

# MARINE CORPS LEAGUE

DEPARTMENT OF IDAHO



IDAHO DEPARTMENT BYLAWS OF MARCH 2002

REVISED AND REPRINTED MAY 2010

5/22/2010

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# IDAHO DEPARTMENT OF THE MARINE CORPS LEAGUE

## BYLAWS

### ARTICLE ONE - GENERAL

**SECTION 101: NAME AND PURPOSE:** This organization shall be called “Department of Idaho, Marine Corps League,” and is a not for profit corporation incorporated in the State of Idaho. The purposes for which the corporation is formed are:

A. to preserve the traditions and to promote the interests of the United States Marine Corps;

B. To band together those now serving in the United States Marine Corps and those honorably discharged in fellowship, that they may more effectively promote the ideals of American democracy and freedom.

C. To fit its members for duties of citizenship and encourage them to serve as ably as citizens as they have served under arms;

D. To hold sacred the history and memory of the men who have given their lives to the Nation;

E. To foster love for the principles which they have supported by blood and valor since the founding of the Republic;

F. To 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.

**SECTION 102: SEAL:** The seal of the Department of Idaho shall be round in shape, containing in the center thereof, a replica of the Marine Corps League with the words “Department of” at the top, in an arch above the outer ring, and the word “Idaho” in a straight line at the bottom and below the outer ring.

**SECTION 103: POLICY:** This organization shall be ever nonsectarian, nonpolitical and nonpartisan; nor shall it be biased on grounds of race, color, creed, nationality or gender; nor shall former or present military rank be used as the basis for special consideration or preferment.

**SECTION 104: POWERS:** As a matter of policy the supreme legislative power of the Department of Idaho shall be vested always in its membership, functioning through its delegates at all Department Conventions; executive and administrative powers only will be delegated to its Board of Trustees.

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**SECTION 105: ORGANIZATION:** The constituted bodies of the organization are:

- A. A state organization to be known as the “Department of Idaho, Marine Corps League“.
- B. Subordinate local organizations to be known as Detachments.
- C. Such subsidiary organizations as the National Organization may create, establish or recognize.
- D. The location of the Department for administrative purposes will be with the Department Commandant or his designated address.

### **BYLAWS**

#### **ARTICLE TWO-DEPARTMENT CONVENTION**

**SECTION 201: DEPARTMENT CONVENTION:** The Department Convention shall be convened once each calendar year between May1 and July 15, unless prevented by National emergency or other unpreventable causes.

**SECTION 202: TIME AND PLACE:** The time and place of each Department Convention shall be decided by the delegates present and voting at the Department Convention one (1) year in advance, provided that, in an emergency, this duty may be assigned to the Department Board of Trustees.

**SECTION 203: PROCEDURES:** Immediately preceding the convening of each Department Convention, the Department Commandant with the advice and consent of the Department Board of Trustees shall determine and establish the sequence and procedure with which the business of the Convention shall be conducted, provided such determination is in conformity with these Bylaws, National Bylaws and Administrative Procedures. All temporary Convention Committee assignments shall be made during this procedure.

**SECTION 204: RULES OF ORDER:** These Bylaws, National Bylaws and Administrative Procedures shall govern the procedure and conduct of each Department Convention. Parliamentary reference for Conventions shall be Roberts Revised Rules of Order.

**SECTION 205: COMMITTEES; DEPARTMENT CONVENTION:** The Department Convention Committees shall be the Convention Administrative Committee and the Standing Committee. The Convention Administrative

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Committee shall be: Awards and Citations, Credentials, Bylaws, Resolutions, Rules, Audit and Nominating. The Department Commandant shall appoint a Convention Administrative Committee Chairperson at or prior to the Fall Staff Meeting.

**A.** The duties of the Convention Administrative Committee are:

**1. Credentials Committee:** shall consist of the Department Paymaster and the Detachment Paymasters. They shall examine the credentials of each delegate and alternate, determining that each is a member in good standing. The Department Paymaster shall compile a list of all approved and registered delegates and alternates, and approved delegate strength of each Detachment in good standing. This list shall be presented to the Department Board of Trustees no later than fifteen (15) days prior to the convening of the Department Convention.

**2. Bylaws Committee:** shall receive and consider all proposed changes, revisions, amendments or repeals. The Committee shall present all such proposals to the Convention for its consideration and action.

**3. Resolutions Committee:** shall receive and consider all Resolutions submitted to the Convention and may offer Resolutions, on behalf of the Committee, deemed to be advisable and necessary. The Committee, by a majority vote, shall approve or disapprove all Resolutions and report the Committee's recommendations to the Convention for its consideration and action.

**4. Rules Committee:** shall study the Rules of the Convention employed at prior Conventions and determine the need for additional Rules or revisions thereof. The Committee Chairperson shall present the Rules of the Convention to the Convention for acceptance.

**5. Audit Committee:** shall receive and thoroughly examine all of the financial records of the Department Paymaster and pass on the validity of such records. The Audit Committee shall consist of three (3) members.

**6. Nominating Committee:** shall present to the Convention a proposed slate of candidates for Department Offices for the ensuing year, keeping in mind the needs of the Department and past performances of those so nominated for Office. In so far as possible, the list of nominees should reflect a geographical distribution of the Detachment within the Department.

**7. Awards and Citations Committee:** shall be appointed by the Department Commandant. All nominees from the Detachments must be submitted to the Department Commandant no later than **30 DAYS** prior to the Convention.

**B.** Proposals for Changes, Revisions, Amendments or Repeals to be considered by the Department Convention must be received by the Department

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Judge Advocate no later than sixty-five (65) days prior to the Convention and be in typewritten form. The Judge Advocate shall in turn be responsible for submitting them to the Detachments no later than forty-five (45) days prior to the Convention for review.

### **SECTION 206: CREDENTIALS; DELEGATES, ALTERNATES AND MEMBERS:**

**A.** Delegates and Alternates attending a business session of the Department Convention must be registered with, and approved by, the Credentials Committee as outlined in **SECTION 205 A (1)**.

**B.** Members desiring to attend business sessions of a Department Convention must possess a paid up membership card and have in their possession a nametag or such other device as is issued when the Convention registration fee is paid.

**C.** Detachment Delegates and Alternates shall be determined on the basis of Membership on record with the Department as determined by the Detachment Transmittal as of fifteen (15) days prior to the Convention date. The delegate voting strength of each Detachment shall be as follows: One (1) Delegate and One (1) Alternate for each block of Ten (10) regular Members; and for a partial number of Ten (10) regular Members, One (1) Delegate and One (1) Alternate.

**D.** Should a Detachment be in default of payment of funds due the National Organization or the Department, the credentials of that Detachments Delegates and Alternates shall not be approved unless settlement is made by the Detachment's Delegates at the Convention site in cash, unless previously resolved.

**E.** Notwithstanding the provisions of **SECTION 206 (D)**, no member in good standing may be deprived of his individual vote at a Department Convention.

**SECTION 207: CONVENTION REGISTRATION:** All approved certified Delegates and members will receive from the Convention Registration Committee, a Convention Program, Convention Badge and such activities admittance tickets as they may desire, upon payment of the registration fee and the amount indicated on the Convention Activities Ticket (s).

**A.** Registration Fee at a Department Convention shall be set by the Department Board of Trustees at the Staff Meeting prior to the convening of the annual Convention. Such Fee shall be paid to the Paymaster of the Host Detachment.

**B.** In the process of registration should a member's Credentials as a Detachment Delegate or Alternate be challenged, the Member's Detachment

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Commandant may authenticate the Credentials of the Member in question providing such action does not authorize more Delegates and Alternates than the Detachment is allowed.

**SECTION 208: VOTING:** A Majority vote of Delegate present and voting will carry any measure or decide any issue.

A. Each Delegate complying with **SECTION 206** 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. Such Delegate, or Alternate in the absence of a Delegate, present at the time of voting, may on behalf of registered, paid and approved absent Delegates, cast the vote of the Detachment's full voting strength.

**SECTION 209: ELECTIVE OFFICERS:** The Department Officers to be Elected by Department Convention shall be:

A. Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Department Judge Advocate, Department Adjutant, Department Paymaster or Department Adjutant/Paymaster.

B. In the event no Member runs for office of the Department Adjutant, Department Paymaster, or Department Adjutant/Paymaster, they shall be appointed by the Department Commandant with the advice and consent of the Board of Trustees.

**SECTION 210: TERM OF OFFICE:** All Elected Department Officers may serve a Term of two (2) years, with a limit of two (2) consecutive terms, or until a successor has been elected or appointed, and properly installed.

**SECTION 211: NOMINATIONS:** Nominees for Department Elected Officers must be regular members of the Marine Corps League in good standing, and be a member of a Detachment in the Department of Idaho. Nominations of Candidates should be presented to the Committee no later than **30 days** prior to the Convention; however, additional nominations may be made from the Convention floor on the day of election.

**SECTION 212: ELECTIONS:** The election of Department Officers shall be the last order of new business of the Convention. The election of the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Department Judge Advocate and Department Adjutant shall be conducted in this order. Vote will be by Ballot.

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**A.** Before voting begins, the Department Commandant shall appoint a committee of three (3) to supervise voting and tally the votes cast. A majority of the votes cast are required to elect Department Officers. When a Simple Majority is not obtained on the first balloting, a second balloting will immediately commence after a caucusing not to exceed five (5) minutes. Should a Majority fail to materialize on the second or successive balloting, the candidate with the least votes shall be dropped as a candidate, after each balloting, until a Simple Majority is achieved.

**B.** In the event that there is only one (1) Nominee for an Office the Chair may declare that the Nominee is elected by unanimous consent.

**SECTION 213: INSTALLATION:** The Installation of Department Officers shall be conducted with formal ceremony prior to closing the Department Convention. The Commandant Elect shall select the Installing Officer, whom must be a National Commandant, an elected National Officer, a Past National Commandant or a Past Department Commandant.

**SECTION 214: QUORUM:** The minimum number required to transact the regular and legal business of a Department Convention shall be a majority of its Board of Trustees plus ten (10) registered and approved delegates.

**SECTION 215: RIGHT TO SPEAK:** All registered and approved delegates, when recognized by the Chair, shall have the right to speak on any subject and all issues brought to the Convention for its consideration. The Department Commandant may extend the privilege of the floor to any member in good standing in the Marine Corps League.

**SECTION 216: DEPARTMENT DUES:** The Department annual Membership Dues for new and annual members shall be Five Dollars (\$5.00), paid to the Department of Idaho from the Detachments, for New and Renewal of annual Dues within the Department. The Delegates present and voting at a Department Convention shall entertain the changes to Membership Dues at each Convention. In the event dues are not fixed by the Convention, they will remain the same as the current fiscal year. Dues are to be paid to the Department Paymaster.

**SECTION 217: EXPENSES:** The Department Convention shall authorize allowances for the Department Commandant and Department Paymaster for reimbursement of expenditures incurred in the performance of their duties. In the event a change or adjustment is not proposed by the Convention, allowances will

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remain the same as is in effect for the current fiscal year.

**SECTION 218: BIDS FOR DEPARTMENT CONVENTION:** Department Conventions will be on a rotating basis by area with any Detachment within their area making a formal written bid to host a Department Convention provided that such a bid is submitted to the Department Convention Committee prior to the Convention Committee Meeting at which the consideration is desired. All formal written bids must include the following minimum requirements.

**A.** A resolution approved at a regular meeting of the bidding Detachment signed by the Detachment Commandant, inviting the Department to hold its Convention in their city or area.

**B.** Assurances of adequate hotel or motel availability, meeting rooms, banquet facilities, entertainment activities and publicity.

**C.** Progress reports detailing development of Convention Plans and Programs shall thereafter be submitted to each subsequent Department Staff Meeting by the hosting Detachment.

**D.** A Detachment, if it desires, may make additional presentations to the Convention Body prior to any recommendations being made to the Convention by the Department Convention Committee.

**SECTION 219: LIMITATIONS, FUND RAISING AT DEPARTMENT CONVENTIONS:** No Marine Corps League or Auxiliary fund raising project shall be conducted at a Department Convention, or Convention area, without first securing the approval of the Detachment hosting such Convention.

## **BYLAWS**

### **ARTICLE THREE: DEPARTMENT BOARD OF TRUSTEES**

**SECTION 301: COMPOSITION:** The Department Board of Trustees shall be composed of the following:

- A.** Department Commandant
- B.** Department Senior Vice Commandant
- C.** Department Junior Vice Commandant
- D.** Department Judge Advocate
- E.** Department Adjutant or Department Adjutant/Paymaster
- F.** A Past Commandant appointed by the Present Commandant
- G.** Paymaster when it is a separate position

**SECTION 302: POWERS:** In between Department Conventions, in compliance with the provisions of these Bylaws, the National Bylaws and Administrative

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Procedures, the Directives and Mandates of the Department Convention, the powers and authority of the Department Board of Trustees shall be:

**A.** To employ, define the duties and approve the compensation of personnel deemed necessary for the Departments best interest.

**B.** To promulgate a Department manual setting forth these Bylaws with annotations as to interpretation, ritual for the conduct of official meetings and such other information and material as is deemed necessary to establish uniform procedures.

**C.** To reprimand, suspend from office, or expel from the League, any member, Department or Detachment Officer for cause, providing that the applicable Section(s) of Chapter Nine (9) Administrative Procedures of the National Bylaws are thereto adhered.

**D.** To establish, publish and be responsible for all official Organs (publications) for the Department.

**E.** To approve the date of the next Convention.

**F.** To do all things necessary for the best interests of the Department of Idaho, Marine Corps League.

**G.** To exercise such other powers as are granted by these Bylaws.

**SECTION 303: DUTIES OF BOARD MEMBERS:** In addition to the duties of the individual Board Members, hereinafter stated, it shall be the duty of each Member of the Board to acquire a working knowledge of these Bylaws and Administrative Procedures. The specific duties of the members of the Department Board of Trustees shall be:

**A. The Department Commandant:** shall preside at all sessions of the Department Convention, all Board of Trustee and Staff Meetings. The Department Commandant together with the Department Board of Trustees shall have direction and control of the Executive and Administrative affairs of the Department between Department Conventions. In Addition, the Department Commandant shall:

**1.** With the advice and consent of the Department Board of Trustees, appoint the following Department Staff Officers:

- a)** Department Sergeant at Arms.
- b)** Department Chaplain.
- c)** Such other Staff Officers as are deemed necessary.

**2.** With the advice and consent of the Department Board of Trustees, appoint the following Standing Committees:

- a)** Membership Committee.
- b)** Budget and Finance Committee.
- c)** Publication Committee.

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d) Department Convention Committee.

e) Such other Committees as are deemed necessary.

3. Approve or disapprove all requisitions of the Paymaster which are in excess of one hundred dollars (\$100.00).

4. Represent the Marine Corps League at social functions and ceremonies in such a manner as will enhance the dignity, honor and prestige of the organization.

**B. Department Senior Vice Commandant:** Shall give every assistance to the Department Commandant and during the absence or illness of the Department Commandant perform the duties of that Office. He shall preside over all Detachments Council Conferences and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the Department.

**C. Department Junior Vice Commandant:** Shall preside over all Membership Committee Meetings and, with their assistance, create and promulgate such membership incentives and programs as will produce continuous membership growth and shall preside as Chairman of the Awards and Citations Committee. In the absence or illness of the Department Commandant and the Department Senior Vice Commandant, he shall perform the duties of the Department Commandant.

**D. Department Judge Advocate:** Shall interpret the National Bylaw, Administrative Procedures and the Department Bylaws. He shall advise, construe, council and render opinions of questions of law and procedures to the Department Commandant, Board of Trustees, Department Staff and Detachments, when so requested. The Department Judge Advocate shall never serve simultaneously as Department Judge Advocate and a Detachment Judge Advocate.

**E. Appointed Past Department Commandant:** Shall be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experiences to the best interest of the Marine Corps League. The Appointed Past Department Commandant shall preside over all Past Department Commandants Council Conferences, seeing therein to build membership strength.

**F. Department Adjutant:** Is responsible for recording the minutes of each Department Convention, all Department Board of Trustees Meetings, and all Staff Meetings. He/She will forward notices of meeting, events and other such information as may be required by the Department, to the memberships and work closely with the Department Paymaster. The Department Adjutant shall also handle and maintain Records of the Department of Idaho, Marine Corps League and its correspondence as directed by the Department Commandant, and perform other such duties as are outlined by the Department Commandant.

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**G. Department Paymaster:** Shall receive all Detachment Membership Transmittals along with all per capita fees which are due the Department and National Headquarters, remitting without delay such transmitted forms and funds which are due to the National Adjutant/Paymaster. When the Department Paymaster is a separate position or person, he or she shall also be a member of the Board of Trustees.

1. In addition, the Department Paymaster shall serve as Department Treasurer, and in that capacity shall be directly responsible to the Department Board of Trustees.

2. Receive all monies, keep a record of their source and purpose and deposit said monies in the name of the Department of Idaho, Marine Corps League.

3. Cause to be kept all proper and necessary books for the recording of business of the Department of Idaho, Marine Corps League.

4. Conduct an annual census of the Departments total membership for the purpose of determining delegate entitlements for each ensuing Department Convention.

5. Present a finalized Budget to the Department Board of Trustees prior to the convening of the Department Staff Meeting following the Department Convention.

6. Maintain the Departments Savings Vehicles (Money Market Fund, CD's and etc.), at the direction of the Department Board of Trustees, and shall include all accounts in the Annual Budget Report presented to the Department Convention.

**H. Department Chaplain:** Shall perform actions and ceremonial duties of a Spiritual nature as may be required at Department and/or Auxiliary functions, and be available to Detachment Chaplains for consultation as needed.

1. The Department Chaplain shall visit or contact by appropriate means, any member who is sick or requests Spiritual consolation in as much as it is practical and possible.

2. Shall, during Department Conventions, conduct a solemn and dignified, non sectarian memorial service in memory of Department Marines deceased after the last Department Convention.

**I. Legislative Officer:** Shall keep informed of legislative matters pertaining to, or having effect on, Veterans Benefits and other such legislative matters as the Department Commandant may deem necessary, and disseminate any pertinent information to all Detachments on a timely basis.

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**J. Sgt. At Arms:** The Department Sgt. At Arms shall preserve order at all Convention and Staff Meetings, perform such other duties as may be directed by the Department Commandant and be responsible for setting up Meeting the room(s) in an acceptable manner. He/She shall act as the welcoming member and cordially greet members in good standing and invited guests and inform the Department Commandant of Distinguished guests or members.

**SECTION 304: VACANCY:** The order of succession to the Office of Department Commandant shall be:

A. Department Senior Vice Commandant.

B. Department Junior Vice Commandant.

C. In the event of other vacancies on the Department Board of Trustees, the Department Commandant with the advice and consent of the remaining Board of Trustees Members shall appoint a successor(s) to fill the remaining unexpired terms of Office. Failure by a Member of the Board of Trustees to attend two (2) Meetings without being properly excused will constitute cause for dismissal from the Board of Trustees and a vacancy will occur. Only the Department Commandant may properly excuse a Member when requested.

### **SECTION 305: BOARD MEETINGS:**

A. The Department Board of Trustees shall meet at least two (2) or more times during a fiscal year at a time and place designated by the Department Commandant, with the approval of the Board of Trustees. One (1) or more of these meetings may be convened by way of email or other acceptable conferencing means, however, the Pre-Convention must be in physical attendance.

B. Submissions for proposed changes to the Department Bylaws or other business to be considered by the Conventions Members must be submitted to the Department Adjutant in writing no later than twenty one (21) days prior to the Department Convention.

C. The Pre-Convention Meeting will be held at the place and time as decided by the immediate previous Department Convention and the Department Convention shall convene the following day in the same location.

D. Members in good standing may attend with right of voice.

**SECTION 306: QUORUM:** A majority of the Department Board of Trustees shall constitute a Quorum.

**SECTION 307: BOARD OF TRUSTEES VOTING:** Each Department Board Member shall have one (1) vote, and must be present to vote. There will be no

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proxy voting allowed.

### **SECTION 308: CONDUCT OF BUSINESS BETWEEN DEPARTMENT**

**CONVENTIONS:** The Department Board of Trustees shall be empowered to conduct necessary business at any Regular or Special Meetings and may use mail, telephone or other acceptable means of communication.

**SECTION 309: DEPARTMENT FISCAL YEAR:** The Department Fiscal and Administrative Year shall begin at 0001 hours on the First Day of July (0001 hrs. 07/01/2\*\*\*) and End at 2400 hours on the 30th day of June (2400 hrs. 06/30/2\*\*\*) of each year.

## **BYLAWS**

### **ARTICLE FOUR: DEPARTMENT STAFF**

**SECTION 401: COMPOSITION:** The Department Staff shall be comprised of the Department Board of Trustees, appointed Staff Officers, Committee Chairpersons, Past Department Commandants and Detachment Commandants. The Council shall be identified collectively as Staff Officers and individually as Staff Officer.

**SECTION 402: POWERS:** The powers and authorities of the Department Staff shall be the same as that of the Board of Trustees, however only the Board of Trustees shall have the power to vote. Only the members of the Board of Trustees shall be considered in determining a Quorum for Board of Trustees Meetings.

**SECTION 403: STAFF MEETINGS:** The Department Staff shall meet at least twice during the fiscal year at a time and place selected by the Department Commandant with the approval of the Board of Trustees.

**SECTION 404: DUTIES OF STAFF OFFICERS:** The duties of the elected Department Staff Officers are as stated in **ARTICLE THREE (3), SECTIONS 302 AND 303**. All department Staff Officers shall submit a report of their activities, as applicable, since the last Department Convention to the immediate Department Convention, with the exception of Detachment Commandants Activities Reports which will be reported in accordance with **Section 406 B para5 and Section 510** of these Bylaws.

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**SECTION 405: STANDING COMMITTEES:** The Department Standing Committees and their Duties are:

**A. Membership Committee:** shall conduct a program to maintain continuous membership growth and to further advance the Department by establishing new constituent Detachments. The Committee shall be Chaired by the Department Jr. Vice Commandant.

**B. Budget and Finance Committee:** shall prepare a Financial Program and Budget for the conduct of the business and affairs of the Department for the ensuing year(s), and devise ways and means of increasing the funds of the Department. The Committee shall be Chaired by the Department Paymaster.

**C. Publications Committee:** Shall examine all items to be published by the Department for the purpose of accuracy, information and desired format, as well as compliance with Department and National policy.

**D. Department Convention Committee:** shall receive, consider and report its recommendations to the Department Convention on each bid by a Detachment for hosting a Department Convention. The Committee will reference **Article Two (2) Section 218** of these Bylaws in the conduct of their business.

**E. Awards and Citations Committee:** shall have the responsibility of recommending to the Department Commandant all awards and citations for use by the Department. All nominations and recommendations for consideration for Department Marine of the Year and other awards must be submitted no later than **30 days** prior to the Convention. All recommendations shall be referred to the Committee which shall certify that the proposed recipient is worthy of said award or citation. The department Jr. Vice Commandant will Chair the Committee.

**SECTION 406: ADVISORY COUNCILS AND THEIR DUTIES:** The Department Advisory Council and their duties are as follows:

**A. Past Department Commandants Council:** is an integral part of the Department Staff, composed of all Past Department Commandants and Chaired by the Immediate Past Commandant. As a collective advisory body, it 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. Conduct a review and study of Department operations, policies and procedures aimed at identifying any potential problems.

2. As called upon, execute in depth study tasks as requested by the Department Commandant or the Department Board of Trustees through the Council Chairperson.

3. Pursuant to accomplishing the above responsibilities they shall

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develop a proposed plan, policies, procedures and/or system for recommendation to the Department Convention.

4. The Council shall meet prior to the Department Convention at which a report of its recommendations is to be rendered to the Convention Body for its consideration.

**B. Detachment Commandants Council:** also an integral part of the Department Staff composed of all Detachment Commandants, and Chaired by the Department Sr. Vice Commandant, as a collective advisory body. It is charged with the responsibility of providing assistance to the Department Board of Trustees. It shall be the duty of this Council to:

1. Study ways and means toward stimulating growth, both in Membership and stature of the Marine Corps League and the enhancement of administrative and command relationships between the Department Board of Trustees and other components.

2. Receive and evaluate suggestions which are orientated to the improvement of the Department, its growth, the enhancement of components and the Department Board of Trustees.

3. Pursuant to accomplishing the above responsibilities they shall develop a proposed plan, policies, procedures and/or system for recommendation to the Department Convention.

4. The Council shall meet prior to the Department Convention at which a report of its recommendations is to be rendered to the Convention Body for its consideration.

5. A **Report of Activities** for the past calendar year from **January 1 through December 31** shall be submitted from each Detachment indicating what events or activities their Detachment has participated in, and a brief synopsis. It shall be sent in type written form to the Department Commandant, to arrive no later than **January 31** of each calendar year. (Ref. **Article Five; Section 510**).

### **SECTION 407: APPOINTED OFFICERS, CHAIRPERSONS AND**

**COMMITTEE MEMBERS TERM:** All appointed Department Officers, Committee Chairpersons and Committee Members may serve terms as required or directed by the Department Commandant.

**SECTION 408: VACANCY:** Should a vacancy occur in an appointed office, Committee Chairmanship or Committee Membership, it shall be filled as soon as is practical by the Department Commandant with the advice and consent of the Board of Trustees.

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**SECTION 409: CONTRACTING AUTHORITY:** No Department Officer, employee, Committee Chairperson or member of a Committee, Detachment or its members shall enter into or sign any contract or agreement for the purpose of binding the department of Idaho, Marine Corps League, without first submitting such contract or agreement to the Department Judge Advocate for his/her consideration and recommendations. Thereafter the entire Department Board of Trustees, by a majority vote, may accept or reject, in whole or in part, the contract or agreement. All contracts consummated in the name of the Department of Idaho, Marine Corps League shall require the signatures of the Department Commandant and Department Paymaster. Anyone not following these procedures shall become responsible for incurred debts.

### **BYLAWS**

#### **ARTICLE FIVE: DETACHMENTS**

**SECTION 501: CHARTERS:** A Detachment may be instituted by forwarding to the Department Commandant a Charter Application Form, accompanied by the required Department and National per capita dues and fees, and signed by no less than twenty (20) person's eligible for **Regular** Membership. Under special consideration, a Detachment Charter may be issued to less than twenty (20) regular members pursuant to National Bylaws.

**SECTION 502: NAME:** No Detachment shall be named in honor of a living person. Also, no Detachment shall adopt a name previously adopted by another Detachment unless that Detachment has surrendered or lost its Charter.

**SECTION 503: AUTHORITY:** Each Detachment shall be governed by its elected Officers subordinate to the Department of Idaho, Marine Corps League, the National Marine Corps League, the Charters, Bylaws and Administrative Procedures of said bodies.

**SECTION 504: BYLAWS:** Each Detachment may adopt its own Bylaws which are not in conflict with the Department and National Bylaws, and Administrative Procedures, and shall be subject to approval by the Department Judge Advocate.

**SECTION 505: OFFICERS:** Each Detachment shall elect a Commandant, Sr.

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Vice Commandant, Jr. Vice Commandant and Judge Advocate and these shall comprise the elected officers. Each Detachment shall also appoint an Adjutant, Paymaster or Adjutant/Paymaster, Sergeant at Arms, Chaplain and other such officers as it deems necessary.

**SECTION 506; TRUSTEES:** The Elected Officers shall be the Detachment Board of Trustees. A Past Detachment Commandant is authorized to serve as a full voting member of the Detachments Board of Trustees if the Detachment Bylaws make this provision.

**SECTION 507: DUES:** Each detachment shall fix the amount of its membership dues, which shall include the Department and National per capita dues and fees. All such dues and fees which are due the Department and National Headquarters shall be forwarded with a standard transmittal form each month to the Department Paymaster for processing.

**SECTION 508: INITIATION:** All applicants accepted for membership shall be properly obligated in accordance with the Marine Corps League Ritual, and be presented the official membership card, lapel pin and other items as may be deemed appropriate by the Detachment.

**SECTION 509: ELECTION AND INSTALLATION OF OFFICERS:** Each Detachment shall hold an election of officers between October 1 and May 15, with the installation conducted no later than the last day of the month subsequent to the election. The Installing Officer must be the Department Commandant, or an elected Department Officer, Past Department Commandant, Past Detachment Commandant or an elected National Officer. A Report of Officers and Installation must be forwarded to National Headquarters, the Division Vice Commandant and the Department Adjutant/Paymaster within fifteen (15) days of the installation.

**SECTION 510: ACTIVITIES REPORTS:** An Activities Report of all of a Detachment's activities since the last Calendar year ending **December 31** shall be submitted in type written form to the Department Commandant no later than **January 31** of each year. See **Section; 406 B; para 5.**

## **BYLAWS** **ARTICLE SIX: MISCELLANEOUS**

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**SECTION 601: GRIEVANCES:** Any member who considers themselves to have a legitimate grievance should proceed in accordance with the applicable section(s) of Chapter Nine (9) of the Administrative Procedures of the National Bylaws of the Marine Corps League.

**SECTION 602: FUND RAISING:** Fund raising activities may be entered into by the Department with the approval of the majority of Detachments and subsidiary or subordinate units, and provided that such activities are in accordance with Chapter Ten (10) Section 1000 of the Administrative Procedures of the National Bylaws.

**SECTION 603: SUBSIDIARIES:** The Department recognizes and adopts the Marine Corps League Auxiliary as its official women's auxiliary, the Military Order of the Devil Dogs as its fun and honor society and the Young Marines of the Marine Corps League as its official youth program.

A. These National subsidiary organizations which function and operate under Congressional Charter and the name of the Marine Corps League, are and shall ever be subject to the authority, direction, supervision, control and discipline of the National Headquarters, Marine Corps League. Any and all complaints, grievances and/or charges against such subsidiary organizations must be referred in writing to the National Judge Advocate, Marine Corps League for appropriate actions.

**SECTION 604: AMENDMENTS:** These Bylaws or any provisions therein, may be revised, amended or repealed by a majority vote of the properly registered and approved delegates present and voting at a Department Convention, provided the proposed, amendment or repeal is submitted to all Detachments forty five (45) days prior to the convening of the Department Convention at which the proposal is to be considered. Any proposed revision, amendment or repeal will be in typewritten form and will be in the exact wording intended. To avoid possible confusion each submission will address only one section. If, however, the proposal incorporates a revision, amendment or repeal that will interact with any other section, the changed or corrected wording will be included in the single submission. Any proposed revision, amendment or repeal will be forwarded in writing to the Department Judge Advocate to arrive no later than sixty-five (65) days prior to the Department Convention. The Department Judge Advocate shall, without editing, send a copy of each proposal to all Detachments via Registered - Return Receipt Mail, not later than forty-five (45) days prior to the Convention for members to review.

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**SECTION 605: EFFECTIVE DATE:** Each revision, amendment or repeal of a provision of the Bylaws which does not provide for an effective date, shall become effective upon close of the Department Convention at which such action was approved.

**SECTION 606: DEPARTMENT BYLAWS DISTRIBUTION:**

**A.** At the request of the receiving Detachment a printed copy of the Department Bylaws will be sent by mail, otherwise each Detachment shall be provided with a Compact Disc containing the Department Bylaws.

**B.** The Detachment will make available to any member in good standing, by request, a copy of the Department Bylaws.

**C.** National Headquarters will be provided a printed copy of the Department Bylaws.

**D.** The Department of Idaho Board of Trustees will be provided a printed copy by the Detachment in which they are a member.

**E.** Additional copies may be purchased from the Department for the cost of the media, packaging and postage.

**SECTION 607: VIOLATIONS:** Any member who intentionally violates the precepts of these Bylaws, the National Bylaws or the Administrative Procedures of the Marine Corps League will be subject to the provisions of Chapter Nine (9) Grievances and Discipline, as stated in the National Administrative Procedures.

END

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