WESTCHESTER COUNTY DETACHMENT #254

BYLAWS

John L. Eckhardt Jr.
Commandant

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Approved by Membership: 03 February 2026
Approved by Department of New York: 03 March 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
BYLAWS

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 – National and Department Bylaws

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 2 – Membership

Section 200 – Membership

Membership in the Westchester County Detachment shall conform to the National Bylaws, Article V – Membership

Section 210 – Definitions

All matters pertaining to the definitions of membership application, dues, fees, good standing, proof of eligibility, transfer and rights of members shall be in accordance with the provisions of Article V of the National Bylaws and National Administrative Procedures, Chapter Six.

Section 220 – 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.

ARTICLE 3 – Officers

Section 300 – 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.

Section 310 – Elected Officers

(a) The Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate and Adjutant are elected officers.

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

(c) 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.

Section 320 – Appointed Officers

(a) The following shall be the appointed Detachment Officers by the Detachment Commandant: Adjutant, Paymaster (or Adjutant Paymaster), Sergeant at Arms, Chaplain, Web Sergeant.

(b) The Commandant may appoint any other staff officers which are deemed necessary.

Section 330 – Term Limits and Eligibility

(a) **Eligibility.** Elected officers shall be regular members of the Detachment. Associate members may serve in appointed offices only.

(b) **Term Limits**. Each elected officer shall be elected for a term of one year and may be reelected for additional terms. Appointed officers shall serve a term that expires when the next election occurs and may be appointed to additional terms.

ARTICLE 4 – Elections and Installation of Officers

Section 400 – Nominations

(a) Each nomination for an elective National Office shall be made from the floor. Each nominee shall be a regular member in good standing in the Detachment at the time of his nomination. Each nominee, when called upon, shall rise, if not restricted by physical impairment, and state to the Chair that if elected, he will accept the office and serve loyally, faithfully, and to the best of his ability during the term to which they are elected.

(b) Nominations will be open at the January and February meetings.

Section 410 – Elections

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

Section 420 – Installation of Officers

(a) The Commandant elect shall select an installing officer of his/her choice in accordance with Chapter Six, Section 6015 of the National Administrative Procedures.

(b) The Detachment Adjutant will prepare the "Report of Officer Installation Report". The Report of Officer Installation Report will be signed by the Installing Officer. and submitted in accordance with National Bylaws, Chapter IX, Section 940 and Chapter Six, Section 6015 of the National Administrative Procedures.

ARTICLE 5 – Duties of Elected Officers:

Section 500 – 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 all checks (except membership transmittals to Department and National Headquarters) against accounts of the Detachment. The Commandant will be an Ex-officio member of all committees and have a vote only in the event of a tie. He is authorized to spend up to Three Hundred Dollars ($300.00) for awards to be presented at the Birthday Celebration.

Section 510 – Senior Vice Commandant

It shall be the duty of the Senior Vice Commandant to aid the Commandant and to preside over meetings in the absence of the Commandant. The Senior Vice Commandant will

perform such duties as assigned by the Commandant and will be the Chairperson of the Annual Birthday Celebration committee. The Senior Vice Commandant will serve as liaison with the Young Marines.

Section 520 – Junior Vice Commandant

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

Section 530 – 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.

Section 540 – 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. The Judge Advocate will upon written request present a member's bylaws grievance in accordance with Chapter Nine of the National Administrative Procedures; 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. The Judge Advocate 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.

Section 550 – 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:

(a) Keep a current membership list and coordinate with the Paymaster.

(b) Keep the minutes of all regular and special meetings.

(c) Maintain the Detachment Voting log and distribute it to the Detachment officers.

(d) Perform such duties as normally assigned to recording and corresponding secretaries.

Section 560 – Vacancy in Office

In the event of vacancy in office, the vacant position shall be filled in accordance with the National Bylaws, Chapter IX, Section 925.

ARTICLE 6 - Duties of Appointed Officers

Section 600 – Paymaster

It shall be the duty of the Paymaster to keep a correct record of all the Detachment financial transactions.

The Paymaster will:

(a) 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 of more than $500, not included in the annual budget, except membership 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 shall be paid by check with two (2) authorized signatories or via the Detachment debit card.

(b) Submit a financial report to the Detachment each month at the regular business meeting.

(c) The Paymaster will submit the books and accounts to the Auditing committee once a year. The Commandant, Adjutant Paymaster or Paymaster, as applicable, and officers authorized by the Commandant to handle Detachment funds will be bonded by a commercial crime policy paid for and administered by the National Organization. (See National Administrative Procedures, Chapter Six Section 6035)

(d) File with the IRS appropriate forms as required 990-N annual electronic filing for tax-exempt organizations.

(e) File with the New York State Office of the Attorney General, Charities Bureau, CHAR-500 annual financial filing form for charitable organizations

(f) Receive membership dues, prepare membership transmittals and distribute membership cards.

(g) Keep an up-to-date membership list and coordinate with the Adjutant.

Section 610 – 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:

(a) Is responsible for the Detachment Bible, Altar Cloth, and Graves Registration Book.

(b) Is authorized to purchase flowers or articles as the occasion may call for as described in the Detachment Administrative Procedures.

(c) Will send a card from the Detachment for members of a member's family in the event of their illness or death

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

Section 620 – Sergeant-at-Arms

The Sergeant-at-Arms will preserve order at meetings, assure that all person's present are eligible to attend the meetings, and ensure that only qualified members take part in voting.

Section 630 – 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.

Section 640 – Historian

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

Section 650 – Other

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

ARTICLE 7 – Standing Committees

Section 700 – 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.

Section 710 – 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.

Section 720 – Membership Committee

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

Section 730 – Birthday Celebration Committee

The chairperson shall be appointed by the 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 expenses.

Section 740 – 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.

Section 750 – Young Marine Committee

The Young Marines' Commanding Officer (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 Senior Vice Commandant will serve as the liaison with the Young Marines.

ARTICLE 8 – Marine Memorial Fund

Section 800 – Description

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

Section 810 – Purpose

The purpose of the funds is to provide scholarship awards to students graduating from high schools, who are pursuing further education in the Engineering or Trades fields in the memory of fallen Marines. The schools and amount of the awards will be determined by the Board of Trustees.

Section 820 – Management

(a) The Paymaster will be the financial manager of the funds.

(b) All monies donated to the funds will be used exclusively for the scholarships. Any expenses incurred will be borne by the Detachment.

ARTICLE 9 – Quorum

Section 900 – Quorum Requirements

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

ARTICLE 10 – Meetings

Section 1000 – Meeting Requirements

Detachment meetings will be held monthly, except for July and August. Exceptions should be made in the event of extreme weather conditions, or other situations where a meeting cannot be held. Determination will be made by the Board of Trustees.

ARTICLE 11 – Grievances

Section 1100 – Grievances

If a member has a personal grievance or suspects a wrongdoing within the Detachment, the member shall follow the procedures outlined in the National Administrative Procedures, Chapter Nine.

ARTICLE 12 – Amendments

Section 1200 – Amendments

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

Any Detachment member in good standing will submit in writing subscribed by them, such proposed action.

(a) A copy of the proposed action will be posted to the Detachment web site and sent out via an email notification to the Detachment distribution list.

(b) The proposal will be read at the next two (2) regular Detachment meetings.

(c) The proposed action will be voted on at the third (3) regular Detachment meeting.

(d) Adoption requires 2/3 vote cast of the regular Detachment members present and voting. The proposed amendment will then be sent to the Department Judge Advocate for review/approval.

(e) Once the Department Judge Advocate approves the proposed change(s), they will be adopted by the Detachment, and the bylaws will be changed