

# **BYLAWS**

## **DEPARTMENT OF MISSOURI**



as amended  
10 June 2017

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. FMF Corpsmen and U.S. Navy FMF Chaplains, 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, FMF Corpsmen and U.S. Navy FMF Chaplains 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.

### **SECTION FOUR**

The Department Commandant shall appoint the following Convention Committees at the March Department Staff meeting prior to the Convention, and shall indicate the method for serving on these committees to the members present:

- (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 a minimum of three (3) members in good standing from Detachments in the Department.

Each Detachment Commandant shall forward the names of their delegates who wish to serve on one of the committees, to the Department Commandant no later than 1 June. In the absence of notification, the Department Commandant will appoint delegates present to serve on these committees. No Detachment shall have more than one delegate on each 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.

## **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.

## **SECTION TWELVE**

### **Rules of Order for the Convention.**

The Rules of Order for the Convention shall be read aloud by the Department Judge Advocate at the March Department Staff meeting prior to the Department Convention and approved by the members present.

## **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 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..

### 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 officers 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.

# **ARTICLE SEVEN**

**(Continued)**

## **SECTION NINE**

Department Board of Trustees.

It shall be the duty of the Department Board of Trustees to assemble at such time and place as may be requested by the Department Commandant. Such requests shall be in writing and shall be mailed to the last known address of each member of the Board of Trustees at least ten (10) days prior to the proposed meeting. The Board of Trustees shall carry on all necessary business of the Department that requires action between Department Conventions, except those actions that are specifically prohibited by these or the National Bylaws. The Board of Trustees may submit recommendation to the Department which in their opinion will be for the good of the Department.

## **SECTION TEN**

Auditors.

The Auditors will serve as the Auditing Committee and shall audit the financial records of the Department Paymaster at the Department Convention or not more than one week prior to the Department Convention. They shall report their findings on the audit at the Department Convention. The Department Commandant or the Department Board of Trustees may require an audit of the Department financial records at any time it deems necessary.

# **ARTICLE EIGHT**

## **FINANCES OF THE DEPARTMENT OF MISSOURI**

### **SECTION ONE**

#### Annual Dues.

The amount of the annual dues shall be determined annually at the Department Convention. The annual dues for the Department and National shall be collected by the Detachment Paymasters who will immediately forward them to the Department Paymaster. The Department Paymaster will in turn immediately forward them to the National Paymaster.

Failure of a Detachment to transmit Department and National dues to the Department Paymaster prior to 1 April of each year will be cause for the Department to refuse to recognize the Detachment and the start of due process under National Bylaws and National Administrative Procedures.

### **SECTION TWO**

#### Dues Amount.

The dues of each Detachment shall not be less than that amount set by the Department and National, but may be any additional amount determined by each Detachment.

### **SECTION THREE**

#### Revenue of the Department.

The revenue of this Department shall be derived from the annual membership dues and such other sources as may be determined by the Department Convention or the Department Board of Trustees that are not in violation of current statutes or the Bylaws of the Marine Corps League.

The Department Board of Trustees shall set the registration fee of the Department Convention on an annual basis. This fee shall be set at Convention for the next Convention.

The host Detachment shall be responsible for collection of said fees and forward them to the Department Paymaster within fifteen (15) days after the close of the Department Convention.

### **SECTION FOUR**

#### Fiscal Year.

The fiscal year of the Department of Missouri shall end on 30 June of each year.

# ARTICLE EIGHT

(Continued)

## SECTION FIVE

### Fund Raising Activities.

If a Detachment desires to conduct a particular area-wide fund-raising project in its own area or larger region, part or all of which may include one or more other Detachment's own area, such Detachment shall advise all other Detachments in such area of its intention and request approval not less than 30 days prior to the planned project. (Detachment's own area is defined as a geographic region commonly associated with the regular operations and services of a Detachment that lies in all or part of a township, city, municipality, or county or some combination of all or portions thereof.) Any notified Detachment opposing such project shall immediately file an objection thereto with the Detachment proposing the project, and with the Department. The Commandant shall poll the Department Officers before rendering a decision on the matter which shall be final.

No Detachment of the Department of Missouri shall conduct a fund-raising project in any area or portion thereof that may be construed to include part or all of an area commonly associated with the regular operations and services of another Detachment without first securing the approval of such other Detachment, as hereinbefore provided.

Fund raising activities shall not violate any Federal, State or Municipal law or ordinance, nor shall they reflect discredit upon the Marine Corps League or the United States Marine Corps.

# **ARTICLE NINE**

## **DISCIPLINE FOR THE DEPARTMENT OF MISSOURI**

### **SECTION ONE**

Any member of the Department of Missouri shall be disciplined for violations of these Bylaws or the Bylaws of the National Marine Corps League under procedures set out and defined in Sections 900,901, 904, 905, 909, 910, 911, 912 and 913 of the National Marine Corps League Administrative Procedures.

### **SECTION TWO**

Any member of the Department of Missouri that performs or allows to be performed any act or deed that tends to bring the Marine Corps League or the United States Marine Corps into disrepute with the public may be disciplined in accordance with Section Nine, Chapter 900 of the National Administrative Procedures.

### **SECTION THREE**

The Department Board of Trustees shall have the power to suspend the Charter of any Detachment that violates the provisions of Section 555 of the National Marine Corps League Bylaws.

# **ARTICLE TEN**

## **AMENDMENTS TO THE BYLAWS OF THE DEPARTMENT OF MISSOURI**

### **SECTION ONE**

These Bylaws or any provisions herein may be revised, repealed or amended by a majority vote of the registered and approved delegates at any Department Convention, provided the proposed revision, repeal or amendment has been submitted to the Department Adjutant, and by the Adjutant, distributed to all Detachments in the Department at least thirty (30) days prior to the opening date of the next Department Convention.

# **ARTICLE ELEVEN**

### **SECTION ONE**

With the adoption of these Bylaws all previous Bylaws of the Department of Missouri are herewith repealed and are null and void.

## **CERTIFICATION**

### **DEPARTMENT OF MISSOURI**

**Adjutant**

**Date**

**Commandant**

**Date**

### **NATIONAL**

**Judge Advocate**

**Date**