

**BY LAWS
MISSOURI DEPARTMENT
MARINE CORPS LEAGUE AUXILIARY**

PREAMBLE

In the name of the Beneficent God of all, we the Wives, Widows, Mothers, Grandmothers, Sisters, Daughters, Granddaughters, Stepmothers, Stepdaughters, Daughters-In-Law and Aunts of the men and women who have honorably served, or are serving our Country in the United States Marine Corps and Women Marines (former, active or Reserves), and Associate Members, for the common good of this Nation, and all the nations and people of our World and in order that the fundamental rights and freedom of every person may be preserved to foster interest in the affairs of the United States Marine Corps and the Marine Corps League, Incorporated, to protect and advance the welfare of the wounded and disabled Marines and their dependents, and for the further purpose set forth hereinafter, do solemnly and firmly associate ourselves together in a nonprofit corporation known as the "Marine Corps League Auxiliary", and ordain and establish these Bylaws under authority to a Chapter duty granted by the National Headquarters of the Marine Corps League Incorporated.

BYLAWS

A 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.

ARTICLE I

MEETINGS

- a) The Missouri Department of the Marine Corps League meets at 9:00 a.m. on the first Saturday in the months of **September, December, and March** at the Samuel F. Gearhart Detachment located in Jefferson City, Missouri. The **4th** meeting date and location is to be determined by the Detachment hosting the Marine Corps League Annual Convention. This meeting to be held at the Missouri Department Convention held each year between May 1 and July 15.
- b) The time & location of the Department Meetings can be changed by a simple majority vote by the Board of Directors.
- c) An emergency meeting may be called by the President and to take place at a location of her choice. Also emergency votes can be made outside the regular meeting by way of phone or internet.
- d) While meetings are in session the Missouri Department of the Marine Corps League shall be a smoke free environment and the consumption of alcohol forbidden.

ARTICLE II

OFFICERS & ELECTIONS

- a) The Department shall hold an annual election of officers between the dates of May 1 and July 15 of the current year at the Department Convention. The Nominating Committee shall present a slate of officers. Each Nominee shall be a regular member in good standing.

The slate of officers will be presented at the Department Convention. At that time nominations can be made from the floor as long as said nominee has agreed to this nomination prior to the meeting. Nominees must be present at the time of nomination unless previously excused due to illness and/or an emergency situation. Verbal acceptance to the Chairman of the Nominating Committee or the President will be accepted.

- b) Election of Officers will follow the nominations.
- c) Installation of Officers will take place at the Department Convention.
- d) The officers to be elected shall be President, Senior Vice President, Junior Vice President, Judge Advocate, Secretary/Treasurer, Chaplain and Captain of the Guard.

- e) A vacancy of any elected office may be filled by the Board of Directors for the unexpired term of office and be approved by the members present at current meeting.
- f) Elected officers of this Department shall be the **Board of Directors**. All offices with the exception of the Secretary/Treasurer shall have a term limit not to exceed two (2) consecutive years. The office of Secretary/Treasurer shall have a term limit of three (3) years.
- g) The standard report of officers must be filed with National Headquarters not later than July 31 annually.
- h) The elected Officers of the Department shall be the Department Board of Trustees. However, the Department Convention is authorized to appoint the outgoing Department President or a Past President to serve a one (1) year term as a member of the Board of Trustees.

ARTICLE III

FUNDRAISING

- a) In order to raise funds to operate the Department may hold fundraising events. Should this fundraiser take place in the territory of a Unit hosting the event a request must be made in writing at least 30 days prior to the event asking for permission to operate a sale or raffle in said area. Agreement must be made in advance that this sale or raffle will in no way conflict with what said Unit is planning to do.

ARTICLE IV

BYLAWS AMMENDMENTS

- a) A Bylaws change shall be presented in writing at a regular meeting, passed to the Bylaw Committee for any recommendations, and then voted upon at the next regular meeting. The Board of Directors shall have the power to make, and from time to time repeal, amend and alter the Bylaws of the Department, however, the Members must approve of the changes.

ARTICLE V

UNITS

- a) When a new Unit is formed in the State of Missouri start up funds in the amount of \$200.00 will be given to that Unit by the Department as long as said funds are available.

DISSOLUTION OF A UNIT

- a) When a Unit becomes dissolved the assets, both real and personal, are to be turned over to the Jurisdiction of the Missouri Department to be held separately from the Department General Fund for a period of two years. If within that period the Unit is reactivated all assets are returned to the Unit. If the Unit remains dissolved the Department follows the rules as stated in the National Bylaws, page 18, Section 555, and the assets will be used accordingly.
- b) If a Unit Charter has been suspended, revoked or voluntarily surrendered, they have a two year period in which to reorganize and be reissued the charter and claim its any remaining assets.

ARTICLE VI

FREEDOM OF ACTION

- a) Unless expressly forbidden by any section of the National Bylaws and Administrative Procedures, a Department Convention and/or a Department Staff meeting shall be free to take such action and engage in such activities as are not in violation with Federal, State, County or Municipal Law or Ordinance.

ARTICLE VII

QUORUM

- a) A quorum of eight (8) must be present to conduct a Department Convention and Department Staff Meetings.

ARTICLE VIII

BONDING

All Department Officers handling Department monies shall be bonded. The Department President and the Department Treasurer are covered under a blanket bond held by the National Headquarters. The bonding of additional Department Officers, if necessary in compliance with this section, shall be arranged for by the Department.

ARTICLE IX

TREASURER'S FINANCIAL RECORDS

- a) All records must be kept in a permanent book which would be available for auditing and historical purposes. These financial records are never to be destroyed.

ARTICLE X

FILES

- a) Files shall be kept for five (5) years – past four (4) and current year. **ALL FINANCIAL RECORDS AND MEMBERSHIP APPLICATIONS** are to be retained in proper files. **NOT TO BE DESTROYED**, regardless of who may assume they are obsolete and of no value. Applications for membership should never be destroyed.

ARTICLE XI

AUDITING & BUDGETING

- a) The Treasurer's books are to be audited by a panel of two (2) annually.
- b) The Budget Committee shall propose a budget for the upcoming year on an annual basis and put before the Board of Directors at the Annual Convention.

**BYLAWS APPROVED BY THE
MISSOURI DEPARTMENT OF THE MARINE CORPS AUXILIARY**

Adrienne Steinke
Adrienne Steinke
Department Judge Advocate
Bylaw Chairman

Date: 6-5-10

Mary Jo Ferrell
Mary Jo Ferrell
Bylaw Committee

Date: 6-5-10

Mary Lou Webb
Mary Lou Webb
Bylaw Committee

Date: 6-5-10

I certify that I have reviewed the above Bylaws of the Missouri Department of the Marine Corps League Auxiliary and find them to be not inconsistent with or in conflict with the National Bylaws of the Marine Corps League Auxiliary.

Jackie Hunter
Jackie Hunter
National Judge Advocate

Date: 6-7-10