



Department of Indiana Marine Corps League Department By-Laws

Department Chartered: 9February1941

Department Incorporated: 24July1985

By-Laws Revised and Approved: 5 June 2022

Table of Contents

Section	Item	page #
<u>ARTICLE I- GENERAL</u>		
Section 1.1	Name	6
Section 1.2	Purpose	6
Section 1.3	Membership	6
<u>ARTICLE II- DEPARTMENT CONVENTION</u>		
Section 2.1	Authority	6
Section 2.2	Date of Convention	6
Section 2.3	Place of Convention	6
Section 2.4	Convention Bid and Withdrawal	6
Section 2.5	Convention Finances	6
Section 2.6	Notification of Convention	6
Section 2.7	Staff Meeting	7
Section 2.8	Conduct and Procedure of Convention	7
Section 2.9	Paid Up Dues	7
Section 2.10	Delegate and Alternates	7
Section 2.11	Registration	7
Section 2.12	Voting	8
Section 2.13	Nominations	8
Section 2.14	Expenses	8
<u>ARTICLE III- ELECTION</u>		
Section 3.1	Elective Officers	9
Section 3.2	Appointed Officers	9
Section 3.3	Trustees and Department Staff	9
Section 3.4	Eligibility	9
Section 3.5	Term of Office	9
Section 3.6	Installation	10
Section 3.7	Eligibility to Vote	10

Section 3.8	Vacancy	10
Section 3.9	Officers and Installation Report	10
Section 3.10	Detachment's Election of Officers	10
Section 3.11	Term of Appointed Officers	10

ARTICLE IV- MEMBERSHIP

Section 4.1	Regular Membership	10
Section 4.2	Associate Membership	10
Section 4.3	Honorary Membership	10
Section 4.4	Life Membership	11
Section 4.5	Delinquent Membership	11
Section 4.6	Ineligible Member	11
Section 4.7	Dual Membership	11
Section 4.8	Rights of Members	11
Section 4.9	Right of Appeal	11
Section 4.10	Membership Dues and Fees	11
Section 4.11	Membership Transfer	11
Section 4.12	Member's Death	11

ARTICLE V- DUTIES OF OFFICERS

Section 5.1	Commandant	11
Section 5.2	Senior Vice Commandant	12
Section 5.3	Junior Vice Commandant	12
Section 5.4	Judge Advocate	12
Section 5.5	Paymaster	12
Section 5.6	Chaplain	13
Section 5.7	Adjutant	13
Section 5.8	Sergeant-at-Arms	13
Section 5.9	District Vice Commandants	13
Section 5.10	Public Relations Officer	13
Section 5.11	Service Officer	13
Section 5.12	Audit Committee	14

ARTICLE VI- MEETINGS

Section 6.1	Quorum	14
Section 6.2	Right to Speak	14
Section 6.3	Conferences	14
Section 6.4	Order of Business	14
Section 6.5	Robert’s Rules of Order	15

ARTICLE VII- MISCELLANEOUS

Section 7.1	Contracting Authority	15
Section 7.2	Bonding	15
Section 7.3	Additional Detachment	15
Section 7.4	Charter Suspension or Revocation	15
Section 7.5	Grievances	15
Section 7.6	Fund Raising	15
Section 7.7	Respect	15
Section 7.8	Reporting	15
Section 7.9	Employment Identification Number and Incorporation	16
Section 7.10	Financial Audits	16

ARTICLE VIII- AMENDMENTS- SUBMITTING AND PROCESSING

Section 8.1	Amendments	16
Section 8.2	Submitting and Verification of Receipt	17
Section 8.3	Processing	17
By-Laws Approval Letter from National Judge Advocate		Attached

THIS PAGE INTENTIONALLY LEFT BLANK

DEPARTMENT OF INDIANA BY-LAWS MARINE CORPS LEAGUE

ARTICLE I – GENERAL

Section 1.1 NAME

The name of this Organization shall be the DEPARTMENT OF INDIANA, MARINE CORPS LEAGUE, INC., and it shall be a not-for-profit corporation.

Section 1.2 PURPOSE

To promote the principals and purposed of the Marine Corps League, as set forth in Public Law No. 243, and the Constitution, By-laws, and Administrative Procedures of The Marine Corps League.

Section 1.3 MEMBERSHIP

Refer to the current National By-Laws, Article 5.

ARTICLE II – DEPARTMENT COVENTION

Section 2.1 AUTHORITY

Refer to the current National By-Laws, Section 400.

Section 2.2 DATE OF CONVENTION

The Department Convention shall convene once each calendar year during the month of June, unless prevented by National Emergency or other unpreventable cause.

Section 2.3 PLACE OF CONVENTION

The time and place of each Department Convention shall be decided by the Delegates present and voting at a Department Convention one (1) year in advance, however, in an emergency, the present and voting Delegates may assign this duty to the Department Board of Trustees.

Section 2.4 CONVENTION BID AND WITHDRAWAL

In the event a Detachment which has committed itself to host a Convention, later (between conventions) withdraws its bid to host the ensuing convention, then the Department Board of Trustees shall automatically assume executive duty of selection of an alternate location without requirement of above referenced vote.

Section 2.5 CONVENTION FINANCES

A Detachment hosting the Department Convention shall receive all income and absorb all losses from said Convention.

Section 2.6 NOTIFICATION OF CONVENTION

No later than April, the hosting Detachment shall provide each Detachment written notification of the time and place of the pending Department Convention. The Department Paymaster shall provide the necessary forms for Detachment certification of authorized Delegates and Alternates to said convention. Fifteen (15) days prior to said Convention, these forms must be completed and returned to the Department Paymaster.

Section 2.7 STAFF MEETING

Immediately preceding each Department Convention, the Department Commandant and Department Board of Trustees shall determine and establish the sequence and procedure with which the business of the Convention shall be conducted in conformity with these By-laws.

Section 2.8 CONDUCT AND PROCEDURE OF CONVENTION

These By-laws shall govern the procedure and conduct of each Department Convention and the latest edition of Robert's Rules of Order shall prevail on all procedures not covered.

Section 2.9 PAID UP DUES

Delegates, Alternates, and members desiring to attend business sessions of the Department Convention must possess a paid up membership card, plus properly executed and signed credentials, and must be registered with, and approved by, the Convention Credentials Committee.

Section 2.10 DELEGATES AND ALTERNATES

Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of said Detachment's membership on record at Department Headquarters as of 15 April. Immediately preceding the Department Convention, the delegate voting strength of each Detachment shall be as follows:

For the first ten (10) Marine members, one (1) Delegate and one (1) Alternate; for each additional full block of ten (10) Marine members, one (1) Delegate and one (1) Alternate. However, no delegate strength of a Detachment shall be computed by including associate members or honorary members in such Detachment's total membership.

Should a Detachment be in default of payments or funds from any source due the Department Headquarters as of 15 April prior to a Department Convention, such fact shall be reported by the Department Adjutant/Paymaster, to the affected Detachment, and to the Department Convention Credentials Committee. The credentials of that Detachment's Delegates and Alternates shall not be approved unless settlement is made by the Detachment's Delegates at the convention site, in cash, unless previously resolved.

If a Detachment which, as of 15 April immediately prior to a current Department Convention fails to report on Standard Transmittal Forms to Department Headquarters that it has fifteen (15) or more members, then the Department Adjutant/Paymaster shall report such fact to the Department Convention Credentials Committee, which shall not approve Delegates and Alternates of said Detachment.

Notwithstanding the provisions above, no paid member in good standing may be deprived of his/her voice being heard at a Department Convention.

Delegate/Alternate cards of a Detachment may be claimed only by a registered member of that Detachment.

Section 2.11 REGISTRATION

Registration fees for the Department Convention shall be determined at the Spring Quarterly Meeting.

Advance registration fees shall be discounted, provided that such fees, accompanied by properly executed official credential forms, are received by the Department Commandant not later than fifteen (15) days prior to the opening date of the Department Convention. Said fees will be properly deposited in the Department account.

In the process of registration, should a member's credentials as a Detachment delegate or alternate be challenged by the Credential's Committee, the member's Detachment Commandant may authenticate the credentials of the member in question, providing that such action does not authorize more Delegates and Alternates that the Detachment is allowed under provisions of these By-laws.

Section 2.12 VOTING

Except as otherwise provided in these By-laws, a fifty (50%) percent plus one (1) vote by the Delegates voting shall carry any measure and decide any issue.

Each Delegate is entitled to cast a vote for ten (10) members providing that the total vote of the Detachment's delegates does not exceed the Detachment's membership strength. Such Delegate or Alternate in the absence of a Delegate present at the time of voting may, on behalf of registered and approved absent Delegates, cast the vote of the Detachment's full voting strength.

A roll call vote may be required and recorded upon the request of any five (5) registered and approved Delegates.

A Detachment Commandant, being a registered and approved Delegate, or his registered and approved designate, in the Detachment Commandant's absence, may cast the full voting strength of the Detachment, subject to the will of, and in the manner specified by the registered and approved Delegates present from that Detachment.

In the event of a challenge by a registered Delegate to the stated vote of his Detachment, the roll call vote of that Detachment shall be called. Each Detachment delegate shall rise, if not restricted by physical impairment, and identify himself/herself as a registered Delegate, authorized to cast his/her vote on behalf of that Detachment.

Section 2.13 NOMINATIONS

Each nomination for elective office shall be made from the floor at the morning session on the first full day of Convention. The election of officers shall take place at the afternoon session of the first full day of Convention. Each nominee shall be a regular member in good standing of the Department of Indiana, 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 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. If the nominee is absent, written acceptance of the nomination is necessary.

Section 2.14 EXPENSES

The Department Commandant, Sr. Vice Commandant, Jr. Vice Commandant, Judge Advocate, Paymaster, Adjutant, Chaplain, and Sergeant-at-Arms, who will not be reimbursed by their Detachments for expenses incurred during any National or Department functions will then be eligible for reimbursement from Departmental funds. Expenses turned in after one year will not be approved without the Department Commandant's approval. The Division Vice Commandants will receive mileage reimbursement at the price per mile already set only for trips in their Districts. The Department Commandant has final approval of expenses, taking into consideration the current availability of funds.

Specific functions shall include National Convention, Department Convention, Department Spring and Fall Conferences, Central Division meetings, and other Marine Corps League meetings or gatherings where that Department officer will be a representative of the Department of Indiana.

Expenses that will be allowed for reimbursement shall be hotel room, convention and board meeting fees, transportation fees and/or mileage fees which will be paid at the rate used by the federal government at that time. These expenses must be approved by the Department Commandant and Department Paymaster beforehand.

ARTICLE III - ELECTION

Section 3.1 ELECTED OFFICERS

The Elected Officers of the Department shall be:

- A. Commandant
- B. Senior Vice Commandant
- C. Junior Vice Commandant
- D. Judge Advocate
- E. Adjutant
- F. Paymaster
- G. Chaplain
- H. Sergeant-at-Arms
- I. District Vice Commandants- District Vice Commandants are elected by caucus of the Detachments within their respective District boundaries.

Section 3.2 APPOINTED OFFICERS

The Appointed Officers of the Department are:

- A. Public Relations Officer
- B. Service Officer

These Officers, and others as deemed appropriate, shall be appointed by the Department Commandant.

Section 3.3 TRUSTEES AND DEPARTMENT STAFF

- A. Trustees- Refer to the current National By-Laws, Section 840.
- B. Department Staff- the Department Staff is comprised of the Elected and Appointed Officers, as defined in Sections 3.1, 3.2, and 3.3 A of these Department By-laws.

Section 3.4 ELIGIBILITY

All candidates for the Office of Commandant must have been elected to and completed at least one (1) term as an Officer of the Department of Indiana.

Section 3.5 TERM OF OFFICE

All elected Department Officers shall serve for a term of one (1) year and may stand for re-election at the conclusion of their terms.

Section 3.6 INSTALLATION

Installation of Department Officers shall take place during the banquet at the Annual Department Convention. In the event a Department Officer is absent at the Installation, a stand-in will be acceptable.

Section 3.7 ELIGIBILITY TO VOTE

Only accredited Delegates or Alternates shall be eligible to vote for Department Officers.

Once an election begins, no one may enter or leave until the election proceedings are completed.

A majority of the cast delegate votes is required to elect Department Officers.

When a majority for a given office is not obtained on the first vote, a second vote will commence immediately after a caucus (up to ten [10] minutes) is completed. If a majority is not reached after the second vote has been taken, the candidate with the least number of delegate votes is eliminated, and the third vote will commence immediately. If the third vote does not declare a majority, the remaining candidate with the least number of votes is eliminated; this procedure repeats until a majority vote is realized.

Section 3.8 VACANCY

The order of succession to the Office of Department Commandant shall be the Senior Vice Commandant, and Junior Vice Commandant. In the event of other vacancies on the Department Board of Trustees, the Department Commandant, with the advice and consent of the remaining Staff members, shall appoint a successor to fill the remaining, unexpired term of office. In addition to death, resignation, or incapacitation, unless excused by the Department Commandant, a vacancy will occur through failure to attend two (2) consecutive officially called meetings of the Staff.

Section 3.9 OFFICERS AND INSTALLATION REPORT

Refer to the current National By-Laws, Section 855.

Section 3.10 DETACHMENT’S ELECTION OF OFFICERS

Refer to the current National By-Laws, Section 855

Section 3.11 TERM OF APPOINTED OFFICERS

All Appointed Officers shall serve at the pleasure of the Commandant.

ARTICLE IV – MEMBERSHIP

Section 4.1 REGULAR MEMBERSHIP

Refer to the current National By-Laws, Section 515 (a).

Section 4.2 ASSOCIATE MEMBERSHIP

Refer to the current National By-Laws, Section 515 (b).

Section 4.3 HONORARY MEMBERSHIP

Refer to the current National By-Laws, Section 515 (c).

Section 4.4 LIFE MEMBERSHIP

Refer to the current National Administrative Procedures, Section 7050

Section 4.5 DELINQUENT MEMBERSHIP

Refer to the current National Administrative Procedures, Section 7035

Section 4.6 INELIGIBLE MEMBER

Refer to the current National Administrative Procedures, Section 7040

Section 4.7 DUAL MEMBERSHIP

Refer to the current National Administrative Procedures, Section 7060.

Section 4.8 RIGHTS OF MEMBERS

Refer to the current National By-Laws, Section 505.

Section 4.9 RIGHT OF APPEAL

Refer to the current National By-Laws, Section 510.

Section 4.10 MEMBERSHIP DUES AND FEES

Refer to the current National Administrative Procedures, Section 7025

Section 4.11 MEMBERSHIP TRANSFER

Refer to the current National Administrative Procedures, Section 7020.

Section 4.12 MEMBER'S DEATH

Refer to the current National Administrative Procedures, Section 7010.

ARTICLE V – DUTIES OF OFFICERS

Section 5.1 COMMANDANT

It shall be the duty of the Commandant to preside at all meetings. The Commandant is the only officer with the authority to call staff meetings. The Commandant shall see that the provisions of the Constitution and By-laws are observed and enforced.

He/She shall approve or disapprove all orders of the Paymaster for disbursement of Department funds. He/She shall appoint all committees and direct to all officers and members such orders as are not in conflict with National and Department By-laws and Administrative Procedures which are necessary for the proper conduct of business.

He/She shall seek the advice of his/her staff and represent THE MARINE CORPS LEAGUE at all social functions and ceremonies in such a manner as will enhance the dignity, honor, and prestige of this organization. He/She shall perform such duties as are directed from time to time.

Section 5.2 SENIOR VICE COMMANDANT

It shall be the duty of the Senior Vice Commandant to give every assistance to the Department Commandant and during the absence or illness of the Department Commandant, perform the duties of that office.

Section 5.3 JUNIOR VICE COMMANDANT

It shall be the duty of the Junior Vice commandant to create and promulgate such membership incentives and programs as will produce enthusiastic response resulting in continuous membership growth. In the absence or illness of the Department Commandant and the Senior Vice Commandant, he/she shall perform the duties of that office.

Section 5.4 JUDGE ADVOCATE

It shall be the duty of the Judge Advocate to interpret the National and Department By-laws and Administrative Procedures. He/She shall advise, construe, counsel, and render opinions on questions of law and procedures to the Department Commandant, Department Trustees, Department Staff, and Detachment Commandants.

At the Department Convention, upon the request of an approved Delegate, through the chair, the Department Judge Advocate shall render a ruling on law and procedure to the chair, whereupon the chair will rule on the opinion and the question, which ruling shall be final unless appealed by an approved Delegate, whereupon the Department Judge Advocate will put the question, "shall the ruling of the chair be sustained?" A standing vote of the approved Delegates will be called, and two-thirds (2/3rds) of the total vote will be required to reverse the ruling of the chair. This same procedure will apply at Department Staff Meetings.

On all questions of law and procedure pertaining to THE MARINE CORPS LEAGUE or any of its subsidiaries referred to this officer through channels, the Department Judge Advocate shall rule in writing, mailing copies of the ruling to the parties concerned and to the Department Commandant, and such ruling shall be binding unless and until reversed by the Department Board of Trustees or the Department Convention. An e-mail response ("ruling in writing") is also acceptable, with the stipulation that the Department Judge Advocate of the "e- mail ruling" in the Department Judge Advocate files.

The Department Judge Advocate may not hold the office of Judge Advocate in his/her Detachment at the same time. If this be the case, then he/she will have to resign the Detachment Judge Advocate office.

Section 5.5 PAYMASTER

It shall be the duty of the Paymaster to keep a just and true account of all money received and/or expended by the Department. He/She shall receive all money, securities, and properties due the Department from all sources, entering same on his/her books, showing the amount and the source from which obtained.

He/She shall deposit all money and securities in a reputable bank designated by the Staff in the name of the Department of Indiana, Marine Corps League, Inc., subject to withdrawal by the Paymaster and the Commandant. (All checks must have two (2) signatures).

He/She shall submit an audited annual financial report at the annual Department Convention. He/She shall keep his books and papers, the bank book, and the check book ready for inspection by the Commandant and the Auditing Committee upon reasonable notice.

Section 5.6 CHAPLAIN

It shall be the duty of the Chaplain to advise the members spiritually, offer prayers at all ceremonies as provided by the laws and rituals of THE MARINE CORPS LEAGUE, to notify National Headquarters MARINE CORPS LEAGUE, and the National Chaplain, of all deaths occurring within the membership of the Department. To prepare and conduct a fitting Memorial Service to departed Marines at each Department Convention.

Section 5.7 ADJUTANT

It shall be the duty of the Adjutant to keep a full record of the proceedings of the Department Meetings, and to notify all members of staff of special meetings. He/She shall see that the minutes and other records of the Department are properly maintained and preserved, and to perform such other duties as are usually assigned to a recording secretary or may be assigned him/her by the Commandant.

Section 5.8 SERGEANT-AT-ARMS

It shall be the duty of the Sergeant-at-Arms to assume the responsibility of ascertaining the eligibility of all present to sit in the meeting as members in good standing. To guard the door of the meeting room at all times when the meeting is in session, and see that those attending meetings shall sign a register provided for that purpose. He/She will identify and introduce to the Commandant all visiting Marines and any other guests of the Department. He/She shall have charge of all properties assigned him/her. He/She shall prepare the hall for and preserve order at all meetings as well as carry out such other duties as may be assigned him/her by the Commandant.

Section 5.9 DISTRICT VICE COMMANDANTS

- A. The Department shall be divided into as many Districts as are deemed necessary in order to increase membership in the Department of Indiana, Marine Corps League.
- B. It shall be the duty of the District Vice Commandants to be responsible for formation of new Detachments, assist distressed Detachments, and assist all recruiting efforts within his/her District or area.

Section 5.10 PUBLIC RELATIONS OFFICER

It shall be the duty of the Public Relations Officer to see that the Department receives proper announcements in the press of meetings and events sponsored by the Department. He/She shall submit articles of interest to the editors of the MARINE CORPS LEAGUE NEWS.

Section 5.11 SERVICE OFFICER

It shall be the duty of the Service Officer to lend aid and assistance to distressed Marines, veterans, their dependents, widows, or widowers upon request in securing the benefits provided by law and regulations. He/She shall become acquainted with the Federal Laws, and with their interpretations and applications, and with the regulations and interpretations of Federal regulations of governmental agencies and other institutions within the framework of service to veterans.

A Service Officer must be properly accredited and certified by our National Service Officer, before being installed to this office. Only a certified Service Officer may be appointed to this office.

Section 5.12 AUDIT COMMITTEE

The Audit Committee shall consist of the three immediate Past Department Commandants. It will be their duty to audit all books of a financial nature annually. It is mandatory that all books of a financial nature be audited at the Department Convention by the Audit Committee.

ARTICLE VI - MEETINGS

Section 6.1 QUORUM

The minimum number required to transact the regular and legal business of a Department Convention shall be the registered and approved delegates in good standing from a majority of all Detachments.

Section 6.2 RIGHT TO SPEAK

Refer to the current National By-Laws, Section 505.

Section 6.3 CONFERENCES

A “good faith effort” shall be made by the hosting Detachment to comply with the timeframes identified below. In the event that these timeframes cannot be met, the conference/convention will be held as close as is practical to the defined timeframes. In the event arrangements cannot be made within a reasonable timeframe, the Department Commandant, with a consensus agreement of the Department Board of Trustees, may solicit another Detachment to host the conference/convention.

- A. The first Department Conference will be held the following morning after the Installation of Officers. At this meeting, the new Department Commandant, his/her Officers, and the membership of the Department of Indiana, Marine Corps League will take care of old business and formulate a plan of action for the ensuing year.
- B. The second Department Conference will be held on a full weekend in October.
- C. The third Department Conference will be held on a full weekend in March.
- D. The fourth Conference is the Department Convention.

Section 6.4 ORDER OF BUSINESS

- A. Commandant’s call to order
- B. Verification that a quorum exists
- C. Posting of the Colors
- D. Pledge to the Flag
- E. Opening Prayer by Chaplain
- F. Roll Call of Officers
- G. Introduction of Guests and Visitors
- H. Reading of Minutes from previous regular or special meetings
- I. Reports of Officers
- J. Reports of Committees and Detachments
- K. Bills
- L. Communications
- M. Reports of Members Sick or in Distress
- N. Unfinished Business
- O. New Business
- P. Good of the Department

- Q. Nominations of Officers (Department Convention only)
- R. Election of Officers (Department Convention only)
- S. Installation of Officers (Department Convention only)
- T. Closing Prayer by Chaplain

Section 6.5 ROBERT’S RULES OF ORDER

In any matter which is in conflict with the National or Department Constitution, By- laws, and/or Administrative Procedures, the higher authority will prevail. When the conflict is not covered by the above, the current edition of Robert’s Rules of Order revised will prevail.

ARTICLE VII - MISCELLANEOUS

Section 7.1 CONTRACTING AUTHORITY

Refer to the current National By-Laws, Sections 320 & 505.

Section 7.2 BONDING

Refer to the current National By-Laws, Sections 605 and Administrative Code 6035.

Section 7.3 ADDITIONAL DETACHMENT

Refer to the current Administrative Code 6040.

Section 7.4 CHARTER SUSPENSION OR REVOCATION

Refer to the current National By-Laws, Section 945.

Section 7.5 GRIEVANCES

Refer to the current National Administrative Procedures, Chapter Nine.

Section 7.6 FUND RAISING

Refer to the current National Administrative Procedures, Section 10000. Per these Department By-Laws, Section 1000 (b) is further defined to stipulate that “the decision of the matter by the Department Commandant shall be final.

Section 7.7 RESPECT

Refer to the current National Administrative Procedures, Section 10005.

Section 7.8 REPORTING

In addition to the reporting/filing required by the current Marine Corps League National By-Laws & Administrative Procedures, all Detachments within the State of Indiana are responsible for compliance with State of Indiana reporting requirements including, but not limited to the Indiana Business Entity of the Detachment.

Identification of each Detachment shall include, at a minimum, the wording Marine Corps League and the individual Detachment Number (e.g., Detachment 931), to aid in future searches of reporting status and to positively identify the individual Detachment.

Section 7.9 EMPLOYMENT IDENTIFICATION NUMBER [EIN] AND INCORPORATION

All detachments will obtain and maintain a Federal Employment Identification number under parent group 0955 in accordance with IRS and National Marine Corps League instructions. A separate EIN must be obtained for activities such as bars, clubs, and gaming.

Section 7.10 FINANCIAL AUDITS

All detachments will conduct a financial audit annually. This audit may be conducted by the officers of the detachment or in a manner consistent with the respective detachment's bylaws. Contracting of external entities to conduct audits for detachments with complex financial dealings is allowable however the officers of the detachment are solely responsible for the financial health and ethical stewardship of the detachment resources.

If contracted external agencies conduct said audit the agency or firm that conducts the annual audit is to include a statement or comment advising of deficient procedures and/or, based on experiences of other business practices, include such recommendations for improvement in techniques, practices, or general management as may be appropriate.

Upon completion of the annual audit, detachments will make a written report providing the following: (1) Date Audit was completed, (2) Names of members/entities that conducted the audit, (3) Statement of either no discrepancies found or a list of discrepancies found and corrective action taken. (4) Signatures of Commandant and Paymaster.

Audits may be scheduled to coincide with turnover of officers after elections (preferred) or with the end of the fiscal year. In all cases, the report of the audit will be forwarded to the Department Paymaster no later than 31 July annually.

Failure to provide financial audits as indicated above would remove the Detachment's status as being in "good standing", and therefore subject the Detachment to the punitive provisions of these bylaws.

ARTICLE VIII – AMENDMENTS –SUBMITTING AND PROCESSING

Section 8.1 AMENDMENTS

- A. Any amendments to these By-Laws must be type written with an original and three copies. Each amendment must be separate. (Do not put two or more changes on one piece of paper).
- B. The amendments will be in the proper form and content (see Page 18 of these Department By-Laws).
- C. The effective date of any changes to the By-Laws will be stated in each and every amendment.

- D. Changes to these Department By-Laws necessary to comply with changes to the National By-Laws & Administrative Procedures and/or to correct clerical/grammatical errors are exempt from requiring the vote at the Department Convention to accept said changes. In the event these types of changes are warranted, the Department Judge Advocate is authorized to submit these changes to the National Judge Advocate for approval, per the current National By-Laws, Section 810.

Section 8.2 SUBMITTING AND VERIFICATION OF RECEIPT

- A. Amendments may be submitted by a member in good standing, and/or a Detachment, for consideration by the Department Convention.
- B. Proposed amendments may be submitted for consideration and approval by the Department Convention via one of two methods- Certified Mail, return receipt requested (CM-RRR), or via e-mail:
 - If submitted via CM-RRR:
 - o The original plus three copies, in the proper form and content (see Section 8.3 of these Department By-Laws), must be sent to the Department Judge Advocate dated and postmarked no later than 15 April prior to the next Department Convention.

- o Upon receipt, the Department Judge will acknowledge the receipt via CM-RRR after assigning a registration number.
 - If submitted via e-mail:
 - o Each proposed amendment must be submitted separately, each by either a separate/dedicated e-mail, or as separate attachment(s) in one or more e-mail messages.
 - o The proposed amendment(s), in the proper form and content (see Section 8.3 of these Department By-Laws), must be sent to the Department Judge Advocate dated and postmarked no later than 15April prior to the next Department Convention.
 - o If sent as separate attachments, it is recommended/preferred that each proposed amendment be in the form of a “Word document” (refer to proposed Attachment A- Form for Proposed IN DBL Changes-MASTER.doc). Multiple copies are not required (as with the CM-RRR submission method).
 - o The proposed amendment(s) must be dated prior to 15April of the next Department Convention and sent to the Department Judge Advocate with a “sent date” of no later than 15April prior to the next Department Convention to be considered at the next Department Convention.
- C. After receipt and assignment of a registration number, the Department Judge Advocate will retain a copy for the permanent record and for use as a “working file”. Additionally, one copy shall be used for distribution purposed by the Department Judge Advocate. He/She will send copies of any and all amendments to each and every Detachment Judge Advocate by 1May prior to the next Department Convention.
- D. Lastly, depending on the method of submittal:
- If the CM-RRR method was used:
 - o One copy will be sent to the Department Adjutant, CM-RRR
 - If the e-mail submittal method was used, one copy will be e-mailed to the Department Adjutant (if the Department Adjutant does not have access to e-mail, the CM-RRR method will be used).

Section 8.3 PROCESSING

- A. If any amendment is not in the proper form and contend, it will be returned to the proposer/sponsor by the Detachment Judge Advocate for correction.
- B. Except as expressly waived by a vote of two thirds (2/3rds) of the present and voting delegates at the Department Convention, no motion proposing adoption of an amendment shall be placed on the floor of the Department Convention unless the requirements of this Article have been complied with.

- C. The Department Judge Advocate shall prepare an adequate supply of all registered amendments in accordance with this Article and shall make such supply available for distribution to all delegates at the beginning session of the first full day of the Department Convention.

THE PROPER FORMAT TO FILE AN AMENDMENT TO THE DEPARTMENT BY-LAWS IS AS FOLLOWS:

Cover letter stating amendments that are on the following pages- one proposed change to By-Laws per page.

- A. Article #
- B. Section #
- C. Presently reads XXXXXXXXXXXXX
- D. Change to read XXXXXXXXXXXXX
- E. Rationale for change xxxxxxxxxxxxxx

Effective date (proposed)

THIS PAGE INTENTIONALLY LEFT BLANK