



**SANTIAM DETACHMENT 374
DEPARTMENT OF OREGON
MARINE CORPS LEAGUE**

BYLAWS

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“Once a Marine, Always a Marine”**

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PREAMBLE

In the name of the beneficent God of all, we who have honorably served or are now honorably serving our country in the United States Marine Corps, for the common good of this Nation, and all nations and people of the world, and in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Marine Corps, to protect and advance the welfare of wounded and disabled Marines, FMF Navy Corpsmen, and FMF Navy Chaplains and their dependents, and for the further purposes set forth hereinafter, do solemnly and firmly associate ourselves together in a non-profit corporation known as the “Marine Corps League” and order and establish these Bylaws.

We hold these Bylaws to be self-evident, that all members are created equal, that they are endowed by the Marine Corps League with certain unalienable rights, that among these are Honor, Patriotism, and the pursuit of Service to Country and Corps!

ARTICLE ONE

NAME, CHARTER, PURPOSE, AND RESOLVE

SECTION 100 - NAME - The official name of this organization shall be “**SANTIAM DETACHMENT, MARINE CORPS LEAGUE**” (hereinafter called the Detachment). The Detachment is a subordinate unit of the Marine Corps League, National Headquarters which is a duly qualified tax-exempt organization pursuant to the provisions of the Internal Revenue Code, Section 501(c)(4). Within those provisions, the Detachment operates under Federal Employer Identification Number **36-4617829**, and is duly incorporated in the State of Oregon under Registry Number **165861-17**.

SECTION 105 - CHARTER - Having fulfilled the requirements of the Constitution and having applied for membership in the Marine Corps League, a Charter was issued by National Commandant John C. O'Brien, attested by National Adjutant and Paymaster Jack Brennan on the 27th day of March in the year 1953 to the **Santium Detachment, Albany, Oregon** in memory of those Marines who by their deeds and heroism, have set the standard that is our guide today.

SECTION 110 - PURPOSE - The members of the Detachment join together in camaraderie for the following purpose:

- A. To preserve the traditions and to promote the interests of the United States Marine Corps.
- B. To band those who are now serving in the United States Marine Corps, FMF Navy Corpsmen, FMF Navy Chaplains, and those who have been honorably discharged from those services together in fellowship that they may effectively promote the ideals of American freedom and democracy.
- C. To fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served our Nation under arms.
- D. To hold sacred the history and memory of the veterans who have given their lives to the Nation.
- E. To foster love for the principles which they have supported by blood and valor since the founding of the Republic.
- F. To maintain true allegiance to American institutions.
- G. To create a bond of comradeship between those in the service and those who have returned to civil life.
- H. To aid voluntarily and to render assistance to all Marines, FMF Corpsmen, FMF Chaplains and former Marines as well as to their widows and orphans.
- I. To perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

SECTION 115 - RESOLVE

- A. The Detachment is and shall ever be organized for non-profit purposes. Individual members may not derive profit from any Detachment activity or program. However, this does not prohibit the Detachment from hiring a member or other person on a commercial basis to provide services to the Detachment when it best serves the interests of the Detachment and/or its programs.
- B. The property of the Detachment is dedicated solely to the official purposes of the organization and no part of the income or assets of this Detachment shall ever be used to the benefit of any officer or member thereof, or to the benefit of any private person(s).
- C. Upon voluntary surrender, suspension, or revocation of the Detachment Charter, all property, assets, and liabilities shall be given to the Department of Oregon, Marine Corps League (see Article 5, Sections 555(c) and 560(b) of the National Bylaws).

ARTICLE TWO

BYLAWS AND AMENDMENTS

SECTION 200 - BYLAWS - These bylaws are adopted to ensure the proper administration of the Detachment and are subject to conform to the bylaws, administrative procedures, regulations and policies of the Department of Oregon, Marine Corps League and the National Headquarters, Marine Corps League and shall be subject to review and approval by the Department of Oregon Judge Advocate. Any issues not addressed in these bylaws will be referred to Department of Oregon, Marine Corps League and/or National Headquarters, Marine Corps League for guidance and clarification.

SECTION 205 - AMENDMENTS - The Detachment Bylaws may be modified as follows:

- A. The Detachment Bylaws may be revised, amended or repealed by a majority vote (50% + 1 vote shall constitute a majority) of the Regular and Associate members in good standing and present at a general membership meeting, provided that the proposed revision, amendment, or repeal does not affect a policy of the Marine Corps League, in which only Regular members in good standing may vote (see Article Four, Section 405B).
- B. Any Detachment member in good standing may propose revisions, amendments or repeals to the bylaws by submitting the proposal, in type written form and in the exact wording intended, to the Detachment Judge Advocate.
- C. To avoid possible confusion, each proposal submitted will address only one Section. However, if the proposal incorporates a revision, amendment, or repeal that will interact with any other Section(s), the changed or corrected wording of that (those) Section(s) will be included in the single submission.
- D. The Detachment Judge Advocate will review and research each proposal submitted to ensure that said proposal is compatible and consistent with the bylaws, administrative procedures, regulations and policies of the Department of Oregon, Marine Corps League and National Headquarters, Marine Corps League. Upon receipt of the findings from the Judge Advocate, the Board of Trustees will review each proposal and make a recommendation to the Detachment membership for voting.

- E. All properly submitted proposals for revisions, amendments or repeals to the bylaws shall be read at a regular meeting of the Detachment and will be brought to a vote at the next subsequent scheduled general membership meeting. If approved, the proposal(s), will become effective upon the approval of the Department of Oregon Judge Advocate.

ARTICLE THREE

POLICY

SECTION 300 - POLICY

- A. The supreme legislative and policymaking power of the Detachment shall be vested always in its members in good standing, and the duly elected and appointed officers currently serving in their respective official capacities, functioning through delegates at all Department and National Conventions.
- (1) Executive and administrative powers will be delegated by the membership to the Board of Trustees and those appointed officers of the Detachment, hereinafter referred to as the Executive Staff.
- (2) The simple majority (50% + 1 vote shall constitute a majority) of eligible votes at a Detachment general membership meeting shall carry any measure or decide any issue brought before it. Any business conducted and/or voted upon shall be considered legal and binding on the membership.
- B. The Detachment shall never take part in any labor or management dispute or issue, and it shall ever be non-sectarian, non-political, and non-partisan; nor shall it be based on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as the basis for special consideration or preferment.
- C. Nothing in the preceding subsection shall prohibit the Detachment or subdivision thereof, 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 FOUR

MEMBERS

SECTION 400 - MEMBERSHIP

- A. The Detachment shall be the sole judge of its membership by a simple majority vote (50% + 1 vote shall constitute a majority) of **Regular** members in good standing, providing said applicant meets the requirements of Article 4, Section 405A or 405B. The Detachment, however, may NOT accept as a member any person who is currently incarcerated or on supervised probation for any felony conviction or any misdemeanor conviction which has resulted in incarceration of more than two years and who is currently incarcerated or serving active probation as a result of a sentence imposed by any court of competent jurisdiction. The Detachment may NOT accept for membership any person who has been convicted of a crime where the victim is a child. The Detachment may NOT accept for membership any person whose name has been stricken from the rolls of the Marine Corps League.

- B. Membership cannot be denied on the basis of race, color, national origin, sex, marital/civil union status, age, disability, religion, sexual orientation, gender identity, or any other characteristic protected by Federal or State law.
- C. Only Regular members in good standing may nominate an applicant and/or sponsor a new member.
- D. All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with the Marine Corps League Ritual, and be presented the official membership card and lapel pin of the Marine Corps League. It shall be the responsibility of the sponsoring member to insure that the new member takes the oath of membership as soon as possible but no later than ninety (90) days from the date of application. However, in a case where the applicant is unable to attend any obligation ceremony, said applicant shall be required, by signature on membership application, to assume the obligation of membership.
- E. Once accepted as a member in good standing, that member may not be removed from the Detachment's rolls except for cause or by that member requesting transfer.
- F. Once the new member has been accepted and sworn into the Detachment, his/her sponsor is charged with assuming an active role in ensuring that the new member is properly welcomed into the Detachment and assisting the new member in his/her introduction into the formal and informal programs of the Detachment and the Marine Corps League.

SECTION 405 - MEMBERSHIP ELIGIBILITY

A. **REGULAR MEMBERSHIP** - Only persons who are serving or who have served honorably in the United States Marine Corps, “**ON ACTIVE DUTY**”, for not less than ninety (90) days and earned the Eagle, Globe, and Anchor; or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points; U.S. Navy Corpsmen who have trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) worn on the Service Ribbon and those who earn the Warfare Device authorized for FMF Corpsmen; and U.S. Navy Chaplains, having earned the FMF Badge, serving with Marines; shall be eligible for regular membership in the Marine Corps League. Additionally, some Korean War Era Marines who were ordered to active duty prior to completion of Recruit Training or Officers Training and subsequently received an Honorable Discharge prior to completion of ninety (90) days active or Reserve duty, shall be deemed eligible for Regular Membership. Nothing in Section 405A shall be deemed to be retroactive prior to August 10, 2002, to affect current Regular Members. (“Honorable Service” will be defined by the **last** DD Form 214 or Certificate of Discharge that the applicant received.) *General Discharge under Honorable Conditions is acceptable.*

- (1) The applicant must present eligibility support documentation in the one of the following formats: A copy of their **last** Honorable Discharge Certificate or DD Form 214. For those currently serving on active duty or reserve status, a DOD Common Access Card (CAC) is required.

MEMBERS-AT-LARGE (See Section 445)

LIFE MEMBERS (See Section 450)

DUAL MEMBERSHIPS (See Section 460)

B. ASSOCIATE MEMBERSHIP - Those individuals not qualified for regular membership in the Marine Corps League who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter may upon application to this Detachment, or to the National Headquarters, 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. Associate members shall be entitled to the rights, privileges, and benefits of a Regular member, unless otherwise prohibited. Such member shall NOT vote on a membership application, an election of officers, or hold an elective office. **The Detachment, by provisions in these bylaws, allows Associate Members to vote on its internal affairs, provided such vote does not affect a policy of the Marine Corps League.**

(1) Individuals applying for Associate membership who are serving or have served in other branches of the Armed Forces of the United States must have served honorably, and must present eligibility support documentation (see Section 405A(1)).

(2) Members-At-Large (see Section 445)

(3) Life Members (see Section 450)

(4) An **Associate** member in good standing in the Detachment who subsequently **qualifies as a Regular** member as set forth in Section 405A, upon a vote of the Detachment to accept such Associate member as a Regular member, shall be transferred from Associate membership to Regular membership by forwarding the standard "Request for Transfer" form (Enclosure 7, National Administrative Procedures) clearly indicating on such form that it is a **transfer from Associate to Regular membership**. In the event that the Detachment votes not to accept an Associate member as a Regular member, such Associate member may request transfer to any other Detachment who agrees to accept him/her as a Regular member or shall be transferred to Member-At-Large status by completing the standard transfer form.

C. HONORARY MEMBERSHIP - At the discretion of the Detachment Commandant, honorary membership may be issued to those persons who have been of extraordinary service to the Nation, to the community, to the United States Marine Corps, or the Marine Corps League. The Honorary member will not be entitled to the rights, privileges and benefits available to a Regular or Associate member. A suitable certificate will be issued to honor the occasion. Payment of dues or initiation fees is not required; however, such membership will not be entitled to the official publication of the Marine Corps League, except as may be directed by the National Board of Trustees, or by paid subscription. Membership card and certificate will be available from National Headquarters.

D. CORPORATE MEMBERSHIP - There are four types of Corporate Membership based upon the amount of the donation. Refer to Article 6, Section 600(d) of the National Bylaws for further information on Corporate Membership.

SECTION 410 - MEMBERSHIP APPLICATION - Any person eligible for membership in the Marine Corps League under the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League may initiate application for membership by completing a standard application form, as described in Article Six, Section 605 of the National Bylaws, to include their signature, and presenting the application to a sponsoring member of the League with all required dues and fees. As an alternative, the applicant may mail a completed and signed standard application form to Marine Corps League National Headquarters, P.O. Box 3070, Merrifield, VA. 22116 with all required dues and fees.

- A. The most current standard application form published by the National Headquarters is to be used when applying for membership and shall include the requirement for completion of identifying information, date, administrative date as may be considered appropriate, and a signature.
- B. The current standard application form received by a member-sponsor shall be turned in to the Detachment Paymaster (or Adjutant/Paymaster) along with all dues and fees, as soon as practicable, but not later than the next regularly scheduled meeting of the Detachment.
- C. The Detachment Adjutant (or Adjutant/Paymaster) shall read and record the application at the proper time during the conduct of the Detachment's regular membership meeting, stating all pertinent data including name of sponsor, and clearly state that the required dues and fees have been verified and are in possession of the Detachment staff. The Detachment Paymaster (or Adjutant/Paymaster) must include the original signed application form with the Membership Transmittal Form when forwarding the Transmittal to National Headquarters via the Department of Oregon. The Detachment will maintain a **copy** of the application in the individuals' member file for administrative and historical reference. (No applicant will be present for that portion of the meeting in which the application is being considered).
- D. The acceptance of applicants to membership in the Detachment is the sole province of the Detachment as set forth in Article Four, Section 400A except as therein provided.
- E. In cases where an applicant is rejected for membership, all monies received from the affected applicant will be immediately returned to such applicant by the sponsoring member.

SECTION 415 - MEMBERSHIP DUES AND FEES - Dues are necessary to provide the foundation of the Detachment's fiscal program. A portion of the Detachment's per capita dues collected will be submitted to the Department of Oregon and the National Headquarters organizations to support their operations, the remainder will be kept in the Detachment's general treasury. The amount of dues to be paid shall never be less than what is required by the Department of Oregon and National Headquarters. The payment of annual National membership dues entitles all members in good standing an automatic subscription to the Marine Corps League publication and enrollment privileges in any National Group Insurance Programs that may be in effect.

- A. The amount of annual per capita dues shall be determined by the Board of Trustees and approved by a majority vote (50% + 1 vote shall constitute a majority) of the **Regular** and **Associate** members in good standing present during the regular scheduled meeting of the general membership in **March** of each year.
- B. All individual membership dues are to be paid and transmitted on or before the membership expiration date as is shown on the member's Marine Corps League membership card.
- C. All per capita dues and fees that are due to the Department and National Headquarters shall be forwarded with a standard Membership Dues Transmittal & Change Notification Form immediately to the Department Paymaster (or Adjutant/Paymaster) for processing.

SECTION 420 - GOOD STANDING - All members shall be considered in "good standing" in the Marine Corps League,

- A. Except when:
 - (1) Required dues are not paid, and transmitted, on or before membership expiration date as is shown on the member's Marine Corps League membership card.
 - (2) A member is indebted or in arrears to the Detachment, Department, or National Headquarters.

(3) A member is under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 910 of the National Administrative Procedures.

- B. A member must be in good standing to be elected or appointed as a Detachment officer, and/or attend any Department or National Convention.
- C. In all cases involving the transfer of a Detachment member, the Detachment Commandant will certify in writing under section 2 of the Request for Transfer form if the transferring member is in good standing, and is/is not indebted to the Detachment.

SECTION 425 - DELINQUENT MEMBERSHIP - A member shall be identified as “delinquent” whenever the member’s dues are not paid and transmitted on or before membership expiration date as shown on member’s Marine Corps League membership card.

- A. Such member shall be retained in the delinquent status for a maximum of one year, during which time the member may erase this status by making payment of all dues in arrears and all dues current and provided that the member in not indebted to the Detachment, Department, or to National Headquarters.
- B. Should the affected member remain in the delinquent status in excess of one year, such member shall be dropped from all membership rolls. The member may be restored to “good standing” status through the processing of a standard application form as a renewing member and forward the applicable renewal fee as currently established. Initiation fees are no longer applicable to delinquent members. A member who is delinquent and wishes to retain the “continued membership status” shall do so by submitting the standard application form which shall be accompanied by ALL past dues which have accumulated during the entire period of the applicant’s delinquent status.
- C. Delinquent members may NOT vote, nor hold elective or appointed office while in a delinquent status.
- D. Delinquent members may NOT nominate an applicant or be a sponsor of a new member.
- E. Delinquent members may NOT be transferred.

SECTION 430 - INELIGIBLE MEMBER

- A. If there is reason to believe a member of the Detachment does not meet the qualifications to be a member, this (these) reason(s) must be submitted in writing to the Detachment Commandant who will then require the Detachment Judge Advocate to investigate the charge as presented.
- B. If the Detachment Judge Advocate determines that the member does not have the necessary qualifications to be a member, the Detachment Judge Advocate will present a written report of his/her investigation with a draft of a disciplinary charge to the members of the Detachment. Any member of the Detachment may make a motion for disposition of the proposed disciplinary charge. If a motion to file a charge with the Department Judge Advocate is adopted, the Detachment Judge Advocate will file the charge in accordance with National Administrative Procedures, Section 900 (g).
- C. If the person to be investigated is the Detachment Commandant, the request will be given to the Detachment Senior Vice-Commandant.
- D. If the person to be investigated is the Detachment Judge Advocate, the Detachment Commandant will appoint a Past Detachment Commandant to hold the investigation.

SECTION 435 - RIGHTS OF MEMBERS - No member shall be deprived of any rights and/or privileges in the Detachment except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried, and found guilty in accordance with the provisions of the National Bylaws and Administrative Procedures dealing with offenses and penalties (see National Administrative Procedures, Chapter Nine).

SECTION 440 - RIGHTS OF APPEAL - The right of appeal under the provisions of the National Bylaws and Administrative Procedures shall not be denied.

SECTION 445 - MEMBERS-AT-LARGE - Any person desirous of joining the Marine Corps League may make application on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Headquarters or by presenting the application to a Regular Member of the Marine Corps League. All applicants who submit applications on line or via mail for membership as a Member-At-Large will be accepted as Associate Members pending receipt of a DD Form 214, Certificate of Discharge, or a copy of their D.O.D. Common Access Card (if on Active Duty), or D.O.D. I.D. Card (if Retired Military), establishing their eligibility for Regular Membership as set forth in the Marine Corps League National Bylaws, Article Six, Section 600(a). A letter explaining the requirements for "Regular Membership" and requesting the appropriate documentation, should the applicant meet those requirements, will be sent to the applicant with the "Associate Member" membership card.

The National Executive Director at National Headquarters shall be the sole judge of the membership classification of Members-At-Large, once he/she is in receipt of and has verified the appropriate documentation (outlined above). If it is determined that the applicant is eligible for Regular Membership, the National Executive Director will cause the Members records to be changed from "Associate" to "Regular" and issue a new membership card to reflect that status. Applications for Member-At-Large membership, submitted "in person" to National Headquarters or to any Regular Member of the League, will be treated in the same manner as any applicant seeking to join a Detachment. The person accepting the application should determine whether the applicant is qualified for "Regular Membership" or "Associate Membership". Proof of eligibility (as outlined above) should be requested in any instance where uncertainty exists.

- A. Effective on the renewal date, subsequent annual dues of Members-At-Large as established by the delegates at the National Convention, shall be remitted to National Headquarters.
- B. A member who is in good standing in the Detachment may become a Member-At-Large in the following manner:
 - (1) The member submits a Request for Transfer (see National Bylaws and Administrative Procedures Enclosure Seven (7) with Section 1 completed, and instead of designating a desired Detachment, the "or to _____ M-A-L status" will be checked.
 - (2) The Detachment Paymaster (or Adjutant/Paymaster) will submit the Request for Transfer with Section 2 completed by the Detachment Commandant, on a dues Transmittal via the Department of Oregon Paymaster (or Adjutant/Paymaster), who then forwards the request to National Headquarters.
 - (3) Upon approval at National Headquarters of the Request for Transfer to Member-At-Large status, National Headquarters and the Department of Oregon shall remove the name of the member from the Detachment Membership Roster. National Headquarters shall carry the member on its Membership Roster as a Member-At-Large.
 - (4) When a Paid Life Member resigns, the Detachment will no longer be eligible to participate in the life interest distribution on behalf of said Paid Life Member; however should the Paid Life Member thereafter become affiliated with the Detachment, the Detachment will be eligible to participate in the life interest distribution of said Life Member.

(5) For the purpose of this subsection, a “member in good standing” shall mean a member as described in Section 420.

C. A Member-At-Large is eligible to affiliate with the Detachment without further payment of a fee or dues, provided said member is in good standing at the time of affiliation. When the Detachment accepts a Member-At-Large, the Detachment will submit a Request for Transfer attached to a Dues Transmittal via the Department of Oregon Paymaster (or Paymaster/Adjutant) to National Headquarters requesting that said member be transferred from a Member-At-Large status to a member status of the Detachment.

SECTION 450 - LIFE MEMBERS - Regular or Associate members of the Marine Corps League who are in good standing may become a **Life Member**, upon payment of the fee as required in Article Six, Section 645 of the National Bylaws. A Life Member shall be subject to the payment of **NO** further dues to the Detachment, Department, or National. Such member shall have all the privileges, rights, and benefits enjoyed as a member so long as that Life Member shall live. Should a Marine Corps League member choose to become a member in multiple Detachments, they must become a member in good standing by paying Annual or Life Membership dues in each additional Detachment. The Life Membership fee shall be as established by the National Convention and be distributed in accordance with Article 6, Section 645 of the National Bylaws.

SECTION 455 - CERTIFICATION OF LIFE MEMBERS - **The Detachment Paymaster will annually audit its participating Life Members as shown on the Quarterly Member Listing of 30 June each year.** Following the audit, the Detachment Paymaster will annotate a copy of the Quarterly Member Listing with appropriate remarks to show additions, deletions and other adjustments. Each adjustment will include the reason, and whenever possible, will cite supporting documentation (i.e. Dues Transmittals, Transfer Forms, etc.) to assist in correcting the records at National Headquarters. The annotated Listing will be certified to be correct as annotated by the Detachment Commandant and the Detachment Paymaster (Adjutant/Paymaster), and will be returned to the National Adjutant/Paymaster at National Headquarters through the Department no later than 31 December following its receipt. No funds from the interest on the Life Member Fund will be distributed to the Detachment until the certified listing is received at National Headquarters. **Should the Detachment fail to submit the annual Eligible Life Member Audit by December 31st of a given year, the Detachment’s quota of the interest distribution will remain in the blocked fund** (see Article Six, Section 646 of the National Bylaws).

SECTION 460 - DUAL MEMBERSHIP - (Membership in more than one Detachment by the same individual.) When a member of the Marine Corps League becomes a regular member in good standing in more than one Detachment, such membership in the subsequent Detachment(s) shall be counted for voting strength at Department and National Conventions only as an Associate Member. Such Regular Member shall be a regular voting member in the Detachment of such member’s greatest tenure unless he/she makes a signed written request for transfer of voting rights to the receiving Detachment, which upon acceptance shall forward the copies of the transfer of voting rights to National Headquarters via the Department Paymaster (or Adjutant/Paymaster). The Transfer Form (see Enclosure Seven of the National Bylaws and Administrative Procedures), will be utilized for the purpose of transfer of voting rights to another Detachment.

SECTION 465 - RESIGNATION

A. Any member of the Detachment desirous of resigning from the Marine Corps League should submit their resignation letter to the Detachment Commandant, who will review and forward said resignation to the Department Commandant. In the event that the member has pending Chapter Nine charges against them, the member must resign “with prejudice” (see Article 6, Section 651 of the National Bylaws).

- B. If the resigning member is a Life Member in the League, the member forfeits their life membership. The money paid for the life membership and any remaining “regular membership” dues is NOT refundable.
- C. Unless the resignation was “with prejudice” – to rejoin the Marine Corps League the member must apply as a new member.

ARTICLE FIVE

DETACHMENT OFFICERS

SECTION 500 - AUTHORITY - The Detachment shall be governed by its elected officers, known as the Board of Trustees, under the authority and direction of the Detachment, Department, and National Bylaws and Administrative Procedures, regulations, and policies.

SECTION 505 - OFFICER ELIGIBILITY - Only **Regular** members in good standing are eligible to serve in an elective officer position. At the discretion of the Commandant, Regular and Associate members in good standing may be appointed to an appointive officer position.

SECTION 510 - OFFICERS - The Detachment must “elect” a Commandant, Senior Vice-Commandant, Junior Vice-Commandant, and Judge Advocate. A Chaplain, Sergeant-At-Arms, Adjutant, Paymaster or an Adjutant/Paymaster, and Quartermaster will be “appointed” by the Commandant. The Commandant may also appoint such other officers as deemed necessary for the good of the Detachment (see Article 5, Section 510 of the National Bylaws).

SECTION 515 - BOARD OF TRUSTEES - The Board of Trustees shall be comprised of the following officers: **Commandant** (shall preside as Chairman and only vote to break a tie), **Senior Vice-Commandant**, **Junior Vice-Commandant**, **Judge Advocate**, and the **Junior Past Commandant**.

- A. In the event that the Junior Past Commandant is unable or unwilling to fulfill the duties as a member of the Board of Trustees, the Commandant will then appoint an acceptable substitute from former Past Commandants of the Detachment. If no other Past Commandants accept the appointment, the position shall be declared vacant and the Commandant shall assume the right to vote in all Board of Trustee meetings.
- B. The **Adjutant** (or Adjutant/Paymaster) shall be an **ex officio member of the Board of Trustees without a vote**.

SECTION 520 - ELECTIVE OFFICERS - Only **Regular** members in good standing of the Detachment may hold an elected officer position.

A. Officers “elected” to office shall be comprised of the following:

- (1) Commandant (*By Incorporation, is the CEO of the Detachment and the Board of Trustees*)
- (2) Senior Vice Commandant
- (3) Junior Vice Commandant
- (4) Judge Advocate

B. Elected officers may hold only one elected office within the Detachment at a time, but may concurrently serve in other positions in the Marine Corps League as desired (i.e. Department, Division, National, Military Order of the Devil Dogs, Young Marines, etc.).

SECTION 525 - APPOINTIVE OFFICERS - Regular and Associate members in good standing may hold an appointed officer position. The Commandant elect will appoint the below listed officers:

A. Officers “appointed” to office shall be comprised of the following:

- (1) Adjutant or Adjutant/Paymaster
- (2) Paymaster
- (3) Sergeant-At-Arms
- (4) Chaplain
- (5) Quartermaster/Property Officer
- (6) Other officers deemed appropriate by the Commandant

SECTION 530 - EXECUTIVE STAFF - The Executive Staff shall be comprised of the elected officers of the Board of Trustees and those appointed officers of the Detachment.

SECTION 535 - TERM OF OFFICE - All terms of office shall begin and end at the closing of the regular scheduled membership meeting in **April** each year. Serving an interim term of office (50% or less) shall not be considered as a "term of office". All elected and appointed officers must remain in good standing to remain in office.

A. **OFFICERS** - Term of Office:

- (1) Each **elected** and **appointed** officer will serve a **one (1) year** term of office.
- (2) The Commandant may serve an additional one (1) year term if re-elected, but may not serve more than two (2) consecutive terms in office. When applicable, after serving a second consecutive term, the Commandant must vacate the office for at least one (1) full term prior to becoming eligible for re-election as Commandant. However, he/she is immediately eligible to hold another officer position if so elected or appointed.
- (3) There are no restricted term limits on other officer positions.
- (4) An office is considered secured once the officer has been sworn into office.
- (5) All incumbent officers not re-elected or appointed to office will immediately clear all hand receipt(s), when applicable, with the Quartermaster and surrender all Detachment property (equipment, files, records, books, manuals, supplies, etc.) in their possession to their successor upon vacating said office.

ARTICLE SIX

DUTIES OF OFFICERS

SECTION 600 - BOARD OF TRUSTEES - The Board of Trustees shall comply with and execute without delay the mandates and acts of the general membership, and exercise such other executive and administrative functions and duties as are compatible with the National, Department, and Detachment Bylaws, Administrative Procedures, regulations, and policies.

A. The duties of the Board of Trustees include, but are not limited to:

- (1) Review the Paymaster’s financial records quarterly in March, June, September, and December.

- (2) Discuss, review and organize all business matters to be brought before the general membership.
- (3) Ensure that the Detachment Bylaws are updated with all current revisions, amendments or repeals.
- (4) Act as the advisory body to the Commandant.
- (5) Assign the Commandant and Paymaster as signatories to endorse all financial expenditures.
- (6) Act as the approving authority on all expenditures exceeding \$200.00 up to and including \$500.00. Any amount exceeding \$500.00 must be approved by simple majority vote (50% + 1 vote shall constitute a majority) of the general membership.
- (7) Perform such other duties that are deemed sagacious and in the best interests of the Detachment and the Marine Corps League.

SECTION 605 - COMMANDANT - By Incorporation, the Commandant is the CEO of the Detachment and the Chairman of the Board of Trustees. As the senior officer of the Detachment, the Commandant is directly responsible for all that the Detachment does or fails to do. The Commandant is insured through a blanket bond obtained by National Headquarters.

A. The duties and responsibilities of the Commandant shall include, but are not limited to:

- (1) Set the example, lead, train and share knowledge with all Detachment officers.
- (2) Act as presiding officer at all general and special membership meetings.
- (3) Sit as the Chairman of the Board of Trustees; vote only when necessary to break a tie.
- (4) Be familiar with, abide by, and make obligatory the National, Department, and Detachment Bylaws and Administrative Procedures, the Marine Corps League Ritual, and Robert's Rules of Order.
- (5) Oversee the fiscal stability and financial procedures of the Detachment.
- (6) Appoint all officers not specifically elected by the general membership.
- (7) Be responsible for (primary hand-receipt holder) all Detachment property including: office equipment, furnishings, honor guard materials (rifles, flags, harnesses, etc.), and other nonexpendable supplies and equipment.
- (8) Appoint three Regular members to the Audit Committee.
- (9) Appoint a Web Sergeant to input, edit, and monitor the Detachment Web page. Change Web Sergeants as necessary by submitting request to <http://www.Locator@MCLeague.com>.
- (10) Appoint Chairpersons to standing and temporary committees as appropriate.
- (11) Review and annotate changes to the Detachment Quarterly Member Listing for Life Memberships annually in July; forward a corrected/updated copy to Department Adjutant/Paymaster no later than November 1st annually.
- (12) Act as the Public Relations Officer for the Detachment.
- (13) Represent the Detachment at Department and higher level conventions, conferences and meetings.
- (14) Assure that reports, including IRS filing, Incorporation renewal, membership transmittals and officer installation reports are prepared and dispatched on a timely basis.
- (15) Receive, review, discuss, and take action on reports of financial status, project matters, problem and/or member issues, and Detachment concerns.
- (16) Perform such duties and other functions as may be requested by the Detachment general membership, Detachment Board of Trustees, Department Commandant, and National Commandant.
- (17) Upon completion of elected term, immediately clear all hand receipts with the Quartermaster and surrender all Detachment property (equipment, files, records, books, manuals, and supplies) to their successor upon vacating said office.

SECTION 610 - SENIOR VICE-COMMANDANT - The Senior Vice-Commandant is second in command of the Detachment, and is therefore required to be fully familiar with all Commandant duties and functions.

A. The duties and responsibilities of the Senior Vice-Commandant shall include, but are not limited to:

- (1) Sit as a voting member on the Board of Trustees.
- (2) Provide assistance and support to the Commandant.
- (3) Assume and perform all duties and functions of the Commandant in his/her absence.
- (4) Assist in the training of Detachment Officers and project committee chairpersons.
- (5) Compile reports that focus on operations, finances, and project results for presentation to other officers and members.
- (6) Perform such duties and other functions as may be directed by the Detachment Commandant and/or the Board of Trustees.
- (7) Upon completion of elected term(s), immediately clear all hand receipt(s), when applicable, with the Quartermaster and surrender all Detachment property (equipment, files, records, books, manuals, and supplies) in their possession to their successor upon vacating said office.

SECTION 615 - JUNIOR VICE-COMMANDANT - The Junior Vice-Commandant is primarily responsible for the recruiting and retention of members and the activities that support membership initiatives.

A. The duties and responsibilities of the Junior Vice-Commandant shall include, but are not limited to:

- (1) Sit as a voting member on the Board of Trustees.
- (2) Act as the principle advisor to the Commandant and Board of Trustees on all matters relating to membership issues and initiatives.
- (3) Organize and Chair the Membership (Recruiting and Retention) Committee to achieve membership goals.
- (4) Assume an active role in recruiting and retention of members.
- (5) Create and implement membership programs designed to produce continuous membership growth.
- (6) Organize and Chair the Social Committee, initiate ideas and implement functions to involve membership participation and esprit de corps.
- (7) Work on, or preside over events, awards, and meeting programs that meet the needs of the membership and that attract new members.
- (8) Compile and maintain a membership list with phone numbers and addresses, update quarterly.
- (9) Notify members when annual membership per capita dues are due.
- (10) Maintain a copy of membership application and other qualifying documentation in member's files.
- (11) Perform such duties and other functions as may be directed by the Detachment Commandant and/or the Board of Trustees.
- (12) Upon completion of elected term(s), immediately clear all hand receipt(s), when applicable, with the Quartermaster and surrender all Detachment property (equipment, files, records, books, manuals, and supplies) in their possession to their successor upon vacating said office.

SECTION 620 - JUDGE ADVOCATE - There is no requirement for the Judge Advocate to be an attorney or have a strong foundation in jurisprudence. The Judge Advocate is the keeper, protector, counselor, and enforcer of the bylaws, policies, and procedures within the Detachment.

A. The duties and responsibilities of the Judge Advocate shall include, but are not limited to:

- (1) Sit as a voting member on the Board of Trustees.
- (2) Possess a working knowledge of the National and Department Bylaws, and a solid knowledge of the Detachment Bylaws and Robert's Rules of Order and the Marine Corps League Ritual for meetings.
- (3) Review and approve the Detachment Bylaws; render opinions on and make recommendations for revisions, amendments or repeals.
- (4) Interpret, counsel, and render opinions on questions of the Marine Corps League National, Department, and Detachment Bylaws and Administrative Procedures and Robert's Rules of Order to the Commandant, Board of Trustees, Committees, and the Detachment general membership.
- (5) Seek assistance and advice from Department and National Judge Advocate when necessary.

- (6) Maintain current copies of the National, Department, and Detachment Bylaws, and have them available at all Detachment meetings for reference and guidance when needed.
- (7) Assure that the Detachment renders strict adherence and conformity abides by the Detachment, Department, and National Bylaws and Robert's Rule of Order.
- (8) Perform such duties and other functions as may be directed by the Detachment Commandant and/or the Board of Trustees.
- (9) Upon completion of elected term(s), immediately clear all hand receipt(s), when applicable, with the Quartermaster and surrender all Detachment property (equipment, files, records, books, manuals, and supplies) in their possession to their successor upon vacating said office.

SECTION 625 - JUNIOR PAST COMMANDANT - The Junior Past Commandant is the immediate Past Commandant of the Detachment. If a vacancy exists in this office, a viable Past Commandant of the Detachment may be appointed by the Commandant.

A. The duties and responsibilities of the Junior Past Commandant shall include, but are not limited to:

- (1) Sit as a voting member on the Board of Trustees.
- (2) Provide guidance and council to the Commandant and other Officers of the Detachment.
- (3) Assist in providing continuity from one administration of Officers to the next.
- (4) Share experience and knowledge for the purposes of educating and assisting Detachment Officers.
- (5) Assist in providing rationale for past decisions and directions, experiences learned, and direction for incomplete objectives and/or unfinished plans.
- (6) Aid Board of Trustees and Staff Officers in accomplishing their assignments.
- (7) Sit as Chairperson of the Nominations Committee.
- (8) Perform such duties and other functions as may be directed by the Detachment Commandant and/or the Board of Trustees.
- (9) Upon completion of term(s), immediately clear all hand receipt(s), when applicable, with the Quartermaster and surrender all Detachment property (equipment, files, records, books, manuals, and supplies) in their possession to their successor upon vacating said office.

SECTION 630 - ADJUTANT - The Adjutant is the "Corporate Recording Secretary" for meetings and affairs.

A. The duties and responsibilities of the Adjutant shall include, but are not limited to:

- (1) Sit as an ex-officio, non-voting member on the Board of Trustees.
- (2) Provide support to the Commandant, Officers, Committee Chairpersons, and project leaders through correspondence, documentation, written communication, media releases, and other staff assistance.
- (3) Take, prepare, and transcribe accurate minutes as legal documents, and record member attendance and participation at Board of Trustee, general membership and special meetings.
- (4) Maintain current and accurate records of all official business documents, files, and publications.
- (5) Attest to and distribute all official orders, memoranda, and information, keeping an accurate current file of all correspondence received and mailed.
- (6) Preserve and maintain all historical records and proceedings of the Detachment.
- (7) Maintain all Detachment files classified as For Official Use Only (FOUO).
- (8) Serve as secretary in support of official correspondence, bulletins, and other written communications.
- (9) Prepare and monitor the calendar of events for the Detachment.
- (10) File annual renewal of Incorporation with the Oregon Secretary of State, Corporation Division.
- (11) Report prior meeting minutes at Board of Trustee, general membership and special meetings of the Detachment.
- (12) Perform such duties and other functions as may be directed by the Detachment Commandant and/or the Board of Trustees.

- (13) Upon completion of appointed term(s), immediately clear all hand receipt(s), when applicable, with the Quartermaster and surrender all Detachment property (equipment, files, records, books, manuals, and supplies) in their possession to their successor upon vacating said office.

SECTION 635 - PAYMASTER - The Paymaster is the “Corporate Chief Financial Officer” and serves as the treasurer in charge of handling all the funds (monies). The Paymaster is insured through a blanket bond obtained by National Headquarters.

A. The duties and responsibilities of the Paymaster shall include, but are not limited to:

- (1) Sit as an ex-officio, non-voting member on the Board of Trustees.
- (2) Accurately process all financial transactions; maintain complete accounting records of the business; keep strict confidence on all financial matters within the organization.
- (3) Receive and deposit all monies into a federally insured bank account(s) that are explicitly in the name of and for the use by the Detachment only.
- (4) Complete tax Form 990-N (electronic postcard) and file on-line annually with the IRS at: **<http://postcard.form990.org>**.
- (5) Surrender all financial records and accounts for quarterly reviews to the Board of Trustees upon request.
- (6) Surrender all financial records and accounts for annual audit to the Audit Committee upon request.
- (7) Accurately complete Dues Transmittal forms for annual and life member dues as necessary and forward to Department Paymaster no later than thirty (30) days of receipt of member payment.
- (8) Work with the Adjutant to maintain an accurate Detachment membership roster (i.e. member dues, good standing vs delinquent, etc.) and annotate corrections when and where applicable.
- (9) Perform such duties and other functions as may be directed by the Detachment Commandant and/or the Board of Trustees.
- (10) Upon completion of appointed term(s), immediately clear all hand receipt(s), when applicable, with the Quartermaster and surrender all Detachment property (equipment, files, records, books, manuals, and supplies) in their possession to their successor upon vacating said office.

SECTION 640 - ADJUTANT/PAYMASTER - The Adjutant/Paymaster shall have the same, but combined, duties as the Adjutant and Paymaster. No portion of the duties for either position will be diminished.

SECTION 645 - SERGEANT-AT-ARMS - The Sergeant-At-Arms is the “Guardian” of the Detachment and maintainer of good order and discipline amongst the members.

A. The duties and responsibilities of the Sergeant-At-Arms shall include, but are not limited to:

- (1) Arrive early enough to physically set up the meeting room in compliance with the Ritual prior to each regular meeting of the Detachment.
- (2) Greet and introduce new members, guests, and program participants to Officers of the Detachment.
- (3) Assure that persons present at meetings are authorized to attend (i.e. Open or Closed meetings, members in good standing, etc.)
- (4) Assure that colors are posted, or that a Color Guard is available to present the colors during the opening ceremony at regular or special membership meetings.
- (5) Maintain order at meetings in conjunction with the Presiding Officer.
- (6) Be familiar with and abide by the Marine Corps League Ritual; participate in all elements of the opening and closing ceremonies that require his/her participation and/or leadership.
- (7) Ensure that any necessary cleanup or policing following a meeting is done properly.
- (8) Perform such duties and other functions as may be directed by the Detachment Commandant and/or the Board of Trustees.

- (9) Upon completion of appointed term(s), immediately clear all hand receipt(s), when applicable, with the Quartermaster and surrender all Detachment property (equipment, files, records, books, manuals, and supplies) in their possession to their successor upon vacating said office.

SECTION 650 - CHAPLAIN - The Chaplain represents the Detachment to provide comfort and special services to members and their families in time of need, especially during periods of distress, illness and/or death. The Chaplain will perform such duties of a spiritual nature as are customarily performed by Members of Clergy.

A. The duties and responsibilities of the Chaplain shall include, but are not limited to:

- (1) Be familiar with and abide by the Marine Corps League Ritual; participate in all elements of the opening and closing ceremonies that require his/her participation and/or leadership.
- (2) Provide support to members and the organization for spiritual or religious guidance and in every aspect of League objectives, purposes, initiations, ritual, and references to God.
- (3) Provide assistance and support, aid and comfort, to members and members' families in need.
- (4) Make every attempt to visit and/or correspond appropriately with members, or members' families when appropriate, as part of the old adage that "Marines take care of their own".
- (5) Upon the death of a member, complete and forward the "Notice of Death" form to the Department Chaplain.
- (6) Provide invocations and benedictions at services and/or meetings as requested/required.
- (7) Perform such duties and other functions of the office as may be directed by the Detachment Commandant and/or the Board of Trustees.
- (8) Upon completion of appointed term(s), immediately clear all hand receipt(s), when applicable, with the Quartermaster and surrender all Detachment property (equipment, files, records, books, manuals, and supplies) in their possession to their successor upon vacating said office.

SECTION 655 - QUARTERMASTER - The Quartermaster maintains accountability for the Detachment's organizational equipment and nonexpendable property. A critical aspect of the Quartermaster's duties is maintaining good supply discipline through inventories and the use of hand receipts to the end user.

A. The duties and responsibilities of the Quartermaster shall include, but are not limited to:

- (1) Inventory and record all organizational property including: office equipment, furnishings, honor guard materials (rifles, flags, harnesses, etc.), and other nonexpendable supplies and equipment.
- (2) Conduct a 100% physical inventory, in April, with the incoming and outgoing Commandants.
- (3) Prepare, have signed, and secure the master hand receipt of all organizational property for the incoming Commandant.
- (4) Sub-hand receipt all organizational property to Staff officers at the end user level.
- (5) Secure and safeguard all property not sub-hand receipted to end users.
- (6) Perform and record one hundred percent (100%) semiannual inventories and reconcile all hand receipts with end users in **January** and **July** of each year.
- (7) Perform and record a one hundred percent (100%) sensitive and/or pilferable items (weapons, computer, etc.) inventory monthly.
- (8) Surrender all property accountability records to the Commandant or the Board of Trustees upon request.
- (9) Maintain a record of all documents related to all organizational property and equipment - warranties, certifications, instructions, user manuals, etc. together with records of date of procurement, cost, and disposition of property dropped from the records.
- (10) Responsible for the safekeeping of all Detachment property and supplies not hand receipted to an end user.

- (11) Perform such duties and other functions of the office as may be directed by the Detachment Commandant and/or the Board of Trustees.
- (12) Upon completion of appointed term(s), immediately clear all hand receipt(s), when applicable, with the Commandant and surrender all Detachment property (equipment, files, records, books, manuals, and supplies) in their possession to their successor upon vacating said office.

SECTION 660 - WEB SERGEANT - The Web Sergeant is responsible for the proper administration of the Detachment's online Web Page through the National Headquarters Website. It is an invaluable media tool that increases the Detachment's internet exposure to potential new members, as well as keeping current members informed of the goings-on within the organization.

A. The duties and responsibilities of the Web Sergeant shall include, but are not limited to:

- (1) Sign up for a new user account on the National Headquarters website at <http://www.MCLeague.com> (see instructions at: Marine Corps League, "Professional Development Program" pages 30 - 38).
- (2) Establish user name and password and maintain secure access to the web account.
- (3) Review, input, edit, and update information to the web page as often as necessary, but not less than once monthly.
- (4) Communicate with the Department and/or National Web Sergeant to resolve any issues concerning the Web page.
- (5) Perform such duties and other functions of the office as may be directed by the Detachment Commandant and/or the Board of Trustees.
- (6) Upon completion of appointed term(s), clear all hand receipts with the Quartermaster and surrender all Detachment property, records, and other items of supply in your possession to your duly appointed successor.

ARTICLE SEVEN

ELECTION OF OFFICERS

SECTION 700 - OFFICER NOMINATIONS AND ELECTIONS - The Detachment shall hold an Annual Election of Officers at the general membership meeting in **March** (see Article 5, Section 530 of the National Bylaws).

A. Only **Regular** members in good standing may nominate, vote on, or be elected to office.

B. **Associate** members may not participate in officer elections (see Article 6, Section 600(b) of the National Bylaws).

SECTION 705 - NOMINATIONS - Each year in **January**, the **Junior Past Commandant** will serve as the Nominations Committee Chairperson, who shall then select two additional members in good standing to serve on the Nominations Committee. The Nominations Committee shall seek out the best-qualified members from within the Detachment to fill elected positions, and through its Chairperson, will present the nominations to the membership, under the order of new business, at the **February** general membership meeting. Following the Nominations Committee recommendations, additional nominations for each elective office will be accepted from the floor. Nominees must be present at the time of nomination and personally accept the nomination prior to their names being officially placed on the ballot. Upon receipt, seconding, and approval of a proper motion, the names of all persons nominated by the Nominations Committee and those nominations from the floor will be recorded by the Adjutant, and an official ballot prepared. The Paymaster will verify that all nominees are members in good standing.

SECTION 710 - ELECTIONS – Elections for **Commandant, Senior Vice-Commandant, Junior Vice-Commandant** and **Judge Advocate** will be held, under the order of new business, at the **March** (Annual) general membership meeting. Regular members in good standing shall cast their votes in the following manner:

- A. Where there is only one nominee for a given elected officer position, a hand or voice vote will be permitted.
- B. Where there are two or more nominees for a given elective officer position, a written vote by secret ballot will be used.
- C. Proxy/Absentee voting is not permitted, with the following exceptions:
 - (1) Members who are away on active or reserve duty.
 - (2) Members who are ill and/or are physically unable to attend the meeting.
 - (3) Members who cannot attend due to valid emergency reasons. (Exceptions will be made on an individual basis by the Commandant and/or the Judge Advocate).
 - (4) Prior to the March general membership meeting, said members in C. (1), (2), or (3) above must provide the Judge Advocate with his/her vote in writing.
- D. The counting of ballots and proxy/absentee votes, will be conducted by the Sergeant-At-Arms and verified by the Judge Advocate. In the event that either or both of these officers are not available, the Commandant will select an officer(s) that are not nominees for office to perform these functions.

SECTION 715 - ELECTED TO OFFICE - The candidate receiving a simple majority (50% + 1 vote shall constitute a majority) of the votes cast for each office shall be deemed elected.

- A. In the event of a tie vote, which cannot be resolved by at least one (1) but not more than three (3) subsequent ballots, the winner shall be determined by the flip of a coin.
- B. Where there are three (3) or more candidates for the same office, and the two leading candidates receive a tie vote, the candidate(s) with the lower number of votes will be dropped from the ballot, and the voting process will begin again.
- C. Newly elected officers will be installed in accordance with the Marine Corps League Ritual, at the **April** general membership meeting, and shall commence their duties forthwith.

SECTION 720 - INSTALLATION OF OFFICERS - The installation of officers shall be with dignity in accordance with the Marine Corps League Ritual at the close of the membership meeting in **April**. The incoming Commandant shall choose an Installing Officer of his/her choice who must be a serving or past National, Department, or Detachment Commandant or a serving elected National or Department officer. If a National or Department officer is unable to attend, the installation shall be performed by the outgoing Detachment Commandant or another Past Commandant, or a Commandant from an adjacent Detachment.

- A. A **Report of Officer Installation** must be signed by the Installing Officer and be forwarded to National Headquarters, the Northwest Division Vice Commandant, and the Department of Oregon Adjutant/Paymaster, **within fifteen (15) days** of the installation of newly elected and appointed officers.

- B. Notwithstanding the above, the Report of Officer Installation must be received at National Headquarters no later than **June 30th** each year (Chapter 6, Section 620 of the National Administrative Procedures applies to this section).

ARTICLE EIGHT

RESIGNATION, DEATH OR REMOVAL OF OFFICERS

SECTION 800 - VACANCY OF OFFICE - It is anticipated that each member elected or appointed to office will honestly and faithfully discharge their duties to the best of their abilities and complete their term of office. However, occasions may arise where an officer is unable, incapable, or unwilling to do so, or is removed from office for cause. In such cases, these officers must be replaced expeditiously.

- A. A vacancy may be declared when: an “elected” officer has three (3) consecutive unexcused absences of regular scheduled Detachment meetings, has two (2) consecutive unexcused absences of called meetings of the Board of Trustees, is no longer in good standing, dies in office, resigns from his/her position, or is removed from office for cause.
- B. A vacancy may be declared when: an “appointed” officer has three (3) consecutive unexcused absences of regular scheduled Detachment meetings, is no longer in good standing, dies in office, resigns from his/her position, or is removed from office for cause.
- C. When a vacancy exists in an elected office, succession of command shall take place utilizing the following order: the elected officers in the chain of command move up (i.e. the Senior Vice-Commandant becomes the Commandant and the Junior Vice-Commandant becomes the Senior Vice-Commandant). The Judge Advocate will remain in office and will NOT move up.
- D. When a vacancy exists in either the Junior Vice-Commandant or the Judge Advocate office, the Commandant will call a special meeting of the Board of Trustees to initiate the process of filling the vacancy. The Commandant, with the advice and consent of the Board members, will appoint a replacement for said office to complete the unexpired term of office until the next regularly scheduled election of officers.
- E. At his/her discretion, the Commandant has the authority to appoint a replacement for any vacant appointed officer position.
- F. When a vacancy exists in an elected or appointed office, the Quartermaster shall be responsible for the safekeeping of all Detachment property pertaining to that office.

SECTION 805 - RESIGNATION OR DEATH - Upon receipt of resignation or notice of death of an officer, the Board of Trustees shall hold a called meeting to determine replacement. The Nominations Committee Chairperson may be asked to provide information relevant to the committee’s deliberations prior to the election of the resigned or deceased officer, in order to support the Board’s decisions. The Commandant, with the advice and approval from the Board of Trustees, shall appoint a replacement to complete the unexpired term of the office vacated, based on qualifications and willingness to serve.

SECTION 810 - REMOVAL FOR CAUSE - Whenever an elected or appointed officer wantonly and/or knowingly commits an act(s) contrary to the National Bylaws and/or Administrative Procedures of the Marine Corps League, or an act(s) which are deemed deleterious to the conduct of business and not in the best interest of the Marine Corps League, said member will be charged accordingly (see Chapter Nine, Section 904 of the National Administrative Procedures).

- A. If an “**elected**” officer is found incompetent, negligent, or commits other adverse actions that are inappropriate in the performance of his/her duties of office or as a member of the Marine Corps League, the election of that officer may be rescinded by a simple majority vote (50% + 1 vote shall constitute a majority) of the Board of Trustees at a special meeting, provided that at least fifteen (15) days prior notice has been given to said officer and the membership.
- B. If an “**appointed**” officer is found incompetent, negligent, or commits other adverse actions that are inappropriate in the performance his/her duties of office or as a member of the Marine Corps League, the Commandant has the authority to rescind the appointment of that officer.

ARTICLE NINE

MEETINGS

SECTION 900 - GENERAL MEMBERSHIP MEETING - The Detachment will normally conduct monthly general membership meetings at 1000 hours on the first Saturday of each month at a place to be determined by the Commandant. Regular meetings may be replaced by other Detachment events (i.e. annual Detachment picnic, Christmas observance, etc.) upon approval of the membership.

- A. The National and Organizational Colors, a Bible, and the Detachment Charter (or a copy thereof) will be displayed at all general membership meetings.
- (1) Respect - The Bible shall be opened, placed on an Altar which is covered with a clean and attractive Altar cloth, during all meetings. No disrespect to the Bible, by act or word, shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Altar or Bible as a resting place for any item or material. All space between the Altar and the Chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open.
- (2) The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.
- B. So as not to detract from the good order and discipline of the Detachment, all cell phones will be turned off or set to vibrate during the deliberations of meetings. All calls (received or made) and conversations must be taken outside the meeting room while meetings are in progress.
- C. The official uniform for all general membership meetings is the red Marine Corps League cover.
- D. Except for Department and National officers, no visiting member or visitor may speak, unless expressly solicited, on any subject under debate without the permission of the Presiding Officer.
- E. The “Annual” meeting of the Detachment will be held during the month of **March** and at this meeting, the Board of Trustees shall be elected.

SECTION 905 - BOARD OF TRUSTEES MEETING - The Board of Trustees will meet at the call of the Commandant, usually once a month, between the general membership meetings of the Detachment at a time and place to be determined by the Commandant. All members are encouraged to attend, however, they may not participate in the business matters during the meeting unless expressly solicited by the Board of Trustees.

SECTION 910 - EXECUTIVE STAFF MEETING - The Executive Staff will meet quarterly in **March, June, September, and December** in conjunction with the Board of Trustees meeting at a time and place to be determined by the Commandant.

SECTION 915 - SPECIAL MEETING - A special meeting of the Detachment may be called for a specific purpose by the Commandant, or upon a written request signed by no less than eight (8) regular members in good standing stating the specific purpose for the request. The meeting shall be called only after proper written notice of time, place, and reason for the meeting is given to the Detachment membership at least one (1) week prior to the date of the special meeting.

SECTION 920 - QUORUM - The minimum number of members in good standing required to be present for the transaction of official business of the Detachment shall be eight (8). Two (2) of the eight (8) members shall be members of the Board of Trustees. All business so conducted shall be considered legal and binding to the membership. For Board of Trustee and Executive Staff meetings, two (2) of the Board of Trustees are required to be present.

SECTION 925 - RIGHT TO SPEAK - All Detachment members, when recognized by the Presiding Officer at all general membership meetings, shall have the right to speak on any subject and all issues brought to the floor for its consideration.

SECTION 930 - PROCEDURE - The Presiding Officer shall use the Marine Corps League Ritual and the Detachment Bylaws as a guide to establish the sequence and procedures with which the official business of the Detachment meeting is to be conducted.

SECTION 935 - RULES OF ORDER - The rules contained in the current edition of *Robert's Rules of Order Newly Revised*, shall govern the Detachment meetings in all cases to which they are applicable and in which they are not inconsistent or in conflict with these bylaws and any special rules of order that the Marine Corps League may adopt. Should any provision conflict herein, the Marine Corps League National Bylaws shall prevail.

SECTION 940 - MEETING EXPENSES - Any expense associated with, or for the purpose of, conducting an official meeting of the Detachment shall be borne by the Detachment (general fund account) alone.

ARTICLE TEN

COMMITTEES

SECTION 1000 - COMPOSITION - Two types of committees ("Standing" and "Temporary") are established the within the Detachment to assist in the successful completion of its business, mission, and programs. Each committee will have a Chairperson who will be responsible for coordinating and conducting meetings, overseeing the work, maintaining records, and reporting the progress of the committee to the Board of Trustees and the general membership.

A. Each committee may have as many members as is deemed necessary by the Chairperson.

(1) The Commandant is an ex officio member of all committees.

B. The term of office for committee members shall expire upon completion of their assigned task(s) or with the adjournment of the Detachment general membership and Installation of Officers meeting in **April**.

(1) It shall be the responsibility of the incoming Commandant to re-establish the Committees under his/her administration.

- C. Members may serve concurrently on other committees as they desire, if so appointed, and without restriction be reappointed for an additional term(s).

SECTION 1005 - STANDING COMMITTEES - Standing Committees are to meet as required throughout the year to deal with matters that come within their area of responsibility. The Detachment standing committees are: the **Budget and Finance Committee**, the **Audit Committee**, the **Membership Committee**, the **Bylaws Committee**, the **Nominations Committee**, the **Awards Committee** and the **Marine of the Year Committee**.

- A. **BUDGET AND FINANCE COMMITTEE** - The **Commandant** will serve as the Budget and Finance Committee Chairperson. The committee will consist of the Board of Trustees, the Paymaster, and such additional members as may be required by the Chairperson. The Budget and Finance Committee will be responsible for the oversight of the Detachment's fiscal program and the preparation a financial program for the upcoming year. Additionally, the committee will monitor the budget and devise ways of increasing revenue for the Detachment. The Chairperson is responsible for providing a monthly report at the Detachment general membership meeting of the status and activities performed by the committee.
- B. **AUDIT COMMITTEE** - Any member in good standing of the Detachment may Chair the Audit Committee if approved by the Board of Trustees and appointed by the Commandant. The committee will consist of the Chairperson and two additional members in good standing selected by the Chairperson. The committee will be responsible for auditing all financial records and bank statements of the Detachment as kept by the Paymaster. An audit of the Detachment's financial records (books) shall be conducted semi-annually in **January** and **July** or at other times when ordered by the Board of Trustees. The committee may utilize the services of the Budget and Finance Committee and other such officers of the Detachment as may be required to complete the audit in a sound and timely fashion. The Chairperson will provide semi-annual reports, in **February** and **September**, at the Detachment general membership meeting of the status and activities performed by the committee.
- C. **MEMBERSHIP COMMITTEE** - The **Junior Vice-Commandant** will serve as the Membership Committee Chairperson. The committee will consist of such additional members as may be required by the Chairperson and be responsible for the development and conduct of programs designed to recruit and mentor new members and maintain the interests of the current membership to further advance the ideals and mission of the Detachment and the Marine Corps League. The Chairperson and will provide a monthly report to the Board of Trustees and general membership, at the monthly general membership meeting, of the status and activities performed by the committee.
- D. **BYLAWS COMMITTEE** - The **Judge Advocate** shall serve as the Bylaws Committee Chairperson. The committee will consist of such additional members as may be required by the Chairperson and be responsible for receiving and reviewing all proposed revisions, amendments or repeals to the Detachment Bylaws. All proposals received will be reported to the general membership by the committee Chairperson with a recommendation for appropriate action. If such recommendations are voted upon and approved by the general membership, the committee is responsible for making all necessary changes to the bylaws and forwarding the amendments to the Department Judge Advocate for review and approval.
- E. **NOMINATIONS COMMITTEE** - The **Junior Past-Commandant** shall serve as the Nominations Committee Chairperson, who will select two additional Regular members in good standing to serve on the Nominations Committee. The Nominations Committee shall seek out the best qualified members from within the Detachment to fill elected positions, and make recommendations to the Commandant on qualified members for Associate officer appointments. At the **February** general membership meeting, under the order of new business, the Chairperson, will present the nominations to the membership. The Chairperson will maintain a file record of the committee's recommendations for future reference.

F. **AWARDS COMMITTEE** - The **Senior Vice-Commandant** shall serve as the Awards Committee Chairperson. The Awards Committee shall consist of the Board of Trustees and the most recent Detachment Marine of the Year recipient. The attending members may elect an Acting Chair, in the event of the Senior Vice-Commandant's absence at any meeting. A quorum shall consist of three (3) members. The Awards Committee shall provide information to the Detachment's membership as to any awards that may be made, and the rules regarding such awards, and shall approve or disapprove all requests. When a Marine of the Year is selected, the Marine so recognized will also receive the Distinguished Citizen Medal-Bronze or the Distinguished Service Award. (Enclosure Four (4) of the National Bylaws, Descriptions of Medals, Ribbons, Awards and Who May Authorize, paragraph 1b, governs the awarding of this Medal.) Nominations for Department "Marine of the Year" and "Associate of the Year" shall be submitted by the Awards Committee Chairperson to the Department Adjutant/Paymaster no later than April 1st.

G. **MARINE OF THE YEAR** - The **most recent Detachment Marine of the Year recipient** will serve as the Marine of the Year (MOY) Committee Chairperson. The Detachment Marine of the Year Committee shall consist of all prior Detachment Marine of the Year recipients, and be charged with the selection of the Detachment's Marine of the Year. The recipient shall be a Regular member in good standing who continually demonstrates exemplary support to the Detachment and who espouses the principles and purposes of the Marine Corps League.

- (1) The committee shall also be charged with the selection of the Detachment Associate Member of the Year (AMOI), when applicable, to be selected from the Detachment's Associate members in good standing. The MOY and AMOI recipient's names shall remain confidential in a sealed envelope until the presentation of the award(s) by the MOY Chairperson at the Detachment's annual Marine Corps Birthday celebration dinner in **November**.

SECTION 1010 - TEMPORARY COMMITTEES - Temporary committees will be established on an as needed basis to deal with specific issues that do not fall within the jurisdiction of other existing committees and which cannot be handled in an expeditious manner by the Executive Staff. The composition and scope of temporary committees will be determined by the matter(s) to be considered and whose responsibilities are limited by purpose or duration to particular events and objectives. All temporary committees serve at the discretion of the Commandant and their term shall expire upon completion of their assigned task(s). The yearly reoccurring Detachment temporary committees are (but not limited to): the Picnic Committee, the Birthday Ball Committee, and the Toys for Tots Committee.

A. **PICNIC COMMITTEE** - The Picnic Committee Chairperson shall be appointed by the Commandant at the general membership meeting in **June** each year. The committee will consist of such additional members as may be required by the Chairperson and be responsible for creating and implementing plans to host the annual Detachment picnic. The picnic will take place on the fourth (4th) Saturday in **August**. The location and time will be announced at the **July** general membership meeting.

- (1) The Committee Chairperson will coordinate with the Paymaster for payment of expenses incurred consistent with the budget spending plan.

B. **BIRTHDAY BALL COMMITTEE** - The Marine Corps Birthday Ball Committee Chairperson shall be appointed by the Commandant at the general membership meeting in **June**. The committee will consist of such additional members as may be required by the Chairperson and be responsible for creating and implementing plans to properly commemorate the founding of the United States Marine Corps on 10 November 1775. Coordinate with the Budget and Finance Committee for financial support.

- (1) The Committee Chairperson will coordinate with the Paymaster for payment of expenses incurred consistent with the budget spending plan and report birthday plan during **September** membership meeting.

ARTICLE ELEVEN

FISCAL AND FINANCIAL

SECTION 1100 - FISCAL - For accounting and tax filing purposes, the Detachment shall use the **calendar year**, beginning at 0001 hours on January 1st and ending at 2400 hours on December 31st.

SECTION 1105 - FINANCIAL - The financial well-being of the Detachment lies in the overseeing of finances by the Board of Trustees as well as through the successful planning and implementation of programs from the Budget and Finance Committee and the proper accounting of funds by the Paymaster and Audit Committee. Through these collaborated efforts, it is projected that the Detachment's fiscal programs will remain solvent.

- A. The Paymaster is the authorized financial agent for the Detachment. For issuance of checks or withdrawals of funds, the signatures of both the Paymaster and an incumbent elected officer of the Detachment Board of Trustees (Commandant, Senior Vice-Commandant, or Junior-Vice-Commandant) shall be authorized to sign all checks issued by the Detachment. Expenditure of funds will be limited to the following:
- (1) Paymaster or the Commandant may approve disbursement of funds up to and including \$200.00.
 - (2) Expenditure of funds from \$200.01 up to and including \$500.00 must be approved by the Board of Trustees.
 - (3) Expenditure of funds exceeding \$500.00 must be approved by a simple majority vote (50% + 1 vote shall constitute a majority) of the general membership at a regular meeting or a special meeting called specifically for such purpose.
- B. In the event of indebtedness negotiations or dissolution, the exercise of funds to discharge legal liabilities will comply with the Articles of Incorporation.
- C. Funds shall be used for the purposes for which they have been given (i.e. funds that are donated for the Toys for Tots program will be turned over to the local Toys for Tots Coordinator and not used to fund a Detachment function). 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, a report made to the Board of Trustees, and any remaining funds will be transferred to the general treasury.
- D. Officers who expend funds in the transaction of official Detachment business may request reimbursement. If at all 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 to receive reimbursement. Generally, any expense for other than personal or uniform items can be considered reimbursable. Cost of travel to another Detachment's meeting or to a Department function is not considered reimbursable, unless such travel is completed at the request of the Board of Trustees or by the membership.
- E. The Audit Committee shall conduct semi-annual audits, and such other audits as ordered by the Board of Trustees, of the Detachment's financial records (books) and make full disclosure of all findings to the general membership. **Such audit will also be completed upon any change in the office of Paymaster.**

SECTION 1110 - BONDING - The Commandant, Adjutant/Paymaster or Paymaster as applicable and Officers authorized by the Detachment Commandant to handle funds are bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit is \$10,000.00 with a deductible of \$1,000.00 shall be described in the National Bylaws Article Five, Section 545 Bonding. Any additional bonding coverage shall be at the expense of the Detachment.

ARTICLE TWELVE

DELEGATES AND EXPENSES

SECTION 1200 – DELEGATES – Delegates at various levels of Marine Corps League functions (conventions, conferences, meetings, etc.) are direct representatives of the Detachment, and as such, should possess the highest caliber of moral character and esprit de corps necessary to properly reflect the image of the Detachment. The selection of delegates to represent the Detachment will first be considered from elected officers, appointed officers, regular and associate members in good standing in that order.

SECTION 1205 -DELEGATE QUALIFICATION – In order to be selected as a sponsored delegate to represent the Detachment at an official Marine Corps League event, the member must be in good standing and must have attended at least eight (8) Detachment meetings in the preceding twelve (12) months in order to share in the approved expenses for such an event. By virtue of his/her position, the Commandant is automatically selected as a sponsored delegate to all official Marine Corps League events.

SECTION 1210 – DELEGATE EXPENSES - Upon approval by the Board of Trustees and consistent with the budget spending plan, the Detachment shall reimburse the expenses incurred by the sponsored delegates in attending the Department Convention, Mid-Winter Conference, and National Convention (if held in the State of Oregon, but not locally in the city), in an effort to represent and promote the Detachment throughout the State. Reimbursement shall be limited to event registration fees, a maximum of \$35 per day for meals, and mileage (at the Internal Revenue Service (IRS) mileage rate for charitable organizations). Hotel fees and other miscellaneous expenses shall be borne by the individual delegate.

ARTICLE THIRTEEN

GOVERNMENTAL REPORTS

SECTION 1300 - IRS REPORT - Having obtained an Employer Identification Number (**36-4617829**) as required by Article Seven, Section 720 of the National Bylaws, the Paymaster (or an authorized member on the Board of Trustees) is required to file a tax report each year with the IRS as a tax exempt organization (see Chapter Eight, Section 800(b) of the National Administrative Procedures). Because the Detachment's revenue (all income to include membership dues, donations, etc.) is under \$50,000.00 annually, an IRS Form 990-N (e-Postcard) is all that is required for filing. File on-line at: <http://postcard.form990.org> (see Enclosure One (1) for instructions).

- A. **DUE DATE OF THE E-POSTCARD** - The e-Postcard is due every year by the 15th day of the 5th month after the close of the tax year. The Detachment's tax year ends on December 31, therefore the e-Postcard is **due not later than May 15th** of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. **The Detachment cannot file the e-Postcard until after the tax year ends.**
- B. **RECORD OF FILING** - After filing with the IRS, two copies of the IRS Accepted Receipt - Form 990-N (e-Postcard) will be made; one copy will be placed in the Detachment's files and the other **copy will be sent to the Department Paymaster** for filing at National Headquarters.
- C. **FAILURE TO FILE** - If the Detachment does not file the e-Postcard on time, the IRS will send a reminder notice. There is no penalty assessment for late filing of the e-Postcard, but if the Detachment fails to file the required e-Postcards for three consecutive years, it will automatically lose its tax-exempt status. The revocation of the tax-exempt status will not take place until the filing due date of the third year.

SECTION 1305 - INCORPORATION REPORT - Having complied with the National Bylaws for Incorporation (see Article Seven, Sections 700(a)(2) and 710), the Detachment is duly Incorporated under Registry Number **165861-17** with the Oregon Secretary of State, Corporation Division. To maintain the legal status of the Detachment, an annual report must be filed with the Secretary of State's office each year on the anniversary date (**01-12-1983**) of the filing of the Articles of Incorporation.

- A. The Adjutant (or an authorized member on the Board of Trustees) will file for a renewal on-line at: **www.filinginoregon.com**, or by mailing a copy of last year's renewal report (with corrected up-to-date information) to: **Secretary of State, Corporation Division, 255 Capitol Street NE, Suite 151, Salem, Oregon 97310-1327.**
- B. Each year the Corporation Division will send a form for renewal to the address on record, however, it is the Detachment's responsibility to ensure that the form is completed, submitted, and filed on time.
- C. The Detachment will be administratively dissolved as a corporation if:
 - (1) Renewal forms are not filed each year with the Secretary of State within 45 days of the anniversary date.
 - (2) The Detachment fails to pay when due, any fees imposed by Oregon statute.
 - (3) The Detachment is without a registered agent or does not notify the Secretary of State that its registered agent has been changed.

ARTICLE FOURTEEN

UNIFORMS

SECTION 1400 – UNIFORMS – Members of the Detachment are encouraged to obtain regulation Marine Corps League uniforms, however it is not mandatory or a condition of membership. If uniforms are acquired by members, they will be worn only in accordance with the Uniform Code - Marine Corps League policy (see Enclosure Three (3) of the National Bylaws and Administrative Procedures).

ARTICLE FIFTEEN

GENERAL

SECTION 1500 - MEMBERSHIP LISTINGS - All official and unofficial membership listings of the Santiam Detachment, Marine Corps League is deemed proprietary information and shall be considered as Controlled Unclassified Information (CUI). Periodically, membership listings, or portions thereof, will be provided to appropriate Marine Corps League members that is exclusively for internal use only. The Detachment membership listing, in whole or in part, will not be sold, leased, copied, loaned, or assigned without the expressed permission of the Detachment Commandant and/or the approval of the Detachment membership.

SECTION 1505 - VIOLATION - Any member who violates the precepts of the Marine Corps League National, Department of Oregon, or Detachment Bylaws and Administrative Procedures is subject to the provisions of Chapter Nine (9) Grievance and Discipline, as stated in the Marine Corps League National Administrative Procedures.

SECTION 1510 - CRIMINAL ACTS - Should any member of the Detachment violate any of the criminal laws of the United States, or State having jurisdiction, the complaint should be made directly to the proper federal, state, or local authority, and not to the Marine Corps League.

SECTION 1515 - OFFENSES - The following offenses are recognized and must be processed in accordance with the applicable section or sections of these bylaws: All grievances and requests for disciplinary proceeding will be referred to the Department of Oregon Judge Advocate. **The Detachment has no punitive authority in these matters:**

- A. Violation of oath of membership
- B. Violation of oath of office
- C. Conduct unbecoming of a member of the Marine Corps League, or an action that is deemed detrimental to the Marine Corps League.
- D. Conviction of any crime which constitutes a felony in a county, city, state or federal court in the United States of America.

SECTION 1520 - CHARTER VOLUNTARY SURRENDER - The Charter of the Santiam Detachment, Marine Corps League may be voluntarily surrendered for such reasons as may be determined appropriate by the Detachment members. Upon a determination that it is no longer practical to maintain the Detachment, the Board of Trustees shall immediately notify the Department of Oregon, Marine Corps League in writing of its intent to dissolve and surrender the Charter (see Article Five, Section 560 of the National Bylaws).

- A. In the event of Charter voluntary surrender, the Department Board of Trustees shall assume custody of all Detachment assets and liabilities.
- B. All ceremonial rifles must be accounted for and disposed of by the Detachment as set forth in the issuing agreement and regulations (Title 10, United States Code, Section 2572), either physically or through police/fire reports of any weapon not currently in the Detachment's possession.

SECTION 1525 - CHARTER SUSPENSION, REVOCATION - The suspension or revocation of the Detachment Charter may be consummated by the Department of Oregon Board of Trustees and/or the National Board of Trustees and shall be implemented in accordance with Article Five, Section 555 of the National Bylaws and Administrative Procedures in a manner considerate of the well-being and good name of all concerned.

- A. In the event of Charter suspension or revocation, the Department Board of Trustees shall assume custody of all Detachment assets and liabilities.
- B. All ceremonial rifles must be accounted for per issuing regulations (Title 10, United States Code, Section 2572), either physically or through police/fire reports of any weapon not currently in the Detachment's possession.

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ENCLOSURE ONE (1)

INTERNAL REVENUE SERVICE REPORTING INSTRUCTIONS



Filing IRS Form 990-N (e-Postcard) On-line

The Detachment, having an Employer Identification Number (**36-4617829**), **must** file a tax report with the IRS. If the gross revenue (all income to include membership dues, donations, etc.) is less than \$50,000, the Paymaster (or an authorized member on the Board of Trustees) can file an on-line Form 990-N, Electronic Postcard (e-Postcard). **The e-Postcard must be filed no later than the 15th day of the 5th month following the end of the fiscal or calendar year as applicable.** It must be filed at least every three (3) years, but it is best to file it every year. Failure to file the 990-N at least every three years will result in the IRS revoking the tax-exempt status of the Detachment.

1. Go on-line to: <http://epostcard.form990.org>
2. You will be at the page: **e-Postcard: file your electronic IRS Form 990-N**
3. Go to Step 2: **Create your Form 990-N (e-Postcard)** and click on that link to go to the Login page.
 - A. On the Login page: enter your **Login ID: 36461782901** (login ID is the Detachment EIN with no hyphen and 01 at the end) and **Password: Subject to change periodically per each new Paymaster**
 - B. Complete the on-line Form 990-N (e-Postcard): **Use calendar year January 1st thru December 31st.**
 - (1) Click on the box of the appropriate items: **Still Active** and **Gross receipts are normally \$50,000 or less**. Complete the form with the following information:
 - (a) Organization's legal name: **MARINE CORPS LEAGUE**
 - (b) DBA (Doing Business As) name: **Santiam Detachment #374**
 - (c) DBA name – continued: **Marine Corps League**
 - (d) In care name: **Adjutant/Paymaster's name** (i.e. John Smith or John P Smith - *no period after the initial in middle name*)
 - (e) Organization's mailing address:
 - Country: **United States**
 - Number and street (or PO Box): **PO Box 2228** (*no period after P and O*)
 - City or town: **Albany**
 - State: **Oregon**
 - Zip code: **97321**
 - (f) Organization's website address, if applicable: **Leave this blank until a website is created**
 - (g) Principal Officer:
 - Type of name: **select "person"**
 - Person Name: **Commandant's name** (i.e. John Smith or John P Smith- *no period after P*)
 - Country: **United States**
 - Number and Street or PO Box): **PO Box 2228** (*no period after P and O*)
 - City or town: **Albany**
 - State: **Oregon**
 - Zip code: **97321**

4. Submit your Form 990-N (e-postcard): When you complete your e-postcard, click the “Submit Filing to IRS” button at the bottom of your report form.
5. When the report has been filed, the IRS will e-mail you that the e-postcard has been accepted. Keep a copy of that for your files.
6. To see if the Detachment has submitted any 990-N Electronic Postcards, you will have to login and go to the Control Panel where all filings are listed by year.
7. Make sure to ensure that all information entered is correct and then click on **Save Changes**. Once the changes to the Form 990-N are saved, click on **Submit filing to IRS**.
8. It will take approximately 30 minutes to acknowledge receipt by the IRS. Once the transmission is complete, go to the **control panel** and check to see the filing status. Click on **view** of the appropriate year to review each submission.
9. Upon completion of filing Form 990-N, the Detachment Paymaster will make two copies of the email Acceptance Receipt from the IRS. Place one copy into the Detachment files and mail or email one copy to the Department Paymaster (see Chapter Eight, Section 800 (b) of the National Administrative Procedures).

These Bylaws, upon adoption, supersede any other Bylaws of the Santiam Detachment, Department of Oregon, Marine Corps League together with any amendments made to such prior Bylaws.

SANTIAM DETACHMENT, DEPARTMENT OF OREGON, MARINE CORPS LEAGUE BYLAWS

Approval:

These Detachment Bylaws and Administrative Procedures were presented to the membership of the Santiam Detachment, Department of Oregon, Marine Corps League at the regular scheduled meeting held at Albany, Oregon on March 28, 2015 and were voted and approved on March 28, 2015.

Certification:

I, Timothy C. Beach, Commandant of the Santiam Detachment, Department of Oregon, Marine Corps League do hereby certify that the Bylaws and Administrative Procedures were voted on and approved by a majority of the membership present on March 28, 2015.

/s/ Timothy C. Beach Dated: March 28, 2015
Timothy C. Beach, Commandant
Santiam Detachment
Department of Oregon
Marine Corps League

Attest:

Mark Reed, Adjutant, Santiam Detachment, Department of Oregon, Marine Corps League.

/s/ Mark Reed Dated: March 28, 2015
Mark Reed, Adjutant
Santiam Detachment
Department of Oregon
Marine Corps League

I, Warren Griffith, Judge Advocate, Department of Oregon, Marine Corps League certify that I have read and do hereby approve the Bylaws and Administrative Procedures of the Santiam Detachment, Department of Oregon, Marine Corps League.

/s/ Warren Griffith Dated: April 15, 2015
Warren Griffith, Judge Advocate
Department of Oregon
Marine Corps League