

**NATIONAL CHARTER OF THE MARINE CORPS LEAGUE
ADOPTED AS THE CHARTER OF THE
DEPARTMENT OF NEW YORK MARINE CORPS LEAGUE**

**(Public Law Number 243, 75th Congress)
(Chapter 564 - First Session) (S774)**

**BYLAWS OF THE
DEPARTMENT OF NEW YORK
MARINE CORPS LEAGUE**

Certification

The following Bylaws of the Department of New York, Marine Corps League, include all modifications and amendments, including those passed by Delegate vote at the annual Department Convention of 2003

**Duane L. Frost
Department Commandant, 2003**

**Carmine J. Morrongiello
Department Judge Advocate, 2003**

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BYLAWS
DEPARTMENT OF NEW YORK MARINE CORPS LEAGUE

Notes: 1) After each section and sub-paragraph appears the year of approval.
2) Where the word, "Board" appears, it means "The Board of Trustees"

CHAPTER 1
DEPARTMENT NAME AND SEAL

SECTION 1-57 DEPARTMENT NAME

a-57 The name of this organization shall be, "Marine Corps League, Department of New York".

SECTION 2-95 DEPARTMENT SEAL (to Read)

a-00 The Corporate Seal shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem surrounded by the words, "Marine Corps League Semper Fidelis" – within a border of two narrow rings, **with a Star** centered between the words "Marine" and "Semper" and a Star between the words "Fidelis" and "League".

CHAPTER 2
DEPARTMENT AND DETACHMENT PURPOSES

SECTION 1-57 DEPARTMENT AND DETACHMENT PURPOSES

a-57 In addition to the purposes outlined in Section 2 of the Charter, the following objectives are: to perpetuate and honor the memory of those Marines who have passed on to their eternal rest; to decorate the graves of all deceased Marines with the official grave marker of the Marine Corps League; wherever and whenever possible, to aid and assist and provide for the fathers, mothers and other dependents of deceased Marines; to strive for the passage of legislation favorable to the Marine Corps League, the United States Marine Corps, the officers and men of the active service and honorably discharged Marines, and to agitate for the defeat of legislation unfavorable to them; to foster social and fraternal intercourse among the members; to urge the participation of all members in patriotic functions and such other civic state or national affairs as are of particular interest to Marines.

CHAPTER 3
DEPARTMENT AND DETACHMENT POLICY

SECTION 1-57 DEPARTMENT AND DETACHMENT POLICY

a-00 Neither the Marine Corps League, the Department of New York, nor any of its constituent units shall take part in any labor dispute or issue and it shall ever **be** nonsectarian, non-political and non-partisan; it shall never be used as a medium of political ambition or preferment; rank or advancement within the Marine Corps League by reason of present or former military rank or civilian position shall not be countenanced.

CHAPTER 3 {Continued}

SECTION 1-57 DEPARTMENT AND DETACHMENT POLICY {continued}

b-57 Notwithstanding the provisions of item (a), herein, it is hereby expressly provided that the Marine Corps League, Department of New York, and any of its constituent units may engage in political and legislative issues which affect the welfare of the United States Marine Corps, or of the Marine Corps League, or any of its constituent or subsidiary units, and of the rights, privileges and benefits which are based on military service of any member thereof.

CHAPTER 4
ELIGIBILITY

SECTION 1-87 ELIGIBILITY

- a-03** Only persons who are serving or who have served honorably in the United States Marine Corps for not less **than** ninety (90) days and persons who are serving or who have served honorably in the United States Marine Corps Reserve and who have earned not less **than** ninety (90) Reserve retirement credit points shall be eligible for regular membership in the Marine Corps League, FMF Corpsman as outlined in National ByLaws Article Six, Section 600.
- b-00** Any member of the Marine Corps League who is in good standing may become a Life Member upon proper payment of the required fee as specified in *Article Six, Section 645 of the National Bylaws*, Marine Corps League. A Life Member shall be subject to the payment of no further dues to a Detachment, a Department or National, and such member shall have all the privileges, rights and benefits, enjoyed as a member so long as that Life Member shall live. National Headquarters shall administer Life Memberships according to *Article Six, Section 645 of the National Bylaws*.
- c-00** Any regular member in good standing shall be eligible for membership in more than one Detachment in the Marine Corps League, except that membership in subsequent Detachments shall be counted in the same manner as an Associate Member and regular membership shall be retained only in the Detachment of greater tenure unless the member makes a signed written request for transfer (in triplicate) to the receiving Detachment as prescribed by *Article Six, Section 650 of the National Bylaws* to change regular membership to another Detachment. Eligibility to vote or hold elective office is restricted to the Detachment in which regular membership is held.
- d-87** Any person eligible for regular membership in the Marine Corps League may make application directly to National Headquarters for the status of Member-at-Large; however, this membership will not be counted in the voting strength of any Detachment or Department at Department or National Annual Conventions, nor may a Member –at-Large have any rights or privileges including voting in any Detachment or Department.

CHAPTER 4 {Continued}

SECTION 2-87 ASSOCIATE MEMBERSHIP

a-03 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 a Detachment or to National Headquarters, be accepted as Associate Members in the Marine Corps League and shall be governed by the requirements set forth in *Article Six, Section 600, Paragraph (b) of the National Bylaws*, Marine Corps League.

SECTION 3-87 HONORARY MEMBERSHIP

a-00 Detachments, Departments and the National Headquarters may, at the discretion of the respective Commandant, issue Honorary Membership to those persons who have been of extraordinary service to the Nation, the community, the United States Marine Corps or to the Marine Corps League, and shall be governed according to the guidelines set forth in *Article Six, Section 600, Paragraph (c) of the National Bylaws*, Marine Corps League.

CHAPTER 5

DEPARTMENT DUES AND ASSESSMENTS - RESIGNATION - TRANSFER

SECTION 1-57 DUES

a-57 The amount of Department dues shall be determined annually by the Department Convention.

SECTION 2-57 DETACHMENT MEMBERSHIP RESIGNATION

- a-88* A member who resigns from membership in a Detachment shall not be entitled to any refund of dues paid. Department and Detachment membership rosters shall be adjusted as of the date of his resignation.
- b-57* A member shall submit his resignation in writing. No verbal resignation shall be accepted.
- c-00* The Adjutant of the Detachment from which the member resigns shall notify National and Department **Adjutant/Paymaster** within ten (10) days of the date of the member's resignation.
- d-88* A member resigning of his own volition and through no indiscretion on his part, shall be eligible to make application for membership in any other Detachment in the Marine Corps League, Department of New York, provided that the member pays dues in full as required by that Detachment. He shall be counted in the voting strength of the Detachment in which he is to be accepted for membership.

SECTION 3-57 DETACHMENT TRANSFERS

a-88 A member may transfer from one Detachment to another without payment of additional dues or transfer fees upon application to and approval by the Detachment to which he seeks application for transfer is made. According to *National Bylaws, Article Six, Section 620(C)*, "No delinquent members may be transferred".

CHAPTER 3 {Continued}

SECTION 1-57 DEPARTMENT AND DETACHMENT POLICY {continued}

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CHAPTER 5 {Continued}

SECTION 3-57 DETACHMENT TRANSFERS {continued}

- b-57* A receipt from the Detachment from which the transfer is made, showing the member's dues to be paid in full, shall entitle the member, if the transfer is approved by the receiving Detachment, to all rights and privileges of the Detachment to which he transfers during the period for which the receipt shows his dues to be paid.
- c-95* A member transferred less than fifteen (15) days prior to the start of the Annual Convention shall not be counted in the voting strength of the Detachment receiving such transfer until the following membership year of the transferred member. BUT will be counted by the losing Detachment for the current year.

CHAPTER 6
DEPARTMENT HEADQUARTERS

SECTION 1-57 DEPARTMENT HEADQUARTERS

- a-75* Department Headquarters of the Department of New York, Marine Corps League, shall be established at such place as may be designated by the Department Commandant, with the approval of the Board of Trustees.

CHAPTER 7
DEPARTMENT ADMINISTRATION

SECTION 1-75 DEPARTMENT STAFF

- a-75* The administration and conduct of business of the Department of New York, Marine Corps League, shall be vested in the Department Staff which shall be composed of:
- the Department Board of Trustees (all elected Department Officers and elected Junior Past Department Commandant)
 - all appointed Department Officers
 - and all Department Committee Chairmen.
- b-00* All Past Department Commandants and all Detachment Commandants shall be considered an integral part of the Department Staff and shall act as Advisory Council to the Board of Trustees. They shall assume the general duties, of corresponding nature, as outlined under *Article Two, Section 210, of the National Bylaws.*
- 1) The Chairman of the Past Department Commandant's Council shall be the Junior Past Department Commandant.
 - 2) The Chairman of the Detachment Commandant's Council shall be the Department Senior Vice Commandant.

CHAPTER 7 {Continued}SECTION 1A-75 DEPARTMENT BOARD OF TRUSTEES

a-87 The Department Board of Trustees shall be composed of the following Officers:

- The Department Commandant
- Senior Vice Commandant
- Junior Vice Commandant
- Judge Advocate
- Ten (10) Area Vice Commandants
- Junior Past Department Commandant

all of whom shall be elected annually by the Department Convention. The Department Adjutant/Paymaster shall act as secretary to the Board as an ad hoc member without vote.

b-00 The Board of Trustees shall exercise executive and such other powers and do such other things as are compatible with the **Bylaws** of and in the best interest of the Department of New York and the Marine Corps League.

c-75 The Department Board of Trustees shall determine the time and place of the Annual Department Convention.

SECTION 1B-75 APPOINTED OFFICERS

a-00 The Officers to be appointed to the Department Staff are listed under *Chapter 13, Section 15-88 of these Bylaws*.

SECTION 2-65 DISTRICT (AREA) VICE COMMANDANTS - ASSIGNMENTS

a-00 Vice Commandants shall be assigned one each to the following Areas: West; Southwest; Northwest; North Central; *South Central*; North; East; Southeast; Metro-NY; and Long Island.

The assignments shall be as follows by counties included:

1. *West*-----Cattaraugus, Chataqua, Erie, Genesee, Niagara, Orleans, Wyoming.
2. *Southwest*-----Allegany, Chemung, Schuyler, Steuben, Tioga, Tompkins
3. *Northwest*-----Livingston, Monroe, Ontario, Seneca, Wayne, Yates.
4. *North Central*--Cayuga, Herkimer, Madison, Oneida, Onondaga, Oswego.
5. *South Central*--Broome, Chenango, Cortland, Delaware, Otsego.
6. *North*-----Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, St. Lawrence.
7. *East*-----Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer,
Saratoga, Schenectady, Schoharie, Warren, Washington.
8. *Southeast*-----Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester
9. *Metro-NY*-----Bronx, **Brooklyn**, Manhattan, Queens, Richmond
(the five Boroughs of New York City).
10. *Long Island*-----Nassau, Suffolk.

CHAPTER 7 {Continued}

SECTION 3-65 DEPARTMENT STAFF MEETINGS

- a-75* The Department Staff shall be called into session at least five (5) times during the year of each governing administration. It shall convene at the close of each convention with the members of the outgoing Staff to facilitate the orderly transition of administration. The Department Staff shall also convene on the day prior to the opening of the Department Convention to provide for closing out the business of the outgoing administration and for an audit of the Department books by the Department Board of Auditors.
- b-75* The Department Staff may be called into session by the Department Commandant or any member of the Board temporarily performing the duties of the Commandant. Written notice to the Staff members indicating the time, place, and purpose of the meeting must be sent at least ten (10) days prior to the date for which the meeting is called.
- c-75* Any member of the Board may also request the Department Commandant to call the Department Staff into session. *See Paragraph b-75.*
- d-00* In the event that the Department Commandant refuses or fails to call the meeting within ten (10) days after writing request by a Board Member, the meeting may be authorized by a "Majority" of the Board with proper written notice to Staff members.
- e-00* A Quorum for the conduct of business at Department Board or Staff meetings shall be a Majority of members of the Board of Trustees present, one of which MUST be the Department Commandant, Senior Vice Commandant, or the Junior Vice Commandant.
- f-90* If an Officer fails to attend two consecutive Staff Meetings (without being excused by the Commandant for reasons of illness or hardship), his office shall automatically become vacant.

CHAPTER 8

DUTIES OF DEPARTMENT OFFICERS

SECTION 1-57 DEPARTMENT COMMANDANT [Elected Office]

- a-57* The Commandant shall preside at all meetings of the Department Staff and at all Conventions.
- b-00* He shall at all times comply with the National Charter, Bylaws and **Administrative** Procedures.
- c-00* He shall enforce the Bylaws and **Administrative** Procedures of the Department of New York.
- d-57* With proper authority as provided herein, he shall sign all orders on the Treasury and countersign all checks issued by the Adjutant/Paymaster against accounts of the Department.
- e-00* He shall be bonded as provided for in *Article Four, Section 420, of the National Bylaws.*
- f-75* He shall appoint all committees not otherwise provided for, subject to the approval of the Board of Trustees.
- g-75* He shall be an ex-officio member of all committees and have a vote only in the event of a tie. He shall be responsible for the proper functioning of all committees.
- h-57* He shall be the Chief Executive Officer of the Department and shall perform all duties that pertain to this office.
- i-57* He shall cooperate with the Officers and Representatives of National Headquarters, Marine Corps League.

CHAPTER 8 {Continued}SECTION 1-57 DEPARTMENT COMMANDANT [Elected Office] {continued}

- j-75* He shall be a member of and be responsible to the Department Board of Trustees.
- k-57* He shall be responsible for all official statements issued to the press.
- l-57* He shall, when the interests of the Department require, call special Board or Staff meetings.
- m-95* He shall, with the approval of the Board, call a special Department "Staff Meeting", if necessary.
- n-57* He shall appoint such Aides and Liaison Officers as he feels necessary to the proper conduct of Department business.
- o-64* He shall consult with the Department Senior Vice Commandant within twenty (20) days of their election to office, to determine the program for the Department for the ensuing year.
- p-92* The Department Commandant, Senior Vice Commandant and Junior Vice Commandant (or other elected officers appointed by the Department Commandant) shall among them attend at least one meeting of every Detachment in the Department each year.
- q-75* The Department commandant shall, within twenty (20) days after the close of the National Convention, call the Department Board of Trustees into session for the purpose of reporting all important results of the National Convention and submit for approval the program developed for the Department by the Commandant and Senior Vice Commandant.
- r-75* The Department Commandant shall be responsible to see that the Department of New York is properly represented on the floor of the National Convention. Should the Department Commandant be unable to attend, the Department Senior Vice Commandant shall assume the responsibility. In the event that neither of them shall be able to attend, they shall consult on the designation of another member of the Board to lead the Department Delegation.
- s-87* In the event that the Department Judge Advocate is unable to resolve a grievance within the Department, the Department Commandant shall appoint a Hearing Board composed of himself as Chairman, the Judge Advocate and a minimum of three (3) other members, none of whom shall be members of the Detachment or other unit involved in the grievance. The Commandant shall be responsible for the preparation of the report of the Hearing Board which shall be submitted to the petitioner and all parties to the grievance, the National Commandant and National Judge Advocate within fifteen (15) days of the Hearing.

SECTION 1A-62 DEPARTMENT SENIOR VICE COMMANDANT [Elected Office]

- a-00* It shall be the duty of the Department Senior Vice Commandant to "Assist" the Department Commandant in all duties and responsibilities of conducting the business of the Department. He shall assist in determining Department policy and programs.
- b-75* He shall preside over all Detachment Commandants' Council Conferences and, with their assistance, initiate such programs as will increase the effectiveness of the Department.
- c-95* He "May" become a candidate for election to the Office of Department Commandant at the expiration of his term of office.
- d-64* He shall succeed to the Office of Department Commandant in the event that the Department Commandant is unable to continue serving due to his disability, death or resignation from office.

CHAPTER 8 {Continued}SECTION 1b-75 DEPARTMENT JUNIOR VICE COMMANDANT [Elected Office]

- a-00* The Department Junior Vice Commandant shall create and be chairman of a Membership Committee consisting of four (4) members which shall pass on to the Detachments all information which may be helpful in their membership drives and shall issue a quarterly membership bulletin to all Detachment and Department Staff members.
- b-95* He "May" succeed to the Office of Department Commandant in the event that the Department Commandant or Senior Vice Commandant are unable to continue serving due to their disability, death or resignation from office.

SECTION 1c-57 DEPARTMENT JUDGE ADVOCATE [Elected Office]

- a-00* The Department Judge Advocate shall act as legal counsel of the Department. He shall advise all Officers and Detachments concerning the Laws of the Marine Corps League. He shall render opinions in all questions of the Law that may arise concerning any Bylaws of the Department or of any constituent unit of the Department.
- b-88* He shall receive and review petitions from aggrieved members or Detachments within the Department and shall act as mediator in disputes or grievances. He shall report to the Department Commandant and shall serve on the Hearing Board established by the Commandant to further investigate and resolve the grievance.
- c-64* He shall be responsible for maintaining up-to-date copies of the Bylaws of the Department of New York and shall see to their proper distribution among Detachment Officers and Department Staff Members.
- d-64* He shall forward all revisions, changes, alterations and amendments of the Departmental Bylaws to the National Judge Advocate for approval and maintain an up-to-date and complete file of all approved revisions, alterations, changes or amendments.
- e-67* The Judge Advocate of the Department of New York shall NOT hold this same office on both Department and Detachment levels at the same time. If such be the case, he will resign as Detachment Judge Advocate upon being sworn in as Department Judge Advocate.

SECTION 2-57 DEPARTMENT AREA VICE COMMANDANTS [Elected Office]

- a-57* It shall be the duty of the Area Vice Commandants to assist the Department Commandant in carrying out his duties.
- b-57* The Area Vice Commandants shall be responsible for the proper administration of the business of the Department within their Districts (Areas, Regions). They shall take the necessary steps to organize other Detachments. It shall further be their duty to make visitations and inspections within their respective districts.
- c-57* They shall have direct jurisdiction and supervision over all Detachments within their Districts (Areas, Regions).
- d-64* Each Area Vice Commandant shall conduct at least two (2) meetings of the Detachments under his control during his term in office.

CHAPTER 8 {Continued}SECTION 3-75 JUNIOR PAST DEPARTMENT COMMANDANT

a-00 The Junior Past Commandant, using his past experience to the best interests of the Department and the League, shall preside over all Past Department Commandants' Council **Conferences** seeking, among other things, ways of building membership strength. A Department Convention is authorized to appoint the outgoing Department Commandant or a Past Commandant to serve a one (1) year term as a member of the Board of Trustees.

SECTION 4-67 DEPARTMENT ADJUTANT/PAYMASTER [Appointed Office]

- a-67* It shall be the duty of the Department Adjutant/Paymaster to keep an exact account of all business transacted at meetings of the Department Staff and Conventions and record them in a book kept for that purpose, known as the "Minutes Book".
- b-67* He shall keep a correct record of all financial business of the Department in ledgers provided for that purpose. The disbursement of Department funds shall be subject to all rules provided for the safeguarding of funds.
- c-67* He shall have custody and supervision over all Department records and the Official Seal. The records shall not be available for any purpose other than Department business.
- d-75* He shall deposit promptly all funds of the Department in a bank approved by the Department Board of Trustees and all payments from these funds shall be made by check.
- e-67* He shall upon proper authorization, pay all outstanding bills as promptly as possible.
- f-67* He shall co-sign all checks and orders on the Department Treasury.
- g-67* He shall make and have published a quarterly report which shall be presented to the entire membership stating the amount received from dues and other sources and including all disbursements.
- h-75* He shall make available to a Certified Public Accountant all Department financial records when so directed by the Department Board of Trustees.
- i-00* Upon request of the Department Board of Trustees, he shall deliver all books, papers and records to the Board.
- j-67* He shall have posted all Official Notices.
- k-95* He shall have all assistants as required by the Department Board of Trustees and have direct control over such assistants.

SECTION 4-67 DEPARTMENT ADJUTANT/PAYMASTER [Appointed Office]

- l-67* He shall close his Books for the collection of dues fifteen (15) days prior to the opening of the Annual Department Convention.
- m-67* He shall forward to the Department President, Marine Corps League Auxiliary, one (1) copy of all Membership Transmittals as received from the Detachments, to assist in their membership efforts.
- n-87* He shall serve as an as hoc member without vote on the Department Board of Trustees and shall serve as secretary to that Board, keeping an accurate record of all transactions.

CHAPTER 8 {Continued}SECTION 5-75 DEPARTMENT BOARD OF AUDITORS

- a-75* The Department Board of Auditors shall be composed of the immediate five (5) Past Department Commandants, the senior member of which shall be its chairman.
- b-75* It shall be the duty of the Department Board of Auditors to approve all vouchers and to audit all books and records of the Department quarterly and to make an inventory of property at least once a year; to safeguard all properties of the Department and to render a report at the Annual Department Convention following the audit.
- c-75* With the approval of the Department Commandant and/or the Department Board of Trustees, the Department Board of Auditors shall act as, or in conjunction with, the Department Budget Committee in the event that there are not enough qualified or experienced members to staff said committee.

SECTION 6-57 DEPARTMENT SERGEANT-AT-ARMS [Appointed Office]

- a-57* The Department Sergeant-at-Arms shall take charge of the door at all meetings of the Department of New York and shall be under the direction of the Presiding Officer in the maintenance of order.
- b-57* He shall see that no one is admitted unless he is a member in good standing in the Department or an authorized guest.

SECTION 7-57 DEPARTMENT CHIEF-OF-STAFF [Appointed Office]

- a-75* The Department Chief-of-Staff shall be responsible for the coordination of Staff functions and planning for the Department Commandant.

SECTION 8-57 DEPARTMENT HISTORIAN [Appointed Office]

- a-57* The Department Historian shall perform such duties as are prescribed by the Department Commandant and Staff.

SECTION 9-57 DEPARTMENT CHAPLAIN [Appointed Office]

- a-57* The Department Chaplain shall perform such duties of a spiritual nature as are customarily performed by members of the Clergy and as are required by the Laws and Rituals of the Marine Corps League.

SECTION 10-00 DEPARTMENT QUARTERMASTER [Appointed Office]

- a-00* The Department Quartermaster shall:
- 1) Manage and operate the department's ship's store in accordance with these bylaws and administrative procedures.
 - 2) Order, stock, and sell merchandise of an appropriate nature for members of the Marine Corps League.
 - 3) Provide a financial report for each Department Staff Meeting.
 - 4) Provide a complete inventory and financial report to each annual Department Convention
 - 5) Provide for the Ships' store to be open at Department Staff meetings and conventions.

CHAPTER 8 {Continued}SECTION 10-00 DEPARTMENT QUARTERMASTER [Appointed Office] {cont'd}

- 6) Provide for the transportation, storage and security of the Ships' store merchandise and funds.
- 7) Determine the selling prices for inventory items, providing for a modest mark up to cover expenses.
- 8) Enlist such assistance as required for safe and efficient operation of the Ships' Store.

SECTION 11-57 DEPARTMENT LIAISON OFFICER(S) [Appointed Office]

a-57 The Department Liaison Officer shall maintain close contact with the Navy Department and U.S. Marine Corps and acquaint himself with and inform the Department Commandant and Staff of ways and means by which the Marine Corps League can render assistance to the Naval and Marine Corps establishments in the State of New York.

SECTION 12-90 CORRESPONDENCE [All Department Officers]

- a-90* All Department Officers are required to submit a written quarterly report to the Department Commandant - fifty (50) copies shall be submitted at each department Staff Meeting. If no report is made, the officer involved will forfeit one-fourth (1/4) of his annual allowance or expense. The reports will be accepted and approved by vote of the Department Staff at the Staff Meeting.
- b-90* If, for two consecutive Staff Meetings, any officer fails to file a report for that period, unless the report is submitted and accepted at the next Staff Meeting, *Chapter 7, Section 3-65* applies.

CHAPTER 9DEPARTMENT FINANCESSECTION 1-57 DEPARTMENT REVENUES

a-75 The revenue of this organization shall be derived from the annual membership dues and such other sources as may be designated by the Department Board of Trustees or by Department Convention in any year.

SECTION 2-57 DEPARTMENT ANNUAL DUES

- a-57* The amount of the Annual Dues shall be determined by each Department Convention for the succeeding year.
- b-75* The Annual Dues for Department and National shall be collected by the Detachment Paymasters who shall immediately forward them to the Department Adjutant/Paymaster, who, in turn, will forward the National Dues to the National Adjutant/Paymaster.
- c-57* All Dues and Assessments are payable in advance.

SECTION 3-57 DEPARTMENT AND DETACHMENT FISCAL YEAR

a-66 For accounting purposes only, the Fiscal year of the Marine Corps League shall begin on the first day of September.

CHAPTER 10
DEPARTMENT BONDS

SECTION 1-57 DEPARTMENT BONDS

a-00 The Department Commandant and Adjutant/Paymaster will be bonded as provided for in the National Bylaws.

CHAPTER 11
DEPARTMENT SAFEGUARDING OF FUNDS

SECTION 1-57 DEPARTMENT DONATIONS

a-75 All requests for donations shall be referred to the Department Board of Trustees for recommendations. No donation exceeding Twenty-five Dollars (\$25.00) shall be made at any Board or Staff meeting without the approval of two-thirds (2/3) of the members present.

SECTION 2-57 DEPARTMENT DEBTS - BUDGETS - RECORDS

a-75 No Officer or Committee shall incur any obligations in the name of the Department of New York without prior approval of the Department Board of Trustees.

b-57 All bills shall be paid by check.

c-75 The Budget shall be administered by the Department Board of Trustees.

d-57 Upon written request, the books of the Department shall be open for inspection to members in good standing under supervision of the Department Adjutant/Paymaster.

SECTION 3-57 DEPARTMENT EXPENDITURES

a-57 All expenditures in excess of One Hundred and Fifty Dollars (\$150.00) not defined in the adopted Budget shall require authorization by a Department Convention.

SECTION 3-57 DEPARTMENT EXPENDITURES {continued}

b-57 A petty cash account not exceeding Twenty-five Dollars (\$25.00) will be maintained by the Department Adjutant/Paymaster

c-77 The Department shall award a Life Membership to the retiring Department Commandant, commencing with the current Commandant and to commence in July, 1977.

SECTION 4-57 DEPARTMENT INVESTMENTS

a-75 All funds shall be invested as approved by the Department Board of Trustees and shall be limited to non-speculative bonds and government securities.

SECTION 5-57 DEPARTMENT BUDGET

a-57 The Department Budget shall be prepared by the Department Budget Committee appointed by the Department Commandant and shall require a majority vote of the Delegates present at the annual Department Convention for approval.

SECTION 6-57 EXPENSE OF DEPARTMENT STAFF

a-75 The Department Commandant, his representative, the Department Staff or any member designated on official business may, when such expense is not covered by the Budget, submit an expense voucher subject to the approval of the Department Board of Trustees and/or the Department Board of Auditors.

CHAPTER 12
DEPARTMENT VACANCY IN OFFICE

SECTION 1-62 DEPARTMENT VACANCY IN OFFICE

a-75 In the event of a vacancy in an Elective Office other than that of the Department Commandant or Senior Vice Commandant, the Department Commandant shall appoint a member from the membership roster of the Department for the balance of the term so vacated. His selection must be approved by the Department Board of Trustees.

CHAPTER 13
DEPARTMENT CONVENTION

SECTION 1-57 LEGISLATIVE AND REGULATORY POWER

a-57 The legislative and regulatory power of the Department of New York shall be vested in the Department Convention.

SECTION 2-57 DATE OF CONVENTION

a-75 The Department Convention shall be held *between May first (1st) and July fifteenth* (15th) each year. The time and place of each Convention shall be determined by the Department Board of Trustees.

SECTION 3-57 VOTING

a-90 The voting strength of all Detachments shall be based upon the paid-up membership as of fifteen (15) days prior to the opening of the Department Convention. Each delegate, complying with *Article One, Section 105 of the National Bylaws*, is entitled to cast a vote for ten (10) members, providing that the total vote of the Detachment's delegates does not exceed the Detachment's membership strength.

SECTION 4-57 DELEGATE AND ALTERNATE

a-90 Each Detachment shall be allowed one (1) delegate and one (1) alternate for every ten (10) paid-up members, as of fifteen days prior to the opening of the Department Convention. Detachment Commandants are to be considered delegates to the Department Convention in accordance with the above allocation.

CHAPTER 13 {Continued}SECTION 5-57 COMMITTEES

- a-88* The Department Commandant shall appoint all committees necessary for the transaction of business at every Department Convention. The Resolutions and Bylaws Committee(s) shall have copies of all resolutions and/or proposed bylaw changes for the delegates to study at the convention.
- b-00* The Department Convention Administrative Committees shall be:
- | | |
|----------------------|--|
| Credential Committee | Bylaws/Administrative Procedures Committee |
| Rules Committee | Resolutions Committee |

SECTION 6-57 NOMINATIONS - ELECTIONS

- a-90* Nominating Committees shall not be appointed for the purpose of nominating candidates. All nominations for Department Officers must be made from the floor of the Department Convention. Nominees must be present on the floor to accept the nomination.

SECTION 7-57 BUSINESS SESSION

- a-00* The Department **Bylaws** and Administrative Procedures shall govern the procedure and conduct of each Department Convention. Parliamentary reference for conventions shall be Robert's Revised Rules of Order.

SECTION 8-57 FORMS OF ADDRESS

- a-57* The Department Commandant shall be addressed as, "Sir Commandant". All members shall address each other as "Marine".

SECTION 9-57 ELECTIONS

- a-57* All elections at the Department Convention shall be conducted and supervised by the Department Commandant or Presiding Officer.

SECTION 9A-87 INSTALLATION OF OFFICERS

- a-87* Installation of Department Officers shall be at the end of the last business session of the Annual Department Convention.
- b-87* The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant or a Past Department Commandant.
- c-00* It shall be the responsibility of the Installing Officer to sign, date and forward the Installation Form to National Headquarters within the time specified by *Article Four, Section 405 of the National Bylaws*.

CHAPTER 13 {Continued}

SECTION 10-57 MINUTES EXPENSE

- a-77* The Department Convention Committee shall bear all expenses of the Convention, including the expense of taking the minutes.
- b-77* The Department Convention Committee shall be responsible for the mailing to the Department Adjutant/Paymaster, within sixty (60) days after the close of the Department Convention, twenty-five (25) complete copies of the minutes plus one (1) copy for each active Detachment in the Department. All Expenses of this obligation shall be borne by the Department Convention Committee.

SECTION 12-57 DEPARTMENT CONVENTION COMMITTEE

- a-88* There shall be a perpetual standing committee known as the Department Convention Committee, consisting of a director and four (4) members appointed each year by the Department Commandant. Tenure of office will be directed by National Administrative Procedures. Each member shall be bonded by an insurance company licensed by the State of New York against loss, theft or misappropriation of funds raised in connection with the Convention, to a maximum of Fifty Thousand Dollars (\$50,000.00).
- b-00* The duties of the Committee shall be:
- {a}* To contract, with the approval of the Board of Trustees, for the services of a professional promotional organization, hereinafter known as the Promoter, who shall solicit all advertising and provide good quality Convention Journals in a quantity specified by the Convention Committee. He shall be bonded by an insurance company licensed by the State of New York against loss, theft or misappropriation of monies received as a result of the Convention to a maximum amount of Fifty Thousand Dollars (\$50,000.00). He shall render to the Department Convention Committee a sworn full and complete accounting of all financial transactions no later than fifteen (15) days prior to the Annual Department Convention;
 - {b}* to oversee all activities of the Promoter and ascertain that he complies with all federal, state and local laws and the **Bylaws** of the Department of New York, Marine Corps League, in promoting and preparing the Convention Journal;
 - {c}* the Committee shall insure that the Promoter fulfills all obligations, financial and otherwise, to the Department of New York;
 - {d}* to extend invitations to such distinguished guests as the Department Commandant and/or Convention Committee deems advisable in sufficient time to insure their proper attendance and to provide for their comfort and entertainment, the cost of which shall be borne by the Convention Committee;
 - {e}* to receive and evaluate Convention Bids for the succeeding year and to present the same with their recommendations to the Board of Trustees. In the event that no bid is forthcoming, the Committee shall choose a suitable site subject to the approval of the Board of Trustees;

CHAPTER 13 {Continued}SECTION 12-57 DEPARTMENT CONVENTION COMMITTEE { continued}

{f} to distribute by mail to each and every paid-up member of the Marine Corps League, Department of New York, an advertisement for the Annual Department Convention containing time, place and cost of all Convention events, as well as information on lodging and accommodations;

{g} to assume complete responsibility for and control of all details of the Annual Department Convention and, whenever possible, work in conjunction with the host Detachment(s). A percentage of the Convention registration fees and/or profits from a Convention function to be distributed to the host Detachment(s) will be set forth by the Committee, subject to Department Commandant's approval.

c-90 All monies transmitted to the Convention Committee by the Promoter and others shall be deposited in a special Convention Account from which all promotion and Convention expenses shall be paid. This account shall be under the control of the Department Convention Committee. At the first Department Staff Meeting following the Annual Department Convention, the Convention Committee shall file a complete report with the Department and all surplus funds shall be remitted to the Department Treasury. A specified amount, not to exceed one-thousand dollars (\$1,000.00) shall be retained in the Convention Account from which advance and promotional expenses shall be paid.

SECTION 14-88 OFFICERS TO BE ELECTED

a-88 At each Annual Convention, the following Officers shall be elected: Department Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate. Ten (10) Area Vice Commandants shall also be elected in the following manner: each Detachment in the Area shall caucus and nominate a candidate. Nominations and elections for Area Vice Commandants will be held in accordance with *National Bylaws, Article One, Section 120 (Nominations) and Section 110 (Voting)*

SECTION 15-88 OTHER OFFICERS

a-88 The following officers shall be elected or appointed by the Department Convention: Chaplain, Sergeant-at-Arms, Adjutant/Paymaster and Quartermaster. The Department Commandant may appoint any other staff officers which are deemed necessary.

SECTION 16-57 CREDENTIALS

a-74 The Department of New York file copy of the Marine Corps League Membership Transmittals will always be available to the Credentials Committee during the Department Convention. The Credentials Committee shall, at all times, have the proper set of Transmittals at the Convention in the event of a challenge.

CHAPTER 13 {Continued}SECTION 17-57 BOARD OF TRUSTEES

a-88 The Department Board of Trustees shall be the Elected Officers of the Department, with the Adjutant/Paymaster serving in an ad hoc, non-voting capacity as secretary. A Department Convention is authorized to appoint the outgoing Department Commandant or a Past Commandant to serve a one (1) year term as a member of the Board of Trustees.

SECTION 18-57 TERM OF OFFICE

a-95 Term of office is outlined in the National **Bylaws** – Article 1, Section 130.

CHAPTER 14
LOCAL DETACHMENTSSECTION 1-57 DETACHMENT

a-00 Each local Detachment shall be self-governing, regulate its own dues and adopt its own **Bylaws**, providing that such adopted procedures do not conflict with the Department of New York Bylaws or the National Charter or **Bylaws**. The individual **Bylaws** of each Detachment shall be forwarded to the Department Judge Advocate for approval before final adoption by the Detachment. Any future changes, revisions or amendments must receive approval by the Department Judge Advocate prior to final adoption by the Detachment.

SECTION 2-57 DETACHMENT OFFICERS

a-75 Each Local Detachment must elect a Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate. It may elect or appoint the Adjutant/Paymaster, Sergeant-at-Arms, Chaplain, Public Relations Officer, Service and Rehabilitation Officer and such other Officers as may be considered necessary. (The Office of Adjutant and Paymaster may be combined.) It shall be the duty of each Detachment Service and Rehabilitation Officer to notify the Department Service and Rehabilitation Officer of his appointment immediately upon assuming office.

SECTION 2A-75 TRUSTEES

a-88 The Elected Officers of a Detachment shall be its Detachment Board of Trustees. A Detachment is authorized to appoint the outgoing Detachment Commandant or a Past Commandant to serve a one (1) year term as a member of the Board of Trustees.

SECTION 3-57 NAME OF DETACHMENT

a-88 No Detachment shall be named in honor of a living person. No Detachment shall adopt a name previously adopted by any other Detachment unless such other Detachment has surrendered or, by revocation, lost its' charter.

CHAPTER 14 {Continued}SECTION 4-75 DETACHMENT ELECTIONS - INSTALLATION - REPORT

- a-00* Each Detachment shall hold an annual election of Officers between October 1st and May 15th. Installation of Officers shall be as outlined in the *National Bylaws Article 5 Section's A & B*.
- b-03* Detachment Officers may be installed by the Department Commandant, an Elected Department Officer, Past Department Commandant, the National Commandant, a Past National Commandant An Elected National Officer, the Detachment Commandant or a Past Detachment Commandant.
- c-87* It shall be the responsibility of the Installing Officer to sign, date and forward the Installation Report to the Department Adjutant/Paymaster who will forward copies to National Headquarters and the Division Vice Commandant *within fifteen (15) days of the Installation*.

SECTION 5-57 DETACHMENT BONDS

- a-95* All Detachment Officers whose duty it is to handle funds shall be under bond in accordance with the provisions outlined in the *National Bylaws Article 5 Section 545 and Article 8 Section 815*.

SECTION 6-57 DETACHMENT CANTEENS

- a-95* No Detachment shall operate a Canteen using the name, "Marine Corps League."

SECTION 7-57 DETACHMENT FUND RAISING

- a-57* No Detachment shall conduct its business or conduct any program, fund raising campaign, publicize any event or affair or issue and printed matter except in its own Detachment name and shall not, in any way, use the name "Marine Corps League" except in combination with its own name.

SECTION 8-58 DETACHMENT SOLICITATION COMMITTEES

- a-58* In each District (Area, Region) temporary committees may be formed where an activity or solicitation involves two or more Detachments. The committees' formation must have the approval of the Department Commandant and Staff and they shall be automatically dissolved upon completion of the affair or solicitation for which they were formed.
- b-58* Where required by local law, permanent or temporary County Councils or Committees must be formed. The Vice Commandant of the District (Area, Region) shall be the Chairman of these Councils or Committees.
- c-58* The Judge Advocate of the Department will, if necessary, initiate whatever measures are required to dissolve these Councils or Committees.
- d-58* Formation of these Councils or Committees and functions conducted by them must be approved by the Department Judge Advocate and be conducted as prescribed by Marine Corps League, New York State and local law.
- e-58* Monthly reports must be filed by the Chairmen of the Councils or with the Department Commandant and copies must be sent to the Department Judge Advocate. If no report is filed by the twenty-fifth (25th) of the Month, the Judge Advocate must act as outlined in *Sub-paragraph c-58 of this section*.

CHAPTER 15
AUXILIARY

SECTION 1-91 UNITS

a-91 The Marine Corps League Auxiliary, Department of New York, will be in accordance with the National Bylaws of the Marine Corps League.

CHAPTER 16
DEPARTMENT BYLAW AMENDMENTS

SECTION 1-57 ADOPTION AND AMENDMENT

a-00 This Department may adopt and amend **Bylaws** not inconsistent with the National Charter or **Bylaws** of the Marine Corps League by a majority of the voting Delegates at the Annual Department Convention.

SECTION 2-00 AMENDMENTS - OPERATIVE BYLAWS

a-00 Procedures for revisions, repeal or amendment are set forth in *Article Eight, Section 800, of the National Bylaws*. Any and all changes, modifications or additions to the **Bylaws** of the Department, which do not provide for an effective date, shall be effective upon the close of the Department Convention at which it is approved.

CHAPTER 17
NATIONAL CHARTER AND BYLAWS

SECTION 1-57 CONFLICT OR VARIATION

a-88 Department Convention may adopt Department Bylaws and Administrative Procedures which are not inconsistent with the National Charter or the National Bylaws and Administrative Procedures, provided they have been approved by the National Judge Advocate, and provided further, that a copy of such approved Bylaws and administrative Procedures shall be on file at National Headquarters.

CHAPTER 18
GRIEVANCE AND DISCIPLINE

SECTION 1-87 GRIEVANCES

a-88 In the event of a grievance or dispute within a Detachment, which cannot be resolved through the good offices of Officers or members of that Unit, petitions for redress shall be directed to the Department Judge Advocate.

b-87 In the event that the Judge Advocate is unable to settle the dispute in a satisfactory manner, then the Department Commandant shall appoint a Hearing Board, consisting of himself as Chairman, the Department Judge Advocate and a minimum of three (3) other members, none of whom shall be members of the Unit involved. All legitimate travel and lodging expenses of the Board shall be reimbursed by the Department upon the submission of proper vouchers.

CHAPTER 18 {Continued}SECTION 1-87 GRIEVANCES {continued}

- c-87* The Hearing Board shall convene a hearing at a time and place of its convenience for the purpose of hearing testimony from parties in the dispute as outlined in *Chapter Nine, Section 900, of the National Administrative Procedures*; the Board shall submit its written decision to the petitioner within fifteen (15) days, with copies to all participating parties, the National Commandant and the National Judge Advocate.
- d-87* The petitioner may appeal the decision of the Hearing Board, in writing, within thirty (30) days, to the National Judge Advocate, who will then consider the grievance according to the *National Administrative Procedures, Chapter 9, Section 901, Paragraph (g)*.

SECTION 2-87 DEPARTMENTAL DISCIPLINE

- a-00* Whenever an individual member, Detachment or Departmental Officer, or Detachment, commits an act contrary to the National **Bylaws** and Administrative Procedures of the Marine Corps League or the **Bylaws** of the Department of New York, Marine Corps League, or an act which is deemed not in the best interest of the Marine Corps League or the Department of New York, said individual, Detachment or Department Officer, or Detachment, may be charged according to the manner set forth in *Chapter 9, Sections 904 and 905, of the National Administrative Procedures*.
- b-88* A charge, in writing, shall be served on the offending individual or Detachment (respondent), according to *National Administrative Procedures, Chapter Nine, Section 904 (a-1) and 904 (b)*.
- c-88* If warranted, the Department Commandant shall appoint a Hearing Board consisting of himself, or his appointed representative, as Chairman, the Department Judge Advocate and a minimum of three (3) other members who shall not be members of any Detachment involved in the charge. All legitimate travel and lodging expenses of members of the Board will be reimbursed by the Department on submission of proper vouchers.
- d-88* The Hearing Board will convene a hearing at a time and place of its convenience and may hear testimony and conduct its own investigation of the charges. The Board's decision will be processed in accordance with *National Administrative Procedures, Chapter Nine, Section 901 (e)*.
- e-87* The respondent may appeal the decision of the Board within thirty (30) days, in writing, to the National Judge Advocate, who will then consider the charges in the manner outlined in *Chapter 9, Section 904, Paragraph (e) of the National Administrative Procedures*.
- f-87* In the event the respondent is the Department Commandant, or the Department, the charges will be submitted directly to the National Judge Advocate, who shall proceed according to provisions of *Chapter 9, Section 905, of the National Administrative Procedures*.

CHAPTER 19
QUORUM

SECTION 1-90 QUORUM

a-90 A quorum for a Department Convention shall consist of the authorized delegates present, on the floor when a vote is taken.

SECTION 2-91 CONTRACTS

a-91 No Department Officer, employee, or Committee Chairman, or any member of the Marine Corps League, shall enter into, or sign any contract or agreement, for the purpose of binding the Department of New York of the Marine Corps League without first submitting such contract or agreement to the Department Judge Advocate for his consideration and recommendations. The Department Judge Advocate will forward the contract or agreement to an Attorney or Insurance carrier, if applicable, for their recommendations. All Documents will then be forwarded to the entire Department Board of Trustees.
The Department Board of Trustees thereafter, by a majority vote, may accept or reject, in whole or in part, the contract or agreement submitted to it.
All contracts or agreements consummated in the name of the Department of New York, Marine Corps League, shall require the signature of the Department Commandant.

SECTION 3-91 CORPORATE NAME

a-91 Unauthorized use of the Corporate name and/or Corporate Seal is strictly prohibited.

SECTION 4-91 MEMBERSHIP LISTING

a-91 The membership listing of the Department of New York, Marine Corps League, is proprietary information and under the direct control of the Department of New York, Marine Corps League. Applicable portions of the Membership listing shall be periodically provided to appropriate Detachments exclusively for internal usage in administrative membership of such Detachments. The membership listing will not be sold, leased, copied, loaned or assigned without the express permission, in writing, from the Commandant, Department of New York, Marine Corps League, upon approval of the Department Board of Trustees.

ADMINISTRATIVE PROCEDURES

DEPARTMENT OF NEW YORK

MARINE CORPS LEAGUE

ADMINISTRATIVE PROCEDURES
DEPARTMENT OF NEW YORK MARINE CORPS LEAGUE

CHAPTER 1
GENERAL

SECTION 100 NAME AND PURPOSE

a-92 The name of the body corporate is the Department of New York, Marine Corps League, and is a non-profit corporation, incorporated in the State of New York

SECTION 101 ADMINISTRATIVE PROCEDURES

a-92 These Administrative Procedures are adopted per *Article Four-Section 400 of the National Bylaws* of the Marine Corps League.

SECTION 102 LOCATION

a-92 The principal offices of the Department of New York, Marine Corps League, shall be located at a place or places as the Department of New York Board of Trustees may select in the best interest of its membership.

SECTION 103 CORPORATE SEAL

Same as *Chapter 1, Section -95 of Department Bylaws*.

SECTION 104 ORGANIZATION

a-92 The constituted bodies of the organization shall be:

1. The State organization to be known as the Department of New York Convention, Marine Corps League
2. Subordinate regional organizations to be known as AREAS, the extent and boundaries of which shall be as outlined in *Department Bylaws, Chapter 7, Section 2-65*
3. Subordinate local organizations are to be known as Detachments.

CHAPTER 2
DEPARTMENT CONVENTION

SECTION 200 TIME AND PLACE

a-92 The time and place of each Department Convention shall be decided by the Delegates present and voting at a Department Convention, two years in advance, provided that in an emergency, the present and voting Delegates may assign this duty to the Department Board of Trustees.

b-92 Each Detachment shall be provided with written notification, by the Department Convention Chairman, of date and location at least ninety (90) days prior to the opening date of the Convention. Notification shall include: room rates, banquet cost, and convention schedule; including all activities and their cost.

CHAPTER 2 {continued}

SECTION 201 **RULES OF ORDER**

a-92 The National Bylaws and Administrative Procedures and the Department of New York Bylaws and Administrative Procedures shall govern the procedure and conduct of the Department Convention.

SECTION 202 **REGISTRATION**

a-92 Registration fee for the Department Convention shall be \$7.00. Advanced registration fee shall be \$5.00, provided that such fee, accompanied by the properly executed credential forms, is received by the Credentials Chairman fifteen (15) business days prior to the opening date of the Department Convention.

b-92 Should a member's credentials as a Detachment delegate or alternate be challenged by the Credentials committee, the member's Detachment Commandant, or his duly appointed representative, may authenticate the member's credentials, provided it does not authorize more delegates or alternates than provided for under the provisions of the Department bylaws.

SECTION 203 **INSTALLATION**

a-92 The installation of Department elected or appointed officers shall be conducted with a formal ceremony. The newly elected Department Commandant may choose the time of installation (either the end of the last business session or at the banquet).

SECTION 204 **STENOGRAPHIC EXPENSES**

a-92 The Department convention Committee shall bear all expenses, including recording of the proceedings.

SECTION 205 **CONVENTION ADMINISTRATIVE COMMITTEES**

a-95 The Department Administrative Convention Committees shall be: Credentials Committee; Bylaws Administrative Procedures Committee; Resolutions and Rules Committee; and Standing Committees

- **Credentials Committee** – shall have the file copy of the Marine Corps League membership transmittal available at the Convention in the event of challenge.
- **Bylaws Administrative Procedures Committee** – shall receive and consider all proposed changes, revisions, and deletions to the Department bylaws or Administrative Procedures properly submitted in accordance with all provisions of the Department bylaws. The Committee, by majority, shall vote to approve or disapprove all properly submitted bylaws or Administrative Procedure revisions. The Committee Chairman shall report the Committee's recommendation to the Department Convention for its consideration and action.

CHAPTER 2 {continued}SECTION 205 CONVENTION ADMINISTRATIVE COMMITTEES {continued}

- **Resolutions and Rules Committee** – shall receive and consider all properly submitted resolutions (not bylaws) complying with the requirements and the Department bylaws and Administrative Procedures, and may offer resolutions on behalf of the Committee deemed by the Committee to be advisable and necessary. The Committee, by majority vote, shall approve or disapprove the resolutions considered by the Committee. The Committee Chairman will report the Committee's recommendations upon such resolutions to the Department Convention for consideration and action. The Committee shall study the rules of the Convention employed at a prior Department Convention(s) and determine the need for additions or revisions, and present these same to the Department Convention, for consideration and action.

SECTION 206 BIDS FOR DEPARTMENT CONVENTION

a-95 Any Detachment may submit a formal written bid for a Department Convention provided that such bid, in complete detailed form as outlined herinafter, is in the hands of the Department Convention Chairman, two years prior to the meeting at which consideration is desired. All bids must include the following minimum requirements:

1. A resolution approved by the bidding Detachment signed by the "Detachment Commandant" and Adjutant/Paymaster, inviting the Department to hold its Convention in their municipality or territory no less than two years after the date of consideration.
 - If the bid is accepted, then the Detachment shall submit itself to the control, supervision, direction and guidance of the Department Convention Chairman.
 - The Detachment will cooperate in every way, and not enter into any contracts or agreements without the prior approval of the Department Convention Chairman.
 - All monies, which are the property of the Department, collected prior to, or during the Department Convention, will be turned over to the Department Adjutant/Paymaster, at the conclusion of the Department Convention.
2. A written detail of all entertainment activities with estimated cost of such activity.
3. And, assurance of reasonable availability of chauffeured vehicles for emergency use and transportation of invited guests to and from normal transport terminals.
4. A provision for convenient Command Post and Information Center.
5. Letter over signature of the Mayor or Manager of the municipality inviting the Department and assuring full cooperation.

CHAPTER 2 {continued}SECTION 206 BIDS FOR DEPARTMENT CONVENTION {Continued}

6. Letter from the individual Hotel Manager detailing the accommodations available, and assurance of full cooperation, and must include:
 - a. Adequate and acceptable complimentary hall to accommodate joint opening session; complimentary meeting rooms for League, Auxiliary, Devil Dogs, Fleas, Memorial Service, Banquet, and Committee conference rooms.
 - b. Adequate accessible Registration space, free of interference, for the full period of registration
 - c. Complimentary suites and strip tickets to all activities for the Department Commandant, Department Auxiliary President; room for MOODD Pack Leader, National Commandant, National Auxiliary President, and distinguished guest. "(if complimentary" suites or rooms cannot be obtained, then the expense shall be borne by the Department Convention Committee.)
 - d. Total available rooms, with convention rates (single and double). If applicable, choices of special meals with convention prices.
7. Convention hotel/motel will be wheelchair accessible and eligible to display the international wheelchair symbol (see enclosure one (1)).
 - a. Restaurant, bars, cocktail lounges, nightclubs, and rest rooms must be wheelchair accessible.
 - b. Five (5%) of all hotel/motel rooms will be completely handicapped-equipped with a minimum of five (5) rooms so equipped.
 - b. If possible, one handicapped/paralyzed member will be on the Committee's inspection of all off-site special events. Such special events will be identified if wheelchair accessible.
 - c. The above conditions must also apply to all Department Staff meetings.
8. In the event that no bid is presented, the Department Convention Committee will choose a suitable site subject to the approval of the Convention delegates.
9. The Department Convention Committee will certify, in writing, to the Department Judge Advocate, that all convention bids that have been considered have complied with the above requirements of this section.

CHAPTER 3 {Continued}

4. The Committee and its Director - shall:

- a. Be responsible to the Department Commandant and the Department Board of Trustees for all planning arrangements, control, administration and conclusion of the Department Convention.
- b. The Director shall submit to the Department Board of Trustees, no later than the January Department Staff Meeting, a written report of the "previous" convention. The report shall contain the following:
 - 1) Certification that all the bills have been paid.
 - 2) Financial accounting of convention journal.
 - 3) Total number of rooms (living units) utilized.
 - 4) Number of people attending each social activity.
 - 5) Attendance at banquet.
 - 6) Problems identified and solution recommendations.
 - 7) Appropriate remarks and recommendations.
- c. To contract, with the approval of the Department Board of Trustees, as prescribed in the *Department bylaws, Chapter 13, Section 12-57, B88*, the services of a promotional organization (promoter) who shall solicit all advertisements, and provide a quality Convention journal in the quantity specified by the Convention Committee. The Committee is responsible for the actions of the promoter, including compliance with all federal, state, local laws and the National, Department Bylaws and Administrative Procedures. The Committee will be responsible for the distribution of the journal.

5. Marine of the Year Committee – this committee shall be comprised of all past Marine of the Year recipients in attendance at the Convention.

- a. The Committee shall be no less than three (3) members, and must be in good standing.
- b. Nomination will only be accepted from a Detachment.
- c. Each nomination submitted must be placed in a sealed envelope, and addressed to the Chairman of the Marine of the Year Committee and forwarded via the Department Adjutant/Paymaster.
- d. Nominations must be postmarked not later than fifteen (15) days prior to the opening of the Department convention. The Adjutant/Paymaster will give the Marine of the Year Chairman all unopened envelopes received for consideration for Marine of the Year.
- e. The Committee will select the Marine of the year, and present same at the Convention banquet.
- f. The Department Paymaster will order and purchase a standard Marine of the year award.
- g. The Committee must receive a minimum of three (3) nominations before it can consider any nominations for Marine of the year.

CHAPTER 3 {Continued}

6. **Advisory Councils and Duties** – the advisory councils and their duties are as follows:
- a. **Past Department Commandants Council** - the Past Department Commandants council, an integral part of the Department Staff, composed of all Department of New York past Department Commandants, chaired by the Junior Past Commandant. This Council is charged with the responsibility of providing assistance to the Department Staff. The Council will meet at least twice a year, one of the meetings shall be at the Department convention.
 - b. **Detachment Commandants Council** – The Detachment Commandant council, an integral part of the Department Staff, composed of all Detachment Commandants, and chaired by the Department Senior Vice Commandant, as a collective advisory body, is charged with the responsibility of providing assistance to the Department Board of Trustees. It shall be the general duty of this Council to:
 - 1) Study way and means to stimulate growth both in membership and stature in the Department and the enhancement of administrative and command relationships between the Department, Department Staff, and National Headquarters, and other components.
 - 2) Receive and evaluate suggestions and relationships which are oriented to the improvement of the Marine Corps League, both Department and National.
 - 3) As called upon, execute studies as assigned by the Department Commandant.
 - 4) Pursuant to accomplishing the above, they shall develop a proposed plan, policies, procedures and systems for recommendation to the Department Board of Trustees.
 - 5) They shall meet at each Department Staff Meeting and Department Convention.
 - 6) The activities of the Detachment Council shall be reported to the membership during each Department Staff Meeting and Department Convention.
7. **Americanism Committee** – the membership of the committee shall be appointed by the Department Commandant. It shall consist of a duly appointed Chairman and two members; the term of office being at the Department Commandant's discretion.
- a. **Purpose** – upon recommendation of the Budget Committee, and approval of such by the body, funds will be available for programs designated by the Americanism committee for implementation. These funds will be to sponsor recognition of patriotic achievement.
 - b. **Programs** – all programs and subsequent awards/dispursal of funds, must be brought before the Board of Trustees for final approval. Such programs will be promoted at Detachment level (with appropriate instructions), and forwarded to the departmental committee for review. Recognition for awards will take place at Department Convention.

CHAPTER 3 {Continued}

8. **“Letsco” Committee** – upon appointment by the Department Commandant (subject to Board of Trustees approval), a Chairman/Chief Instructor for Officers’ Training will coordinate the formation of a staff for the express purpose of teaching law/policy of the Marine Corps League. Said instructors will (by their nomination and acceptance) accept responsibility for correct lesson plans/methods to fulfill the obligation of instructing the membership/students to the Marine Corps League bylaws/administrative procedures, and associated necessary information.
 - a. School particulars (dates, location, prices, and enrollment) will be distributed (via Department newspaper/Staff Meeting minutes/personnel correspondence) to all Detachments.

9. **Rifle & Pistol Committee** – upon appointment by the Department Commandant (and proper approval by the Board of Trustees), the Chairman/Director of the Rifle & Pistol Committee shall formulate a staff, create the necessary programs and ensure the proper management of policy for the implementation of participation in National/Department/Detachment match competition for firearms.
 - a. All budget items (fees, trophies, etc.) will be reviewed and approved by the appropriate responsible departmental boards.

10. **Raffle Committee** – it shall be the duty of the committee chairman to:
 - a. Arrange for and secure the First Prize, which shall consist of a Cruise. The destination shall be determined by the availability of a reasonably priced trip (for two) that falls with the price range of the valued prize of \$2,500 or less.
 - b. Contact the Detachment closest to the next convention site that has a raffle permit number. That number will be the permit number to be used for the current years’ raffle. A letter of notification shall be sent/given to each detachment when raffle tickets are issued.
 - c. Get a sufficient quantity of tickets printed to be distributed to the detachments.
 - d. Collect monies and raffle stubs from all sales. All monies shall be transferred to the Paymaster.
 - e. At the convention, all sold raffle tickets shall be put into a container in which they shall be mixed thoroughly before drawing out the winning tickets.
 - f. Be responsible for notifying the winners.
 - g. A final report of total tickets sold, total cost of prizes, detachment who sold the most tickets and single largest seller of tickets shall be presented to the Commandant and the membership at the Fall Staff meeting.

CHAPTER 3 {Continued}

11. **Ships' Store** – the Ships' Store is established as a convenient way for department members to purchase official uniform items and literature at staff meetings and conventions. Other items of particular interest to Marines may also be offered for sale. The Department Quartermaster is appointed to manage and operate the Ships' Store.
- a. At each annual department convention, the Department budget committee shall set a dollar amount inventory level for the Ships' Store, to be approved by the membership. The total inventory (at cost) and cash funds shall not deviate from the approved amount. A modest mark up shall be applied to merchandise, and excess funds transferred to the general fund quarterly. For the purposes of stocking the store, the Quartermaster is limited to the funds allotted, and is exempt from the provisions of *Chapter 11, Section 2-57, a-75 of the bylaws.*
 - b. At a minimum, the Ship' Store shall stock:
 - 1) Current Department Bylaws and applicable changes.
 - 2) Current National Bylaws and applicable changes.
 - 3) The Marine Corps League Ritual Book.
 - 4) The Marine Corps League cover emblem (gold enlisted)
 - 5) Marine Corps League collar ornaments.
 - 6) Associate Member cover and collar bars.
 - 7) Marine Corps League shoulder patch.
 - 8) Assorted Marine Corps League ribbons and medals. The Ships' Store will not stock the ribbons and medals of the Armed Forces of the United States.
 - 9) Ribbon mounting bars.
 - 10) U. S. Marine Corps enlisted tie bar.
 - 11) Men's black necktie.
 - 12) Woman's black neck tab.
 - 13) Blank MCL certificates and citations authorized for issue at the Detachment level.
 - 14) Other such Marine Corps league uniform items as fit the needs of the membership.
 - 15) Incidental gift items as may be of particular interest to Marines.
 - 16) On agreement with the Department of New York, Marine Corps League Auxiliary, the Ships' Store may stock items peculiar to the Auxiliary.

CHAPTER 3 {Continued}SECTION 301 APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS – TERM

a-92 All appointed Department Officers, Committee Chairmen, Committee members shall, unless specified to the contrary in the Department Bylaws or Administrative Procedures, serve at the pleasure of the Department Board of Trustees. Appointees shall surrender to the duly appointed successor all Department books, records, and any other property with which the office or person is charged.

CHAPTER 4
AREASSECTION 400 AREAS

a-92 To obtain a more effective administrative functioning, the Department of New York is divided in geographical units called Areas.

SECTION 401 POWERS

a-92 The function of an Area is administrative only. NO Area will adopt bylaws. Only expenses authorized in advance by the Department Board of Trustees will be paid by the Department. With the consent of the Area, monetary contributions may be accepted to fund the administrative obligations of the Area. The Area Vice Commandant will be responsible for all Area funds.

SECTION 402 AREA ALIGNMENT

a-92 The Areas of the Department of New York are as specified in the Department bylaws, *Chapter 7, Section 2-65, a-90*

CHAPTER 5
DEPARTMENTSECTION 500 POWERS

a-92 Whatever power is vested in the National Organization shall, in corresponding circumstances, be vested in the Department.

SECTION 501 AUTHORITY

a-92 The Department shall be governed by its elected Officers; Department Convention – subordinate to a National convention; the Charter; the Bylaws and Administrative Procedures of such bodies.

SECTION 502 DEPARTMENT DUES

a-92 The Department Convention shall determine the amount of per capita dues. All per capita dues and monies which are due National Headquarters from Department shall be forwarded without delay.

CHAPTER 5 {Continued}SECTION 503 INSTALLATION OF DEPARTMENT OFFICERS

a-92 The installing Officer must be: either the National Commandant; any National Elected Officer; a past National commandant; or a past Department Commandant.

SECTION 504 INSTALLATION OFFICER – DUTIES

a-92 It shall be the responsibility of the installing Officer to date and forward the installation form within the time frame as specified in *Article 5, Section 530 of the National Bylaws* of the Marine Corps League (see enclosure three (3) for instructions on completing the report of Officer and Installation form).

CHAPTER 6
DETACHMENT

ADMINISTRATIVE PROCEDURES
CORRECTION 2/04

SECTION 601 AUTHORITY

a-92 Each Detachment shall be governed by its elected Officers, sub-ordinate to the National and Department Convention; the Charter; and the Bylaws and Administrative Procedures of such bodies.

SECTION ~~502~~ 602 DETACHMENT DUES

a-92 The Detachment shall fix the amount of its membership dues, which shall include the National and Department per capita dues and fees. All per capita dues and fees due National and Department shall be forwarded without delay as stated in *Chapter Six, Section 615 of the National Administrative Procedures*.

SECTION ~~503~~ 603 INSTALLATION OF DETACHMENT OFFICERS

a-03 Installing Officer must be a Department Commandant; an elected Department Officer; a Past Department Commandant; the National Commandant, a Past National Commandant, an Elected National Officer, the Detachment Commandant or a Past Detachment Commandant.

National Administrative Procedures Chapter Six Section 620 (a) applies.

SECTION ~~504~~ 605 INSTALLATION OFFICER – DUTIES

a-92 It shall be the responsibility of the installing Officer to date and forward the installation form within the time frame as specified in *Article 5, Section 530 of the National Bylaws* (see enclosure three (3) for instructions on completing the report of Officer and Installation form).

CHAPTER 7
MEMBERS

SECTION 700 MEMBERSHIP

a-92 Membership requirements shall follow the National and Department Bylaws.

CHAPTER 8
SUBSIDIARIES AND SUBORDINATES

SECTION 800 SUBSIDIARIES

a-92 Subsidiary organizations such as: Marine Corps League Auxiliary; Military Order of the Devil Dogs; Young Marines of the Marine Corps League are recognized per *National Administrative Procedures Chapter Eight (8)*

CHAPTER 9
GRIEVANCE AND DISCIPLINE

SECTION 900 GRIEVANCE & DISCIPLINE

a-92 Grievance and discipline procedures are set forth in the *National Administrative Procedures, Chapter Nine (9)*

CHAPTER 10
MISCELLANEOUS

SECTION 1000 MISCELLANEOUS

a-92 Miscellaneous will be the same as National Administrative Procedures, chapter Ten (10), except for the following:

1. **Resolutions, Submitting and Processing:** Resolutions may be submitted by a member in good standing, a Detachment or Department for consideration by a Department Convention, provided said resolutions are in proper form and in compliance with the following:
 - a. The resolutions must be typewritten with an original and three (3) copies and must be registered with the Department Adjutant no later than June 1 prior to the opening date of the Department Convention at which therein is desired.

CHAPTER 10 {Continued}

1. Resolutions, Submitting and Processing [continued]

- b. An appropriate registration number will be assigned each resolution by the Department Adjutant:
 - one copy shall be retained at the Department as part of the permanent file;
 - one copy shall be placed in a working file, to be referred to the Department Resolutions committee for their consideration and recommendations;
 - one copy shall be used by the Department Adjutant as a source for distributing resolution clauses.
 - The fourth copy, with the registration number, shall be returned to the proposer/sponsor, to serve as evidence of compliance with this section.
- c. All resolutions submitted to the Department Convention for consideration shall be drawn on such form as being adopted by the Department of New York Marine Corps League Convention assembled. Any resolutions not written in this form shall be returned by the Department Adjutant to the proposer/sponsor for correction.
- d. Except as expressly waived by a two-thirds (2/3) vote of the present and voting delegates at the Department convention, no motion proposing adoption of a resolution shall be placed on the floor of the Department Convention unless the requirements of this section have been complied with.
- e. The Department Adjutant shall prepare an adequate supply of all registered resolutions in accordance with this section and have such supply available for distribution to all delegates and members of the Resolutions committee upon their arrival at the Department Convention.
- f. The Department Adjutant shall report to the fall Department Staff Meeting of the actions taken to comply with the resolutions passed at the preceding Department Convention.

2. Amendments – the Administrative Procedures may be amended, revised, or repealed by a majority vote of the Department Board of Trustees, or at a Department Convention by a majority vote of the delegates present and voting; providing that such amendment, revision or repeal does not, in any manner, violate the provision of the National or Department Bylaws.

- All revisions, repeals or amendments must be submitted to the National Judge Advocate for approval.

3. Distribution – each Detachment, member of the Department Board of Trustees, Pack of New York MODD, and Marine Corps League Auxiliary shall be provided a copy of the changes each time they are printed.