

**BYLAWS**  
**JESSE ANDREWS JR. DETACHMENT, INC. #1378**  
**MARINE CORPS LEAGUE**  
**DAPHNE, ALABAMA**

**24 January 2012**

**PREAMBLE**

In the name of the beneficent God of all, we who have honorably served or are now honorably serving our country in the United States Marine Corps, for the common good of this Nation, and all nations and people of the world, and in order that the fundamental rights and freedoms of every person may be preserved, to foster interest in the affairs of the United States Marine Corps, to protect and advance the welfare of wounded or disabled Marines and FMF Corpsmen and their dependents, and for the further purposes set forth hereinafter, do solemnly and firmly associate ourselves together in a non-profit corporation known as the Jesse Andrews Jr. Detachment, Inc, #1378 and order and establish these Bylaws.

**ARTICLE ONE**  
**DETACHMENT NAME**

**SECTION 100 – NAME.** Following National Bylaws, Articles Four and Seven, the name of this corporation will be the Jesse Andrews Jr. Detachment, Incorporated, #1378, Marine Corps League, (hereinafter referred to as the “Detachment”).

**ARTICLE TWO**  
**PURPOSE**

**SECTION 200 – PURPOSE.** The purpose of this Detachment will be to preserve the traditions and to promote the interests of the United States Marine Corps; to band those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy; to fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they served the 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 service and those who have returned to civilian life; and to aid voluntarily and to render assistance to all Marines as well as to their widows, widowers, and orphans; 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 205 – STATUS.** The Detachment is not formed for profit, but it is formed for promoting the ideals and purposes enumerated above. The net earnings will be devoted exclusively to the operational, charitable, educational, and recreational purposes of the Detachment, as defined by state and local statutes and these Bylaws.

**SECTION 210 – ADHERANCE TO NATIONAL STANDARDS.** The Detachment shall adhere to the National Bylaws and Administrative Procedures. Any area not included in these Detachment Bylaws shall be governed by the National Bylaws. Should there exist a conflict between Detachment and National Bylaws, the National Bylaws will be the determining authority.

### **SECTION 215 – DEFINITIONS**

**GENDER.** As used herein, the use of a masculine pronoun or designation shall be deemed inclusive of both the male and female gender as necessary.

## **ARTICLE THREE** **MEMBERS**

### **SECTION 300 – MEMBERSHIP ELIGIBILITY**

(a) **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 Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) worn on the Service Ribbon and those who earned the Warfare Device authorized for FMF Corpsmen 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 the completion of Recruit Training or Officer Training and subsequently received an Honorable Discharge prior to the completion of ninety (90) days active or reserve duty, shall be deemed eligible for Regular Membership. Nothing in this Section 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.

(b) **ASSOCIATE MEMBERSHIP.** Those individuals not qualified for Regular Membership who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter may, upon application to this Detachment, be accepted for Associate Membership in the Marine Corps League. Associate Members, upon acceptance, will pay dues in the same amount as prescribed for Regular Members. An Associate Member will be entitled to all rights, privileges, and benefits of a Regular Member; however, such members may not vote on a membership application, an election of officers, or hold an elected office within the Marine Corps League.

1. Associate Members shall be entitled to vote on the internal affairs of the Detachment provided such vote does not affect the policies, such as the Bylaws and Procedures, of the Marine Corps League.
2. Individuals who are serving or who have served in other branches of the Armed Forces of the United States must have served honorably.
3. Individuals applying for Associate Membership must have reached the statutory minimum age for enlistment into the United States Marine Corps or the United States Marine Corps Reserve prior to being enrolled as an Associate Member.

(c) **HONORARY AND LIFE MEMBER**. Honorary and Life Membership shall be available under the conditions set forth in the National Bylaws and Administrative Procedures.

### **SECTION 305 – MEMBERSHIP APPLICATION**

(a) Any person eligible for membership in the Marine Corps League under the provisions of the National Bylaws and Administrative Procedures may initiate application for membership by completing a standard application form, to include the signature, and presenting the application to a sponsoring member of the Detachment with all required dues and fees; they shall also complete the current version of the Detachment Enlistment Papers and submit the same.

(b) All Regular Members and Associate Members with prior military service shall provide proof of honorable service as specified in Article III, Section 300(a). Proof of service shall be reviewed and verified by no less than two (2) members of the Board of Directors and shall be returned to the applicant after verification. Each verifying member of the Board shall sign their name and record their office on the Enlistment Papers and the Detachment Paymaster shall record the same in the Detachment log of new members.

(c) At no time should the Detachment retain any applicant's verification of honorable service unless directed to do so in accordance with the National Bylaws and Administrative Procedures.

(d) All membership application forms, dues, and fees shall be turned into the Detachment Officer responsible for accepting membership applications no later than the next Detachment regular meeting.

(e) Application for membership will be accepted and processed in accordance with the provisions contained in the Detachment Bylaws and the National Bylaws and Administrative Procedures.

**SECTION 310 – DUES**. The annual dues of the Detachment will be determined by the membership at the annual meeting each year. If a change in dues is deemed necessary, the Detachment Board of Directors will present its recommended dues rate at this regular meeting.

**SECTION 315 – DELINQUENT MEMBER.** A member will be identified as delinquent whenever the member’s dues are not paid and transmitted on or before a membership expiration date as shown on the member’s membership card.

(a) Such members will be retained in the delinquent status for a maximum of one (1) year, during which time, the members may erase this status by making payment of all dues in the arrears and all dues current and provided that the member is not indebted to the Detachment.

(b) Should the affected member remain in the delinquent status in excess of one (1) year, such members shall be dropped from all membership rolls. The good standing status of such members will be restored only through the processing of a standard application fee and dues as established by the procedures of the National Bylaws and Administrative Procedures.

**SECTION 320 – MEMBER EMAIL POLICY.** All members of the detachment shall use the email distribution list for official detachment business only. This policy specifically prohibits any use of the email distribution list for any emails which are outside the official business of the Marine Corps League, including but not limited to emails which are: political, sexist, racist, chain emails, jokes, or other inappropriate conduct.

## **ARTICLE FOUR** **MEETINGS**

**SECTION 400 – REGULAR MEETINGS.** Regular monthly meetings of the Detachment will be held on a date that is set by the Board of Directors. Notice of the meeting will be given to the members by the Detachment Adjutant or their designee by newsletter, mail, or telephone, at least two (2) days in advance of the meeting. If the regular monthly meeting date falls on a holiday or for some other reason cannot be held on that date, the Commandant may select some other day in the month for the meeting with the same requirements of the notice to be given to the members.

(a) The Detachment Bylaws and the National Bylaws and Administrative Procedures shall govern the procedure and conduct of the Detachment meetings. Parliamentary reference for all meetings of the Detachment shall be Robert’s Rules of Order Revised.

(b) The Detachment Charter or copy, the National Colors, and a Bible shall be displayed at all regular meetings.

**SECTION 405 – ANNUAL MEETING.** The annual meeting of the Detachment will be held during the month of February and at this meeting, the Officers and Board of Directors shall be elected, and such other business shall be conducted as may be brought before the Detachment. The annual meeting of the Detachment shall take the place of the regular monthly meeting for February; election of Officers shall require a majority vote of members present. A date for

installation of the new officers shall be announced at this annual meeting and shall be held no later than the last day of the month subsequent to the election.

**SECTION 410 – SPECIAL MEETINGS.** Special meetings may be called at any time by the Commandant or the Senior Vice Commandant, in the absence of the Commandant. It will be the duty of the Commandant to call a special meeting whenever he is requested in writing to do so by six (6) or more members. Notice of a special meeting shall be given to the membership by mail, email or telephone, as set forth in Section 400 of this Article.

**SECTION 415 – QUORUM.** During the regular monthly meetings, fifteen (15) percent of the members of the Detachment must be present to constitute a quorum. A majority of the members present at any meeting shall be necessary for the adoption of any matter voted upon by the members, except as noted in the Bylaws.

## **ARTICLE FIVE** **OFFICERS**

**SECTION 500 – OFFICERS.** The Detachment shall have such elected and appointed officers as required by Article Four of the National Bylaws. The Detachment must elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate. Each of the aforesaid officers shall be a Regular Member in good standing and shall be elected for a term of one (1) year and may stand for re-election for two (2) additional consecutive terms. The Commandant shall appoint a Chaplain, Sergeant at Arms, Adjutant, Paymaster or an Adjutant/Paymaster and any other officers that are needed to fulfill the needs of the Detachment. Appointed officers may be Regular Members or Associate Members in good standing.

**SECTION 505 – DUTIES OF OFFICERS.** In addition to the specific duties of the individual Officers, as hereinafter stated, it shall be the duty of each Officer to acquire a working knowledge of the Detachment Bylaws. The specific duties of the Detachment Officers shall be:

(a) **DETACHMENT COMMANDANT**

1. Preside at all meetings of the Detachment and the Board of Directors.
2. Direct the affairs of the Detachment as prescribed by the Board of Directors.
3. Call meetings of the Board of Directors and meetings of the Detachment as required by these by laws.
4. Appoint committees and liaisons as deemed necessary, subject to the approval of the Board of Directors; however, the Marine of the Year Committee shall be as provided as in these Bylaws.
5. Be a member of all committees, ex-officio.
6. Decide all questions of order subject to an appeal of the Detachment.
7. Observe and enforce the observance of the Detachment Bylaws as well as the National Bylaws and Administrative Procedures of the Marine Corps League, including the current version of the Uniform Code.

8. Direct to all Officers and members of the Detachment such orders as are not in conflict with the Detachment Bylaws and/or the National Bylaws and Administrative Procedures of the Marine Corps League, including the current version of the Uniform Code.

9. Preside and guide over all functions of the Detachment and its members.

(b) **SENIOR VICE COMMANDANT** shall give every assistance to the Detachment Commandant and will, in the absence or illness of the Commandant, perform the duties of the Commandant. He is charged with the implementation of a training program of Detachment Officers and Staff for the proper performance of their duties in order to increase the effective and efficient conduct of the Detachment. He will also perform additional duties as delegated by the Commandant or the Board of Directors.

(c) **JUNIOR VICE COMMANDANT** shall create and promulgate such membership incentives and programs as to produce continuous and enthusiastic membership growth. Unless otherwise designated by the Commandant, he will monitor report and implement an active and effective retention program. He will assist the Commandant in the discharge of his official duties and will assume the duties of the Commandant in the absence or illness of the Commandant and Senior Vice Commandant. He will be responsible for establishing a meeting place for the monthly meetings, and for entertainment and parties of the Detachment.

(d) **JUDGE ADVOCATE** shall interpret the Bylaws of this Detachment and the National Bylaws and Administrative Procedures of the Marine Corps League. He shall advise, construe, counsel, and render opinions of Law and Procedure to the Commandant and the Board of Directors. He will be available to all Detachment officers and committees for advice and counsel pertaining to their duties and responsibilities within the scope of the Bylaws of this Detachment and the National Bylaws and Administrative Procedures of the Marine Corps League.

(e) **ADJUTANT** shall keep completed records of the proceedings of the Detachment and all meetings. He shall conduct the correspondence and keep records of the Detachment, including lists of names, addresses, and previous records of members. He shall notify the Commandant and members of meetings as set forth in these bylaws. He shall read or make available copies of all communications and documents and make the proper record of same and perform such duties that may be necessary for the proper handling of the business incident to his office. He shall record and maintain for posterity a full and complete account of all Detachment business pertaining to his duties as Adjutant. The Adjutant shall perform other duties required by these Bylaws or as may be required by the Board of Directors and Commandant.

(f) **PAYMASTER** shall receive and deposit all funds of the Detachment in the bank or banks designated by the Board of Directors. He shall produce all books, vouchers, and papers called for or required for the proper audit of his accounts. He shall answer for all money received by him belonging to the Detachment, and give his receipt for same. He shall have the bank book and ledger at all meetings for verification and submit a report of the Detachment's current assets and debts. He shall maintain a detailed record of all payments, contributions, transfers, revenue, and all other financial transactions on a per item basis. All checks and payments from the

Detachment's account must have two (2) authorizations: the Paymaster and one (1) other prescribed officer of the Detachment. The Paymaster shall perform other duties required by these by laws or as may be required by the Board of Directors. The Board of Directors, or their designates (a minimum of two people one of which will not be an officer) shall conduct and audit of all books, vouchers, and papers at least once per year as directed by the Commandant and when a new Paymaster is appointed. The Paymaster shall surrender to the duly appointed successor all Detachment books, records, codes, passwords, or other property with which the office is charged.

(g) **CHAPLAIN** shall conduct all devotional exercises at Detachment meetings and shall contact all Detachment members and family and friends sick or in distress and maintain a roster of such. He shall be responsible for the timely submission of Death Notices for Detachment members to the proper National authority as directed by the National Bylaws and Administrative Procedures. He shall perform such other duties as may be required of him, including the visiting of the sick, distressed, and homebound. The Chaplain, or his designee, may be assigned to contact members who did not attend a meeting to check on their welfare and determine, if applicable, why they did not attend the meeting.

(h) **SERGEANT AT ARMS** shall assist the Commandant in keeping order during Detachment meetings. He shall see that no one but members of the Marine Corps League and authorized guests are admitted to the meetings of the Detachment. He shall be responsible for the proper arrangement of the Detachment quarters for all meetings of the Detachment and securing the property of the Detachment. The Sergeant at Arms shall be responsible for the Detachment's colors, color guard equipment, and Color Guard coordination and performance unless the Detachment Commandant directs this responsibility to another member/committee. The Sergeant at Arms shall perform other duties as required.

(i) **JUNIOR PAST COMMANDANT** shall be the immediate past Commandant of the Detachment and shall be a full voting member of the Board of Directors, contributing generously and impartially from past experience as to the best interest of the Detachment. He shall preside at all meetings of the past Commandants of the Detachment as necessary.

## **ARTICLE SIX** **BOARD OF DIRECTORS**

**SECTION 600 – POWERS.** The powers of the Detachment shall be exercised in the best interest of this Detachment and the Marine Corps League by a Board of Directors, within the scope of the Bylaws of this Detachment. The business and property of the Detachment shall be conducted and controlled by the Board of Directors.

**SECTION 605 – COMPOSITION.** The Board of Directors shall consist of the following elected and appointed officers of the Detachment: Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, Chaplain, Sergeant at Arms, Adjutant, and Paymaster or Adjutant/Paymaster, as well as the Junior Past Commandant of the Detachment.

**SECTION 610 – MEETINGS.** The Board of Directors shall meet at least quarterly. A special meeting of the Board of Directors may be called by any two members of the Board. There must be four (4) or more members present to conduct a meeting. The Board of Directors and Staff Meetings may be held concurrently.

### **SECTION 615 – EXPENSES**

(a) **DELEGATION EXPENSES.** Upon approval by the Board of Directors, the Detachment shall reimburse the expenses incurred by the Detachment Commandant or his authorized representative in attending the Department Convention, Division Conference, Mid-Winter, and National Convention, if not held locally, in an effort to promote the Detachment throughout the League. Reimbursement shall be limited to the lowest possible coach class airfare; a maximum of \$35 per day for meals; and mileage shall be limited to the Internal Revenue Service (IRS) mileage rate for charitable mile. Should a rental vehicle be required it must be approved by two officers, not including whoever shall be renting the vehicle. The rules of expenses reimbursed may be overruled for any particular event by a vote of the Board of Directors.

(b) **MISCELLANEOUS EXPENSES.** The Board of Directors shall have the authority to incur expenses up to the amount of \$500.00 and pay such expenses prior to the next regular meeting of the Detachment if necessary. A majority vote of the Board of Directors is necessary to incur and pay the expenses, and the expense shall be reported at the next regular meeting of the Detachment. The Commandant may authorize expenditures considered necessary in the day to day operation and administration of the Detachment however no single expenditure shall exceed \$200.00. Committees may authorize expenditures, with approval by the Commandant, within the confines of their Committee tasking. In all cases, funding must be on hand prior to any authorization or commitment. In all cases, funding commitments and authorizations must be made known to the Paymaster and Commandant to ensure funds are available. All expenditures in excess of \$500 must be voted on by the Detachment.

## **ARTICLE SEVEN** **DETACHMENT STAFF**

**SECTION 700 – COMPOSITION.** The Detachment Staff shall consist of the Detachment Board of Directors, other Appointed Detachment Officers and Liaisons, Detachment Committee Chairs, and Past Detachment Commandants, being identified collectively as staff officers and individually as a staff officer.

**SECTION 705 – POWERS.** The power and authority of the Detachment Staff shall be the same as that of the Board of Directors except that the other Appointed Detachment Officers and Liaisons, Detachment Committee Chairs, and Past Detachment Commandants (excluding the Junior Past Commandant) shall have no vote and shall not be considered in determining a quorum for any Detachment Board of Directors' meeting.



**SECTION 710 – DUTIES.** The Detachment Staff shall acquire a working knowledge of the Detachment Bylaws in order to assist the Detachment Board of Directors in its duties and to foster enthusiastic growth within the Detachment.

**SECTION 715 – STAFF MEETINGS**

(a) **REGULAR STAFF MEETINGS.** The regular Detachment Staff meeting shall be held one (1) time monthly on a date decided upon by the Board of Directors. The purpose of this meeting is to establish and monitor the ongoing proceedings and events of the Detachment and to ensure the efficient conduct of Detachment business. Reports of all Officers, Committee Chairs, and Liaisons shall be given during the course of the meeting. This meeting may be used as the Board of Directors meeting.

(b) **SPECIAL STAFF MEETINGS.** Twice each year, the Detachment Staff shall hold a special meeting in order to plan and monitor the annual calendar and budget for the Detachment. These Special Meetings may be held in conjunction with a Staff meeting if so announced in advance of the meeting.

1. The ‘Annual Plan’ meeting of the Detachment Staff shall be held in the period between the Election and Installation of Officers and shall include the production of an annual calendar and budget for the submission to and approval of the members at the regular Detachment meeting immediately following the Installation of Officers.

2. The ‘Mid-Year Plan’ meeting of the Detachment Staff shall be held in October of each year and shall include a review of the annual calendar and budget for additions and amendments as deemed necessary. Any changes to the Detachment budget resulting in an increase in a line item expense requires the submission of the increased line item to the membership for approval.

**ARTICLE EIGHT**  
**CONTRACTS**

**SECTION 800 – CONTRACTING AUTHORITY.** No officer, employee, committee chair, or member of the Jesse Andrews Jr. Detachment, Inc., Marine Corps League shall enter into or sign any contract or agreement, for the purpose of binding the Detachment, without first submitting such contract or agreement to the Detachment Judge Advocate for his consideration and with the Detachment Commandant’s approval.

All documents shall then be forwarded to the entire Board of Directors. The Detachment Board of Directors thereafter, by a majority vote, may accept or reject, in whole or in part, the contract or agreement submitted to it. All contracts or agreements consummated in the name of the Detachment shall require the signature of the Detachment Commandant and Detachment Judge Advocate.

## **ARTICLE NINE** **AWARDS**

**SECTION 900 – PURPOSE.** A vital function for the membership of this Detachment is to recognize deserving members. The National Administrative Procedures outlines various awards and criteria for eligibility. The Jesse Andrews Jr. Detachment, Inc. is encouraged to recognize its members and forward appropriate documentation for awards.

### **SECTION 905 – COMMITTEE**

(a) The Commandant will establish an awards committee, and this committee will have the responsibility of recommending deserving Detachment members, with the Commandant's approval, for Detachment, Department, or National Awards. The committee shall be charged with recommending nominees for awards as necessary throughout the year, culminating in the presentation of awards during the Detachment's annual Awards Ceremony, which takes place on the same evening as the Installation of Officers.

(b) The committee shall have a chair and at least three (3) other members.

**SECTION 910 – MARINE OF THE YEAR.** The Detachment Marine of the Year (MOY) Committee shall consist of all prior Detachment Marine of the Year recipients. The most recent Marine of the Year shall serve as the committee chair, and the committee shall be charged with the selection of the Detachment's Marine of the Year. The recipient shall be a Detachment Regular member in good standing. The committee shall also be charged with the selection of the Detachment Associate Member of the Year (AMOY), to be selected from the Detachment's Associate members in good standing. The Detachment may create, as a separate committee, an Associate Member of the Year (AMOY) Committee with comparable composition and function as the MOY committee. The MOY and AMOY recipients shall be named at the Detachment's annual Awards Ceremony as in Section 905 above.

## **ARTICLE TEN** **COMMITTEES**

### **SECTION 1000 – STANDING COMMITTEES**

*Note: Some committees may be combined with related committees particularly during the early days of the Detachment until such time the Detachment membership warrants separate committees as determined by the Commandant.*

*Unless otherwise directed by MCL Department or MCL National, some of these committees will not be created until such a time, as determined by the Commandant and Board of Directors, they*

*are needed or justifiable based mainly, but not only, on the quantity of members in the Detachment.*

(a) **AMERICANISM COMMITTEE** shall be charged with the production and submission of an Americanism Scrapbook each year in accordance with the National Bylaws and Administrative procedures.

(b) **BEREAVEMENT COMMITTEE** shall ensure that all deceased Marines in the local area shall receive a proper visitation by Detachment members in order to render final respects for our fallen comrade. The coverage area for visitations and composition of the committee shall be determined by the Committee Chair with the advice and consent of the Board of Directors. The Chaplain may chair this committee.

(c) **BIRTHDAY BALL COMMITTEE** is charged annually with creating and implementing plans to properly commemorate the founding of the United States Marine Corps, 10 November 1775. The Committee shall coordinate with local Marine organizations and liaise with other detachments as appropriate as well as with such units as necessary in order to ensure a successful Birthday Ball for the Marines and members of the Detachment. Recommendations for any ticket prices shall be submitted to the membership for approval.

(d) **COLOR GUARD COMMITTEE** shall, under the guidance of the Detachment Sergeant at Arms, provide a professional color guard detail for use at all Detachment functions as deemed necessary by the Commandant. The committee shall also be prepared to provide details for color guards, memorial services, rifle details, and other services as requested upon the approval of the Board of Directors. The proper care and maintenance of the Detachment's compliment of M-1 rifles shall also be the responsibility of the color guard committee or Sergeant at Arms as directed. This committee shall be appointed and activated after proper equipment is procured by the Detachment and the Detachment grows in members so as to support the personnel requirements.

(e) **PUBLIC RELATIONS AND NEWSLETTER COMMITTEE** shall be charged with the effective dissemination of information on Detachment events and activities to all Detachment members. The committee shall use all means available in order to achieve its mission, including phone, email, text messaging, and web-based tools (and the use of automated systems and other technologies as deemed necessary and effective) and shall coordinate with Web Sergeant Committee as needed. The Detachment Public Relations Officer, shall serve as the Public Relations and Press Officer of the Detachment and shall utilize all means necessary to properly transmit the activities of the Detachment within the community, including press releases, interviews, Facebook accounts, and other means available to promote the Detachment. The Newsletter Committee shall be responsible for the editing and printing of the Detachment regular monthly publication. It shall take the steps necessary to publish and mail the newsletter no later than the week prior to the regular monthly meeting. The committee shall be responsible for soliciting any advertising for the publication if advertising is authorized by the Commandant and, with the consent of the Commandant, shall set advertising rates. The committee shall also maintain the mailing list for the newsletter to include the National elected officers, the elected officers of the Southeast Division, the Department of Alabama Commandant, and the

Commandant of each Detachment within the Department of Alabama. Each year, the committee shall submit the newsletter for consideration in the National Newsletter Competition. As the size of the Detachment increases, this may be split into two separate committees.

(f) **WAYS AND MEANS COMMITTEE** is responsible for researching and recommending activities which the Detachment may become involved with from a financial, manpower, and activity perspective. All financial contributions must be voted on by the membership and must be carried by a majority vote. The committee itself does not have the authority to make any commitments to any organization or entity. Its job is to identify, investigate, and make recommendations of worthwhile causes which the Detachment might consider becoming involved. These will include Marine related activities, veteran related activities, as well as local activities. As the Detachment grows, this Committee may be divided into more specific committees to concentrate their efforts on particular activities. Annually, this Committee shall prepare and present a financial program and budget for the conduct of affairs and normal business of the Detachment for the upcoming year and shall make recommendations regarding ways and means of increasing the funds of the Detachment. The Committee shall present a Detachment annual budget prior to the annual meeting. The budget shall include, but is not limited in funding for: Commandant's expenses, administrative expenses, official department officer expenses, and a contingency fund for disasters of members and the good of the League.

(g) **FUND RAISING COMMITTEE** shall be responsible for the coordination of the Detachment's fund raising activities such as Road Blocks, auctions, raffles, etc. The committee shall be responsible for selecting locations and securing any permits necessary and all related activities and coordination to ensure a successful fundraising and promotion for the League and the Detachment. The committee shall make recommendations regarding way and means of increasing the funds of the Detachment.

(h) **HISTORICAL/PHOTOGRAPHY COMMITTEE** shall, under the direction of the Commandant and/or Board of Directors, assemble and maintain a record of the Detachment's history and achievements, including, but not limited to, awards, member recognition, and community involvement and photographs. This committee may be combined with the Web Committee.

(i) **WEB COMMITTEE** shall be charged with the creation and upkeep of the Detachment's website or blog as well as other social media as appropriate in order to provide proper and timely information to Detachment members and the public. The committee, with the chair deemed the Detachment Web Sergeant, shall also be responsible for updating information on the Detachment's page on the National website.

(j) **HOSPITALITY COMMITTEE** shall take such actions necessary to ensure a welcoming environment at Detachment events, including but not limited to, the regular meetings of the Detachments. The committee duties include, but are not limited to securing refreshments prior to each regular meeting via volunteers, sponsors, or committee purchase. The committee shall be composed of an adequate number of members to welcome new members and guests at each meeting. It shall be responsible for the contact of each new member at least once prior to the

regular meetings for the first four to six months of a new member joining the Detachment. It shall ensure new members are included in activities as appropriate. It shall coordinate with the Chaplain or other designated officer to ensure an adequate record is maintained as to who attends each regular meeting. This Committee shall be chaired by the Junior Vice Commandant unless otherwise specified by the Commandant.

(k) **INSTALLATION OF OFFICERS COMMITTEE** shall be responsible for the production of the Detachment's annual Installation of Officers and Awards Banquet or Ceremony to be held annually. The committee shall provide for a suitable Installing Officer, dinner, ceremony, and list of invited guests under the guidance of the Commandant and Board of Directors.

(l) **SERVICE AND LEGISLATIVE COMMITTEE** shall study and provide basic guidance and assistance to members and their families regarding veteran benefits. It shall ensure a member in need of VA assistance is provided support in any way reasonably possible. This committee shall become familiar with basic support mechanisms available to members and their families. It shall also keep abreast of legislation of benefits to Veterans at the local, state, and national level. The committee shall study and develop resolutions as deemed necessary with regards to legislation beneficial to the protection of the Nation, the United States Marine Corps, and Veterans at the local, state, and national level and submit the same as approved by the Detachment membership. The Service Officer shall become acquainted with Federal and local laws and with their interpretation and application within the framework of service to veterans. The committee chair shall be deemed the Detachment Service Officer and, with the support of the committee, shall assist Marine veterans; all military veterans upon request; and their dependents, widows, or widowers in securing benefits provided by laws and regulations and be in charge of all Veterans Administration activities of the Detachment. The committee shall regularly report on issues and topics of importance to Marine veterans, and their families, widows, widowers, and dependents, as well as the veterans' community in general. The Judge Advocate, if not a member of this committee, shall provide guidance and assistance as needed and as appropriate.

(m) **RECRUITING/RETENTION COMMITTEE** shall, under the guidance of the Junior Vice Commandant, maintain and monitor the membership levels of the Detachment. The committee shall be responsible for maintaining the current membership roster and reporting on new members and retention levels during the regular monthly meetings. The committee shall also monitor delinquent members on the Detachment roster in order to keep such members to a minimum with the advice and support of the Board of Directors and the general membership. The committee shall monitor, report, and implement an active and effective retention program.

(n) **SHIPS STORE COMMITTEE** shall, under the guidance of the Detachment Paymaster, be responsible for the operation of the Detachment Ships Store, including the purchase of Marine Corps League uniforms and supplies and such other merchandise as deemed appropriate for sale to Detachment members.

(o) **STRATEGIC PLANNING COMMITTEE** shall assess the current status of the Detachment with regards to both the local and national environment, create three (3) and five (5) year goals for Detachment programs and growth, and develop actionable plans in order to

achieve the desired goals. Its findings shall be reported to the Board of Directors no later than the Annual Plan meeting and submitted to the membership for approval. This committee shall be established within the first 18 months of the Charter of this Detachment.

(p) **TOYS FOR TOTS COMMITTEE** shall coordinate the Detachment's Toys for Tots program with that of the United States Sports Academy, local Marine Reserve unit, and other Toys for Tots programs in the area; under the guidelines of the National Toys for Tots Foundation in order to provide an effective supporting arm for the program in the community.

### **SPECIAL COMMITTEES**

(a) **CONVENTION/CONFERENCE COMMITTEE** shall be appointed by the Commandant as necessary to coordinate and conduct all Conventions and Conferences that the Detachment shall undertake. It is specifically charged with producing the Annual Convention of the Department of Alabama when it is the Detachment's responsibility.

(b) **NOMINATING COMMITTEE** shall be appointed by the Commandant at least two (2) months prior to the annual meeting, for the purpose of presenting a slate of elected officers at the annual meeting. The findings of the committee shall be presented at the meeting. Additional nominations from the floor may be made at the annual meeting. Each nominee shall be a Regular Member in good standing in the Marine Corps League at the time of their nomination. The nominees, when called upon, shall rise, if not restricted by physical impairment, and state to the Chair that if elected, they will accept the office and serve loyally, faithfully, and to the best of their ability during the term to which elected.

## **ARTICLE ELEVEN** **AMENDMENTS**

**SECTION 1100 – EFFECTIVE DATE.** These Bylaws shall become effective upon approval of a majority of members present, when presented to the members at a regular monthly meeting.

**SECTION 1105 – AMENDMENTS.** These Bylaws may be amended, revised, replaced, or altered in whole or in part by any regular or special meeting of the Detachment by a majority of the members present and voting, provided such action has been announced in the calling and notice of such meeting.

## **ARTICLE TWELVE** **DISSOLUTION**

**SECTION 1200 – DISSOLUTION.** Upon dissolution of the Detachment, the Board of Directors shall disperse the Detachment's assets to charitable, tax-exempt organizations that are in keeping with the Marine Corps League's mission or give all assets to the Department or National Marine Corps League organization.

**BYLAWS COMMITTEE**

Judge Advocate, Chairman  
Chaplain  
Sergeant-At-Arms

**CERTIFICATION**

We, the undersigned Officers of the Jesse Andrews Jr. Detachment, Inc., #1378, Marine Corps League, Daphne, Alabama, do certify that the Bylaws as contained herein were approved by the Board of Directors and the members present at the regular Detachment meeting of 20 December 2011.

X  X 

Lew Thomas  
Commandant

Kenya Thomas  
Adjutant

9/8/2016

9/8/2016

Date

Date