

AIR, LAND, NC DETACHMENT #1257  
OF THE MARINE CORPS LEAGUE  
By-Laws  
Approved 31 May 2021



**Air, Land, NC Detachment 1257**  
**Marine Corps League**  
**P.O. Box 1081**  
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AIR, LAND, NC DETACHMENT #1257  
OF THE MARINE CORPS LEAGUE

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Preamble

In the name of the Almighty God of all, we, who have honorably served our country, or who are presently serving our country, in the United States Marine Corps, for the common good of the United States of America; and all nations and peoples of the world; in order to protect the fundamental rights and freedoms of all; to foster interest in the affairs of the United States Marine Corps; to protect and advance the welfare of wounded or disabled Marines, and their dependents; and for further purposes set forth hereinafter, do solemnly and firmly associate ourselves in a non-profit corporation, and do ordain and establish these bylaws.

DETACHMENT BYLAWS  
ARTICLE I  
Name and Mission

1.10 NAME The name of this association shall be the “Air, Land, NC Detachment #1257 Marine Corps League, Inc.” and was chartered by the Marine Corps League (MCL) on 24 October 2006 (known hereafter as the Detachment). The Detachment is a non-profit 501(c)(4) corporation incorporated in North Carolina on 16 June 2008 and falls under the Marine Corps League IRS Umbrella 0955. The Detachment’s EIN is 03-0612881. The incorporation filing and IRS determination letter are on file with the Department Adjutant.

Note: Incorporation is more than one year after Charter due to lost records by the State of North Carolina.

1.20 GOAL These bylaws provide guidance concerning the function and organization of the Detachment. The primary goal of these bylaws is to ensure that the Detachment is operated in accordance with the Marine Corps League’s structure and to follow all local, state, and national laws. The operation of the Detachment shall be maintained in compliance with the National Bylaws (NBL), Department Bylaws (DBL), and National Administrative Procedures (NAP).

1.30 MISSION AND PURPOSE The mission statement of the Marine Corps League is:

“The mission of the Marine Corps League is to preserve traditions of the United States Marine Corps; strengthen the fraternity of Marines and their families; serve Marines, FMF Corpsmen, and FMF Chaplains who wear or have worn the Eagle, Globe, and Anchor; and foster the ideals of Americanism and patriotic volunteerism.”

1.40 NON-DISCRIMINATION POLICY The Detachment:

- A. Shall never take part in any labor or management dispute or issue;
- B. Shall not be sectarian, political, and partisan;
- C. Shall not be based on race, color, creed, nationality, or sex;
- D. Shall not be used as a medium of political ambition or preferment, and
- E. Shall not use former or present military rank or former or present civilian position as the basis for special consideration and preferment.

1.50 CONFLICT OF INTEREST The Detachment has a Conflict of Interest Policy in effect and was approved on 24 July 2020. This policy is a separate document and is filed with the Detachment Adjutant. A copy of this is available to anyone requesting it.

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1.60 DISSOLUTION Should the Detachment have cause for being dissolved described in DBL Sections 555 and 560, the processes described therein will be followed.

#### DETACHMENT BYLAWS

##### ARTICLE II

##### Membership

2.10 ELIGIBILITY Regular, Associate, Honorary, Life and Dual Membership shall be accepted as provided for in the NBL Article V, Section 515 and Section 520. The Detachment is the sole judge for acceptance into the Marine Corps League, as per NBL Article V Section 500. Given that responsibility, the following steps will be taken to sufficiently vet the applicant.

- A. The applicant to be a Regular Member or an Associate Member who was a veteran of another branch of service shall provide their sponsor with a completed, current version of the application and their most recent DD-214 or certificate of discharge. This is required proof of honorable discharge or General Discharge under Honorable Conditions for the applicant to be eligible to be a Regular Member. The applicant for non-veteran Associate or Honorary Active Duty Member status provides their sponsor with a completed, current version of the application. See the NAP Section 7015.a, for Honorary Active Duty Member application requirements.
- B. The sponsor reviews the application and DD214 or certificate of discharge, if applicable, with the Detachment Commandant, querying the applicant if desired, to satisfy themselves that this applicant is qualified to become a member.
- C. Once satisfied, the application is processed according to the current process. When the Detachment has received the member pin for the applicant or the applicant has received their membership card from the National Office, the Detachment will install the new member following the New Member Installation Process as provided for in the then-current Marine Corps League Ritual.

2.20 DELINQUENT MEMBERS A member of the detachment shall be considered delinquent if he/she fails to comply with the provisions as outlined in NAP Chapter 7, Section 7035. A delinquent member is not considered to be in good standing as per Section 7030a,1 and not eligible to cast a vote on Detachment, Department (DBL Article 1 Section 101A), or National (NAP Section 2035) business.

2.30 REMOVAL FROM DETACHMENT ROLL Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment roll except by conditions defined in Section 525 of the National Bylaws.

2.40 INELIGIBLE MEMBERS If there is reason to believe a member of the Marine Corps League does not meet the qualifications to be a member, this (these) reason(s) must be submitted in writing to the Detachment Commandant, who will appoint the Detachment Judge Advocate to investigate the charge as presented. Subsequent actions will follow the procedures defined in NBL Article 9, Section 915.

2.50 FREEDOM OF ACTION Unless expressly forbidden by the NBL, NAP, or DBL, the Detachment shall be free to take action and engage in activities that do not violate federal, state, county or municipal law or ordinances.

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2.60 **RIGHTS OF MEMBERS** No member shall be deprived of any rights and privileges in the Marine Corps League except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried, and found guilty in accordance with the provisions of the National Administrative Procedures Chapter Nine dealing with offenses and penalties.

2.70 **LIFE MEMBERSHIP** Life memberships are granted by the Marine Corps League when the National Administrative Procedures, Chapter Seven, Section 7050 have been followed.

2.80 **DUAL MEMBERSHIP** Dual Membership occurs when an individual is a regular or associate member in good standing has been accepted by the members at a regular meeting and paid dues (annual or life) in more than one Detachment.

A. Once the *Request for Transfer* form has been processed and accepted by the National Membership Director, a Regular dual member in good standing will be referred to as “Voting” and has the rights of a Regular member within the Detachment if the member has in this Detachment the greatest tenure.

B. Once the *Request for Transfer* form has been processed and accepted by the National Membership Director, a Regular or Associate dual member in good standing will be referred to as “Non-Voting” and has the rights of an Associate member within the Department and Detachment if either;

1. the listed Detachment on the *Request for Transfer* form is not the member's greatest tenure, or

2. the Detachment is not designated “Voting” on the *Request for Transfer* form.

C. Only Regular Voting members in good standing having this Detachment as the greatest tenure may nominate, vote for an elected position, or hold an elected position in the Detachment.

D. Only Regular Voting members in good standing having this Detachment as the greatest tenure qualify for any financially benefitting program, i.e. scholarship.

2.90 **MEMBER GROUPINGS** The members in good standing can hold positions of responsibility that are delineated in the *Guidebook for Detachment Officers*, and are grouped for functionality and are herein bestowed specific authorities. In so far as no group of officers in the National or Department Bylaws are given the title of “Executive Officers” or “Executive Staff”, these titles being superfluous, are not being used in these bylaws. These positions described in these bylaws are:

A. **Board of Trustees** (BOT) is comprised of the Elected Officers. The Commandant, the Sr Vice Commandant, the Jr Vice Commandant, and the Judge Advocate.

B. **Detachment Staff** is comprised of the Board of Trustees and Appointed Officers. The appointed officers include the Adjutant, Paymaster or Adjutant/Paymaster, Chaplain, Sergeant-at-Arms, Historian, or any other position appointed by the Commandant. The Jr Past Commandant is appointed and holds a seat at the Board of Trustees or as a Detachment Staff member, as determined by the Commandant.

C. **Supporting Staff** is comprised of **Standing Committees**; i.e. Event and Entertainment, Membership, Finance, Scholarship, Golf, Birthday Ball, and other events of a repetitive

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nature. and **Ad Hoc Committees**; i.e. Audit, Nominating, Entertainment, parades and other events of a one-time or an occasional nature.

DETACHMENT BYLAWS  
ARTICLE III  
Organization

The organization of the Detachment shall consist of elected officers, appointed officers, standing committees, and special committees.

**3.10 ELECTED OFFICES** The offices to be elected by the Detachment shall be the Commandant, Senior Vice Commandant, Junior Vice Commandant and the Judge Advocate. Election will be held annually between 1 September and 15 May and occur at a Regular Meeting. Installation of officers will be held as soon as practicable, but not later than the last day of the month following the election. The installation of officers must be accomplished, and the required report submitted, thirty days (30) prior to the annual Department Convention. The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant, an elected Department Officer, a Past Department Commandant, the Detachment Commandant or a Past Detachment Commandant. The four (4) elected officers of the Detachment shall also be its board of trustees (BOT). The order of succession to the office of the Detachment Commandant shall be; first, Detachment Senior Vice Commandant and second, Detachment Junior Vice Commandant. No elected Officer may hold an Officer's position in another Veterans Military Organization while they hold office in this Detachment. A complete description of the elected and appointed officers' duties are included in the *Guidebook for Detachment Officers*, Part 1, Section 2.6.

- A. **COMMANDANT** Chief Executive Officer Of The Detachment - As an Incorporated nonprofit entity within the State, the Commandant is the CEO of the Board of Trustees and the Detachment. As such, he/she is responsible, as a Corporate Officer, for the activities, financial standings, and the image portrayed in the Community and the League. It shall be the duty of the Commandant to preside at all meetings, to observe and enforce the observance of the provisions of these Bylaws, to make and promulgate such orders as may be necessary for the proper administration of the affairs of the Detachment, and to perform such other duties as provided for in these Bylaws of this Detachment. The Commandant's term of office shall be one (1) year and is limited to a second consecutive term. He/she shall be prepared to surrender all books, records and other property of the Detachment for which the office is charged to the duly elected successor.
- B. **SENIOR VICE-COMMANDANT** It shall be the duty of the Senior Vice-Commandant to be Chairman of the Membership Committee. He/she shall perform such duties as may be assigned to him by the Detachment Commandant, and in the event a vacancy occurs in the office of the Commandant, be prepared to assume that position. The Senior Vice Commandant's term of office shall be one (1) year and is limited to a second consecutive term. He/she shall be prepared to surrender all books, records, and other property of the Detachment with which the office is charged to the duly elected successor.
- C. **JUNIOR VICE-COMMANDANT** It shall be the duty of the Junior Vice-Commandant to assist the Senior Vice-Commandant in procuring members and to direct preparation for all social entertainment. The Junior Vice Commandant's term of office shall be one (1) year and is limited to one (1) consecutive term. He/she shall be prepared to surrender all

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books, records, and other property of the Detachment with which the office is charged to the duly elected successor.

- D. JUDGE ADVOCATE It shall be the duty of the Judge Advocate to act as legal counsel for the Detachment and to render opinions on all questions of law that may arise concerning any of the Bylaws of the Detachment. The Judge Advocate's term of office shall be one (1) year and may be reelected in consecutive terms without limits. He/she shall be prepared to surrender all books, records, and other property of the detachment with which the office is charged to the duly elected successor.

3.20 TERM-LIMIT WAIVER In the event any member fails to volunteer to serve in the position of a term-limited elected officer, the regular members in good standing at a regular meeting may authorize by majority vote, a waiver to the outgoing officer for one additional term of service.

3.30 APPOINTED OFFICERS All appointed officers serve at the pleasure of the Commandant who shall appoint the Junior Past Commandant, Adjutant, Paymaster, Sergeant-at-Arms, Chaplain, Historian, and any other officers he/she deems necessary to conduct Detachment business. The Commandant may combine the offices and responsibilities of the Adjutant and Paymaster to be titled Adjutant/Paymaster. Replacement of a vacated appointed office, voluntarily or otherwise, is the responsibility of the Commandant. No elected officers may serve as an appointed officer.

- A. JUNIOR PAST COMMANDANT It shall be the duty of the Junior Past Commandant to advise the current Commandant. This position is typically the current past Detachment Commandant but can be any past Detachment Commandant.
- B. ADJUTANT It shall be the duty of the Adjutant to keep proper and necessary records of all business of the Detachment. He/she shall keep minutes of the meetings and perform such duties as are usually assigned to a recording secretary. He/she shall be prepared to surrender all books, records, and other property of the Detachment with which the office is charged, to the duly appointed successor
- C. PAYMASTER It shall be the duty of the Paymaster to hold all monies and securities of the Detachment, to disburse monies which have been approved by the Detachment, to keep a correct record of all financial transactions, to deposit all monies and securities in the financial institute designated by the Detachment, in the name of the Detachment to sign all checks of the Detachment and submit the annual IRS Form 990 before the 15th day of the 5th month after the end of the fiscal year. The Paymaster shall be guided in the performance of his/her duties by close adherence to Section 5.10 FINANCES of these Detachment Bylaws. He/she shall be prepared to surrender all books, records, and other property of the Detachment with which the office is charged to the duly appointed successor.
- D. SERGEANT-at-ARMS The Sergeant-at-Arms shall preserve order and perform such other duties as directed by the Commandant and required by the then current *Marine Corps League Ritual*. The Sergeant-at-Arms may assume the day-to-day responsibility for security of National, State and Detachment colors and other equipment at the meeting site. The Sergeant-at-Arms shall be responsible for the safekeeping, inventorying and reporting of these items as they would be accountable in the event of charter surrender or dissolution per IRS regulations.



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- E. **CHAPLAIN** It shall be the duty of the Chaplain to perform such duties of a spiritual nature as are customarily performed by members of the clergy and as are required by the then current Marine Corps League Ritual. He/she shall be prepared to surrender all books, records, and other property of the Detachment with which the office is charged to the duly appointed successor.
  
- F. **HISTORIAN** It shall be the duty of the Historian to maintain a record of the Detachment achievement and history. He/she shall be prepared to surrender all photographs, papers, memorabilia, and documents with which the position is charged to the duly appointed successor.
  
- G. **VETERAN SERVICE OFFICER** It shall be the duty of the Veteran Service Officer to keep the BOT and Detachment informed on the volunteer program at the VA Hospital in Durham and to assist our local veterans. See section 3065 of National Administrative Procedures for qualifications and criteria in serving as the Detachment Veteran Service Officer and are also contained in the Detachment Administrative Procedures. He/she shall be prepared to surrender all photographs, papers, memorabilia, and documents with which the position is charged to the duly appointed successor.
  
- H. **TOYS FOR TOTS LIAISON OFFICER** It shall be the duty of the Toys for Tots Liaison Officer to coordinate the detachment Toys for Tots (T4T) distribution of boxes to local merchants and establishing the schedule and subsequent collection of the toys/funds by Detachment personnel. He/she will also coordinate the delivery of toys to the Detachment's designated storage location and make sure that every toy is counted prior to being turned over to the local Marine Corps Reserve Center (MCRC) or other established T4T Collection Point. The Detachment T4T Liaison Officer is responsible for preparation and submission of the "Annual T4T After Action Report". He/she shall be prepared to surrender all photographs, papers, memorabilia, and documents with which the position is charged to the duly appointed successor.
  
- I. **PUBLIC RELATIONS AND INFORMATION OFFICER** It shall be the duty of the Public Relations and Information Officer to interface with local community leaders and other veteran organizations. He/she shall be prepared to surrender all photographs, papers, memorabilia, and documents with which the position is charged to the duly appointed successor.

#### 3.40 DETACHMENT STAFF

The Detachment Staff shall consist of the elected and appointed officers.

#### 3.50 COMMITTEES

The Detachment Commandant shall have the power to appoint, by and with the approval of the membership, such standing committees as deemed necessary to properly carry out the mission of the Detachment. The Commandant shall have the power to appoint such Special (Ad Hoc) Committees/Coordinators as required to support the Standing Committees. The following are typical but not limited to:

##### Standing Committees and Programs

- A. Event and Entertainment Committee Chair
- B. Honor Guard/Color Guard Committee Chair
- C. Budget and Finance Committee Chair

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- D. Fundraising Committee Chair
- E. Eagle Scout Coordinator
- F. Bingo/VA Hospital Visit Coordinator
- G. Membership Committee Chairperson

Ad Hoc Committees

- H. Nominating Committee Chairperson will be temporary
- I. Audit Committee Chairperson will be temporary
- J. Awards Committee Chairperson

The duties and responsibilities of Committee Chairpersons, members and Program Coordinators are defined within the Detachment Administrative Procedure.

**3.60 VACANCY OF DETACHMENT OFFICERS** In the event any Detachment Officer shall vacate himself by missing three officially-called business meetings, without probable cause and notification to the Commandant or miss four or more meetings during his/her term of office, whether excused or not:

- A. The Commandant is authorized to appoint a successor to serve until the next regular election of officers.

In the event an officer declines to accept the appointment the provisions of NBL Article IX, Section 925 will be used to determine the replacement of the officer until the next annual election.

- B. In the case of the Commandant's office being vacated, the line of succession is,

- 1. The Senior Vice Commandant will become the Commandant,
- 2. The Junior Vice Commandant will become the Senior Vice Commandant and
- 3. The new Commandant will appoint a new Junior Vice Commandant.

- C. Notice of any change in elected officer's position before the annual election

- 1. Will be reported in the minutes of that meeting and
- 2. Distributed to the members no less than twenty (20) days prior to the next regular meeting.
- 3. This will serve as notice to the membership.

- D. No formal nomination process will be required to fulfill a vacant officer's position.

- E. This replacement officer, if not previously sworn in at any position during the annual Installation Ceremony, must be installed within thirty (30) days of appointment and the Report of Officer Installation filed.

- F. Any mid-year reassignments in the elected positions for any reason is for a partial year, and that partial year is not to be considered under the term limits defined for that position in Section 3.00.A. thru D.

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3.70 NOT IN GOOD STANDING It is the responsibility of every member to be ‘members in good standing’. Elected and appointed officers should be leaders, setting the example for the Detachment. If a member loses their good standing, it is most likely that their dues were not paid by 31 August. It is desirable that any responsible or appointed officer submit their resignation to that office if they do not intend to remain a member in good standing.

- A. Members not in good standing cannot vote in any Detachment activities.
- B. Elected officers who are not in good standing, must vacate their office during the first regular meeting after August 31 and their replacement must follow the procedures defined in Section 3.60.
- C. Appointed officers who are not in good standing, must vacate their office during the firsts regular meeting after August 31 and are immediately replaced by the Commandant.
- D. Any officer replaced must relinquish all books, records, and any other property of the organization with five (5) days to their replacement.

DETACHMENT BYLAWS  
ARTICLE IV  
Meetings

4.10 DETACHMENT MEETINGS Regular Detachment meetings shall be held monthly at a day, time, and location previously designated by the Commandant and approved by the membership. Should an unforeseen circumstance prohibit a regular meeting on the regular date and/or time, the Commandant, after consulting with the Board of Trustees, may reschedule the meeting. Special or staff meetings may be held at the discretion of the Commandant, with matters pertaining to the detachment. Any actions taken as a result of these meetings shall be properly reported to the general membership, at or before the next regular meeting and voted on if necessary.

4.20 CONDUCTING BUSINESS BETWEEN MEETINGS

Detachment business may be conducted between meetings, by mail, telephone, email, or any other means. Any actions taken as a result of these communications will be reported at the next regular meeting. The Detachment Commandant, Paymaster, and Adjutant have been issued special email addresses that should be used to conduct Detachment business. These special emails will be used to communicate with any Department or National officials and are specified in the Detachment Administrative Procedures.

4.30 ELECTIONS

The election of Officers shall be held annually at a Regular Detachment Meeting that meets the quorum requirements identified in Section 4.40 of these bylaws. Only regular members in good standing may nominate, second a nomination, vote and/or be nominated for, or hold any of the four (4) elected positions. The Department guidance is that the election of officers take place so that Officers’ Installation and report is completed thirty days prior to the annual Department Convention normally held between 1 June and 15 June of each year. It shall be the responsibility of the Commandant to plan for this policy. The election will occur prior to the New Business agenda of the meeting.

The nomination and election process is:

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- A. The Commandant assigns a Nomination Committee Chair and committee members during the September meeting;
- B. The Nominations Committee Chair presents the Committee's recommended slate of officers during the October Meeting and the Chair opens the floor to any other nominations to these four (4) positions. Each nominee, subject to being seconded, shall be a regular member in good standing in the Marine Corps League at the time of his/her nomination. Each nominee, when called upon, shall rise, if not restricted by a physical impairment, and state to the Chair:
1. that he/she at minimum has read and understood the duties and responsibilities of the office as described in Section 4.10 of these Bylaws and Section 1.4 Duties of a Corporate Officer and the applicable subsection of Section 2.6 Duties of Detachment Officers in the latest version of the *Guidebook for Detachment Officers* published by the Marine Corps League National Office, and
  2. that if elected, he/she will accept the office and serve loyally, faithfully, and to the best of his/her ability during the term to which elected.
  3. Absent nominees will be allowed, provided a letter of acceptance has been received by the Detachment Commandant prior to the start of the meeting.
- C. All nominated member names will be communicated to all Detachment members via meeting minutes or separate communications at least 20 days prior to the election.
- D. During the election part of the meeting, the Commandant calls upon the Nomination Committee Chair or another League member in good standing not under consideration to be nominated to preside over the election process.
- E. The Chair, beginning with the Commandant's election, presents the currently nominated member(s) and opens the floor to additional nominations, subject to being seconded, and confirms that each nominee has read and understood Section 1.4 Duties of a Corporate Officer and the applicable subsection of Section 2.6 Duties of Detachment Officers in the latest version of the *Guidebook for Detachment Officers* and will accept the office and serve loyally, faithfully, and to the best of his/her ability during the term to which elected. Absent nominees will be allowed to provide a letter of acceptance stating agreement with subsections B.1 and B.2 above and has been received by the Detachment Commandant prior to the start of the election meeting.
- F. If there is only one nominee, the Chair directs the Adjutant to record one vote for the Commandant's position and announces that the member has been elected Commandant for the upcoming year.
- G. If there more than one nominee, the Chair
1. Asks each nominee to present his/her case within a two (2) minute period for being elected to that position.
  2. Directs the Sergeant-at Arms to escort all nominees for that position outside the meeting room. The Chair then calls for a vote for each nominee. The method of voting (voice, ballot, or show of hands) will be determined by the Chair. If a voice vote is not a clear selection, a visible method will be used. The Chair does

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not vote. If there is a tie vote, the Sergeant-at-Arms will be called in to make his/her vote

3. The Chair directs the Adjutant to record the winner of the position.
  4. The Chair calls for the Sergeant-at-Arms to return the nominees to the room and announces the presence of the member who was elected Commandant to the members.
- H. The Chair then proceeds to the next office and follows steps B through G above for each position and then turns the meeting back to the current Commandant.
- I. The newly-elected Commandant announces the date, time, place, dress and any other details planned for the Officer Installation.

4.40 QUORUM All business conducted shall be considered legal and binding when a quorum has been met for a meeting. In matters effecting policy, or operation of the Detachment, the general membership shall be notified of such meeting with sufficient time to be present, to observe, and participate in discussion of the matter even though they may not be a voting member. No member of the Detachment may vote by proxy.

- A. A minimum of two elected officers and four additional members in good standing, present at any Regular Detachment meeting shall constitute a quorum to conduct normal business with the exceptions noted below.
- B. A minimum of two elected officers and eight additional members in good standing, present at any Regular Detachment meeting shall constitute a quorum to approve any amendments of these Bylaws.
- C. A minimum of two elected officers and eight additional members in good standing, present at any Regular Detachment meeting shall constitute a quorum to nominate or vote for elected officer positions.

4.50 CONDUCT OF MEMBERS AT A MEETING All meeting attendees shall maintain proper decorum during the meeting. No alcoholic beverage shall be consumed during the meeting. All members shall respect the rights of the others and refrain from speaking when another Marine has the floor. After being recognized by the meeting chair/Commandant, the attendee will stand, if not restricted by a physical impairment, when addressing the chair/Commandant.

4.60 PARLIAMENTARY AUTHORITY The Detachment shall use the current edition of *Roberts Rule of Order Newly Revised* which shall govern in all cases to which they are applicable and in which they are not in conflict with the National Bylaws and Administrative Procedures, Department Bylaws, and any special rules of order National may adopt. In the event of a conflict, the ruling authority is the National Bylaws, then the National Administrative Procedures, then the Department Bylaws, then the Detachment Bylaws, then the *Roberts Rule of Order Newly Revised*.

DETACHMENT BYLAWS  
ARTICLE V  
Finances

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5.10 FINANCES The Commandant is ultimately responsible for the proper accounting of all financial activity that occurs on behalf of the Detachment. The Paymaster or Adjutant/Paymaster is delegated by the Commandant to account for all financial transactions necessary for the operation of the Detachment. Funds collected in the performance of the Paymaster's duties will be deposited in a timely manner in the financial institution designated by the Detachment. At the Regular Meeting the Paymaster will report to the Detachment in writing a comprehensive report, to include all financial activity since the last meeting, of income and expenses on all funds in his/her custody. The Paymaster or Adjutant/Paymaster will be a voting member of the Finance Committee and prepare and present a budget for member approval during the first meeting of the fiscal year. Appropriate accounting records will be maintained with all disbursements supported by appropriate documentation defined in 5.40 AUDIT.B. of these Bylaws. Disbursements of detachment funds are authorized under the following circumstances:

- A. Any disbursements directed by a majority vote of the membership at a Regular Meeting,
- B. Any disbursements identified in the Detachment Budget for the current fiscal year and approved by the Detachment
- C. Payment of Department and National dues to include life membership,
- D. Procurement for goods/services, including, but not limited to, office supplies, postal expenses and copy services, etc., necessary for the Detachment day-to-day operation,
- E. For the convenience of the membership, the Paymaster may procure and maintain a limited stock of uniform items and accessories for sale at cost. Items not carried in his/her stock may be ordered for the member. This will be coordinated between the Paymaster and the Sergeant-at-Arms as to who will have custody of these items but will be noted when ordered and sold as changes to the overall Detachment property inventory. When the cost for items special ordered exceeds Fifteen dollars (\$15.00), he/she may at his discretion, require advance payment,
- F. In the case of a deceased member, and with the Commandant's approval, a floral display or donation to designated charitable organization not to exceed One Hundred dollars (\$100.00),
- G. In the case of deceased member's immediate family member and with the Commandant's approval, a floral display or donation to the family or designated charitable organization not to exceed Fifty dollars (\$50.00),
- H. In the case of an active duty or former Marine, FMF Corpsman, Chaplain, or their widows and orphans experiencing a financial crisis the Commandant and two other elected or appointed officers may authorize a onetime disbursement of up to Four Hundred dollars (\$400.00) in assistance. This must be reported at the next scheduled membership meeting,
- I. When a time essential circumstance requires the disbursement of more than One Hundred dollars (\$100.00) in funds between meetings, the Paymaster (or Adjutant/Paymaster) must obtain the approval of the Commandant and one other elected officer. This must be reported at the next scheduled membership meeting,

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- J. An emergency fund of Four Hundred dollars (\$400.00) is authorized for use by a majority vote of the BOT,
- K. Payment for an agreed meeting place.
- L. Payments to members for reimbursed expenses require the submission to the Paymaster or Adjutant/Paymaster an expense form with the associated receipts showing payment in full. Non-budgeted expenses should have prior approval by the Commandant and will be explained to the members at the next regular meeting and recorded in the minutes.
- M. If the Detachment desires to have a debit or credit card, the Paymaster or Adjutant/Paymaster or Commandant will maintain control of its usage. The use of this card will be limited to those payments where the vendor requires a credit/debit card number for security purposes or if payment is of an immediate nature.

5.20 DUES The Detachment shall set the cost of its portion of annual dues at a regular meeting prior to the beginning of a fiscal year. If no increase is voted upon, they will remain the same as the previous year. The total amount due by the member includes the Detachment, Department, and National portions as established by each organization. Dues for non-Life Members are due to the Paymaster by September 1<sup>st</sup> of each year.

5.30 FUNDRAISING All fundraising shall be approved by a majority vote at a regular or special meeting. All money collected by fund raising events shall be deposited in the Detachment's bank account and shall never be used for any purposes other than as directed by the membership vote. The Detachment shall establish and maintained a Contingency Fund for unforeseen circumstances. Upon the completion of a Detachment Fundraising event ten percent (10%) of the net profit shall be assigned to the Contingency Fund.

5.40 AUDIT An audit of the detachment funds may be conducted at any time when so directed by the Commandant or when voted on by the membership. At a minimum an audit will occur one month prior to the installation of officers. An Audit Committee Chair and members will be appointed by the Detachment Commandant from among the membership but exclusive of the Detachment elected Officers and Paymaster (or Adjutant/Paymaster). The Paymaster may be in attendance at the request of the Audit Committee Chair to answer question during the audit. The Chair will prepare an Audit Report and present it at the next regular meeting. Any deficiencies will be noted and rectified with developed corrective procedures.

5.50 FISCAL YEAR The Detachment fiscal year shall be from 1 January through 31 December.

5.60 CUSTODY OF DETACHMENT PROPERTY It shall be ultimate responsibility of the Commandant to determine the appropriate security measures are in place for all Detachment property. The Sergeant-at-Arms may assume the day-to-day responsibility for security of National, State and Detachment colors and other equipment at the meeting site. The Sergeant-at-Arms shall be responsible for the safekeeping, inventorying and reporting of these items as they would be accountable in the event of charter surrender or dissolution per IRS regulations.

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5.70 **CONTRACTING AUTHORITY** No Detachment officer, committee chairperson, or other member of any 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 all members of the Detachment Board of Trustees. The Board will then present the agreement to the members at a Regular meeting for approval to engage in the agreement. The Commandant will sign all approved agreements of behalf of the Detachment.

5.80 **INSURANCE AND BONDING** The Detachment is included in the Liability Insurance Policy contracted with the National Office. That policy and instruction for filing a claim are located on the National website's Library page. The Detachment Commandant and Paymaster (or Adjutant/Paymaster) are bonded through the National policy defined in the NAP Chapter 5, Section 5030 and Chapter 6 Section 6035.

5.90 **UNADDRESSED ISSUES** Any issue not specifically addressed in these bylaws should be referred to the NBL, NAP, and DBL for resolution.

DETACHMENT BYLAWS  
ARTICLE VI  
Amendments

6.10 **AMENDMENTS** These Bylaws, or any part thereof, may be amended, deleted, altered, repealed or revised by the majority vote of the members present at a Regular Meeting of the detachment, providing such amendments or changes are not in violation of the NBL, NAP, or DBL. The procedure for amending these bylaws is:

- A. Any member may submit, in writing, a proposed change to the Detachment Judge Advocate. The proposed amendment shall include the specific section of these bylaws recommended for amending, the recommended revised text and the rationale for the change. The author will sign and date the proposed amendment.
- B. The Judge Advocate shall check the proposal for compliance with NBL, NAP, and DBL. If the proposal is compliant, the proposal shall be presented to the membership by the Judge Advocate at the next regularly scheduled meeting and recorded in the meeting minutes.
- C. The proposed amendment will be distributed to the membership, in either the minutes or via separate communications, at least twenty (20) days prior to the meeting when the amendment will be voted on.
- D. The proposal shall be not be voted on until the following regularly scheduled meeting following its presentation to the membership. If the proposal is approved by the membership, the two (2) copies of entire bylaws that incorporates the amendment(s) must be signed and submitted to the Department Judge Advocate for certification.



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- E. The corresponding soft copy of the bylaws used to prepare these bylaws will be emailed to the Department Judge Advocate.

6.20 **TYPOGRAPHICAL GRAMMATICAL, AND REFERENCE CORRECTIONS** Any typographical or grammatical changes can be made by the Judge Advocate, or the member responsible for maintaining these bylaws. Any changes in the referenced documents, such as numbering, can be cause for a revision in the reference in these bylaws. These references can also be changed by the Judge Advocate as long as the referenced text does not change. These changes will be presented to the members at a Regular Meeting and noted in the minutes. The revised bylaws need not be re-signed but need to be reprinted and one copy submitted to the Department Judge Advocate, with a note indicating that only typographical/grammatical changes were made. The corresponding soft copy of the bylaws used to prepare these bylaws will be emailed to the Department Judge Advocate.

Additional Detachment Policy<sup>1</sup>

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<sup>1</sup> Air, Land, NC Detachment 1257Adjutant has a Conflict of Interest Policy on file: "MCL Detachment 1257 Conflict of Interest Policy.doc dated July 24, 2020.

AIR, LAND, NC DETACHMENT #1257  
OF THE MARINE CORPS LEAGUE  
CERTIFICATION

Detachment 1257

Marine Corps League  
Department of North Carolina

We hereby signify that these Bylaws were reviewed and approved by a proper vote by a quorum of the membership of this Detachment on the 31st day of May 2021.

**Commandant**                      *Printed:* \_\_\_\_ *Jerome J Glenn*  
  
*Signed:* \_\_\_\_\_

**Judge Advocate**                      *Printed:* \_\_\_\_ *Jorge Armhold*  
  
*Signed:* \_\_\_\_\_

**Adjutant**                                      *Printed:* \_\_\_\_ *William E Brown*  
  
*Signed:* \_\_\_\_\_

**Bylaws Committee Chair** *Printed:* \_\_\_\_ *William E Brown*  
  
*Signed:* \_\_\_\_\_

I have reviewed these revised By-Laws and find that they adhere to National and Department MCL By-Laws

\_\_\_\_\_  
Dennis Mathias, Judge Advocate                                      Date  
Department of North Carolina, Marine Corps League