit membership transmittals and funds to the Department Paymaster.
3. Shall be responsible for the Detachment banking and financial accounts. In this capacity, the Paymaster shall be the primary signer on banking documents, pay authorized bills, and assure legitimacy of funds disbursed through budget and/or Board of Trustees approval.
4. Shall maintain Detachment records, including membership and financial.
5. Shall make fiscal and financial reports at Detachment meetings.

6. Shall be responsible for the annual renewal of Corporate registration and reporting of election results to the Secretary of State's office.
7. Shall be responsible for annual tax filings as required by the Department of the Treasury, Internal Revenue Service.
8. Shall be prepared for a review of all Detachment financial records following the annual election of officers, whenever the office of Paymaster is vacated for any reason between elections, and at any other time deemed necessary by the Detachment Officers.

c. CHAPLAIN

1. Selected by the Commandant and approved by the Board of Trustees.
2. Maintains a record of all members in distress, sick, or recently deceased. Shall ensure that this record is available for report at scheduled Detachment meetings and that appropriate honors are provided.
3. Ensure that all persons concerned are informed for initiation of appropriate action in support of living members or for next of kin.
4. Ensure that appropriate condolence cards and/or other remembrances are provided members or members' families.
5. Ensure that proper paper work (Notice of Death) is forwarded to the Department Chaplain.
6. Open and close all Detachment meetings with invocation/prayer per ritual.

d. SGT-AT-ARMS

1. Selected by the Commandant and approved by the Board of Trustees.
2. Shall preserve order at the Detachment meetings.
3. Shall perform such other duties as are requested by the Detachment Commandant.
4. Shall set up the meeting room prior to, and break down following, any meetings to ensure all properties are in place (i.e. charter, Bible, colors...), or properly stored, and shall be responsible for any properties as directed by the Commandant between Detachment meetings.

## SECTION 240 – VACANCIES IN DETACHMENT OFFICES

- a. Should any officer, whether elected or appointed, become unable or unwilling to acceptably discharge their duties, the Board of Trustees may appoint a temporary replacement, based on qualifications and willingness to serve, until such time as a regular or special election can be held to determine a permanent replacement.

- b. Detachment offices, whether elected or appointed, shall be declared vacant for any of the following reasons:
  - 1. The Officers permit themselves to become arrears in their membership dues in the Marine Corps League, Inc. or lose their status as a member in good standing of the League.
  - 2. The Officers absent themselves from two consecutive regular Detachment meetings without valid reason.
  - 3. For any other just cause or reason.

**SECTION 250 – COMMITTEES**

- a. The Commandant, with approval from the Board of Trustees may appoint, from time to time, such committees he/she deems necessary to conduct the overall mission and program of the Detachment. Committee members serve at the pleasure of the Commandant, and any committees thus established may be terminated at his/her discretion. The Commandant is an ex-officio member of all committees.
- b. A certain number of standing committees are necessary for the smooth transaction of Detachment business.
  - 1. Finance Committee: Chaired by the Sr. Vice Commandant, and comprised of the Paymaster (ex-officio, non-voting), and at least four (4) detachment members in good standing. The Finance Committee is charged with oversight of the Detachment’s fiscal program, and will review the Detachment’s books annually, upon any change in the office of Paymaster, or at any other time deemed necessary by the Detachment officers.
  - 2. Bylaws Committee: Chaired by the Judge Advocate, and comprised of at least four (4) detachment members in good standing.
    - a. The committee will review all proposed changes to the Detachment Bylaws and Administrative Procedures.
  - 3. Standing committees may be established, changed, or abolished by amendment. Standing committees may include but are not limited to:
 

Americanism Committee	Awards Committee
Birthday Ball Committee	Bylaws Committee
Finance Committee	Marine of the Year
Toys for Tots	
Ways and Means	

**ARTICLE III – AMENDMENTS**

## SECTION 300 – AMENDMENTS

- a. These by-laws may be changed by amendment at either regular or called meetings, by a simple majority of the members of the Detachment attending said meeting, provided that the proposed amendment(s) have been submitted in writing to the Judge Advocate, and shall have been read at the preceding regular meeting of the Detachment. A time period for discussion may be set by motion, at the expiration of which a show of hands will indicate acceptance or rejection. In accordance with the National By-Laws, any amendments must be approved by the Department Judge Advocate before they take effect.

## ARTICLE IV – DISSOLUTION

### SECTION 400 – DISSOLUTION

- a. Upon dissolution of the organization. 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 public purposes. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal 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.

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# **DETACHMENT ADMINISTRATIVE PROCEDURES:**

## **L/CPL SQUIRE “SKIP” WELLS DETACHMENT 647 MARINE CORPS LEAGUE, INC**

### **CHAPTER ONE – MEETINGS**

#### **SECTION 100 – MINUTES**

- a. To allow for the timely review by members, Minutes of the regular monthly meeting shall, within 7 days of the meeting, be sent via email to all Detachment members with a valid e-mail address, or posted to the Detachment website.

### **CHAPTER TWO – FISCAL AND FINANCIAL**

#### **SECTION 200 – FISCAL**

- a. The fiscal year for the Detachment shall be July 1 to June 30.
- b. The Paymaster is the authorized fiscal agent for the Detachment.

#### **SECTION 210 – FINANCIAL**

- a. For issuance of checks, the primary signer shall be the Paymaster. The Commandant shall be a secondary signer, unless the Paymaster and the Commandant are related or reside in the same household. Should the Commandant be related to, or reside in the same household as the Paymaster, the Senior Vice Commandant shall replace the Commandant as the secondary signer.
- b. The Commandant may approve any expenditure not exceeding \$50.00. Expenditures from \$50.01 but not exceeding \$200.00 may be approved by the Board of Trustees; Expenditures exceeding \$200.01 and all charitable donations must be approved by the general membership.
- c. 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 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.

- d. The Detachment Fiscal budget shall be determined by the Finance Committee and presented to the Detachment for Approval. The budget shall include those expenditures which are deemed necessary and/or normal for the conduct of Detachment business. Such expenditures will not require separate approval except when the actual amount of the expenditure exceeds the amount originally budgeted.

### **CHAPTER THREE – AWARDS**

#### **SECTION 300 – ANNUAL AWARDS**

- a. Marine of the Year
  1. Award - The Detachment Marine of the Year Medallion, together with the appropriate ribbon and FMF Device, engraved Marine of the Year plaque, and a certificate will be presented to the recipient. The previous recipient of the Detachment Marine of the Year is responsible for ordering the Medallion and having the plaque engraved. He/she is to be reimbursed by the Detachment Paymaster.
  2. Submission of a Nominee for Detachment Marine of the Year
    - a. A letter of nomination will be submitted to the chairman of the Marine of the Year Committee. The letter of nomination should be as detailed as possible, noting any special accomplishments. Documentary proof, affidavits, or photos may be submitted. The nominee shall:
      1. Be a regular member in good standing of the L/CPL Squire “Skip Wells Detachment #647
      2. Believe in the principles upon which the Marine Corps League was chartered.
      3. Be active in the affairs of the Detachment.
      4. Be active in community affairs
    - b. Any meritorious deed(s) identified shall be of such substance that has brought acclaim and prestige to the Marine Corps League or has enhanced and/or has furthered the concepts of the duties of being a citizen of the United States of America or has done deed(s) of courage performed by the nominee without regard to his/her own safety.



- c. All letters of nomination shall be submitted to the Chairman of the Detachment Marine of the Year Committee.
3. Determination of Recipient
    - a. The determination of the Marine of the Year shall be the sole responsibility of the Marine of the Year Committee. The committee shall be comprised of all past recipients of the Detachment Marine of the Year in good standing.
    - b. All members of the committee are obligated to secrecy and will not divulge any information about nominees or the voting.
    - c. The most recent recipient of the award will be the committee chairman.
    - d. All meetings of the committee shall be closed. Only committee members shall be present.
    - e. The committee chairman will present the award.
    - f. If there is no qualified nominee, no award will be presented.
- b. Associate of the Year
    1. Award – The engraved Associate of the Year plaque and a certificate will be presented to the recipient. The previous recipient of the Detachment Marine of the Year is responsible for having the plaque engraved. He/she is to be reimbursed by the Detachment Paymaster.
    2. Submission of a Nominee for Detachment Associate of the Year
      - a. A letter of nomination will be submitted to the chairman of the Marine of the Year Committee. The letter of nomination should be as detailed as possible, noting any special accomplishments. Documentary proof, affidavits, or photos may be submitted. The nominee shall:
        1. Be an associate member in good standing of the L/CPL Squire “Skip Wells Detachment #647 .
        2. Believe in the principles upon which the Marine Corps League was chartered.
        3. Be active in the affairs of the Detachment.
        4. Be active in community affairs.
      - b. Any meritorious deed(s) identified shall be of such substance that has brought acclaim and prestige to the Marine Corps League or has enhanced and/or has furthered the concepts of the duties of being a citizen of the United States of America or has done deed(s) of courage performed by the nominee without regard to his/her own safety.
      - c. All letters of nomination shall be submitted to the Chairman of the Detachment Marine of the Year Committee.
3. Determination of Recipient

- a. The determination of the Associate of the Year shall be the sole responsibility of the Marine of the Year Committee. The committee shall be comprised of all past recipients of the Detachment Marine of the Year in good standing.
- b. All members of the committee are obligated to secrecy and will not divulge any information about nominees or the voting.
- c. The most recent recipient of the Marine of the Year award will be the committee chairman.
- d. All meetings of the committee shall be closed. Only committee members shall be present.
- e. The committee chairman will present the award.
- f. If there is no qualified nominee, no award will be presented

## **CHAPTER FOUR – UNIFORMS**

### **SECTION 400 – UNIFORMS**

- a. The Red Marine Corps League Cover is the minimum uniform required.
- b. Uniforms will be worn in accordance with Marine Corps League policy as set forth in Enclosure (3) of the National Administrative Procedures.