WESTCHESTER COUNTY DETACHMENT #254

ADMINISTRATIVE PROCEDURES

John L. Eckhardt Jr.
Commandant

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Approved By Membership: 03 February 2026
Approved by Department of New York: XX XXXX 2026

Marine Corps League
Department of New York
Office of The Judge Advocate

March 3, 2026

Marine Corps League – Westchester County
Detachment #254
PO Box 505
White Plains, NY 10602-0505

MEMORANDUM FOR RECORD
SUBJECT: Approval of Submitted Bylaws

The Bylaws submitted for legal review have been examined and found to be in full compliance with the National and Department Bylaws. Accordingly, they are accepted and approved pursuant to Article IV, Section 505 of the National Bylaws.

Units are reminded that upon the adoption of any new National or Department Bylaws, local Bylaws must be evaluated to ensure continued compliance. Under no circumstances may local Bylaws conflict with governing National or Department authority.

Janis Lunger

Janis Lunger
Judge Advocate
Department of New York
Marine Corps Legue

APPROVED
3 MARCH 2026
OFFICE OF THE JUDGE ADVOCATE
DEPARTMENT OF NEW YORK
MARINE CORPS LEAGUE

ONCE A MARINE, ALWAYS A MARINE!
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Marine Corps League
Westchester County Detachment #254
ADMINISTRATIVE PROCEDURES

ARTICLE 1 – General

Section 100 – 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.

Section 110 – Name

The name of this Detachment shall be "Westchester County Detachment, Marine Corps League, Inc.", hereinafter referred to as the Detachment.

Section 120 – 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.

Section 130 – Administrative Procedures

These Administrative Procedures are adopted per Article IX Section 905 of the National Bylaws of the Marine Corps League.

Section 140 – Non-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 incur the benefit of or be distributed to any director, member, or other private individual. The Detachment shall never be authorized to engage in 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 are organized.

Section 150 – Policy

(a) The supreme power of the Detachment shall be vested always in its membership, functioning through its Board of Trustees.

(b) The Detachment shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political and non-partisan; nor shall it be biased on the grounds of race, color, creed, nationality, or sex, nor shall it be

used as a medium of political ambitions or preferment's; nor shall former or present Military rank or former or present civilian position be used as the basis for special consideration or preference.

(c) Nothing in the preceding subsection shall prohibit the Detachment from participating in political issues affecting the welfare of the United States Marine Corps, the National Security of our nation, or any veterans claims for justice arising from service in the Armed Forces of the United States of America.

ARTICLE 2 – Meetings

Section 200 – Detachment Meetings

The Detachment meeting shall be held monthly at a time, place and location as determined by the membership.

ARTICLE 3 – Finance

Section 300 – Reporting

(a) The Detachment Paymaster shall provide financial reports to the Detachment each month at the regular business meeting.

I. The report shall include a summary of accounts.

II. The report shall include Income and Expenditures, and transaction history.

III. The report shall include when the Detachment IRS 990-N tax return is filed.

IV. The report shall include when the Detachment New York State Office of the Attorney General, Charities Bureau, CHAR-500 return is filed.

V. The report shall include any other information that may be deemed important.

Section 310 – Audit

(a) The books and accounts are subject to an annual audit.

(b) The books and accounts are subject to review upon request from any member of the Board of Trustees, or membership.

Section 320 – Chaplain

The Chaplain is authorized to spend up to one hundred dollars ($100.00) per occurrence, for funeral flowers or a donation in "Memory Of" the decedent.

Section 330 – Special Purchases

(a) The Detachment shall upon request, purchase (or reimburse the cost of) a Red Blazer for a newly elected Commandant.

(b) The Detachment shall purchase a Detachment cover, insignia and have said cover embroider with "Westchester County" and "Life" (if applicable) for any new member that attends three (3) meetings.

(c) Upon request from SUNY Maritime College, the Detachment shall sponsor a Marine Mameluke (Marine Officers) Sword to the top Marine graduate at SUNY Maritime, annually.

Section 340 – Budget

(a) The Paymaster shall prepare a budget for the fiscal year (1 January – 31 December) to be presented to the membership for approval.

(b) The budget shall include allocations for all items referenced in Section 330 of the Administrative Procedures.