

BY-LAWS
WIREGRASS DETACHMENT # 752
MARINE CORPS LEAGUE

ARTICLE I

A. NAME Wiregrass Detachment # 752, Marine Corps League is incorporated in the state of Alabama as a non-profit corporation. It is a subsidiary organization of the nationally chartered Marine Corps League and a member of the Department of Alabama, Marine Corps League. The Wiregrass Detachment # 752 National Charter was issued February 22, 1990.

B. RESOLVE Wiregrass Detachment by-laws shall conform to all National and Department of Alabama bylaws, regulations, policies and administrative procedures. National and Department by-laws shall take precedence in the event of any conflict.

The Wiregrass Detachment is formed for non-profit purposes, and members do not derive any profit or financial benefit from the assets or property of the Detachment. In the event the Detachment is dissolved any remaining assets shall be distributed to the National or Department of Alabama Marine Corps League.

C. PURPOSE The purposes of the Detachment shall be:

1. To preserve the traditions and promote the interests of the United States Marine Corps;
2. To band those who are serving in the United States Marine Corps and those who have been honorably discharged together in fellowship, that they may effectively promote the ideals of American freedom and democracy;
3. To fit its members for duties of citizenship, and to encourage them to serve as ably as citizens as they have served the nation under arms;
4. To hold sacred the history and memory of the men who have given their lives to the nation;
5. To foster love for the principles which they have supported by blood and valor since the founding of the Republic;
6. To maintain true allegiance to American institutions;
7. To create a bond of comradeship between those in the service and those who have returned to civilian life;
8. To aid voluntarily and to render assistance to all Marines and former Marines, as well as to their spouses, orphans and parents;
9. 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.

ARTICLE II

A. MEMBERSHIP If otherwise qualified no person shall be denied membership on the basis of race, religion, sex, creed or national origin. Applications for membership in the Wiregrass Detachment shall be accepted and processed in accordance with the provisions contained in the National By-Laws and Administrative Procedures.

1. Regular Member Regular membership is available to anyone who is serving, or has served honorably in the United States Marine Corps for not less than ninety (90) days or has served in the United States Marine Corps Reserve and has earned no less than ninety (90) reserve retirement credit points. U.S Navy corpsmen who have trained with Marine FMF units in excess of ninety (90) days and earned the Marine Corps Device worn on the Service Ribbon, and those who have earned the Warfare Device authorized for FMF corpsmen are also eligible for regular membership. Any person who meets certain other criteria established in the National by-laws shall also be considered eligible for regular membership in the Detachment.

2. Associate Member Those persons not qualified for regular membership who espouse the principles and purposes of the Marine Corps League may upon application be considered for membership in the Wiregrass Detachment, Marine Corps League. Associate members shall have all the rights, privileges and benefits of a regular member, except that an associate member may not vote or hold elective office in the Detachment. However, an associate member may hold a non-elective position if appointed by the Detachment Commandant and approved by the Board of Trustees.

3. Life Member Any member in good standing may apply for Life Membership status. Life Membership dues are established by Marine Corps League National Headquarters.

4. Honorary Member The Commandant may award honorary membership to a person under certain conditions set forth in the National By-Laws and Administrative Procedures.

B. DUES The Detachment Board of Trustees shall set the amount of the annual membership dues.

C. DELINQUENT MEMBER A member is identified as delinquent if required dues are not paid on or before the expiration date on the membership card.

1. Such member shall be retained in the delinquent status for a maximum of one year, during which time the member may erase the delinquent status by payment of all dues in arrears and current dues, provided the member is not indebted to the Detachment, Department or National Headquarters.

2. After one year in a delinquent status the member shall be dropped from the rolls. The member-in-good-standing status can then be restored only through the processing of a new member application form.

ARTICLE III

A. OFFICERS Officers shall be elected and/or appointed to serve the membership and to plan and conduct the business of the Detachment.

1. **Elected Officers** The Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate shall be elected by the membership in accordance with National and Detachment by-laws. Elected officers must be regular members in good standing

2. **Appointed Officers** The Adjutant/Paymaster, Chaplain, Sergeant-at-Arms and any other officers that may be needed to fulfill Detachment needs shall be appointed by the Commandant, with the approval of the Board of Trustees. Appointed officers may be regular members or associate members in good standing.

3. **Board of Trustees** The overall responsibility for policy and direction of the Detachment rests with the Board of Trustees. The Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate and Junior Past Commandant shall constitute the Board of Trustees.

B. RESPONSIBILITIES OF THE COMMANDANT

1. Chief Executive Officer of the Detachment.
2. Provide leadership for the Detachment.
3. Formulate and develop programs for the Detachment.
4. Act as primary public relations representative and promoter of the Detachment.
5. Preside at membership meetings, officers meetings and Board of Trustee meetings.
6. Appoint committees to carry out Detachment business.
7. Ensure the financial health and integrity of the Detachment.
8. Ensure compliance with National, Department and Detachment by-laws and policies.

C. RESPONSIBILITIES OF THE SENIOR VICE COMMANDANT

1. As second in command, assist and support the Commandant.
2. Preside in the absence of the Commandant.
3. Assist and support Detachment officers and committee chairpersons in meeting their objectives.

4. Assimilate Detachment reports on operations, finances and project results for presentation to other officers and members.

5. Prepare to succeed the Commandant at the end of his term if that is desired and if it is the will of the membership.

D. RESPONSIBILITIES OF THE JUNIOR VICE COMMANDANT

1. Chairperson of Membership Recruiting and Retention Program.

2. Maintain a current list of members and potential members in coordination with the Adjutant. The list should have mailing addresses, telephone numbers and email addresses if available.

3. Take charge of welcoming and introducing new members and prospects, and ensure that they are made to feel welcome at Detachment meetings and activities.

4. Preside over or work on committees as designated by the Commandant, particularly those that impact membership participation and programs.

5. Initiate programs and activities to support the needs of the membership.

6. Preside in the absence of the Commandant and Senior Vice Commandant.

E. RESPONSIBILITIES OF THE JUDGE ADVOCATE

1. Become thoroughly familiar with the Marine Corps League National By-Laws and Administrative Procedures, as well as Department and Detachment by-laws.

2. Advise the Detachment on by-laws and legal matters.

3. Assure that the Detachment abides by National, Department and Detachment by-laws.

4. Render opinions on procedures during meetings.

It should be noted that opinions offered by the Detachment Judge Advocate are but opinions. While they are offered by an officer who is presumed to know the correct answers, those opinions are subject to ratification by the Commandant and, on occasion, the Board of Trustees.

F. JUNIOR PAST COMMANDANT

1. Provide continuity from one administration of Detachment officers to the next.

2. Provide council, guidance and assistance to the new Commandant and other Detachment officers.

3. Serve on the Board of Trustees.

G. ADJUTANT/PAYMASTER

1. Keep accurate minutes of meetings.
2. Prepare, transcribe and maintain minutes in the permanent records of the Detachment.
3. Assure that resolutions are maintained as corporate records.
4. Prepare correspondence, bulletins and communications for the Detachment.
5. Maintain Detachment records.
6. Receive deposits, issue checks and maintain Detachment financial records. (Note: Detachment checks must be signed by the Paymaster and Commandant.)
7. Prepare and forward Dues Transmittal Forms in accordance with the National Administrative Procedures Manual.
8. Surrender financial records for audit, as required.
9. Give Adjutant/Paymaster report at Detachment meetings.

H. CHAPLAIN

1. Perform duties of a spiritual nature.
2. Provide comfort and assistance to Detachment members, their families and other Marines during times of distress, illness or death.
3. Provide invocation, benediction and other services as part of Detachment rituals or at other ceremonies and activities, as required.
4. In the event of a member's death prepare and forward a "Notice of Death" form to National and Department in accordance with the National Administrative Manual.

I. Sergeant at Arms

1. Set up the meeting room
2. Greet members and guests. Direct prospective members to the Junior Vice Commandant.
3. Assure that persons present are authorized to attend the Marine Corps League business meeting.
4. Assure that the colors are properly posted and lead the "Pledge of Allegiance" at the appropriate time. Lead the assembly in a "Salute to the Colors" at the close of the meeting.

5. Maintain order at the meeting.
6. After the meeting assure that the meeting place is properly policed and returned to its normal arrangement, if required.
7. Abide by the rituals of office and respond to the Commandant's instructions at the appropriate times.

J. OTHER STAFF AND PROJECT OFFICERS Other staff officers and project officers may be designated by the Commandant or Board of Trustees as needed. Some of these might include:

1. Toys-for-Tots Coordinator. Organize, plan and coordinate the Detachment's Toys-for-Tots program.
2. Newsletter Editor. Prepare and edit the Detachment newsletter.
3. Historian. Preserve the Detachment's history by maintaining a scrapbook of photographs, newspaper articles or other records of important events.
4. Web Sergeant. Maintain and edit the Wiregrass Detachment webpage on the Marine Corps League National website. If directed construct and maintain a separate and unique Wiregrass Detachment Website, provided that it is within the Web Sergeant's capabilities.

ARTICLE IV

A. ELECTION OF OFFICERS.

1. **Qualifications** Any regular member in good standing is eligible to vote, nominate, be nominated, or be elected as a Wiregrass Detachment officer.
2. **Date of Elections.** Elections shall be held each February on the date and at the time of the regularly scheduled monthly meeting. Advance notification of the election shall be provided to Detachment members by announcement at a prior meeting, through the newsletter or by other means of communication.
3. **Nominating Committee.** Two months prior to the February elections the Commandant, with the approval of the Board of Trustees, shall appoint a Nominating Committee. The Nominating Committee shall select a slate of elective officers to present to the membership at the February meeting.
4. **Election Procedures.** At the time of the election the Commandant, acting as Chair of the assembly, shall accept nominations from the Nominating Committee, and shall accept additional nominations from the floor in accordance with Roberts Rules of Order. Nominations for Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate shall be accepted in turn and voted on in that order. Votes shall be taken by show of hands, recorded by the Adjutant and verified by the Junior Vice Commandant.

5. Installation of Officers. Installation of newly elected and appointed officers shall be conducted no later than the last day of March following the February elections. Normally Installation will be conducted in conjunction with the regular Detachment meeting in March. An Officer Installation Report shall be submitted in accordance with National By-Laws.

6. Term of Office Elected and appointed officers shall serve for a period of one year. At the completion of their term they may be re-elected or reappointed for an additional term. Elected officers are limited to two consecutive terms in the office they hold and may not hold the same office again until a period of one year has passed. However, they may hold other elected or appointed offices during that period.

ARTICLE V

A. RESIGNATION, DEATH OR IMPEACHMENT OF AN OFFICER.

1. Impeachment For any of the following reasons an officer may be impeached and removed from office by a majority vote of members present and voting at a Detachment regular or special meeting, providing advance notice of such meeting has been provided.

- a. Violation of the oath of membership.
- b. Violation of the oath of office.
- c. Conduct unbecoming a member of the Marine Corps League.
- d. Failure to fulfill the duties of office due to incompetence or excessive absences.
- e. Any action detrimental to the League
- f. Conviction of any crime which constitutes a felony in a city, county, state or federal court.

2. Replacement Procedures The following procedures shall be used to replace an officer who resigns, dies or is removed by impeachment.

a. An election will be held at the next regular Detachment meeting to replace an elected officer using the procedures outlined in Article IV, Section A4, except that a Nominating Committee will not be appointed.

b. With the approval of the Board of Trustees the Commandant will appoint a replacement for an appointed officer.

ARTICLE VI

A. MEMBERSHIP MEETINGS Regular membership meetings will be held once per month at a location, date and time to be set by the Board of Trustees. Annual officer elections will be held during the February meeting. Those members in attendance shall be considered a quorum sufficient for the conduct of Detachment business.

B. OFFICER MEETINGS On the call of the Commandant, or in his absence the Senior Vice Commandant, Detachment officers will meet to develop plans and discuss Detachment programs. Officer meetings will be held as often as necessary, but not less than twice per year. Four officers, one of which must be the Commandant or Senior Vice Commandant., shall constitute a quorum.

C. BOARD OF TRUSTEE MEETINGS The Board of Trustees shall meet as necessary, but not less than two times per year. The Board may elect to meet in conjunction with an officers meeting in order to easily obtain information from appointed officers. However, only Board members shall vote on decisions taken by the Board of Trustees. Three members, one of which must be the Commandant or Senior Vice Commandant, shall constitute a quorum.

ARTICLE VII

A. COMMITTEES. The Commandant, with the approval of the Board of Trustees, may appoint committees as deemed necessary or desirable. Committee members serve at the pleasure of the Board.

ARTICLE VIII

A. FISCAL AND FINANCE. It is important that the fiscal and financial integrity of the Detachment be carefully guarded to inspire confidence among members and potential donors. The Wiregrass Detachment is a non-profit organization as defined under 501 (c) 4 of the Internal Revenue Code, and financial compliance is essential to avoid legal complications and possible loss of non-profit status.

1. Checking Account Detachment funds shall be kept in a federally insured account. The Detachment Paymaster shall maintain the account, receive deposits, issue checks and maintain Detachment financial records. Checks issued from the account shall be signed by both the Commandant and the Paymaster.

2. Reimbursements The Paymaster may issue checks to reimburse officers and members for authorized expenses and purchases made on behalf of the Detachment upon presentation of valid receipts. Receipts shall be maintained in the Paymaster files.

3. Expenditure Limits The Commandant may authorize expenditures not to exceed \$100 for emergencies or other worthy causes. Expenditures greater than \$100 must be approved by the Board of Trustees or Detachment membership. Funds collected for a specific purpose and identified as such shall be expended only for that purpose and are exempt from this limitation. Some examples are donations for a specific charitable cause, Birthday Ball funds and convention funds.

4. Audits The Board of Trustees shall appoint an audit committee to conduct an annual audit of Detachment funds and property. The committee shall be composed of no less than three members.

ARTICLE IX

A. UNIFORMS. Detachment members are encouraged to obtain and wear Marine Corps League uniforms, but it shall not be a condition of membership. When uniforms are worn they shall be worn only in accordance with the uniform regulations set forth in the National By-Laws and Administrative Procedures manual.

ARTICLE X

A. EFFECTIVE. These by-laws become effective when approved by a majority of members present and voting at a regular or special meeting of the Detachment and upon approval by The Department of Alabama. When approved these by-laws supersede and replace all previous Wiregrass Detachment by-laws.

B. AMENDMENTS. The by-laws may be amended or replaced in whole or in part at a regular or special meeting of the Detachment by a majority vote of the members present and voting. Advance notice of such action must be given prior to the meeting.

C. ISSUES NOT COVERED. Any issues not covered by Wiregrass Detachment by-laws shall be governed by National and Department by-laws.

Approved this _____ day of _____, 2007.

Al Chancey
Commandant

Frank Freeland
Senior Vice Commandant

Bill Koch
Junior Vice Commandant

General Dickerson
Judge Advocate

Wiregrass Detachment 752 By-Laws have been reviewed and are hereby approved this _____ day of _____, 2007.

Walter Williams
Judge Advocate
Department of Alabama