



MARINE CORPS LEAGUE

Greater Greensboro Detachment 260

BY LAWS

GREATER GREENSBORO DETACHMENT 260

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SECTION 100 – GREATER GREENSBORO DETACHMENT, MARINE CORPS LEAGUE

- a. The GREATER GREENSBORO DETACHMENT was incorporated as a non-profit on the 23RD day of August 1999. The incorporated name as it appears on the Secretary of the State Certificate is as follows:

GREATER GREENSBORO DETACHMENT, MARINE CORPS LEAGUE

SECTION 101 – POLICY.

The Greater Greensboro Detachment 260 (hereafter called the Detachment) will forever be a non-political, non-sectarian, and non-partisan organization. It shall never allow itself to be used as a medium for political ambition or preferment. Preferment by reason of present or former military rank or by present or former civilian position shall not be countenanced.

SECTION 102 – ELIGIBILITY FOR MEMBERSHIP.

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 have earned no less than ninety (90) Reserve Retirement Credit Points and U.S. Navy Corpsmen who have trained with 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 corpsman 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 or Officers 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. Nothing in section 600 (a) of the National By Laws shall be deemed to be retroactive prior to August 10, 2002, to affect current Regular members. Honorable service will be defined by the last DD-214 or certificate of discharge that the applicant received.

Associate Member: Those individuals not qualified for regular membership in the Marine Corps League who espouses the principals and purposes of the Marine Corps League as contained in its Congressional Charter may upon application to the Detachment be accepted for associate membership in the Detachment. Associate members will pay dues in the same amounts as prescribed for regular members. National Headquarters will issue a pin and membership card indicating "Associate Member". They **will not** be authorized to wear the Eagle, Globe and Anchor emblem **and may** wear the ornament device and lettering approved by National Headquarters for associate members on uniforms and cover. 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. Associate members may hold an appointed office at the direction of the Detachment Commandant. The Detachment Commandant may allow Associate members to vote on its internal affairs provided such vote does not affect a policy of the Marine Corps League.

Honorary Member: At the discretion of the Detachment Commandant an honorary membership in the Detachment may be awarded to those persons who have been of extraordinary service to the Nation, to the Community, to the United States Marine Corps, or the Marine Corps League. This honorary member will **not** be entitled to the rights, privileges and benefits to all other members. Payment of dues is not required and such membership will not be entitled to the official publication of the Marine Corps League.

Application for Membership: A standard application for membership will be completed for eligible Regular and Associate members. All items on the application will be completed and the appropriate fees must accompany the application. The reverse of the application attesting to the applicants Marine Corps Service will also be signed. The sponsoring member will sign the front of the application and personally verify the applicant's service by citing a DD 214 or honorable discharge certificate. Additional, a copy of the DD 214 or honorable discharge certificate will be sent along with the application to the membership chairperson for processing. These documents will be immediately returned to the applicant after the processing is complete.

Membership Renewal: Headquarters, Marine Corps League sends out renewal notices well in advance of the expiration date of individuals. To maintain a "Good Standing" in the Detachment, dues must be paid prior to the expiration date. Therefore, once you receive this notice you should send in your renewal notice without delay. The membership chairperson will process your renewal in a timely fashion to avoid disruption of continuous service.

SECTION 103 – AUTHORITY.

The supreme legislative and policymaking power of the Detachment shall be vested in its membership and the duly elected and appointed officers currently serving in their respective official capacities.

- a. The majority of eligible votes at the Detachment meeting shall carry any measure or decide any issue brought before it. Any business conducted and/or voted upon shall be considered legal and binding on the membership.

- b. For information relative for a quorum is contained in Section 105 of these By-Laws.

SECTION 104 – DETACHMENT MEETINGS.

Detachment meetings are normally held on the 2nd Monday of each month at a time and place designated by the Commandant. The monthly Newsletter will provide the date, time and place of each meeting. There will be no scheduled meeting during the month of December for the Christmas break. The month of May meeting is dedicated as an installation of newly elected officers' rather than a meeting.

- a. The Commandant may call a Staff officers' meeting at a time, date and place of his choosing.
- b. The importance and dignity of the procedures of the Detachment are such that they should not be sacrificed for expediency. Therefore all meetings of the Detachment will be held in accordance with the outline published in the Ritual and the Robert's Rules of Order.
- c. Members will maintain proper decorum during the meetings. The Sergeant-At-Arms will be responsible to maintain order and discipline during the deliberation of the meeting.

SECTION 105 – QUORUM.

Will be defined as taking place at a General Membership Meeting consisting of Officers and Members which shall be carried by a majority vote of those present and qualified to vote and meet the requirement of a quorum. All business conducted shall be considered legal and binding to the membership in all matters of policy and operation of the Detachment.

SECTION 106 – ELECTED OFFICERS.

The following officers of the Detachment shall be elected by the membership:

- a. Commandant
- b. Senior Vice Commandant
- c. Junior Vice Commandant
- d. Judge Advocate

A nominating committee shall be established during the month of February of each year to canvas prospective candidates for the elected officers indicated above. The Chairperson of this committee will be the Judge Advocate plus three members in good standing. This committee will complete a slate of new officers for the next year and present the slate to the membership at the March meeting. The new slate of officers will be published in the next

Newsletter, normally early April, to advise all the membership of the slate. At the April meeting elections will take place. The May meeting will be dedicated to the installation of these elected officers along with the appointed positions selected by the newly elected Commandant. The appointed positions are as follows:

- a. Adjutant/Paymaster
- b. Paymaster (If not the Adjutant)
- c. Chaplain
- d. Historian
- e. Other persons designated by the Commandant

SECTION 107 – VACANCY IN ELECTED/APPOINTED POSITIONS:

In the event an elected or appointed position becomes vacant, for any reason, the Commandant may select a person to fill the vacancy until the next regular election period. However, the membership will vote at the next regular scheduled meeting to officially place that person in the elected office.

SECTION 108 – TERM OF OFFICE FOR ELECTED/APPOINTED POSITIONS.

The Commandant and other elected officers may serve in office no more than three consecutive terms of one year each. Appointed positions serve for a term of one year but may serve additional years at the discretion of the Commandant.

SECTION 109 – FINANCES.

The Commandant is ultimately responsible and accountable for all financial matters of the Detachment. The Paymaster or Adjutant/Paymaster (If the same individual) is directly responsible for the accountability of all financial transactions necessary for the operation of the Detachment's daily business. All funds collected will be deposited in a timely manner in the banking institution handling the Detachments accounts. The Paymaster will place the funds in either the checking or the savings account as he deems appropriate. **All checks issued from Detachment funds will bear two signatures.** Normally the Detachment Commandant and the Paymaster will be the signatures on the checks.

The Detachment will operate its financial matters on a fiscal year basis, starting on 1 Jul and ending on 30 Jun. The following guidelines prevail:

- a. The Paymaster will prepare and maintain proper documents and ledgers recording all monies collected or disbursed. He will prepare a financial report and present it to the membership at each monthly meeting setting forth incoming and outgoing transactions. The membership will vote to accept the report.
- b. During the months of January and July the Detachment Judge Advocate (and two other members in good standing as required by the Judge Advocate) will conduct an audit of the Paymaster's records. A report of the finding of the audit will be provided to the membership at the next regularly scheduled meeting.
- c. The Paymaster has the authority, without prior approval, to expend funds for the daily routine operational requirements such as, paper, computer ink cartridges, and envelopes. Necessary expenditures such as the meeting meals and newsletter should be approved by the Commandant. Large expenditures (over \$100) must be approved by the membership at the regular scheduled meeting.
- d. As a convenience to the membership, the Paymaster has the authority to approve for submission to the Commandant purchase of uniform items and accessories for the uniforms, name tags, ship's store items so long as the members seeking the purchase reimburse the Detachment prior to receipt of the goods. Additionally, funds associated with the dues transmittal are also exempt from prior approval.

SECTION 110 – DETACHMENT PROPERTY.

All Detachment property and records are currently being maintained by the elected and appointed officers since the Detachment does not have its own Post home. It is the direct responsibility of each elected and appointed officer to safeguard all Detachment property and records entrusted to their care. Upon relief from their official office and duties, elected and appointed officers will inventory all property and records in their possession and turn them over to their successor within seven days of their relinquishing their position. Copy(s) of the inventory will be provided to the outgoing and incoming Commandant.

SECTION 111 – BONDING.

Detachment Commandant, Detachment Adjutant/Paymaster or Paymaster, as applicable and officers authorized by the Detachment Commandant to handle funds will be bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit will be in the amount of \$10,000.00 with a deductible of \$1,000.00. A certificate of coverage will be mailed to each Detachment at the inception of the policy term with the territorial provisions included within the policy. The Detachment at its own expense may arrange for additional bonding coverage. Section 815 of the National By Laws applies.

SECTION 112 – COMMITTEES.

The Detachment Commandant shall have the authority to appoint Standing Committees, Special Committees, and Single Purpose (AdHoc) committees deemed necessary to properly carry out the mission of the Detachment. Each committee will have a chairperson who will make a formal report to the membership at a regular meeting to report the status of their specific areas. Each committee chairperson may appoint individuals to their committee with the concurrence of the Detachment Commandant. Members of the Detachment should make every effort to participate in committees in order to have their voice heard as well as to help formulate policy and procedures that will enhance operational successes. Committee assignments will be published along with our newsletter on a quarterly basis.

SECTION 113 – FUNDRAISERS.

To ensure that our Detachment meets its financial obligations, it is imperative that we conduct viable fundraising activities throughout the year. Without a dedicated effort from all members to participate in fundraising activities, the Detachment will not be financially sound and unable to meet its goals. Each member of the Detachment is charged with the responsibility to bring forward an idea of a fundraising activity and bring it to the fundraising committee who will present the idea to the membership at a meeting for approval. After approval the committee will take charge of setting the program in motion.

All funds raised shall be for the sole benefit of the Detachment and its activities within the community. Any fundraising monies should be collected and turned over to the Paymaster immediately for deposit to the bank account.

Fundraising activities must not violate any Federal, State, County, or Municipal Law or ordinance, or reflect discredit upon the Detachment or the Marine Corps League.

SECTION 114 – CONVENTION DELEGATES.

Depart Convention: The Detachment is entitled to one (1) Delegate and one (1) Alternate, plus one (1) Delegate and one (1) Alternate for each block of ten members on the

rolls as of 31 March immediately preceding the convention. For any partial number of the ten block remaining you are authorized one (1) Delegate and one (1) Alternate. As an example:

Members in good standing (Less Associates & Honorary)	48
Authorized (For the 48 members)	1 Del and 1 Alt
For each Block of Ten (There are 4 Blocks)	4 Del and 4 Alt
Partial Block remaining (Which is 8)	<u>1 Del and 1 Alt</u>
Total Authorized:	6 Del and 6 Alt

National Convention: The Detachment is entitled to one (1) Delegate and one (1) Alternate, plus one (1) Delegate and one (1) Alternate for each block of 15 members on the rolls as of 30 Jun immediately preceding the National Convention. For any partial number of the 15 block remaining you are authorized one (1) Delegate and one (1) Alternate. As an example:

Members in good standing (Less Associates & Honorary)	48
Authorized (For the 48 members)	1 Del and 1 Alt
For each Block of 15 (There are 3 Blocks)	3 Del and 3 Alt
Partial Block remaining (Which is 2)	<u>1 Del and 1 Alt</u>
Total Authorized:	5 Del and 5 Alt

SECTION 115 – DUTIES OF DETACHMENT OFFICERS:

Each Detachment officer and appointed officer upon resuming the position will be provided a copy of their duties, responsibilities, and requirements of their office. (**See Appendix A for their duties**). At the end of their tour of duty they are to complete an inventory of Detachment records and property in their possession and turn these items over to their predecessor no later than seven days following their relinquishing the position.

SECTION 116 – UNIFORM REGULATIONS:

The Marine Corps League has many different uniforms and ribbons that are authorized to wear by male and female members of the league. The guidance of the Uniform Code is presented as a standard to present uniformity and define appropriate wear of the Marine Corps League uniforms. Our appearance reflects upon the Marine Corps and Marines everywhere, and we should ever be aware of that responsibility. Uniforms and ribbons prescribed in the Uniform Code are considered appropriate to preserve the respect and dignity of the Marine Corps League and the United States Marine Corps. **Appendix B** lists the Uniform Code currently in effect for the Marine Corps League.

SECTION 117 – AMENDMENTS

The By Laws, once approved by the membership, will remain in effect until amended, revised or repealed by a majority vote of the members in good standing at a regular meeting of the Detachment.

Submissions to change the By Laws are to be given to the Detachment Judge Advocate in writing with the change stated as well as the reason for the change. He will review these By Laws to ensure they are in compliance with the By Laws of National and the Department of North Carolina.

Once the Judge Advocate completes his review, he will submit them to the By Laws Committee for their review and placement in the By Laws.

After they meet, they will in turn submit their comments and recommendations to the Detachment Judge Advocate who will review and compare to the National and the Department of North Carolina By Laws to insure that there are no conflicts. Once this process is complete, the By Laws Committee will present the proposed changes to the Detachment at a regular scheduled meeting for a vote.

Once approved by the membership, the Detachment Judge Advocate will provide TWO complete copies of these By Laws to the Department of North Carolina Judge Advocate for his review and approval. Upon receipt of the approved By Laws, a copy will go to all Officers and the By Law Committee.

C-E-R-T-I-F-I-C-A-T-I-O-N
Greater Greensboro Detachment 260
Marine Corps League

By-Laws

The below persons signify that these By Laws were reviewed and

Approved by

A vote of the membership of the Greater Greensboro Detachment 260

Marine Corps League

On this 12th Day of May 2008.

Commandant

Date

Judge Advocate

Date

By Laws Committee Chairperson

Date

APPENDIX A

COMMANDANT

It shall be the duty of the Detachment Commandant to:

- a) Initial & Specific Responsibilities - Provide Leadership and Direction, taking input from the Advisory and other Committees to insure Membership growth and financial satiability.
- b) Rituals & Ceremonies - Preside at Detachment Meetings and other functions, leading the Detachment and enforce the observance of the provisions of the Constitution and By-Laws.
- c) Administrative - Oversight - Insure creation and distribution of orders, guidelines or procedures necessary for the proper administration of the Detachment and its affairs.
- d) Objectives - Keep the Detachment in the proper direction in representing the United States Marine Corps and the care of our Wounded Marines, Family Members and care for our Members in time of need.
- f) Leadership - Be a Mentor to those officers, committees, committee members and Marines of the Detachment, leading and participating in League events by example.
- g) Detachment Oversight - Insure that those in the administration carry out and fulfill the duties of their offices to the best of their abilities and fulfill the duties of their sworn office. Countersign Member Approved Funds Disbursement Checks and others as required.
- h) Upon Surrender of Office Upon completion of elected term(s), surrender all Detachment Property, Records and other items to your duly elected & qualified successor.

JUNIOR VICE COMMANDANT

It shall be the duty of the Detachment Junior Vice Commandant to:

- a) Leadership - Lead the Recruitment and Retention Committee of the Detachment, setting annual goals for both Recruitment & Retention, planning such events to reach and support forecasted goals. Present to the Membership, an annual forecast and plan for goal obtainment for both categories by the annual July Membership Meeting.
- b) Familiarity - Be familiar with both the duties of the Senior Vice Commandant and the Detachment Commandant and be prepared to conduct and assume either of their duties should they be indisposed.
- c) Motivation - Be a Motivator to all Marines within the Detachment and Lead by Example.
- d) Upon Surrender of Office Upon completion of elected term(s), surrender all Detachment Property, Records and other items to your duly elected & qualified successor.

SENIOR VICE COMMANDANT

It shall be the duty of the Detachment Senior Vice Commandant to:

- a) Duty Assignment - Perform such duties as may be assigned by the Detachment Commandant to include leading Committees where needed.
- b) Responsibilities - Become totally familiar with the responsibilities and duties of the Detachment Commandant and assume those duties upon should a vacancy occur.
- c) Oversight - Develop and keep close communication with all Officers and Committees.
- d) Planning - Be aware of the Financial and Growth Plans and Objectives and provide motivation to those who bear those responsibilities.
- e) Bank Signature Authorization - Insure that you are listed as a "Authorized Signature" on the Detachment's Bank Account and be available to Countersign Checks should the Commandant be disposed.
- f) Upon Surrender of Office Upon completion of elected term(s), surrender all Detachment Property, Records and other items to your duly elected & qualified successor.

JUDGE ADVOCATE

It shall be the duty of the Judge Advocate to:

- a) Act as advisor to the Detachment - Act as Legal Council for the Detachment and render opinions all questions of National, Departmental and Detachment's Constitution and By-Laws, interfacing with the Department Judge Advocate on any question(s) pertaining to any level of League's By-laws.
- b) Communication - Maintain and keep contact with the Departmental Judge Advocate To maintain current changes to any By-Laws, Interpretation of any By-Law and what effects on the Detachments, Members, etc.
- c) Review Proposed Changes - Receive, Review and Research any Recommended Changes to the Detachment By Laws from the By-Law Committee, working close and expeditiously to effect changes not in conflict in a expeditious manner.
- d) Upon Surrender of Office Upon completion of elected term(s), surrender all Detachment Property, Records and other items to your duly elected & qualified successor.

Clothing Item	Formal Dress	Modified Dress	Dress	Undress (Long Sleeve)	Undress (Short Sleeve)
Jacket	MCL Red Mess Jacket, medium weight gabardine with gold waist chain	Red Blazer, with MCL buttons	Red Blazer, with MCL buttons	none	none
Trousers	Black Tux trousers with suspenders or (F) Skirt long with slit to knee on left side		Black trousers & belt with square MC buckle	Dress Blue Trousers (with NCO Red Stripe or Black Trousers) with Marine Corps Web Belt with Brass Buckle Skirt (F)	
Shirt	White Shirt, formal, standard collar, pleated, NO ruffles or (F) White Blouse pleated		White shirt, military creases, airline pilot style, two pockets with button down flaps and MCL shoulder patch on left sleeve and US Flag or MODD patch (when authorized) on right sleeve		
Cover	Appropriate (Detachment, Department, National) Cover with Devil Dog patch if authorized				
Accessories	Gold cummerbund, black plain toe shoes, black socks. (F) Black hose and black plain closed toe pump	Gold cummerbund or vest, black plain toe shoes, black socks (F) black hose and black plain closed toe pump	Black plain toe shoes, black socks (F) black hose and black plain closed toe pump	Black plain toe shoes, black socks (F) black hose and black plain closed toe pump	
Tie	Black Military Bow Tie (F) black cross		Black tie with MCL gold tie bar (F) Black Cross Tie	No tie	
MODD	Devil Dog Collar -or- Chapel of the Four Chaplains medal - choice of 1				
Medals and Ribbons	Miniature medals, either USMC or MCL MIX	DO NOT	Three Large Medals	Either MCL or USMC ribbons. DO NOT MIX	
Insignias	Gold cuff links and studs, Sunbursts in the collar	Gold cuff links and studs	Blazer Crest	Sunbursts in collar	
Notes	Large medals may be worn (F) small (>9 mm) pearl or gold earrings	Blazer Crest worn with miniature medals. No Sunbursts (F) small (>6mm) pearl or gold earrings	No Sunbursts in collars, no more than two (2) lapel pins	Name tag, black trousers or black skirt A line (F) may be optionally worn	

APPENDIX B