

2024 DETACHMENT NAME BYLAWS



COLONEL PHILLIP C. DELONG

DETACHMENT 1267

BYLAWS

DATE: 16 December 2024

COLONEL PHILLIP C. DELONG
DEPARTMENT OF FLORIDA, MARINE CORPS LEAGUE

16 December 2024

From: Marine Corps League *Colonel Phillip C. DeLong Det. 1267*
To: Distribution List

Subj: MCL Col. Phillip C. DeLong # 1267 BYLAWS

Ref: (a) Current Edition of the National Bylaws (NBL)
(b) Current Edition of the National Administrative Procedures (NAP)
(c) Current Edition of the Department of Florida Bylaws and Administrative Procedures

1. **Purpose.** These Bylaws provide guidance concerning the function and organization of the *Col. Phillip C. DeLong Det. #1267*. The primary goal of these Bylaws is to ensure that *Col. Phillip C. DeLong Det. #1267* is operated in accordance with the Marine Corps League's structure and to follow all local, state, and national laws. The 24 June 2019 edition of *Col. Phillip C. DeLong Det. #1267* Bylaws are hereby cancelled this date.
2. **Background.** The National Bylaws state the responsibilities incumbent upon all Marine Corps Leagues members and state the requirements that will ultimately facilitate the mission of this Detachment.
3. **Goal.** The goal of the Marine Corps League Detachment Bylaws is to provide the Detachment leadership effective resources and guidance to ensure that this Detachment is successful and relevant to the membership. These Detachment Bylaws and the Marine Corps League's Administrative Procedures set the specific guidelines and requirements for all Marine Corps League members to follow.
4. **Ratification.** These Detachment bylaws were presented to all members at the Col. Phillip C. DeLong Detachment #1267 general meeting on 16 December 2024. There was a motion and a second by qualified members to accept and approve the Detachment Bylaws. The discussion phase was opened, and all questions or changes were made. The Detachment Bylaws were ratified/approved by majority vote of all members present at the Detachment's general meeting on 16 December 2024.
5. **Effective: Date of MCL *Colonel Phillip C. DeLong Det. #1267* Bylaws.** These Bylaws were effective on 16 December 2024.

6. Reviewed and Approved.

Col. Phillip C. DeLong Det. #1267
Commandant

Col. Phillip C. DeLong Det. #1267
Senior Vice Commandant

Col. Phillip C. DeLong Det. #1267
Judge Advocate

Additional officers may be added as desired

DISTRIBUTION:

MCL Department of Florida Judge Advocate *Col.*
Phillip C. DeLong Det. #1267 Board of Trustees

2024 COL. PHILLIP C. DELONG DETACHMENT BYLAWS

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**ARTICLE I:
Name, Purpose, and Resolve**

Section 100: Name. The name of this Detachment shall be the Marine Corps League Colonel Phillip C. DeLong Detachment #1267. This Detachment is affiliated with and has been chartered by the National organization of the Marine Corps League. The Detachment charter was issued on 30 January 2007. These Bylaws are to conform to the Bylaws, administrative procedures, regulations, and policies issued by the National and Department organizations. The Detachment is established under the authority of the National Headquarters, Marine Corps League, Inc., and the Department of Florida, Marine Corps League.

Section 105: Mission Statement. The mission of the Marine Corps League is to promote the interest and to preserve traditions of the United States Marine Corps; strengthen the fraternity of Marines and their families; serve Marines, U.S. Navy Personnel who have trained with Marine FMF units for more than ninety (90) days and earned the Marine Corps device (clasp) worn on the Service Ribbon. See NB Article V section 515-2(b).

Section 110: The purpose. The purposes of the Marine Corps League (MCL) and this Detachment shall be:

- 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 and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- C. To fit its members for duties of citizenship and to encourage them to serve ably as Citizens as they have served the Nation under arms;
- D. To hold sacred the history and memory of the men and women 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 civilian life;
- H. To aid voluntarily and to render assistance to all Marines, honorably discharged Marines, FMF Corpssmen and FMF Chaplains, as well as to their families, their widows and their orphans;
- I. To perpetuate the history of the United States Marine Corps, and by fitting acts, to observe the anniversaries of historical occasions that are of particular interest to Marines.

Section 115: Not for profit. The MCL is not organized for and shall not be operated for pecuniary gain or profit. No part of the property of the corporation and no part of its net earnings shall insure the benefit of or be distributed to any director, member, or other private individual. The MCL shall never be authorized to engage in regular business of a kind ordinarily carried on for profit or in any other activity except in furtherance of the purposes for which the MCL was organized. The Detachment is incorporated in the state of Florida as a non-profit 501 (c) (4) corporation.

Section 120. Non-Discrimination. The Marine Corps League:

- A. Shall never take part in any labor or management dispute or issue;
- B. Shall not be sectarian, political, and partisan;
- C. Shall not be based on race, color, creed, nationality, or sex;
- D. Shall not be used as a medium of political ambition or preferment; and
- E. Shall not use former or present military rank or former or present civilian position as the basis for special consideration and preference.
- F. Nothing in the preceding sub-section shall prohibit the Detachment from participation in political issues affecting the welfare of the United States Marine Corps, The Marine Corps League, or the national security of our nation.

Section 125: The resolve of this Detachment shall be:

- A. This Detachment is organized as a charity 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 the best interests of the Detachment or its programs will be best served thereby.
- B. The property of the Detachment is dedicated to the purposes of this veteran's organization and no part of the net income or assets of this detachment shall ever insure to the benefit of any director, officer, or member thereof, or to the benefit of any private persons.
- C. The Detachment recognizes and affirms its allegiance and subordination to the National Headquarters, Marine Corps League, Inc., and to the Department of Florida, Marine Corps League.
- D. All powers in, of, and for this Detachment shall be vested in its regular members in good standing, assembled at a regular or special meeting. Executive and administrative powers will be delegated to its Board of Trustees composed of the Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, and a Past Commandant in execution of their duties as the Staff of this Detachment.

ARTICLE II **Membership**

- A. **Section 200: Membership.** Marine Corps League *Colonel Phillip C. DeLong* Detachment # 1267 is the sole judge of its membership, providing said person meets the requirements established in the current National Bylaws. Regular membership shall be governed by the guidelines set forth in the National Bylaws and Administrative Procedures, the Department Bylaws, and this Detachment's Bylaws. The applying candidate and sponsor shall have the obligation of providing documentation proving eligibility to join the Marine Corps League. This documentation shall consist of a copy of the applicant's DD214 or a copy of the candidate's Honorable Discharge or a copy of the candidate's US Uniformed Services Identification Card for retired Marines.
- B. **Regular Membership:** Only persons who are serving, or who have served in the United States Marine Corps "on active duty" for not less than ninety (90) days and persons who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) reserve retirement credit points, and , U.S. Navy Personnel who have trained with Marine FMF units for more than ninety (90) days and earned the Marine Corps device (clasp) worn on the Service Ribbon. See NB Article V section 515-2(b). 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. Applications shall be received by a member/sponsor who, after examining proof of member eligibility shall be delivered to the Detachment Adjutant along with all current dues and fees after the credentials are vetted by the Judge Advocate. A thirty (30) day waiting period will be employed before the member applicant can be approved by the membership and sworn in as a Detachment member, thus allowing for a full vetting process by the Judge Advocate. The elected and appointed officers will fully review each application prior to the next regularly scheduled Detachment meeting and make recommendations to the regular members in good standing for approval by vote on their final acceptance. When the applicant has been approved for membership, all original documentation validating applicant eligibility shall be returned to the candidate. The Adjutant will note in the Detachment logs that applicant validation has been satisfactorily approved.
- C. **Associate Membership:** Any person of good character, not qualified for regular membership in the Marine Corps League and who has initiated the current standard application form and demonstrates support for the principles and purposes of the Marine Corps League and its activities shall be eligible to become an Associate Member of the Marine Corps League and this Detachment. An Associate Member shall be entitled to the rights, privileges and benefits of a regular member, however, such members shall not vote on a membership application, an election of Officers, or hold elective office. Such members shall be afforded the right to vote on internal affairs of the Detachment, provided such a vote does not affect a policy of the Marine Corps League. Associate Members shall pay the same dues as prescribed for regular members including initiation fees.

- D. **Dual Membership:** 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 shall be counted in the same manner as an Associate Member for voting count at National and Department Conventions.

Section 205: Membership Dues and Fees. Membership dues and fees will be as set by National and the Department of Florida and by such additional fees as set by this Detachment. All such fees of this Detachment shall be subject to vote of the membership at a regular business meeting before taking effect.

- A. All members shall be considered in good standing in the Detachment and the Marine Corps League, except when:

1. Required dues are not paid and transmitted on or before the annual membership expiration date of *31 August*.
2. A member is indebted and in arrears to the Detachment, Department, or the National office.

B. In all cases involving transfer of a member of a Detachment, the losing Detachment approving of the transfer shall also certify in writing that the transferring member is in good standing.

- C. Transfers/Member-at-Large Status: Standard Marine Corps League forms shall be used and approved.

- D. A member shall be identified as delinquent whenever the member's dues are not paid and transmitted annually on or before *31 August*.

1. Such member shall be retained in the delinquent status for a maximum of *one (1)* 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 is not indebted to Marine Corps League *Colonel Phillip C. DeLong* Detachment #1267, the Department of Florida, or to National Headquarters.
2. Should the affected member remain delinquent in excess of *one (1)* year such a member shall be dropped from the League's active membership rolls. The good standing status of such a member shall be restored by options noted in Reference NAP Chapter Seven (b), Section 7035.
3. No delinquent member may be transferred.

E. No member shall be deprived of any rights and privileges in the Marine Corps League or Marine Corps League *Colonel Phillip C. DeLong* Detachment #1267 except for non payment of dues or other indebtedness, unless the member shall first be charged, tried, and found guilty in accordance with the provision of the National Bylaws and Administrative Procedures dealing with offenses and penalties.

F. The right of appeal under the provisions of the National Bylaws and Administrative Procedures shall not be denied.

Section 210: Ineligible Members

- A. If there is reason to believe a member of the Marine Corps League does not meet the qualifications to be a member, this (these) reason(s) must be submitted in writing to the Detachment Commandant, who will assign the Detachment Judge Advocate to investigate the charge as presented. Unless and if:
1. The person to be investigated is the Detachment Commandant, then the request will be given to the Detachment Senior Vice Commandant for action, or
 2. The person to be investigated is the detachment judge advocate, then the detachment commandant will appoint a past detachment commandant to conduct the investigation.
- B. If the investigation determines that the member does not have the necessary qualifications to be a member, the officer who is investigating will present a written report of the investigation, with a draft of a disciplinary charge to the members of the detachment board of trustees. The BOT shall file a charge with the Department of Florida Judge Advocate in accordance with National Administrative Procedures, Chapter Nine.

Section 215. Removal from Detachment Rolls

- A. Once accepted as a member in good standing by the detachment membership, that member may not be removed from the detachment roll except:
1. By disciplinary action in accordance with National Administrative Procedures;
 2. By that member requesting transfer;
 3. By resignation in writing; or
 4. If a member becomes delinquent as defined in the National Administrative Procedures.
 5. Upon the Notice of Death being processed by the National Office.

Section 220: Membership Listing. The membership listing of the MCL is proprietary information and under the direct control of the National Office of the League. Applicable portions of the membership listing are periodically provided to Departments and Detachments exclusively for internal usage in administrating membership of those organizations. The applicable portion of the membership listing provided the Detachment (aka quarterly and Detachment rosters requested at other times) shall only be distributed to members that have a direct need to use that information.

ARTICLE III **Officers**

Section 300: Governing Body

- A. **The Board of Trustees (BOT):** The elected officers of this Detachment shall be the Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate. The immediate Past Commandant shall, upon appointment by the Detachment Commandant and consent and advice of the Detachment BOT, be the Jr. Past Commandant. These *five (5)* elected officers, and the appointed Junior Past Commandant, shall comprise the Detachment's Board of Trustees, also referred to as the BOT of Det #1267. Only regular members may hold these offices and no member shall serve in more than *one (1)* position on the Detachment's Board of Trustees. Associate Members are not eligible for elected office.
- B. **Detachment Officers - Elected:** The *Colonel Phillip C. DeLong Det. #1267* shall:
1. Elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate each year; and
 2. The Detachment Commandant shall appoint an Adjutant, Paymaster (or Adjutant/Paymaster), Chaplain, and Sergeant-at-Arms.
 3. The Detachment may have additional elected and appointed officers as required by the needs of the Detachment. These positions shall be elected or appointed per the provision of these Bylaws, Article IV.
 4. All elected officers shall be regular members of the Marine Corps League and the *Colonel Phillip C. DeLong Det. #1267* in good standing.
 5. At the will of the Detachment, Associate Members may serve in appointed offices only and must be Associate Members of the Marine Corps League and the *Colonel Phillip C. DeLong Det. #1267* in good standing.

C. Duties of Elected Detachment Officers:

1. Commandant: The Commandant, as the Senior Executive Officer of the Detachment, shall preside over all meetings of the Detachment and the Board of Trustees. The Commandant will serve as an Advisor to all Committees. He/She shall direct and supervise the activities of the elected, appointed, and committee officers and chairpersons. The Commandant, together with the Adjutant/Paymaster, shall be responsible for the integrity of the finances of the Detachment and, together with the Quartermaster, shall be responsible for the integrity of property management of the Detachment. The Commandant will ensure that the Detachment is represented at all civic, memorial, and community functions where it is customary that Veteran's Organizations be represented.
2. Senior Vice Commandant: The Senior Vice shall assist the Commandant in every way presiding at meetings in the absence of the Commandant.

3. Junior Vice Commandant: The Junior Vice shall create and promulgate membership incentives and programs including the retention of delinquent members to ensure continuous membership growth. He/She will perform the duties of the Detachment Commandant and Senior Vice in the event of their absence.
4. Judge Advocate: The Judge Advocate shall become familiar with and interpret the Detachment Bylaws. He/She shall advise, construe, counsel, and render opinions on questions of law and procedure to the Detachment Commandant during meetings. The Judge Advocate will be privy to all staff and special meetings. He/She shall make decisions on the local level in disputes, or, if unable to resolve the problem, refer to the next highest level, i.e., Department or National. He/She shall revise and make recommendations on submitted amendments of the bylaws.

Section 305: Detachment Staff - Appointed

- A. **The Detachment Staff:** The *Colonel Phillip C. DeLong Det. #1267* Commandant shall, with the advice and consent of the Detachment's BOT, appoint an Adjutant, Paymaster, Chaplain, Sergeant-at-Arms, and other such officers as needed to effectively administer the business of the Detachment. These officers comprise the Detachment Staff and are expected to assist the BOT in decisions and administrative activities and attend Detachment meetings. Regular members and Associate members may hold these offices in the Detachment.

B. Duties of Appointed Detachment Officers:

1. **Adjutant:** (a) Shall keep and maintain a true record of all meetings of the Detachment. An audio tape recording of all meetings will be kept on file for a period of one year. Detachment records will be transcribed or written and will be filed; (b) Shall forward notices of Detachment meetings, events, etc. The preferred method of communication shall be electronic mail; (c) Shall maintain with the assistance of the Paymaster a current membership roster of all categories of members; (d) Shall maintain a record of all Detachment correspondence; (e) Shall perform other such duties as directed by the Commandant.
2. **Paymaster:** (a) Shall maintain a true and current record of all funds received and expended by the Detachment; (b) Shall disburse funds for approved Detachment expenditures immediately and deposit checks and cash received with three business days of receipt; (c) Shall maintain an imprest (petty cash) fund not to exceed \$200.00. Receipts for all expenditures will be maintained. Increases in the imprest fund must be approved at a regular meeting of the Detachment; (d) All expenditures of the Detachment shall conform to the approved clip levels as follows: Disbursement approval levels for the Detachment are established as \$200.00 and below requires approval by the Commandant; amounts between \$201.00 and \$500.00 require approval by the Board of Trustees; and amounts exceeding \$500.00 require approval by the Detachment membership and included in the monthly report of the Paymaster. (e) Shall complete and forward membership transmittals to the Department of Florida, MCL, and National MCL with *fifteen (15)* days of receiving membership dues and shall not hold the transmittals until a transmittal sheet is filled with member names; (f) Shall immediately forward copies to all elected officers upon receipt of the member roster from MCL National; (g) Shall perform other such duties as directed by the Commandant.

3. **Chaplain:** (a) Shall perform such duties at Detachment meeting as prescribed in the MCL Ritual Manual; (b) Shall take an active part in all memorial and funeral services in which the Detachment participates; (c) Shall visit the sick; (d) Shall be reimbursed for the purchase of cards and postage.
4. **Sergeant-at-Arms:** (a) Shall arrange the meeting hall; (b) Shall assist the Commandant and Adjutant in meeting arrangements; (c) Shall verify the membership of all persons attending Detachment meetings; (d) Shall preserve order at all meetings; (e) Shall perform all duties as prescribed in the MCL Ritual Manual; (f) Shall perform other such duties as directed by the Commandant.
5. **Public Relations Officer:** Shall be responsible for all public relations activities by developing relationships with local media and government officials for the purpose of enhancing the image of the Detachment.
6. **Webmaster/Communications Officer:** (a) Shall maintain the Detachment website with current information; (b) Shall maintain communication internally and externally as may be applicable to web links and information flow; (c) Shall be reimbursed for necessary expenses related to website development; (d) Shall perform other such duties as directed by the Commandant.
7. **Historian:** Shall assemble and maintain a record of the achievements of the Detachment under the direction of the Board of Trustees.
8. **Service Officer:** Shall become knowledgeable of any and all benefits available to veterans and shall assist Detachment members as necessary.
9. **Detachment Special Staff:** The Detachment Special Staff are appointed by the Detachment Commandant as required. The Special Staff members' duties are designated by the Detachment Commandant as he/she sees fit, and all reports from those Staffs are made directly to the Detachment Commandant.

ARTICLE IV

Election Procedures, Nominations, Installation and Report of Installation

Section 400: Election of Officers of the *Colonel Phillip C. DeLong Det. #1267* shall be the last order of business at the regularly scheduled monthly Detachment meeting in *April*. Installation of the newly elected officer will be conducted on no later than the last day of the month after the election (*May*).

Section 405: A complete Report of Officer Installation (ROI) will be available for the installation official to verify and sign. The ROI must be submitted to the Department Adjutant no later than *five (5)* days after the installation date.

- A. The “Report of Installation” form must be received by the National Headquarters by June 30th of each year to establish credentials for the National Convention. A Detachment is NOT in good standing if this report is not received.
- B. If at any time throughout the year, there is a change in any officer(s) position, that new officer(s) must be sworn in in accordance with National Administrative Procedures and a supplemental “Report of Installation” form must be submitted.

Section 410: Nominations. Nominations of proposed officers of the *Colonel Phillip C. DeLong Det. #1267* shall be made beginning in *February* as the last order of business of the monthly Detachment meeting. A second and third round of nominations will be conducted at each of the subsequent (*March and April*) Detachment monthly meetings.

Only regular members of *Colonel Phillip C. DeLong Det. #1267* in good standing may be nominated for an elected officer position. Nominees must accept the nomination prior to their names being placed on the ballot.

Section 415: Election of officers shall be by paper ballot or by up or down vote of regular members in good standing present at the Detachment’s monthly meeting designated for its annual election in Section 400 of these Bylaws.

Section 420: Ballots. The counting of ballots will be conducted by the Sergeant-at Arms and verified by the Judge Advocate (unless the election is for the JA position) In the event that either of these officers is not available, the Commandant will select a member(s) of the Detachment to perform these functions. In the event of only one nominee for an office position, the presiding officer will ask the Adjutant to cast one unanimous vote for the nominee. The Adjutant replies that a single unanimous vote was cast for the nominee (stating their name and the officer position) and records in the Detachment minutes.

Section 425: Vacancies. See Reference National Bylaws, Article IX, Section 925. **Vacancies** for all matters related to the order of succession and procedures related to vacancies.

ARTICLE V **Meetings**

Section 500: Meetings. The *Colonel Phillip C. DeLong Det. #1267* shall meet regularly on the *3rd Monday* of every month at *1900 hours* at the *Bacall Recreation Center, 2041 Canal Street, The Villages, Florida 32162*. The Detachment charter or a copy, the National Colors, and a Bible shall be displayed at all business meetings.

Section 505: General and Special. Special meetings may be called for specific purposes by the Commandant or upon written request signed by at least five members in good standing stating the purpose of such meeting. The Commandant shall call the special meeting and proper notification shall be given to the membership. Only the stated purpose shall be addressed at such a meeting. Other general or special meetings may be called by the Board of Trustees as the business of the Detachment requires.

Section 510: Board of Trustees. The Board of Trustees meeting should take place at a mutually acceptable time monthly, but in no case not less than at least *four (4)* times per year to plan and administer the business of the Detachment.

Section 515: Quorum. A quorum for purposes of voting and in order to conduct official business at either a regular or special meeting of members shall consist of *three (3)* BOT members and at least *ten (10 %)* of regular members in good standing

Section 520: Parliamentary Authority. Each Detachment shall use the current edition of *Robert's Rules of Order Newly Revised* which shall govern in all cases to which they are applicable and in which they are not in conflict with the National Bylaws and National Administrative Procedures and any special rules of order National may adopt. In the event of a conflict, the ruling authority is the National Bylaws, then the National Administrative Procedures, then *Robert's Rules of Order Newly Revised*.

Section 525: Contracting Authority. No Detachment officer, committee chairperson, or other member of any Detachment shall enter or sign any contract or agreement for the purpose of binding the Detachment without first submitting such contract or agreement to the Detachment Board of Trustees for approval, amendments, or rejection.

ARTICLE VI Committees

Section 600: Elected Officers. The Detachment Commandant, with the advice and consent of the BOT, may appoint such Standing or Ad Hoc committees and projects from time to time, as they deem appropriate to assist in the performance of the business of the Detachment. All committee chairpersons, regardless of category, will inform the Commandant or, in his/her absence, the Senior Vice Commandant, of any call for a meeting, and will report to the Commandant a summary of the results of the meeting.

Section 605: Members. The members of such committees and projects serve at the pleasure of the detachment commandant.

Section 610: Standing and Special. Committees established under these Bylaws will include the following types: (a) Standing Committees, an elected officer will serve as the Chairperson. These committees are always active. (b) Special Committees are appointed by the Commandant, with the advice and consent of the Board of Trustees, to deal with a specific issue of interest to the Detachment. Such committees will elect their own Chairperson. The following Special Committees may be appointed annually by the Commandant and will normally be chaired by an elected or appointed officer. These Special Committees consist of but are not limited to: (a) Membership (b) Marine Corps Birthday Ball (c) others as specified by the Commandant.

Section 611: Membership Committee. The Junior Vice Commandant will be the Chairperson for the membership committee and shall create and promulgate such membership incentives and programs as will produce enthusiastic response resulting in continuous membership growth, reduction in delinquencies, and retention of members.

Section 612: Bylaws Committee.

The Bylaws Committee will consist of the Judge Advocate (Chairperson) and three (3) members from the body appointed by the Chairperson. This committee will take the necessary action to inform the membership of proposed Bylaw changes recommended by the committee; publish to the membership copies of all approved, and updated when appropriate, changes to the Bylaws.

Section 613: Toys for Tots Committee. This committee shall consist of the appointed Chairperson and any others as required by the Chairperson.

Section 614: Marine Of The Year Committee. The Chairperson is chosen by the Marine of the Year Committee. The protocol for this committee shall be (a) The Commandant shall not be on this committee, but it will be composed of past recipients of the MOY award. (b) The Chairperson must receive all nominations no later than the regular *November* meeting, (c) No member of the Detachment will be considered for this award unless the recommendation is received in writing. (d) The recommendation shall include all information supporting the nomination and clearly address why this member should receive the award. (e) Consideration will be given by the committee regarding the member's contributions to the Detachment, the Community, and the Marine Corps League. (f) The committee will meet during *December* for the purpose of reviewing all nominations received from members of the Detachment and to select a winner. (g) An award worthy of the occasion shall be provided in the Detachment's yearly budget. (h) A decision shall be made regarding the submission of the Detachment "Marine of the Year" to the Department, Southeast Division, and National Headquarters of the MCL for consideration (MCL National Administrative Procedures Section 3105 D). Presentation of this award is intended to recognize

that individual who has made the most significant contribution to the Detachment during the immediate past fiscal year and will be presented in a special ceremony.

Section 615: Associate Member Of The Year Committee. The Chairperson of this committee shall be the Commandant or his/her designee. Members of the committee shall be the Board of Trustees plus one other member of the Commandant's choosing in case of tie votes. Nominations will be encouraged to be made by both Regular and Associate members of the Detachment. (a) All nominations are to be submitted before the *November* Board of Trustees meeting to ensure that all nominations are received in a timely manner. (b) The committee will meet during *December's* Board of Trustees (BOT) meeting for the purpose of reviewing all nominations received from the Detachment membership and to vote on the Detachment's Associate Member of the Year award. (c) Only Associate members who are active and in good standing will be considered for this honor. (d) Recommendations shall include any information supporting the nomination and clearly address why this member should receive this award. (e) The committee shall consider the member's contributions to the Detachment, the Community, and the Marine Corps League. (f) The AOY award should be presented by the Commandant along with an Individual Meritorious Commendation, unless some other award might be found to be more appropriate, and if funds are available, a plaque. (g) The presentation of this award is intended to recognize the individual who has made the most significant contribution to the Detachment during the immediate past fiscal year. (h) These honors shall be rendered at the January Detachment meeting or at the time of the presentation of the Detachment's Marine of the Year award.

ARTICLE VII

Fiscal and Financial

Section 700: Commandant. The Commandant may approve the expenditure of up to and including \$200.00 for a non-budgeted expense in his/her good judgment.

Section 705: Elected Officers. The Commandant and the elected officers may approve the expenditure of between \$201.00 and up to and including \$500.00 for non-budgeted expenses.

Section 710: Membership. Any non-budgeted expenditure more than \$500.00 requires the favorable vote of the members in good standing present and voting at a regular general membership meeting or special meeting as necessitated by the circumstance before such expenditure can be made.

Section 715: Board of Trustees. The Board of Trustees shall have sole responsibility for negotiating any indebtedness on behalf of the Detachment, only after such proposal for indebtedness has been approved by a majority vote of the members at a general meeting which shall occur following written notification (newsletter or special letter) to every member in good standing.

Section 720: Financial Review. A committee appointed by the Detachment Commandant and approved by the Detachment BOT shall conduct *three (3) quarterly* reviews of the Detachment's financial records within thirty (30) days of the First, Second, and Third Quarter-ends. The purpose of the review is to verify that appropriate fiscal procedures are being followed to include reviewing accounts, ledgers (handwritten or software applications) indicating income and disbursements and transactions of the Detachment. The Detachment Judge Advocate shall chair this committee. The results of each financial review will be available to the officers and members at the next regular meeting. The Elected Officers in concert with the Board of Trustees will develop a protocol to evaluate the financial fitness of the Detachment. The protocol will be employed by the appointed financial review committee. An annual audit of the Detachment's financial and property records shall be made at the end of each fiscal year. The auditor(s) shall present their findings to the Financial Review Committee. A report shall be made by the Chair, signed by all committee members, and presented to the BOT and members of the Detachment. The Staff shall use these results for any reports required by any Federal or State Agency, National Headquarters of the Marine Corps League, Inc., or the Department of Florida, MCL, Inc.

Section 721: Fiscal Matters.

A. The fiscal year of the Detachment shall be from *1 July to 30 June*. In *April*, a plan projecting the expenditures of the Detachment will be developed by the Paymaster and Senior Vice Commandant. The expenditure plan will then be presented to the Board of Trustees for approval. This spending plan will then be presented to and voted on by the members in good standing at the next scheduled meeting. In the event the need arises to commit funds for an event or purpose not included in the approved plan, the BOT Staff is authorized to approve an expenditure below the threshold of \$500.00 Any amount that exceeds this threshold must be approved by the membership.

B. The Detachment Commandant, Adjutant, and Paymaster, as applicable, and other Officers authorized by the Detachment to handle funds will be bonded by a commercial crime policy paid for and administered by the National Organization. The limits shall be described in the MCL National Administrative Procedures, Section 6035 Bonding. Any additional bonding coverage shall be at the expense of the Detachment.

C. A dollar amount will be allocated in the budget annually to cover the cost of the Commandant attending the Department of Florida Conferences/Convention as the representative for the *Colonel Phillip C. DeLong Det. #1267*. The allocated funds will be used exclusively for: **1.** The event's official hotel(s) for up to *two (2) nights, (Friday and Saturday)*, **2.** The banquet meal, for *one (1) person* at the *Saturday* banquet, **3.** Mileage to and from the officer's residence, at the current official government rate. If the Detachment Commandant cannot attend, the Commandant with the approval of the Board of Trustees (BOT) will select an Elected Officer of the Detachment to attend in the absence of the Commandant. All receipts of costs incurred at each event, with a description of what the receipt is for, shall be given to the Detachment Paymaster. The Commandant or Elected Officer who attends shall give a report at the next regular Detachment meeting following the conference or convention highlighting the relevant subjects ascertained thereat.

Section 722: Property Inventories. All Chairs of Committees and Members responsible for Detachment Property shall submit an inventory report no later than *30 April* of each year to the Commandant.

ARTICLE VIII

Uniforms

Section 800: Uniforms. The minimum Marine Corps League uniform is the basic cover. While wearing the basic cover, you are considered to be in uniform and under arms. The cover is worn indoors and out but is removed during prayer. Ownership of any uniform is not required as a condition of membership in the Detachment. The Detachment encourages all members to obtain and maintain in good repair the approved uniforms of the Detachment and the Marine Corps League. Wear of MCL uniforms, to include medals and badges, are governed by the National Administrative Procedures, Enclosure 3 – Uniform Code. Additional regulations and guidance are provided in the National Honor Guard Policy and Procedures and Department of Florida Directives found on the Department website.

A. Baseball caps or other hats shall not be worn at Detachment meetings by sworn members.

ARTICLE IX Amendments

Section 900: Detachment Bylaws Amendments. These Detachment Bylaws may be revised, amended, or repealed by a majority vote of the members at a Detachment meeting. All amendments to these Bylaws shall be proposed in writing and read at a regular meeting of the Detachment. Proposed amendments will then have a reading period during which the Detachment Judge Advocate and the Bylaws committee will review and approve the proposed amendment. At the next scheduled meeting of the Detachment a second reading shall be held noting the results of the review process. It shall require a majority hand/voice vote of Regular members in good standing present at the meeting to ratify a proposed amendment(s). Any proposed amendments which may conflict with any rule or regulation of the MCL, Inc., shall be declared out of order by the Commandant. The proposed revision, amendment, or repeal shall be submitted to the Department of Florida Judge Advocate once approved by the general membership of this Detachment. No amendments or revisions shall take effect until reviewed and approved by the Department of Florida, MCL, Judge Advocate.

Section 905: National and Department Bylaws. In the event any issue arises that is not covered by these bylaws, the Detachment shall seek the advice of the Department Judge Advocate. If the Department Judge Advocate cannot rule on the issue, seek the ruling of the National Judge Advocate.

Section 910: Distribution.

- A. The current edition of the *Colonel Phillip C. DeLong Det. #1267* Det. #1267 Bylaws with any published changes shall be posted on the Detachment website OR if no website is available, sent by e-mail or USPS for access and review by all members of Detachment.
- B. Any member of the Marine Corps League may request a copy of the *Colonel Phillip C. DeLong Det. #1267* Bylaws.

Section 915: Clerical Errors. The Board of Trustees shall have the authority to identify and correct clerical errors in the Detachment Bylaws where the error is clear, and the correction shall make no material change to the intent, form, or function of the bylaws.

Section 920: Bylaws revision history. Marine Corps League *Colonel Phillip C. DeLong Detachment #1267* Bylaws will not have revision numbers. Instead, the Revision Date is used to identify the current edition of the Bylaws.

ARTICLE X

**Detachment Charter Suspensions, Revocation, Voluntary Surrender and
Dissolution**

Section 1000: Detachment Charter Suspension and Revocation

- A. The charter for a Detachment may be suspended or revoked for any of the failures or violations noted in NBL Art 9, Section 945. The suspension or revocation of a Detachment charter may be initiated by the Department of Florida Board of Trustees and recommended to the Department of Florida Commandant to suspend a Detachment's charter. This shall be done in accordance with the provisions of the NBL, NAP and DoF Bylaws/Administrative Procedures in a manner considerate of the well-being and good name of all concerned.
- B. The suspension or subsequent revocation will be governed, and the Detachment shall abide by the provisions of the NBL, NAP and Department of Florida Bylaws and Administrative Procedures throughout the process.
- C. Ceremonial rifles must be accounted for in accordance with NAP Chpt 6 Section 6045.

Section 1005: Detachment Voluntary Surrender of Charter.

- A. The charter of a Detachment may be voluntarily surrendered for such reasons as may be determined by the Detachment. Upon a determination that it is no longer practical to maintain the Detachment, the Detachment Board of Trustees shall immediately notify the Department in writing of its intent to dissolve and surrender its charter.
- B. The Detachment shall abide by each of the provisions and requirements of the NBL, NAP and Department of Florida Bylaws and Administrative Procedures throughout the process of voluntarily surrendering their charter. Of note in NAP Section 6050, ...” the Detachment shall, to the extent assets are available, satisfy all legitimate liabilities of the Detachment prior to voluntary surrender but shall not otherwise dissipate any assets of the Detachment other than the normal course of business of the Detachment”.
- C. Ceremonial rifles must be properly returned in accordance with NAP Chpt 6 Section 6050.

Section 1010: Dissolution. The dissolution of the Detachment, whether by revocation or voluntary surrender, will not be accepted or deemed effective until all provisions of the applicable National and Department Bylaws and Administrative Procedures have been met.

- A. The Detachment properties and assets will be held by the Department for a period of one (1) year or until a new Detachment is formed. Should a new Detachment be formed during that period, and the new Detachment retains the old Detachment name, the properties and assets will be returned.
- B. After one (1) year, the properties and assets will revert to the Department. The charter will be returned to National Headquarters and placed in the archives. All assets will then become the property of the Department.

This page will be inserted by DoF judge advocate upon departmental approval