

# TREASURE VALLEY DETACHMENT #878

## MARINE CORPS LEAGUE, INC.

### BYLAWS



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**Treasure Valley Detachment #878**  
**Marine Corps League, Inc.**  
**P.O. Box 45874**  
**Boise, Idaho 83711-5874**

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**ARTICLE 1 - NAME**

Section 101 **THE NAME** of the organization shall be the TREASURE VALLEY DETACHMENT #878, MARINE CORPS LEAGUE, INC.

- A. The Treasure Valley Detachment #878, Marine Corps League (TVDMCL) is incorporated as a non-profit 501c (4) organization in the State of Idaho (File Number C 108820)
- B. Unit web site tvdmcl.org
- C. National web site is www.mclnational.org

**ARTICLE 2 – PURPOSES**

Section 201 **THE PURPOSES:** for which the Treasure Valley Detachment #878 Marine Corps League is formed are:

- A. to preserve the traditions and to promote the interests of the United States Marine Corps.
- B. to band those now serving in the United States Marine Corps and those honorably discharged from that service, together in fellowship that they may more effectively promote the ideals of American freedom and democracy.
- C. to fit its members for duties of citizenship and 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 veterans 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 maintain true allegiance to American Institutions.
- G. to create a bond of comradeship between all Marines; those in the service and those who have returned to civilian life.
- H. to aid voluntarily and to render assistance to all present and former Marines and Fleet Marine Force (FMF) Corpsmen as well as to their spouses, orphans, and parents.
- I. 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.

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**ARTICLE 3 - FISCAL YEAR**

Section 301 **THE FISCAL AND ADMINISTRATIVE YEAR:** The fiscal and administrative year shall begin at 0001 on the first (1st) day of June and end at midnight on the thirty-first (31st) day of May.

**ARTICLE 4 - POLICY**

Section 401 **POWER VESTED:** Power shall always be vested in the members. Administrative power is delegated to the Board of Trustees by the membership.

Section 402 **LABOR OR MANAGEMENT DISPUTE:** The detachment shall never take part in any labor or management dispute issue, and shall be ever non-sectarian, non-political and non-partisan; nor shall it be biased on the grounds of race, color, creed, nationality, or sex; nor shall former or present military rank or civilian position be used as the basis for special consideration or preferment.

Section 403 **PROHIBIT THE MEMBERS FROM PARTICIPATING IN POTICAL ISSUES:** Nothing in the preceding section shall prohibit the members from participating in political issues as a private citizen. No uniform parts, insignias or any other identifying forms may be displayed as representative of the Marine Corps League.

**ARTICLE 5 – AUTHORITY**

Section 501 **DUES:** The detachment may charge and collect dues from its members; it may also receive material or financial contributions to be used in carrying out the purposes of the organization. This organization may elect or appoint officers or agents as deemed necessary in order to exercise the various powers of the organization to ensure its proper functioning. When necessary, the detachment may hire employees, or retain consultants. It may acquire by purchase, devise, bequest, gift or otherwise hold, encumber, convey, or dispose of such real and personal property as necessary in order to carry out the purposes for which the organization was founded, with the approval of the Board of Trustees.

**ARTICLE 6 - MEMBERSHIP**

Section 601 **REGULAR MEMBERSHIP:** - Only persons who are serving or who have served honorably in the United States Marine Corps, on active duty for not less than ninety (90) days and persons who are serving or who have served in the United States Marine Corps Reserve and who have earned no less than ninety (90) Reserve Retirement Credit Points and U.S. Navy Corpsmen who have trained with Marine Fleet Marine Force (FMF) Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) worn on the service ribbon and those who earn the warfare device authorized for FMF Corpsmen, and U.S Navy Chaplains, having earned the FMF Badge, serving with Marines; shall be eligible for regular membership in the Marine Corps League. Additionally, some Korean War Era Marines who were ordered to active duty prior to completion of recruit training

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or officer training and subsequently received an Honorable Discharge prior to completion of ninety (90) days active or Reserve duty, shall be deemed eligible for regular membership.

- Section 602. **LIFE MEMBERSHIP:** - Any member of the Marine Corps League that meets the requirements and is in good standing may become a Life Member upon proper payment of the fee as is required. The full Life Membership fee shall be paid to National Headquarters with no discounts, no rebates, and no installment, whether such fee is paid by the individual or awarded by a Department or Detachment. A life member shall be subject to no further dues to the Detachment, Department or National. Such member shall have all the privileges, rights, and benefits enjoyed as member so long as that life member shall live. The Life Membership fee shall be as established by the National Convention.
- Section 603. **ASSOCIATE MEMBERS:** - 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 the National Headquarters, be accepted for associate membership in the Marine Corps League. Associate members, upon acceptance, will pay dues in the same amounts as prescribed for regular members, including initiation fees. A membership pin and membership card, indicating "associate member" will be issued by National Headquarters. The appropriate uniform and cover, including an ornamental device and lettering will be designed by the National Uniform Committee. An associate member shall be entitled to the rights, privileges, and benefits of a regular member; however, such member shall not vote on a membership application, an election of officers, or hold an elective office. An associate member may hold an appointed office and can vote on internal affairs that do not affect the policies of the Detachment. Individuals who are serving or have served in other branches of the Armed Forces of the United States must have served honorably.
- Section 604 **MEMBERSHIP APPLICATION:** - Any person eligible for membership in the Marine Corps League under the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League may initiate application for membership by completing a standard application form to include the signature and presenting the application to a sponsoring member of the League with all required dues and fees. Applicant will provide proof of military service upon request of the detachment. As an alternative the applicant may mail a completed and signed application form to the National Headquarters with all required dues and fees.
- A. The standard application form received by a member-sponsor shall be turned in to the Adjutant, along with all dues and fees, as soon as practicable, but not later than the next regularly scheduled meeting of the detachment.
  - B. The Adjutant shall read and record the application at the proper time, stating all pertinent data including name of sponsor, and clearly state that the required dues and fees have been received, verified, and are in the possession of the detachment. No applicant shall be present for that portion of the meeting in which the application is being considered.

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- C. The acceptance of applicants to membership in a detachment is the sole province of the detachment. No detachment may accept for membership any person who has been convicted of a crime as outlined in National bylaws.
- D. In cases where an applicant is rejected for membership, all monies received from the applicant shall be returned to such applicant by the sponsoring member.

Section 605    **DELINQUENT MEMBERS:** - A member will be identified as delinquent whenever the member's dues are not paid and transmitted on or before the membership expiration date.

- A. Such a member shall be retained in delinquent status for a maximum of one year, during which time the member may erase his status by payment of all dues in arrears and all current dues, and provided the member is not indebted to the Marine Corps League.
- B. Should the affected member remain delinquent for more than one year, the member will be dropped from all membership rolls. The good standing of such member shall be restored only through the processing of a standard application form as a new member, which shall include the current initiation fee and dues. The member who is delinquent and wishes to retain continued membership status shall do so by submitting the standard application form, which shall be accompanied by all past dues and assessments which have accumulated during the entire period of the applicant's delinquency.
- C. No delinquent member may be transferred to another Detachment until removal of Delinquent Status.

Section 606    **INELIGIBLE MEMBER:** - Any member may be required to prove membership eligibility qualifications at any time. Should it be determined after investigation that a member does not have the required qualifications for membership in accordance with the Charter and the National Bylaws of the Marine Corps League, such member shall be dropped from the rolls immediately. Proper notice of such action and the reasons therefore shall be expedited to the Department and National Headquarters.

**ARTICLE 7 - MEETINGS**

Section 701    **BOARD OF TRUSTEES:** - Board of Trustees meetings will be held at a time and location designated by the Detachment Commandant. Trustees, regular and associate members must be notified of the meeting no less than five (5) days prior to the meeting date.

When the board of trustees is required to approve any action by vote, a simple majority shall be required to approve that action. The Commandant should not vote except to break a tie.

Section 702    **GENERAL MEETINGS:** - Regular business meetings of the Detachment will be held on the third (3rd) Thursday of each month, at a time and location agreed upon by the

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membership. If a change of location and/or time of the meeting is required, members will be notified in writing, by telephone, or e-mail of the alternate meeting place and/or time. A quorum shall consist of ten percent (10%) of the membership in good standing, one of whom shall be an elected officer.

Section 703    **SPECIAL MEETINGS:** - Special meetings may be called at any time upon the concurrence of a majority of the Board of Trustees.

Section 704    **CONDUCT OF MEETINGS:** - Business meetings of the detachment will be held in the following manner:

- A. The ritual of the Marine Corps League shall be observed and employed at all meetings. Procedure and form of business shall be governed by the ritual of the Marine Corps League, the National By-Laws, and Administrative Procedures of the Marine Corps League. For anything not covered by National By-laws and Administrative Procedures, Roberts Rules of order will prevail.
- B. The Bible shall be opened, placed on an altar which is covered with a clean and attractive altar cloth, during all the meetings of the Detachment. No disrespect to the Bible, by act or word, shall be tolerated. No one shall use the altar for physical support, and shall not, under any circumstances, use the altar or Bible as a resting place for any item or material. All space between the altar and the chair shall be considered hallowed ground and shall not be traveled upon while the Bible is open.
- C. At all business meetings the TVDMCL Charter or replica, the flag of The United States of America and the flag of the Marine Corps League shall be properly displayed.
- D. All members of the TVDMCL may participate in discussion, and guests may participate at the invitation of the Commandant. All issues, suggestions and ideas may be deliberated.
- E. The Commandant may be addressed as "Sir," "Madam," or "Commandant."
- F. Members may address each other by name or as "Marine."

**ARTICLE 8 - NOMINATION AND ELECTION OF OFFICERS**

Section 801    **NOMINATION FOR OFFICE:** - A Nominating Committee consisting of at least three, but not more than five members, shall be appointed by the Commandant at the regular December meeting. The Nominating Committee will present its candidates at the regular January meeting. Additional nominations for each elective office will be accepted from the floor at the January meeting.

Section 802    **ELECTIONS:** - Election of new officers will be held at the regular February meeting and shall be the last order of business.

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- A. A simple majority of the votes cast is required to elect new officers.
- B. Only regular members in good standing and present at the membership meeting in February may vote. Mail or proxy ballots are not allowed.

Section 803    **INSTALLATION OF NEW OFFICERS:**

- A. The installation of new officers will be in accordance with Marine Corps League Ritual and National Administration Procedures. The successful candidates for each office will be duly installed at the next business meeting subsequent to the election as the first order of business. Elected officers will assume their duties immediately after their installation. The Commandant will ensure that a written report (Installation of Officers form) is sent to the National Headquarters, Marine Corps League, Division Vice-Commandant, and Department Adjutant no later than fifteen (15) days after the installation.

**ARTICLE 9 – OFFICERS**

Section 901    **ELECTIVE OFFICES:** - The following officers shall be elected:

- A. Commandant
- B. Senior Vice-Commandant
- C. Junior Vice-Commandant
- D. Judge Advocate

Section 902    **APPOINTIVE OFFICERS:** - The following officers may be appointed by the Commandant with the approval of the Board of Trustees:

- A. Chaplain
- B. Adjutant
- C. Paymaster
- D. Quartermaster
- E. Sergeant at Arms
- F. other officers as deemed necessary.

Section 903    **VACANCIES:** - When a vacancy occurs, the Commandant shall institute immediate proceedings to affect the election or appointment and installation of a new officer.

Section 904    **REMOVAL OF OFFICERS:** - When an elected or appointed officer fails to attend three (3) successive regular meetings without being excused by the Commandant or the Senior Vice-Commandant, the detachment may vote to authorize action for his/her removal from office.



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- A. The Commandant, with the approval of the Board of Trustees, will send a letter of inquiry by registered mail to the officer requesting an explanation for the absence.
- B. If after fifteen (15) days a reply to the letter has not been received, or the answer received is deemed to be unsatisfactory by the Board of Trustees, the Commandant may declare the office vacant.

Section 905    **TERM OF OFFICE:**

- A. Elected Officers: all elected officers may serve a term of one (1) year, with a limit of two (2) consecutive terms, or until a successor has been elected or appointed, and properly installed.
- B. Appointed officers; shall be appointed annually or on an "as-needed" basis. Appointed officers shall serve at the pleasure of the Commandant.

Section 906    **TVDMCL PROPERTY:** - All books, records, supplies and equipment of the detachment are the property of the detachment; and shall in all cases be immediately turned over to the successor upon the incumbent leaving office. In case of a vacancy in an office, the Quartermaster shall be responsible for detachment property pertaining to that office.

Section 907    **TRAVEL REIMBURSEMENT:** The Commandant of the Treasure Valley Detachment is required to attend the Department of Idaho, Marine Corps League Annual Convention. If unable to attend the Commandant will appoint another Officer to act in his/her stead. As this could result in a financial hardship upon the Commandant or their Designated Officer, the Treasure Valley Detachment will provide a \$200.00 stipend to assist in defraying costs associated with attendance at the Department Convention. The Officer must request the stipend, if one is required, but it is not mandatory for the Officer to do so. The stipend will only apply to Department Conventions outside the geographical boundaries of the Treasure Valley Detachment.

**ARTICLE 10 - DUTIES OF OFFICERS**

Section 1001    **COMMANDANT:** – The Commandant shall:

- A. be the Chief Executive Officer of the TVDMCL, and preside at all business, special and Board of Trustee meetings of the detachment and ensure that minutes of those meetings are recorded.
- B. as Chairman of the Board of Trustees, provide direction and control for the affairs of the detachment. Any requests to the officers or members of the detachment shall not be contrary to National or Department Bylaws and Administrative Procedures.
- C. observe and conduct business using the provisions of Marine Corps League Bylaws and Roberts Rules of Order.

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- D. make and promulgate such orders and directives as are necessary for the proper administration of the affairs of the detachment.
- E. establish a Budget and Finance Audit Committee during the membership meeting of April each year and appoint the Chairman and two members.
- F. approve or disapprove all requisitions made to the Paymaster for the disbursement of funds not in accordance with the budget.
- G. having considered an opinion rendered by the Judge Advocate, rule on that opinion. Any member of the detachment in good standing may challenge the ruling by calling for a sustaining vote. An affirmative vote of two-thirds of the eligible members present will be required to reverse a ruling of the Commandant. Any appeal of the Commandant's ruling shall be made to the Judge Advocate in writing within thirty (30) days. Nothing in the foregoing shall prevent an individual from employing outside counsel.

Section 1002 **SENIOR VICE-COMMANDANT:** - The Senior Vice-Commandant shall:

- A. assist the Commandant and be familiar with the duties of both offices.
- B. in the absence of the Commandant, preside at all meetings.
- C. temporarily assume the duties of the Commandant should a vacancy occur in that office.
- D. initiate and implement, with the approval of the Board of Trustees, programs designed to increase the effectiveness of the detachment.

Section 1003 **JUNIOR VICE-COMMANDANT:** - The Junior Vice-Commandant shall:

- A. in the absence the Senior Vice-Commandant, perform the duties of that office.
- B. in the absence of both the Commandant and the Senior Vice-Commandant, perform their duties as appropriate.
- C. temporarily assume the duties of the Commandant should a vacancy occur in both offices.
- D. initiate and implement, with the approval of the Board of Trustees, programs designed to increase recruitment and retention of members.

Section 1004 **JUDGE ADVOCATE:** - The Judge Advocate shall:

- A. act as counsel to the detachment.

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- B. render opinions, through the Commandant, on all questions that may arise concerning the bylaws of the detachment, department, and National Marine Corps League.
- C. not serve simultaneously in any other capacity.
- D. review the detachment bylaws annually to determine if any changes to National or Department bylaws requires the appointment of a Bylaws Committee.

Section 1005 **CHAPLAIN:** - The Chaplain shall:

- A. perform such actions as are required by the bylaws and rituals of the Marine Corps League.
- B. take an active part in memorial services in which the detachment participates.
- C. periodically visit the sick and perform other such appropriate duties as may be practical. Upon notification of the death of any member, contact the family of the deceased, if appropriate, for the purpose of volunteering assistance and offering condolences from the detachment.
- D. report without delay, using the proper form, the death of a member to the National Chaplain and the Department Chaplain with a copy furnished to the National Executive Director. The copy shall cite the deceased's full name, membership number, next of kin and known funeral arrangements.

Section 1006 **ADJUTANT:** - The Adjutant shall:

- A. keep minutes of all meetings as directed by the Commandant and perform such other duties as may be assigned to recording secretaries.
- B. maintain all forms necessary for proper administration of the detachment and perform all duties specified by National and Department bylaws and Idaho state laws.
- C. keep members informed of functions and activities with assistance of the newsletter editor.
- D. serves as secretary in support of official correspondence, bulletins, and other written communications of the Detachment.

Section 1007 **PAYMASTER:** - The Paymaster shall:

- A. act as treasurer for the detachment and receive all monies and distribute as required
- B. prepare an annual fiscal report for the membership on or before the thirtieth (30th) day of June. This report shall include a detailed statement of the receipts and expenditures of the detachment during the preceding fiscal year;

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- C. keep required records of all membership accounts;
- D. issue budgeted funds. Issue unbudgeted funds with approval and/or authorization of the Commandant and/or the Board of Trustees;
- E. collect all dues in a timely manner and promptly forward funds owed the National and Department organizations. Notify delinquent members of their indebtedness to the detachment.
- F. deposit all monies in a bank or other financial institution as designated by the Board of Trustees, in the name of the TVDMCL. The method for expenditures will be via check or debit card.
- G. provide paymaster's records to a review by the Budget and Finance and Audit committee, by June annually, at the direction of the Commandant and/or Board of Trustees.
- H. keep the Junior Vice-Commandant and Newsletter Editor informed on a monthly basis of new members and renewal of memberships.

Section 1008 **QUARTERMASTER:** - The Quartermaster shall:

- A. be responsible for the maintenance and security of detachment's property.
- B. keep a record of the quantity, condition and location of detachment property.
- C. perform an inventory of detachment's property and file a report with the board, on or before one (1) April.
- D. upon the vacancy of the office of Quartermaster, the Commandant shall order an inventory of detachment property within 30 days.

Section 1009 **SERGEANT AT ARMS:** - The Sergeant at Arms shall:

- A. configure the meeting room, ensuring that the Bible, the Colors and the Charter are in their proper places.
- B. be responsible for the preservation of order at all meetings.
- C. perform such other duties as assigned by the Commandant.
- D. deputize such Assistant Sergeants at Arms as may be necessary for the proper performance of duties of this office.

**ARTICLE 11 – BOARD OF TRUSTEES**

Section 1101 **COMPOSITION:** - The Board of Trustees shall be composed of the following:

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- A. Commandant
- B. Senior Vice Commandant
- C. Junior Vice Commandant
- D. Judge Advocate
- E. Immediate Past Commandant

Section 1102 **DUTIES:** – the Board of Trustees shall act as advisory body to the Commandant. The Board shall have the authority to overturn decisions of the Commandant with a 2/3 vote of the entire board. When the Board of Trustees makes a decision, it may be appealed to detachment or higher authority. The board shall:

- A. assign the Commandant and Paymaster as signatories to endorsed financial expenditures.
- B. expenditures of detachment funds over \$300 require Board of Trustees approval.

Section 1103 **MEETINGS:** – See Article 7 section 701, Page 4.

**ARTICLE 12 - FUND RAISING**

Section 1201 **FUNDRAISING ACTIVITIES:** - Fund raising activities may be entered into by the detachment provided the following procedures are followed:

- A. funds shall be used in a manner consistent with the purposes of the organization.
- B. any such fund-raising activity does not violate any federal, state, county, or municipal law or ordinance, or bring discredit upon the Marine Corps League.
- C. further, at no time will funds raised by the detachment through its public fundraising activities be used to defray any of the expenses incurred by the detachment for the support of detachment social events, e.g. dinners, parties, picnics, etc. This prohibition of use does not include funds received from membership dues or member only fundraising activities such as business meeting raffles.

Section 1202 **LIMITATIONS OF FUND RAISING:** - The detachment will not conduct a fund-raising project in any territory other than its own, without first securing the approval of such other detachment.

Section 1203 **CONTRACTING AUTHORITY:** - No Officer or Committee Chairman or member of the detachment shall enter into, or sign any contract or agreement, for the purpose of binding the detachment without first submitting such contract or agreement to the Board of Trustees for review and approval.

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**ARTICLE 13 - GRIEVANCES**

Section 1301 **GRIEVANCES:** - All grievances will be handled pursuant to the requirements of the National Administrative procedures, Chapter Nine.

**ARTICLE 14 – SCHOLARSHIP FUND**

Section 1401 **FRED V. KEE MEMORIAL FUND**

A. PURPOSE:

To grant Financial Aid and/or Scholarships to members of the Young Marine units, or other eligible candidates, as determined by the committee.

B. FINANCIAL AID:

Applicants to the Young Marines, who need financial assistance to purchase uniforms or other required items, may apply through their Unit Commander, to the detachment, for a Grant. Grants of one hundred fifty (\$150.<sup>00</sup>) each, are available to assist Young Marine candidates. The Aid shall be limited to four (4) Grants per unit per year, as funds permit.

C. SCHOLARSHIPS:

The detachment will offer up to two (2) scholarships per year, of One Thousand dollars (\$1,000.<sup>00</sup>) each, to eligible persons, to attend post-secondary education. Awards may be granted for a maximum of four times, to a student who continues attending school. If no Young Marine scholarship applications are approved in a given year, children or grandchildren of Treasure Valley Detachment Marines may receive the available grants.

D. EVALUATION:

The Commandant will appoint the committee Chairman. The committee will evaluate applications and administer the Financial Aid and/or Scholarship grants. The committee will report to the membership. There is no requirement that either Financial Aid or scholarships be awarded annually. The paymaster shall control the disposition of funds.

E. PUBLICITY:

The committee will advertise the availability of Financial Aid and Scholarships by periodic presentations to Young Marines and parents. Notices will be published in the detachment Newsletter, Web site, and other publications as needed.

F. FRED V. KEE MEMORIAL FUND:

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A budget of Five Thousand dollars (5,000.<sup>00</sup>) shall be maintained by the detachment, as the Fred V. Kee Memorial Fund. The detachment paymaster shall maintain within the general fund, an account category, titled "Fred V. Kee Memorial Fund". Should fund raising efforts fail in the future, the Fred V. Kee Memorial Fund may be discontinued.

**ARTICLE 15 - STANDING COMMITTEES**

Standing committees are:

- 1501 Marine of the Year Committee
- 1502 Awards Committee
- 1503 Activities Committee
- 1504 Scholarship Committee
- 1505 Bylaws and Administrative Procedures Committee
- 1506 Budget and Finance Audit Committee
- Other to be named committees

Section 1501 **MARINE OF THE YEAR COMMITTEE**: Shall:

- A. The **MARINE OF THE YEAR (MOY) Committee** will assemble no later than October of each calendar year. The committee will send their MOY nominee to the commandant no later than the 15th day of November following their October meeting. The MOY Committee shall be comprised of all available past recipients of the Marine of the Year award. The most recent recipient available shall serve as committee chairperson. The committee shall have no fewer than three (3) members. If there are fewer than three past MOY recipients available to serve on the committee, the Commandant shall appoint one or more additional detachment members to insure the committee has at least three members. Each committee member shall be a dues paid-up member of the detachment and of the Marine Corps League. Any committee member who becomes a nominee for Marine of the Year shall be replaced from the committee.
- B. **MARINE OF THE YEAR (MOY) ELIGIBILITY and CRITERIA**: This award shall be presented to a member who, in the judgment of the MOY Committee, has rendered service and/or performed a deed or deeds above and beyond the normal expectations of the service of a detachment member.
- C. **MOY NOMINATIONS**: The Committee will meet to consider the individual performance of all detachment members over the period of their service, with emphasis on the last previous twelve (12) months (October to September) before the committee's October meeting. Nominations from the membership will be also considered by the committee. Selection must be completed by the membership meeting in November. The Commandant will submit the detachment recipient's name to the Department for consideration as the Department MOY and arrange for the presentation of the either/or both award(s) at an appropriate ceremony. The Chairperson of the MOY Award Committee will announce the recipient and present the award.

Section 1502 **AWARDS COMMITTEE**: Shall:

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- A. The Award Committee will be comprised of dues paid-up members of the detachment and the Marine Corps League. The Senior Vice Commandant shall serve as the Awards Committee Chairperson. The committee shall have no fewer than three (3) members selected by the committee chairperson.
- B. AWARD NOMINATIONS: The Awards Committee will meet in October of each calendar year to consider the individual performance of all members over the period of their service, with emphasis on the previous twelve (12) months (October to September). Nominations for awards for members, associate, axillary and non-members shall be forwarded to the committee chair for consideration. Selection must be completed by the membership meeting in November.
- C. The Commandant will arrange for the presentation of the award at a suitable ceremony. The Chairperson of the Award Committee will announce the winner and present the award.
- D. OTHER SERVICE AWARDS: The Commandant with the assistance of the Awards Committee will make service awards to members of the detachment.

Section 1503 **ACTIVITIES COMMITTEE**: Shall: -

- A. The Senior Vice Commandant shall chair this committee with the help of detachment members. The Committee will coordinate regular annual detachment activities and projects each year.
- B. A written report of next fiscal year projects, plans and budgets will be submitted to the Commandant by March, for presentation to the membership.

Section 1504 **SCHOLARSHIP COMMITTEE**: - Fred V. Kee Memorial Financial Aid Fund:

- A. The Junior Vice Commandant will serve as chairperson with two additional members.

Section 1505 **BYLAWS AND ADMINISTRATIVE PROCEDURES COMMITTEE**: Shall:

- A. be five (5) members appointed by the Commandant.
- B. beginning in September of odd numbered years, review the Bylaws and Administrative Procedures for possible changes or corrections, based on Department and National changes and internal Detachment considerations. The review will be completed by January so that the required reading and adoption of changes is completed prior to the annual State convention.
- C. consider all proposed changes of the detachment Bylaws and Administrative Procedures. The committee shall evaluate the proposal and make recommendations to the membership for their vote.

Section 1506 **BUDGET AND FINANCE AUDIT COMMITTEE**: Shall:

- A. The Committee shall be composed of a Chair and two members assisted by the Paymaster appointed by the Commandant no later than the detachment's April business meeting.



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- B. Prior to the detachment's June business meeting, the Budget, and Finance Committee, with the assistance of the Detachment Paymaster, shall audit the detachment's financial records and be prepared to present the results of the audit to the Board of Trustees for the Board's review no later than the June detachment Board of Trustees meeting.
- C. Concurrently with the annual audit, the Budget, and Finance Committee with assistance of Paymaster shall develop an annual detachment budget for the following detachment fiscal year and be prepared to present it to the Board of Trustees for review no later than the June detachment Board of Trustees meeting. The completed report will be presented to the membership at the July membership meeting.
- D. Concurrently with the annual audit, or at another time depending on the expiration date of the financial device or devices, review detachment investments and be prepared to recommend their continuance or new investment to the Board of Trustees at a Board of Trustee's meeting designated by the commandant.

**ARTICLE 16 – AMENDMENTS TO BY-LAWS**

Section 1601 **AMENDMENTS**

- A. Proposed amendment(s) to bylaws shall be submitted to the Adjutant, in type written form in the exact wording intended.
- B. The Adjutant will forward the proposal(s) to the detachment Judge Advocate to confirm there is no conflict with Department or National Bylaws. If there is no conflict, the judge Advocate will forward the proposal(s) to the Bylaws Committee for appropriate review.
- C. The Adjutant will have the proposal read at two consecutive business meetings prior to balloting which will occur at the third reading.
- D. The Adjutant will publish by E-Mail and the Detachment Newsletter, the proposed amendment(s) and the date the amendment(s) will be voted on.
- E. A two thirds (2/3) majority of all member present will be required for an amendment to be passed.
- F. Provisions of the by-laws will become effective immediately after approval.

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A. By-Law Committee: Original written 1996  
R. Monte Macconnell

B. By-Law Committee: Revision of January 2002

C. By-Law Committee: Revision of October 2004  
Tom Butler, Chairman

Rich Erickson	Roy Jost	Bob Smith
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D. By-Law Committee: Revision of September 2009  
Tom Butler, Chairman

Rich Erickson	Roy Jost	Bob Smith
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E. By-Law Committee: Revision of 2013

Art Kilton, Chairman

Rich Ericson	Walt Modler	Bill Sawyer
Harold Kwan	Skip Nakashima	Arnie Strawn
Bobby Lee	Frank Partridge	Dave Swickard

F. By-Law Committee: Revision of

Approval Signature:

Commandant \_\_\_\_\_

Adjutant \_\_\_\_\_

Date: \_\_\_\_\_

Membership votes on approval of Bylaws date: \_\_\_\_\_  
1st reading 2nd reading