

**BYLAWS
DEPARTMENT OF MISSOURI**



**as amended
9 June 2007**

**4925 Business 50 West
Jefferson City, MO 65102**

**BYLAWS
DEPARTMENT OF MISSOURI
MARINE CORPS LEAGUE**

ARTICLE ONE

NAME AND PURPOSE

SECTION ONE

The name of this organization shall be "THE DEPARTMENT OF MISSOURI, MARINE CORPS LEAGUE, INC."

SECTION TWO

The purpose of this Organization shall be,

- (a) To preserve the traditions and to promote the interests of the United States Marine Corps.
- (b) To band together those who are now serving and those who have been honorably discharged from the United States Marine Corps in fellowship so they may effectively promote the ideals of American freedom and democracy.
- (c) To fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served 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 we have supported by blood and valor since the founding of the Republic.
- (f) To maintain true allegiance to the American Institution.
- (g) To aid and render assistance to all Marines, former Marines, their widows and orphans.
- (h) To perpetuate the history of the United States Marine Corps, and by fitting acts, to observe the anniversaries of historical occasions of particular interest to Marines.
- (i) To assist in the growth of the Marine Corps League by promoting and encouraging the growth of new Detachments in the Department.
- (j) To serve as an administrative conduit between the National Headquarters of the Marine Corps League and the League Detachments.

ARTICLE TWO

MEMBERSHIP

SECTION ONE

Any member in good standing in any Detachment of the Department of Missouri shall be a member of this Department.

SECTION TWO

Any Detachment, chartered by the Marine Corps League, organized and located in the State of Missouri, shall be a member of this Department.

SECTION THREE

Any persons eligible for membership in the Marine Corps League, intending to organize a Detachment in the State of Missouri, shall make application in writing to the Department Adjutant. The Department Adjutant will procure the necessary forms and will give such aid and assistance as necessary to complete the organization of the said Detachment. Upon the granting of a Charter to a new Detachment, it shall be the duty of the Department Commandant to deliver said Charter in person or to designate a proper representative to deliver the Charter. The names of at least twenty (20) eligible persons shall appear on the application for Charter unless special consideration by the Department and the National Marine Corps League allows otherwise.

SECTION FOUR

The names of all persons who sign the application for Charter shall appear on the Charter as Charter members.

ARTICLE THREE

CONVENTION OF THE DEPARTMENT OF MISSOURI

SECTION ONE

The Department shall be governed by a Department Convention which shall have all legislative and policy making powers, subordinate only to the Bylaws and the Convention of the National Marine Corps League.

SECTION TWO

Changes in these Bylaws may be made by the procedure set out in ARTICLE TEN (10), SECTION ONE (1).

ARTICLE FOUR

COMPOSITION OF THE CONVENTION OF THE DEPARTMENT OF MISSOURI

SECTION ONE

The Department Convention shall be made up of the following members in good standing in the Department or the National Marine Corps League, who have been properly elected or appointed.

- (a) The National Commandant and all Past National Commandants in attendance.
- (b) The Department Commandant and all Past Department Commandants in attendance.
- (c) All elected officers of the Department in attendance.
- (d) All Detachment Commandants of the Department in attendance.
- (e) All Delegates properly elected by their Detachments.

SECTION TWO

Any member of the Marine Corps League that is in good standing may attend the annual Department Convention and may have a voice on the floor. (However, such members shall not have a vote on any issue.)

ARTICLE FIVE

RULES OF THE DEPARTMENT OF MISSOURI CONVENTION

SECTION ONE

The Department Convention shall be held between 1 May and 15 July of each year. The site of the next Department Convention shall be determined at each prior Department Convention. Should the Department Convention fail to make such a determination the Department Board of Trustees (Department Elected Officers) shall select the site.

SECTION TWO

Nominations of candidates for Department offices shall be made by a Nominating Committee composed of Past Department Commandants and Department members appointed by the current Department Commandant. The Nominating Committee shall have a quorum of a minimum of five (5) members. Additional nominations may be made from the Convention floor. All nominees must be members in good standing and must be present on the Convention floor at the time of nomination.

SECTION THREE

Election Procedures.

- (a) All elective officers shall be elected and installed prior to the close of the Convention.
- (b) An Election Chairperson shall be appointed by the Department Commandant from the Department membership before the Convention. The Election Chairperson may not hold the office of Nominating Committee Chairperson. The Election Chairperson shall appoint two (2) tellers, Department members in good standing. The Election Chairperson and the Tellers shall not be candidates for office at the current Convention.

ARTICLE FIVE

(Continued)

SECTION FOUR

The Department Commandant shall appoint the following Convention Committees:

(a) Credentials Committee:

The Credentials Committee shall meet immediately prior to the Department Convention to examine the credentials of the Convention delegates. They shall make a report to the Convention concerning delegate accreditation and Detachment voting strength.

(b) Time and Place Committee:

The time and Place Committee will be chaired by the Department Senior Vice Commandant. The Time and Place Committee shall meet during the Department Convention and after proper deliberation shall recommend to the Department the time and place of the next Department Convention.

(c) Constitution and Bylaws Committee:

The Constitution and Bylaws Committee shall receive, review and make recommendations to the Department Convention on all proposed changes and amendments to the Constitution and Bylaws. The Department Judge Advocate shall serve as an Ex-Officio member of this Committee with a voice and vote.

(d) Resolutions Committee:

The Resolutions Committee shall receive, review and prepare resolutions to be placed before the Department Convention or the National Convention.

Each of the above Committees shall consist of one member present, in good standing from each Detachment in the Department. The Commandants of the respective Detachments shall recommend said members and notify the Department Commandant of the recommended appointments before the Convention convenes. In the absence of notification, said Detachments may not have a representative on any specified committee. A majority of appointed members constitutes a quorum in all committees.

SECTION FIVE

Determination of Delegates.

Detachment voting strength will be determined by entitling each Detachment to one (1) delegate and one (1) alternate for each five (5) members or fraction thereof of its paid up membership in good standing. The paid up membership of each Detachment shall be determined as of 1 May prior to the Department Convention from the Department Paymaster's records of paid up members in good standing. The Detachment's delegates and alternates shall be elected or appointed fifteen (15) days prior to the Department Convention and names of delegates forwarded to the Department Commandant immediately in writing.

ARTICLE FIVE

(Continued)

SECTION SIX

Delegate Votes.

Only those delegates or alternates who have been accredited by the Credentials Committee may cast a vote at the Department Convention. (Each delegate or alternate may cast one (1) vote for each five (5) paid up members or fraction thereof in their Detachment.) Each delegate or alternate must cast their vote in person.

SECTION SEVEN

Past Department Commandants' Votes.

All Past Department Commandants who are members in good standing within the Department shall have a vote separate from the delegates. The Past Department Commandants may cast their votes with a Detachment or as a separate vote.

SECTION EIGHT

Under no circumstance shall any person be entitled to more than one vote on any issue or election.

SECTION NINE

Majority Vote.

A majority vote on any issue or in any election shall decide the issue or election.

SECTION TEN

Right to Speak.

All registered and approved delegates and alternates, Department Officers, Past Department Commandants, and any Marine or other person recognized by the Chair, shall have the right to speak in any discussion or debate on the floor of the Department Convention.

SECTION ELEVEN

Business Sessions.

All business sessions of the Department Convention shall be conducted under the rules prescribed by the Bylaws and the Rituals of the Marine Corps League. Robert's Rules of Order, latest revision, shall prevail whenever an issue that is not covered by these Bylaws or the Bylaws of the National Marine Corps League arises.

ARTICLE FIVE

(Continued)

SECTION TWELVE

Rules of Order for the Convention.

The Rules of Order for the Convention shall be approved at a Department Staff meeting prior to the Department Convention.

SECTION THIRTEEN

Additional Rules.

The Department Commandant shall prescribe such additional procedures and rules not covered in Article Five, Section Eleven and Section Twelve as are necessary to conduct an orderly meeting.

ARTICLE SIX

ORGANIZATION OF THE DEPARTMENT OF MISSOURI

SECTION ONE

Elective Officers making up the Department Board of Trustees.

The elective officer of the Department shall be:

- (a) Department Commandant
- (b) Department Senior Vice Commandant
- (c) Department Junior Vice Commandant
- (d) Department Adjutant
- (e) Department Paymaster
- (f) Department Judge Advocate
- (g) Department Sergeant-at-Arms
- (h) Department Chaplain
- (i) Three (3) Auditors

All of the elected officers shall serve for a period of one (1) year, except the auditors who shall serve for three (3) years. The Board of Trustees shall have the authority to carry on the business of the Department between Conventions.

SECTION TWO

Appointed Officers.

The appointment of additional officers may be made by the Department Commandant. The appointed officers shall bear the titles of similar officers of the National Marine Corps League. All appointed officers shall serve at the pleasure of the Department Commandant and may be removed from office at any time without cause.

- (a) The Department Commandant shall appoint a Department Newsletter Editor within thirty (30) days after installation, to produce and distribute the Department of Missouri Newsletter to the Department Officers and Detachments.
- (b) The Department Commandant shall appoint a Public Information Officer (P.I.O.) within thirty (30) days after installation. The P.I.O. will also serve as the liaison between the National P.I.O. and the Detachment P.I.O.'s within the Department of Missouri. All public news releases and interviews will be through the P.I.O..
- (c) The Department Commandant (DC) shall appoint Regional Vice Commandants (RVC) who shall serve as liaisons between the Detachments in their designated regions and the Department Commandant. RVCs are expected to communicate the goals and objectives of the Department, and other such information as directed by the Department Commandant, and will act as observers, advisors, and reporters for the Department while exercising no authority over

Detachments. They shall be available to install and train Detachment Officers and participate in other activities as directed by the Department Commandant, and are expected to attend a minimum of two (2) regular meetings or other activities (i.e. Officer meetings, Balls, TFT activities, and etc.) of each Detachment in their designated regions annually. Written reports of RVC activities are expected to be presented at each quarterly Department meeting.

SECTION THREE

Officer Installation.

Department officers shall be nominated and elected annually at the Department Convention. The elected officers shall be installed and shall assume the duties of their posts prior to the adjournment of the Convention. All elected officer shall hold office for a period as stipulated in Article Six, Section One, or until their successor has been duly elected or qualified.

SECTION FOUR

Election and Installation Report.

A report of the election and installation of Department officers shall be forwarded to the National Headquarters of the Marine Corps League no later than 15 July of the year of each election and installation.

SECTION FIVE

Succession of Office.

In the event of a vacancy in the office of Department Commandant or Senior Vice Commandant, the officer next in line shall automatically succeed to the vacant office. In the event of a vacancy in any other elective office, the Department Commandant shall appoint a Department member for the remainder of the term of office so vacated.

SECTION SIX

Failure to Attend Meetings.

When a Department elected officer fails to attend two (2) successive Department meetings the Department Commandant shall request via registered mail, an explanation for the failure to attend and apparent lack of interest on the part of the absent officer. If an explanation is not received within ten (10) days after the request was mailed to the absent officer's last known address, or if the explanation is unsatisfactory, the Department Board of Trustees may declare the office vacant.

ARTICLE SEVEN

AUTHORITY AND DUTIES OF OFFICERS (TRUSTEES) OF THE DEPARTMENT OF MISSOURI

SECTION ONE

Department Commandant

It shall be the duty of the Department Commandant to: Preside at all Department Conventions and meetings of the Department Board of Trustees; Observe and enforce the rules and regulations of the Marine Corps League; Make and deliver all orders and regulations necessary for the proper administration of the affairs of the Department of Missouri; To request and review the advice and counsel of the Department Board of Trustees when it is deemed necessary.

SECTION TWO

Department Senior Vice Commandant

In the absence of the Department Commandant, the Senior Vice Commandant shall assume the duties of the Department Commandant and shall perform such duties as assigned by the Department Commandant. The Senior Vice Commandant shall be the Chairperson of the Time and Place, the Social Events and the Awards Committees.

SECTION THREE

Department Junior Vice Commandant

In the absence of the Department Senior Vice Commandant, the Junior Vice Commandant shall assume the duties of the Senior Vice Commandant and shall perform such duties as assigned by the Department Commandant. The Junior Vice Commandant shall be charged with membership recruiting.

SECTION FOUR

Department Adjutant

It shall be the duty of the Department Adjutant to:

- (a) Record and keep all records of the business of the Department including correct records of all membership accounts.
- (b) Take and maintain the minutes of all Department Conventions and Department Board of Trustee meetings.
- (c) Perform such duties as are usually assigned to the recording secretary.
- (d) And other such duties as may be assigned by the Department Commandant.

The Department Adjutant shall close the membership records for determination of voting rights on 1 May prior to the opening date of the Department Convention.

ARTICLE SEVEN

(Continued)

SECTION FIVE

Department Paymaster.

It shall be the duty of the Department Paymaster to:

- (a) Be responsible for all money, property and securities of the Department.
- (b) Keep clear and correct records of all financial transactions.
- (c) Make expenditures only by check signed by the Department Paymaster .
- (d) Notify all Detachments and Members-at-large of their indebtedness to the Department.
- (e) Deposit all money and securities in a bank designated by the Department Board of Trustees.
- (f) And other such duties as may be assigned by the Department Commandant.

The Department Paymaster shall surrender all books, records, property and all money or securities of the Department to the duly elected successor.

SECTION SIX

Department Judge Advocate.

It shall be the duty of the Department Judge Advocate to interpret the Department Bylaws and Administrative Procedures. The Judge Advocate shall advise, construe, counsel and render opinions on questions of Law and Procedure to the Department Commandant, Staff, and Detachments when so required in the manner outlined in the Marine Corps League National Bylaws.

The Department Judge Advocate may not hold the office of Judge Advocate at the Detachment level. If this be the case, then the resignation from the lower office shall be required upon being sworn into the Department Office. The Department Judge Advocate shall insure that all incoming Department Officers have a copy of the Department Bylaws.

SECTION SEVEN

Department Sergeant-at-Arms.

It shall be the duty of the Department Sergeant-at-Arms to preserve order at Department assemblies and to perform other duties as are required by the Department Commandant. The Department Sergeant-at-Arms may appoint additional deputy Sergeant-at-Arms in cases of necessity.

SECTION EIGHT

Department Chaplain.

It shall be the duty of the Department Chaplain to perform duties of a spiritual nature when required by the rules of Rituals of the Marine Corps League. The Chaplain shall open and close the Bible according to Ritual.

