

Marine Corps League

Westchester County Detachment Bylaws

Approved June 1, 2016

Bylaws of the Westchester County Detachment

Marine Corps League

amended January, 2019

Preamble: We, the members of the Marine Corps League, duly incorporated under the laws of the United States of America by an act of the Congress thereof, effective this date of February, 1964, do hereby establish a permanent Detachment of the aforementioned League in the city of White Plains, state of New York.

Article 1: Name:

The name of this Detachment shall be “Westchester County Detachment, Marine Corps League, Inc.”

Article 2: Purpose:

The purpose of the Detachment shall be to act as an integral unit and branch of the Marine Corps League, furthering the objectives, purposes and aims of the League.

2.1 Detachment bylaws and administrative procedures:

Any bylaws and administrative procedures made by this Detachment shall not be inconsistent with the Department and National bylaws and administrative procedures, but shall pertain to the specific needs of this Detachment.

Article 3: Membership and Dues:

3.1 Eligibility:

Only persons who are serving or who have served honorably in the United States Marine Corps for not less than ninety (90) days, or persons who are serving or have served in the United States Marine Corps Reserve and who have earned no less than ninety (90) Reserve Credit Points shall be eligible for regular membership in the Marine Corps League. Proof of eligibility shall be required. Acceptance to membership shall be determined by a majority vote of regular members present and voting at a regular Detachment meeting.

3.2 Associate Members:

Those individuals not qualified for regular membership in the Marine Corps League or Marine Corps League Auxiliary, who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter may, upon application to this Detachment, be accepted for Associate membership in the Marine Corps League. Associate members, upon acceptance, will pay dues in the same amounts as prescribed for Regular members, including initiation fees (if any). A membership pin and membership card indicating “Associate Member” will be issued by National headquarters. Uniform and cover, including ornamental device and lettering will be established by the National Uniform Committee. An Associate member shall be entitled to all rights, privileges and benefits of a Regular member except such member may not vote or hold elective office within the Marine Corps League. Acceptance to membership shall be determined by a majority vote of Regular members present and voting at a regular Detachment meeting.

3.3 Honorary members:

The Detachment may issue Honorary Membership to those persons who have been of extraordinary service to the nation, community, the Marine Corps or the Marine Corps League. A suitable certificate will be presented to honor the occasion. Payment of dues or initiation fees are not required; however, such member will not be entitled to the official publication of the Marine Corps League except as directed by the National Board of Trustees or by paid subscription. Membership card and certificate will be available from National headquarters. Acceptance of membership shall be determined by a majority vote of Regular members present and voting at a regular Detachment meeting.

3.4 Dues:

The annual dues will be determined by a majority of the Regular members present at the first meeting in September. The dues will include the National, Department and Detachment dues.

3.5 Delinquent members:

A member shall be identified as delinquent whenever the member's dues are not transmitted on or before the expiration date as shown on the member's membership card. A member shall be dropped if annual dues, as prescribed by this Detachment, are not paid to the Detachment Paymaster after one year of the member's expiration date. This member will be dropped from this Detachment membership rolls and so reported to the Department and National Paymasters. The member will be notified in writing prior to being dropped.

Article 4: Election and installation of officers:

4.1 Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate and Adjutant are elected officers. The Commandant may appoint the Paymaster, Sergeant-at-Arms, Chaplain, Public Relations Officer, Service and Rehabilitation Officer, and such other officers as may be considered necessary. All officers serve for a one (1) year term.

4.2 To be eligible to hold elective office a member must have been in good standing for a minimum of six (6) consecutive months. Delinquent members will be considered to be in good standing as soon as their dues are paid.

4.3 The Detachment shall hold an annual election of officers at the February meeting.

a. Nominations will be open at the January and February meetings.

b. The Detachment Adjutant will prepare the report of officers and installation and the Installing Officer will sign, date and forward it to National headquarters, the Division Vice Commandant and the Department Adjutant within fifteen (15) days of the installation. (SEE DEPT BYLAWS Chapter 14 SEC 4-75)

c. Officers will be elected by a majority vote of Regular members present and voting at a regular Detachment meeting. Installation will be performed by a representative designated by the Department Commandant in accordance with Department Bylaws Chapter 14, Section 4-75

4.4 An elected officer may not be absent for more than three (3) consecutive meetings. Said officer shall be replaced unless judged that the absence was with a good and sufficient reason as determined by the Board of Trustees.

4.5 Officers have no term limits.

Article 5: Duties of Elected Officers:

See the Detachment's Administrative Procedures (which have equal weight as the bylaws) for more detailed explanation of duties of all officers (elected and appointed). Also refer to the Guidebook for Detachment Officers for guidance in the proper performance of the officers' duties.

5.1 Commandant:

It shall be the duty of the Commandant to preside at all regular and special meetings of the Detachment; will enforce the observance of all regulations of the Marine Corps League; appoint officers; appoint committee chairpersons not otherwise provided for herein. With proper authority as provided herein, will countersign with the paymaster checks (except membership transmittals to Department and National headquarters) against accounts of the Detachment as further described in the Detachment Administrative Procedures. He/she will be an Ex-officio member of all committees, and have a vote only in the event of a tie vote. He is authorized to spend up to \$300 for awards to be presented at the Birthday Celebration.

5.2 Senior Vice Commandant:

It shall be the duty of the Senior Vice Commandant to aid the Commandant and to preside at meetings in the absence of the Commandant. He/she will perform such duties as assigned by the Commandant and will be the Chairperson of the Annual Birthday Celebration committee. He is the liaison with the Young Marines.

5.3 Junior Vice Commandant:

It shall be the duty of the Junior Vice Commandant to aid the Commandant and to preside at meetings in the absence of both the Commandant and the Senior Vice Commandant. He/she will perform such duties as assigned by the Commandant and will be the Chairperson of the Membership committee.

5.4 Limitations:

Vice Commandants or any other presiding officer shall not have the power to remove any chairperson or members of a committee while acting in the capacity of the Commandant during a temporary absence of the Commandant.

5.5 Judge Advocate:

It shall be the duty of the Judge Advocate to observe that all meetings, both regular and special, are conducted in accordance with the National, Department and Detachment Bylaws and Administrative Procedures. Parliamentary reference shall be Roberts Rules of Order. He/she will upon written request present a member's bylaws grievance; will be responsible for maintaining up-to-date copies of the National, Department and Detachment Bylaws and Administrative Procedures, and to see to their proper distribution to the Detachment officers. He/she will forward all revisions, changes, alterations and amendments of the Detachment Bylaws and Administrative Procedures to the Department Judge Advocate for approval and will maintain an up-to-date and complete file of all approved revisions, alterations, changes and amendments to said documents.

5.6 Adjutant:

It shall be the duty of the Adjutant to keep proper and necessary books for the recording of all business of the Detachment and to keep a correct record of all Detachment property.

The Adjutant will:

- keep a current membership list, and coordinate with the Paymaster.
- keep the minutes of all regular and special meetings.
- maintain the Detachment Voting log and distribute it to the Detachment officers.
- perform such duties as normally assigned to recording and corresponding secretaries.

5.7 Vacancy in Office:

The order of succession to the office of the Commandant is:

1. Senior Vice Commandant
2. Junior Vice Commandant

In the event of vacancies in other offices, the Board of Trustees will appoint an “acting” successor to fill the unexpired term of office.

Article 6 Duties of Appointed Officers:

6.1 Paymaster:

It shall be the duty of the Paymaster to keep a correct record of all the Detachment financial transactions in ink (hard copy).

The Paymaster will:

deposit all monies of the Detachment entrusted to him in a reputable bank in the name of the Westchester County Detachment, Marine Corps League, Inc. All expenses in excess of \$500, except transmittals, must be approved by the membership prior to purchase. Upon the presentation of invoices charged to the Detachment, the Paymaster shall pay the Detachment indebtedness. All invoices will be paid by check and will be signed by at least two (2) authorized signatories.

submit a financial report in ink to the Detachment each month at the regular business meeting. He/she will submit the books and accounts to the Auditing committee once a year. Authorized signatories will be bonded for the minimum amount, as determined by National Headquarters.

notify Department and National Paymasters of members dropped from the Detachment's rolls for non-payment of dues.

prepare and forward a financial report to National Headquarters as soon after December 31 each year as practical.

file with the IRS appropriate forms as required.

receive dues, prepare transmittals and distribute membership cards.

keep an up-to-date membership list and coordinate with the adjutant.

6.2 Chaplain:

The Chaplain will perform such duties as may be assigned by the Commandant for the welfare of the Detachment, and will perform such duties of a spiritual nature as the activities of the Detachment may require.

The Chaplain:

is responsible for the Detachment Bible, Altar Cloth, and Graves Registration Book.

is authorized to purchase flowers or articles as the occasion may call for as described in the Detachment Administrative Procedures.

will send a card from the Detachment for members of a member's family in the event of their illness or death

The Marine Corps League grave marker may be presented to the family of a Marine Corps League member.

6.3 Sergeant-at-Arms:

The Sergeant-at-Arms will preserve order at meetings, assure that all persons present are eligible to attend the meetings, and insure that only regular members take part in voting.

6.4 Service Officer:

The Service Officer will act as liaison officer between the Detachment and the Veterans Administration and will refer to the National Service Officer's Guide for the explanation of his duties.

6.5 Historian:

The Historian will record, in chronological order, all activities performed by the Detachment and its members which pertain to the Marine Corps League.

6.6 Other:

The Commandant may appoint additional officers as may be required by the needs of the Detachment.

Article 7: Standing Committees:

7.1 Auditing Committee:

The Auditing Committee will consist of one (1) elected officer (or past elected officer,) appointed by the Commandant and two (2) Detachment members selected by the membership. The Paymaster will assist. The committee will audit and inspect the Paymaster's record, bank books and other Detachment properties of the Paymaster's responsibility. The committee will report to the membership at a regular Detachment meeting at least once a year.

7.2 VAVS Committee:

The chairperson will be the Detachment's Service Officer. The committee's duty will be to maintain liaison with the local VA hospital and to keep the Detachment informed of VA hospital activities and programs. He/she will also keep the Detachment informed of major VA policy changes from Washington, DC that might apply to the members.

7.3 Membership Committee:

The chairperson is the Junior Vice Commandant. The committee's duty is to organize and execute membership recruiting programs.

7.4 Birthday Celebration Committee:

The chairperson is the Senior Vice Commandant. The committee's duty is to make all the arrangements for the event. It will be held as close to November 10 as possible. The chairperson will turn over all monies to the Paymaster as soon as possible after collection, and the Paymaster will pay all Birthday Celebration bills by Detachment check.

7.5 Other:

All chairpersons of standing committees will appoint the members of their committee. No committee should consist of fewer than two (2) members. Chairpersons will report to the membership at each Detachment regular business meeting.

7.6 Young Marine Committee:

The Commanding Officer (CO) is the chairperson. The CO does not have to be a member of the Detachment. The CO is elected in accordance with the Young Marine national bylaws. The committee will conform to the rules and regulations of the National Young Marine Program. The CO will report on the Young Marine program at the request of the Detachment or any Detachment member at a regular Detachment business meeting. The books of the Young Marines parented by the Detachment will be audited by the Detachment's Audit Committee annually. The Senior Vice Commandant is the liaison with the Young Marines.

7.7 Board of Trustees:

The Board of Trustees consists of the Commandant, Sr Vice Commandant, Jr Vice Commandant, Adjutant and Judge Advocate. The Trustees may select the outgoing Commandant or any other Past Commandant to serve a one (1) year term as a Trustee.

They will oversee the operations of the Detachment and will decide the proper action for any discrepancies of the bylaws and administrative procedures.

Article 8: Marine Memorial Funds

The Marine Memorial Funds have been established to honor the memory of fallen Marines from Westchester County, New York

8.1 The purpose of the funds is to provide scholarship awards to students graduating from high schools. The schools and amount of the awards will be determined by the Board of Trustees.

8.2 The Paymaster will be the financial manager of the funds.

8.3 Monies donated to the funds will be used exclusively for the scholarships. Any expenses incurred will be borne by the Detachment.

Article 9: Quorum:

A quorum will consist of five (5) members of the Detachment in good standing including at least two (2) trustees.

Article 10: Meetings:

At least one (1) meeting should be held each month. Exceptions should be made only in extreme conditions, such as snow/ice storms, etc.

Article 11: Grievances:

If a member has a personal grievance or suspects a wrong-doing within the Detachment, the member shall follow the procedures outlined in the Department Bylaws, Chapter 18.

Article 12: Amendments:

Bylaws and Administrative Procedures may be adopted, suspended, repealed, altered, amended or annulled using the following procedure:

- a. Any Detachment member in good standing will submit his recommended change in writing to the Commandant.
- b. The Commandant will review the proposed change with the Trustees. They will decide to
 - a. Act on it immediately or
 - b. Defer action until a later time not to exceed one year, or
 - c. Vote to deny the changeOnce the Trustees decide to act on the change(s):
- c. The proposed change(s) will be read at the next two (2) regular Detachment meetings, and a copy will be sent to all Detachment members. The proposal will be voted on at the third meeting. Approval of the proposal(s) will require a two thirds (2/3) majority of the Detachment members attending and voting.
- d. The Detachment Judge Advocate will then forward the proposal(s) to the Department Judge Advocate for approval.
- e. Once the Department Judge Advocate approves the proposed change(s), it/they will be adopted by the Detachment and the bylaws will be changed.

End

June 1, 2016