

BY-LAWS  
MIDDLE GEORGIA DETACHMENT #970, Inc.  
MARINE CORPS LEAGUE  
MACON, GA

**ARTICLE I - NAME**

**SECTION 1.** The name of this organization shall be Middle Georgia Detachment #970, Inc. Marine Corps League. This Detachment is a subordinate unit of Marine Corps League National Headquarters, Merrifield, Virginia 22116-3070, and is also a subordinate unit of the Department of Georgia, Marine Corps League. Marine Corps League National Headquarters is a duly qualified tax-exempt entity pursuant to the provisions of the Internal Revenue Code, Section 501(c)(4).

**ARTICLE II - PURPOSE AND NATURE**

**SECTION 1.** The objectives and purposes of this Detachment are:

- To preserve the traditions and to promote the interests of the United States Marine Corps;
- To band those who are now serving in the United States Marine Corps, eligible FMF Corpsmen, and those who have been honorably discharged from the United States Marine Corps, together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- To help fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served our Nation under arms;
- To hold sacred the history and memory of the men and women who have given their lives to the Nation;
- To foster love for the principles which they have supported by blood and valor since the founding of the Republic;
- To maintain true allegiance to American institutions;
- To create a bond of comradeship between those in the service and those who have returned to civilian life;
- To aid voluntarily and to render assistance to all Marines and FMF Corpsmen, uniformed and civilian as well as their spouses, widows, orphans and parents,

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 2.** The Detachment is not organized and shall not be operated for pecuniary gain or profit. No part of the property of the corporation and no part of its net earnings shall inure to the benefit of or be distributable to any trustee, member or other private individual. The Detachment shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other activity except in furtherance of the purposes for which the Detachment is organized.

**SECTION 3.** No substantial part of the activities of the Detachment shall consist of attempting to influence legislation, by propaganda or otherwise. The Detachment shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**SECTION 4.** These Detachment by-laws are to conform to the by-laws, administrative procedures, regulations and policies of the Marine Corps League and Department of Georgia, Marine Corps League. Any by-law subsequently determined by the Department of Georgia or National Headquarters Marine Corps League to be inconsistent with said by-laws, administrative procedures, regulations or policies shall be null and void.

### **ARTICLE III - MEMBERSHIP**

**SECTION 1.** Membership in this Detachment cannot be denied on the basis of race, religion, sex, creed, or national origin, as long as all other membership requirements are met.

**SECTION 2.** Any person who otherwise conforms to the requisites as to eligibility prescribed in the National by-laws shall be eligible to become a member of this Detachment.

**SECTION 3.** Dues are necessary to provide the foundation of the Detachment's fiscal program. A portion of dues collected is submitted to the Department and National organizations to support their operations. The remainder is kept in the Detachment's treasury. The amount of dues to be paid shall never be less than what is required by National and the Department. The specific amount shall be set by the Board of Trustees, ratified by the general membership. Members who wish the Board to consider specific amounts for dues may request a hearing before the Board at any regular meeting of the Board. The Board may

decide to take the request under consideration, or immediately refer it to the general members for approval.

## **ARTICLE IV - OFFICERS**

**SECTION 1.** The organization of the Detachment shall be as follows:

Board of Trustees. The Board of Trustees shall be comprised of the elected officers of the Detachment, plus the Junior Past Commandant. It may include non-members who are prominent citizens known for their good judgment and executive expertise. Such non-members may be invited to sit on the Board by approval of a simple majority of elected officers. At no time will the number of such non-members exceed one-third.

Executive Staff. The Executive Staff shall be comprised of the elected officers listed in Section 2 of this Article.

Special Staff. The Special Staff shall be comprised of those appointed officers and committee chairpersons who are appointed by the Commandant, ratified by the Board of Trustees, and whose responsibilities are limited by purpose or duration to particular events, objectives or scope. This includes project officers and special events chairpersons, The Special Staff members serve at the pleasure of the Commandant and their term shall expire at the end of the Commandant's term.

### **SECTION 2.**

a. Elected Officers. Commandant, Senior Vice-Commandant, Junior Vice Commandant, and Judge Advocate. Elected officers of the Detachment must be held by Regular (Marine or FMF Corpsman) members in good standing of the Detachment

b. Appointed Officers. Adjutant, Paymaster, Sergeant-at-Arms, Chaplain, and such other officers as the Commandant shall deem necessary to serve the Detachment.

**SECTION 3.** The basic duties of Detachment officers are summarized below, and set forth in the National By-Laws. Based on Detachment objectives and programs, these duties may be modified or expanded upon.

COMMANDANT: Presiding officer at membership, officer, and other meetings; the key leadership position of the Detachment; Chief Executive Officer (CEO) of the Detachment,

and Chairman of the Board of Trustees; chief Detachment representative in public relations; responsible for formulating and developing programs; appoints appropriate committees for carrying on Detachment business; Responsible for fiscal stability and procedures; Signer on Detachment checking accounts (bonded by MCL National); Abides by the by-laws and policies of the Marine Corps League.

**SENIOR VICE-COMMANDANT:** Assists and supports the Commandant; Chairs committees as requested by Commandant; Presides in absence of Commandant; Candidate for office of Commandant at expiration of terms if he/she wishes.

**JUNIOR VICE-COMMANDANT:** Chairman of membership (recruiting and retention) programs; Works on, or presides at committees designated by Commandant, Presides in absence of Senior Vice-Commandant and Commandant.

**JUDGE ADVOCATE:** Legal counsel of the Detachment; Render opinions based on policies, by-laws, or precedents of the Detachment; Advise on by-laws and policies of the Marine Corps League; Assure that Detachment abides by the by-laws of the Detachment and Department.

**JUNIOR PAST COMMANDANT:** The immediate past Commandant of the Detachment; May serve as a member of the elected Board of Trustees, Provides bridge in turnover of administrative functions; Assists incumbent Commandant and officers as directed by Commandant.

**ADJUTANT:** Keep accurate minutes of meetings; Prepare and transcribe minutes for permanent record of the Detachment; Prepare, and assist in preparation of correspondence and bulletins in conjunction with Commandant and officers; Maintains Detachment records, including membership; Post official notices; Make reports at meetings; Assure that resolutions are maintained as corporate records, sends communications from the Commandant and trustees to the membership, provides notice of meetings to the membership and media.

**PAYMASTER:** Keep accurate fiscal records; Responsible for banking and financial accounts; Signer on fiscal and banking documents (bonded by MCL National); Maintains Detachment financial records; Pays authorized bills, and assures legitimacy of funds disbursed through budget and/or board of trustees approval; Makes fiscal and financial reports

at meetings; Receives dues and forwards dues transmittals; Abides by procedures of Detachment, Department and National.

SERGEANT-AT-ARMS: Set up meeting rooms, Present the Colors/Lead “Pledge of Allegiance”; Maintain order at meetings; Respond to instruction from the Commandant, Admit members in good standing, or appropriate parties as directed; Abide by the ritual of office.

CHAPLAIN: Perform duties of a spiritual nature; Visit sick members/families and send appropriate cards; Send cards of sympathy in event of death of member or member’s family; Provide invocations and services as required; Perform duties as request by the Commandant; Abide by the ritual of office.

## **ARTICLE V - ELECTION OF OFFICERS**

**SECTION 1.** The term of office is defined as one year, beginning with installation at the first regular meeting of each anniversary year, usually in *{December}*, and ending upon installation of new officers the following year. The Commandant, Senior Vice-Commandant and Junior Vice-Commandant shall be limited to serving no more than two consecutive terms in the same office.

**SECTION 2.** Annually, in *{September}*, the Board shall appoint a Nominations Chairperson, usually the Chaplain, who may then select members to serve on the Committee. This Committee shall seek out the best-qualified members to fill elected positions, beginning with the position of Commandant, and prepare recommendations for appointed positions to be provided to the incoming Commandant. The resulting slate of candidates shall be presented to the general membership at the regular meeting in *{November}*. Elections will take place at following the committee report at which time nominations for any elected office may be made from the floor. Upon receipt, seconding, and approval of a proper motion, nominations will close and the election will proceed. The Sergeant-At-Arms will secure the quarters when the nominations procedure commences.

**SECTION 3.** Only Regular members in good standing may vote. Elections shall be held by secret ballot, unless the motion is made, seconded and approved to consider the slate of candidates proposed by the Nominations Committee in its entirety, in such case a voice vote

is called for. The Chaplain shall count ballots, with results announced immediately. The Sergeant-At-Arms will ensure that no member leaves once the election begins, until the results are announced.

## **ARTICLE VI - RESIGNATION, DEATH OR REMOVAL OF OFFICERS**

**SECTION 1.** It is anticipated that members elected to office will acceptably discharge their duties; however, occasions may arise where an officer is unable or unwilling to do so. In such cases, these officers must be replaced expeditiously.

**SECTION 2** Upon receipt of resignation or notice of death of an officer, the Board of Trustees shall hold a called meeting to determine replacement. The Nominations Committee Chairperson may be asked to provide information relevant to the committee's deliberations prior to the election of the resigned or deceased officer, in order to support the Board's decisions. The Board shall appoint a replacement to complete the unexpired term of the office vacated, based on qualifications and willingness to serve.

## **ARTICLE VII - MEETINGS**

**SECTION 1.** The Detachment will meet monthly at such time and place to be determined by the Board, subject to change by the Commandant, and upon notification of the members. The Executive Staff will meet no less than once per quarter, but may meet more frequently at the discretion of the Commandant. The Board of Trustees will meet at least quarterly, and may meet in conjunction with a regular staff meeting.

**SECTION 2.** For purposes of conducting official business a quorum shall be considered to be a simple majority of those members present. For meetings of the Executive Staff, a quorum shall be no less than three. For meetings of the Board of Trustees, a quorum shall be considered to be a majority of its members.

## **ARTICLE VIII - COMMITTEES**

**SECTION 1.** The Board of Trustees may appoint, from time to time, such committees it deems necessary to conduct the overall mission and program of the Detachment. Committee

members serve at the pleasure of the Board, and any committees thus established may be terminated at its discretion. The Commandant is an ex-officio member of all committees.

**SECTION 2.** A certain number of standing committees are necessary for the smooth transaction of Detachment business. These are:

Finance Committee: Chaired by a member-at-large, comprised of the Sr. Vice Commandant (ex-officio), the Paymaster (ex-officio), and at least three members-at-large. The Finance Committee is charged with oversight of the Detachment's fiscal program, and will audit the Detachment's books annually. The audit will take place after the election {*November*} and before the {*December*} meeting at which time the new officers are sworn. Standing committees may be established, changed, or abolished by amendment.

## **ARTICLE IX - FISCAL AND FINANCIAL**

**SECTION 1.** The fiscal year for the Detachment shall be from 1 July to 30 June.

**SECTION 2.** The Paymaster is the authorized fiscal agent for the Detachment. For issuance of checks or withdrawal of funds, the signature of the Paymaster or the Commandant is required. In order for the Detachment to purchase the necessary supplies and pay the general operating expenses necessary to operate in a businesslike and professional manner, the Paymaster or the Commandant may approve disbursement of up to \$75.00. Expenditures exceeding \$75.00 must first be approved as follows: Over \$75.00 and up to \$150.00 must be first approved by the Board of Trustees; Over \$150.00 and to \$1,000.00 must be first approved by the Finance Committee and then the Board of Trustees; Any expenditure over \$1,000.00 must be first approved by the Finance Committee and Board of Trustees and then presented to the general membership for approval at a regular meeting or a meeting called specifically for such purpose. In the event of indebtedness negotiations or dissolution, the exercise of funds to discharge legal liabilities will comply with the Articles of Incorporation.

**SECTION 3.** Funds shall be used for the purposes for which they have been given, i.e.; funds donated for Toys for Tots will be turned over to the local Toys for Tots Coordinator, not used to fund a Detachment function. The Paymaster will arrange the Detachment's books to account for such different classes of funds, and will account for them separately. When the

purpose for which an account has been established no longer exists, the account shall be closed, report made to the Board, and any leftover funds transferred to the general treasury.

**SECTION 4.** Officers who expend funds in the transaction of official Detachment business may request reimbursement. If at all possible, approval for such request for reimbursement will be made prior to the expenditure of funds. Evidence of the expense, such as receipts or invoices, must be provided. Generally, any expense for other than personal or uniform items can be considered reimbursable. Cost of travel to another Detachment's meeting or to a Department function is not considered reimbursable, unless such travel is completed at the request of the Board.

**SECTION 5.** The Finance Committee shall annually audit the Detachment's books and make a full disclosure of any findings to the general membership along with a financial report for the fiscal year just ended. Such audit will also be completed upon any change in the office of Paymaster.

#### **ARTICLE X - UNIFORMS**

**SECTION 1.** The Detachment encourages members to obtain regulation Marine Corps League uniforms; however, uniforms are not a condition of membership. Uniforms will be worn in accordance with Marine Corps League policy as set forth by National policies.

#### **ARTICLE XI - AMENDMENTS**

**SECTION 1.** These by-laws may be changed by amendment at either regular or called meetings, by a two-thirds (2/3) majority of the Regular members of the Detachment attending said meeting, provided that the proposed amendment(s) have been submitted in writing to the Adjutant, and shall have been read at the preceding regular meeting of the Detachment. The Adjutant shall publish the proposal(s) in the Detachment newsletter and add the matter to the agenda for the next meeting. A time period for discussion may be set by motion, at the expiration of which a show of hands will indicate acceptance or rejection. All amendments must be in accordance with the National By-Laws.

#### **ARTICLE XII**



**SECTION 1.** These by-laws, upon adoption, repeal and supersede any other by-laws of this Detachment, together with any amendments made to such prior by-laws.

I, Jeff Amerson, Adjutant of the Middle Georgia Detachment #970, Inc. Marine Corps League, do certify that the within and foregoing by-laws were approved by a two-thirds majority of the members present and voting at a regular Detachment meeting held on the \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2010.

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Jeff Amerson, Adjutant

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George Gerbert, Commandant

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E.B. Stollenwerck, Sr. Vice Commandant

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Joe Barbee, Jr. Vice Commandant

\_\_\_\_\_  
Doug Corbin, Jr. Vice Commandant

\_\_\_\_\_  
Paul Reynolds, Jr. Vice Commandant

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David Mincey, Judge Advocate