

**REVISIONS 2023 Detachment 1049 Bylaws**

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Sections Revised content: REV 2023 SECTION 600 - MEMBERSHIP ELIGIBILITY

Regular Membership paragraph a. 1

U.S. Navy Personnel paragraph b. 2

Sections Revised to show change from National Bylaw to Administrative Procedure references:

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**ANNE ARUNDEL COUNTY DETACHMENT**

**MARINE CORPS LEAGUE**

**BY-LAWS**

**&**

**ADMINISTRATIVE PROCEDURES**

**Updated, 2023**

**BY-LAWS**

**ARTICLE ONE**

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(To coincide with the numbering sequence of Department of MD By-laws Department Conventions and National Bylaws Article IV National Conventions)

## **BY-LAWS**

### **ARTICLE TWO**

#### **DETACHMENT BOARD OF TRUSTEES**

##### **REV 2023 SECTION 200 – COMPOSITION**

The Detachment Board of Trustees shall be composed of the Detachment Commandant, the Detachment Senior Vice Commandant, the Detachment Junior Vice Commandant, Detachment Judge Advocate, and the Junior Past Detachment Commandant or a Past Detachment Commandant.

##### **SECTION 205 - POWERS**

Complying with the provision of the Congressional Charter, the National by-laws, the Department of Maryland by-laws, and these by-laws, the Powers and Authority of the Detachment Board of Trustees shall be:

- a. To suspend or remove from office for cause any Detachment Officer;
- b. To exercise such other powers and do such other things as are compatible with these by-laws, the Department of Maryland by-laws, and the National by-laws, in the best interest of the Anne Arundel County Detachment.

##### **SECTION 210 - DUTIES OF BOARD MEMBERS**

In addition to the specific duties of the individual Board Members, as hereinafter stated, it shall be the duties of each member of the board to acquire a working knowledge of these by-laws. The specific duties of members of the Detachment Board of Trustees shall be:

###### **a. DETACHMENT COMMANDANT:**

It shall be the duty of the Detachment Commandant to preside at all Board of Trustee and Staff meetings; to observe and enforce the Congressional Charter, the by-laws of the Marine Corps League, the Department of Maryland, and Anne Arundel County Detachment; to represent the Detachment at meetings of the Department Staff; to make and promulgate all orders and regulations, and appoint such committees as necessary for the proper administration of the affairs of the Anne Arundel County Detachment; to ask advice and counsel of the Detachment Board of Trustees; to call such meetings of the Detachment Board of Trustees as may be necessary, or on request of a majority of the Detachment Board of Trustees members; to have custody of the funds and property of the Anne Arundel County Detachment subject to the supervision of the Board of Trustees; and with the advice and consent of the Detachment Board of Trustees, appoint the following Staff Officers:

1. Adjutant
2. Paymaster
3. Chaplain
4. Sergeant-at-Arms
5. Veterans Affairs Volunteer Services Representative (VAVS)
6. Quartermaster
7. Public Information Officer
8. Historian
9. Legislative Officer
10. Color Guard Commander
11. Food for the Needy Project Officer
12. By Laws Committee Chairman
13. Home Committee Chairman

14. Youth Programs Coordinator
15. Toys for Tots Coordinator
16. Other Officers as may be deemed necessary.

**b. DETACHMENT SENIOR VICE COMMANDANT:**

It shall be the duty of the Detachment Senior Vice Commandant, in the event of a vacancy in the office of the Detachment Commandant, to assume the duties thereof; and to perform such other duties as may be assigned by the Detachment Commandant.

**c. DETACHMENT JUNIOR VICE COMMANDANT:**

It shall be the duty of the Detachment Junior Vice Commandant, in the event of a vacancy in the Office of the Detachment Senior Vice Commandant, to assume the duties thereof; to perform as the Chairperson of the Detachment Membership Committee; Chairperson of the Detachment Fund Raising projects; to perform as the Awards Projects Officer; and to perform such other duties as may be assigned by the Detachment Commandant.

**d. DETACHMENT JUDGE ADVOCATE:**

It shall be the duty of the Detachment Judge Advocate to act as legal counsel of the Detachment; to advise all Detachment Officers concerning the laws of the Marine Corps League; when requested to do so, to render opinions on all questions of law that may arise and, if requested, reduce his/her opinions to writing and file a copy thereof with the Detachment Adjutant; and to perform such other duties as may be assigned by the Detachment Commandant.

**SECTION 215 - VACANCY**

The order of succession to the office of the Detachment Commandant shall be (1) Detachment Senior Vice Commandant, and (2) Detachment Junior Vice Commandant. In the event of other vacancies on the Detachment Board of Trustees, the Detachment Commandant, with the advice and consent of the remaining Board members, shall appoint a successor to fill the remaining unexpired term of office.

**SECTION 220 - MEETINGS**

Meetings shall be at the call of the Detachment Commandant or a majority of the members of the Board of Trustees. No Detachment business shall be conducted outside such meetings.

**SECTION 225 - QUORUM**

The presence of a majority of the Board members shall constitute a quorum for the transaction of business.

**SECTION 230 - VOTING**

Each Board member shall have one vote. There shall be no proxy voting. Members shall abstain from voting on matters pertaining to their specific office or direct area of responsibility.

**SECTION 235 - CONDUCT OF BUSINESS**

The Detachment Board of Trustees is empowered to conduct business at any regular or special meeting, or by mail or telephone. All business by mail requiring a "yes" or "no" vote shall be handled routinely by the Detachment Adjutant who shall mail to every Detachment Staff member and Board member, an identical copy of the question on a printed ballot containing spaces for the "yes" or "no" vote, a space for the voter's signature, and space for entry of date.

## **SECTION 240 - EXPENSES**

The Detachment, upon approval of the Detachment Staff and Board members, shall reimburse the Detachment Board members (and others as determined by the Board) for expenses incurred in attending special meetings.

**BY-LAWS**

**ARTICLE THREE**

**DETACHMENT STAFF**

**SECTION 300 - COMPOSITION**

The Detachment Staff shall be composed of the Detachment Board of Trustees, and all appointed Detachment Staff Officers and Committee Chairpersons.

**SECTION 305 - POWERS**

The power and authority of the Detachment Staff shall be advisory only.

**SECTION 310 - DUTIES OF DETACHMENT STAFF OFFICERS**

It shall be the duty of each Detachment Staff Officer to acquire a working knowledge of these by-laws in addition to those duties further defined:

**a. Detachment Adjutant:**

It shall be the duty of the Detachment Adjutant to keep minutes of all Detachment meetings, Detachment Board of Trustees meetings, and Detachment Staff meetings; to perform those duties usually assigned to recording secretaries; and to perform such other duties as may be assigned by the Detachment Commandant.

**b. Detachment Paymaster:**

It shall be the duty of the Detachment Paymaster to keep proper and necessary books for the recording of all business of the Anne Arundel County Detachment, Marine Corps League; to hold all monies, property, and securities of the Detachment; to keep a correct record of all financial transactions; to deposit all monies and securities in a bank designated by the Detachment Board of Trustees in the name of Anne Arundel County Detachment, Marine Corps League; to ensure that all expenditures of the Detachment monies are made by check, signed by the Detachment Paymaster and Detachment Commandant; to close the books on collection of dues for the determination of voting rights on 1 June of each year; to surrender all books, records, and other property of the Anne Arundel County Detachment with which he/she is charged, to the duly elected and qualified successor, or to a proper audit committee of the Anne Arundel County Detachment; and to perform such other duties as may be assigned by the Detachment Commandant.

**c. Detachment Chaplain:**

It shall be the duty of the Detachment Chaplain to perform such duties of a spiritual nature as are required by the laws and rituals of the Detachment, Department, and the Marine Corps League; and to perform such other duties as may be assigned by the Detachment Commandant.

**d. Detachment Sergeant-at-Arms:**

It shall be the duty of the Detachment Sergeant-at-Arms to preserve order at all Detachment meetings; to arrange the quarters and ensure that only qualified members are present at such meetings; to be the custodian of the Detachment Colors; and to perform such other duties as may be assigned by the Detachment Commandant.

**e. Detachment Director of Veterans' Services:**

It shall be the duty of the Detachment Director of Veterans' Services to assist Detachment members, Marine veterans, and/or their dependents in securing any benefits provided by law pertaining to their veteran or dependent status; to advise all Detachment members of their benefits provided by law; and to perform such other duties as may be assigned by the Detachment Commandant.

**f. Detachment Quartermaster:**

It shall be the duty of the Detachment Quartermaster to secure uniform articles or Marine Corps League related articles for distribution to or display for Detachment members.

**g. Detachment Historian:**

It shall be the duty of the Detachment Historian to assemble and maintain a record of the Anne Arundel County Detachment history of achievements and perform such other duties as are assigned by the Detachment Commandant.

**h. Detachment Public Information Officer:**

It shall be the duty of the Public Information Officer to act as the Public Relations and Press Officer for the Detachment and perform such other duties as are assigned by the Detachment Commandant. submit articles, pictures, film, and information periodically to local publicizing the works of the Anne Arundel County Detachment, Marine Corps League.

**SECTION 315 - VACANCY**

In the event of a vacancy in any appointed office for any cause, the vacancy shall be filled immediately by the Detachment Commandant with the advice and consent of the Detachment Board of Trustees.

**SECTION 320 - CONTRACTS**

No Detachment Officer or committee member shall enter into or in any manner commit the Anne Arundel County Detachment to a contract without the approval of the Detachment Commandant. The Detachment Board of Trustees thereafter shall have the power to accept or reject by majority vote any such approved contract.

**SECTION 325 - MEETING**

The Detachment Staff shall meet at any time as may be called by the Detachment Commandant or by a majority of the Board of Trustees. No Detachment business shall be conducted outside such meetings.

**SECTION 330 - QUORUM**

The presence of a majority of Detachment Staff members shall constitute a quorum for the transaction of business.

**SECTION 335 - VOTING**

Each Detachment Staff member shall have one vote. There shall be no proxy voting. Members shall abstain from voting on matters pertaining to their specific office or direct area of responsibility.



**BY-LAWS**

**ARTICLE FOUR**

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(To coincide will file numbering sequence of Department of MD By-laws Departments and National Administrative Procedures Chapter 6 Detachments) (National Reference Rev 2023)

**BY-LAWS**  
**ARTICLE FIVE**  
**DETACHMENT**

**SECTION 500 - NAME**

No Detachment shall be named in honor of a living person. No Detachment shall adopt a name previously adopted by any other detachment unless such other detachment has surrendered or by revocation has lost its charter.

**SECTION 505 - BY-LAWS**

The Detachment may adopt Detachment bylaws and Administrative Procedures which are not inconsistent with the National Charter, the National bylaws, and Administrative Procedures, nor The Department of Maryland bylaws and Administrative Procedures, provided they have been approved by the Department Judge Advocate, and provided further, that a copy of such approved bylaws and Administrative Procedures shall be on file with the Department of Maryland Judge Advocate.

**SECTION 510 - OFFICERS**

Anne Arundel County Detachment may have such elected and appointed officers as required by its bylaws. The Detachment, however, must elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate. The Detachment Commandant shall appoint an Adjutant, a Paymaster, or an Adjutant/Paymaster, a Chaplain, a Sergeant-at-Arms, and such other officers as necessary.

**SECTION 512 – ELIGIBILITY**

All Officers serving in elected offices must be Regular Members of the Anne Arundel County Detachment. Associate members may serve in appointive offices of the Detachment, in accordance with Article Six, Section 600 (b) of the National by-laws.

**SECTION 515 - MEETINGS**

The Detachment should hold at least one meeting monthly. In consensus with the majority of the Detachment, the monthly meeting shall be on the date, time and place as announced in the monthly newsletter. Detachment Board of Trustees meetings and Detachment Staff meetings may be held as desired. The Detachment Charter or copy, the National Colors and a Bible should be displayed at all business meetings.

**SECTION 520 - QUORUM**

The quorum for all meetings shall be a majority of those present.

**SECTION 525 - TRUSTEES**

The elected Officers of the Detachment shall be the Detachment Board of Trustees. Additionally, the Detachment Commandant is authorized to appoint the outgoing Commandant or any Past Commandant to seine a one-year term as a member of the Board of Trustees.

**REV 2023 SECTION 530 - ELECTION AND INSTALLATION OF OFFICERS**

a. Anne Arundel Detachment shall hold an annual election of officers between 1 April and 15 May. (Rev 2023)

b. Installation of officers must be conducted no later than the last day of the month subsequent to the election.

c. The standard report of Officers and Installation must be forwarded to National Headquarters, the Division Vice Commandant, and the Department Adjutant within 15 days of the installation.

d. Notwithstanding the above, the Report of Officers and Installation must be received at National Headquarters no later than 30 June annually, in compliance with Article IX, Section 940 National bylaws. (Rev 2023)

#### **REV 2023 SECTION 535 - DEFAULT**

A Detachment which is in default of payment of monies from any source due National Headquarters from any source due National and such debt has not been satisfied as required by National Administrative Procedures, Chapter II, Section 2025(c) or fails to report its Detachment's Report of Officers and Installation as of June 30 prior to the National Convention, such fact shall be reported to the National Convention Credentials Committee, such Detachment and its Officers will not be recognized on the floor of the National Convention.

#### **REV 2023 SECTION 540 - MEMBERS**

a. Each Detachment shall be the sole judge of its membership, providing said person meets the requirements of National Bylaws Article V, Section 515. No Detachment, however, may accept as a member any person who is currently incarcerated or on supervised probation for any felony conviction or any misdemeanor conviction which has resulted in incarceration of more than two years and who is currently incarcerated or serving active probation as a result of a sentence imposed by any court of competent jurisdiction. No Detachment may accept for membership any person who has been convicted of a crime where the victim is a child. No Detachment shall accept for membership any person whose name has been stricken from the rolls of the Marine Corps League by a Department or the National Organization. (Rev 2023 according to 2022 National Administrative Procedures)

b. Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment's rolls except for cause (Chapter 9, Administrative Procedures) or by that member requesting transfer (Chapter Seven, Section 7005, National Administrative Procedures). (Rev 2023)

c. An Associate Member in good standing in a Detachment who subsequently qualifies as a Regular Member as set forth in Article Six, Section 600 of the National Bylaws, upon vote of the Detachment to accept such Associate Member as a regular member, shall be transferred from Associate membership to Regular membership by forwarding the standard "Request for Transfer: form as set in Chapter Seven, Section 710 of the National Administrative Procedures clearly indicating on such form that it is a transfer from Associate to Regular membership. In the event that the Detachment votes not to accept an Associate Member as a Regular Member, such Associate Member may request transfer to any other Detachment who agrees to accept them as a regular Member or shall be transferred to Member-At-Large status by completing the standard transfer form as set forth in Enclosure Seven to the National Bylaws and Administrative Procedures.

#### **REV 2023 SECTION 545 - BONDING**

All Detachment Officers handling detachment funds are bonded by the national headquarters 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 the expense of the Detachment shall arrange any additional bonding coverage desired for Detachment Officers. (Chapter Five; Section 5030 National Administrative Procedures and Department of Maryland Bylaws Section 545). (Rev 2023)

#### **CH 4-09 SECTION 550 – ADDITIONAL DETACHMENT**

When a Charter is sought for a Detachment which is to be located within the limits of any municipality wherein another Detachment exists, the written consent of the existing Detachment shall accompany the application. Should such existing Detachment disregard a request for consent, or refuse consent, the Department Commandant, employing discretion, may approve and recommend the granting of such charter. In the event the Department Commandant fails to act or refuses approval of the proposed new Detachment, an appeal may be made to the National Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

(a). Municipality – **from Black’s Law Dictionary**

“A municipality is a legally incorporated association of inhabitants of limited area for local governmental or other public purposes. It has to have publicly designated boundaries.”

#### **SECTION 555 - CHARTER SUSPENSION, REVOCATION**

a. This charter may be suspended or revoked for: (1) The persistent failure to maintain a minimum of fifteen (15) members in good standing; (2) The persistent failure to promptly forward funds due to the National body; (3) Acts and conduct bringing the Marine Corps League into public disrespect; (4) Willful violation of National Bylaws and Administrative Procedures; (5) The violation of Federal, State, or Municipal laws or ordinances; (6) Other activities detrimental to the good name of the Marine Corps League.

b. The suspension or revocation of charters may be consummated by a Department Board of Trustees and/or the National Board of Trustees and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures in a manner considerate of the well being and good name of all concerned.

c. When a Detachment Charter is suspended or revoked, the Board of Trustees of the jurisdictional Department assumes custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Detachment in question.

#### **REV 2023 SECTION 560 – CHARTER VOLUNTARY SURRENDER**

The Charter of a Detachment may be voluntarily surrendered for such reasons as may be determined by the Detachment (Article Nine; Section 950 National By-Laws applies).

## BY-LAWS

### ARTICLE SIX

#### MEMBERS

##### REV 2023 SECTION 600 - MEMBERSHIP ELIGIBILITY

###### a. Regular Membership

1. Marines 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 earned the Eagle, Globe, and Anchor or have served or is currently serving in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points. (Rev 2023)

###### b. U.S. Nay Personnel

1. who are serving or have served honorably\* in the United States Navy and 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, (i.e. Southwest Asia Service Medal, Vietnam Service Medal, Armed Forces Expeditionary Medal, etc.) or;

2. earned Fleet Marine Force Enlisted Warfare Specials Device (FMFEWS) (1 Oct 2006 to present) or the Fleet Marine Force Officer (FMFQO) Insignia (1 Jan 2006 to present) which must be noted on the DD214 form. An Award of the Fleet Marine Force Ribbon (FMF Ribbon) (1 Sept 1984 – 30 Sept 2006), the FMFEWS or FMFQO may serve as prima facie evidence of eligibility. (Rev 2023)

Note \* - “Served Honorably” is determined by the last DD Form 214 or certificate of discharge that the applicant received. A General Discharge under Honorable Conditions is acceptable. (Rev 2023)

1. Members-at-Large (See Article V, Section 535, 2022 National Bylaws) (Rev 2023)

2. Life Members (See Section 7050, 2022 National Administrative Procedures) (Rev 2023)

3. Dual Membership (See Section 7060, 2022 National Administrative Procedures) (Rev 2023)

b. Associate Member - Those individuals not qualified for regular membership in the Marine Corps League or Marine Corps League Auxiliary who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter, upon application to a Detachment or to National Headquarters, may be accepted for associate membership in the Marine Corps League. Associate members, upon acceptance, will pay dues in the same amounts as prescribed for regular members, including initiation fees. A membership pin and membership card similar to the design and style of the approved regular membership pin and membership card, indicating "Associate Member", will be issued by National Headquarters. The appropriate uniform and cover, including an ornamental device and lettering will be designed by the National Uniform Committee. An associate member shall be entitled to the rights, privileges and benefits of a regular member. However, associate members shall not vote on a membership application, an election of officers, or hold an elective office. A Detachment may, by provision in the Bylaws and/or Administrative Procedures, allow an associate member to vote on its internal affairs provided such vote does not affect a policy of the Marine Corps League. Associate Members of the Anne Arundel County Detachment shall be eligible to vote on Detachment internal affairs, provided such vote does not affect a policy of the Marine Corps League.

1. Individuals who are serving or have served in other branches of the Armed Forces of the United States must have served honorably.

2. Individuals, applying for Associate Membership subsequent to August 11, 1995, must have reached the statutory minimum age for enlistment into the United States Marine Corps or United States Marine Corps Reserve prior to being as an Associate Member.

3. Member-At-Large (See Chapter Seven, Section 7045, 2022 National Administrative Procedures,) (Rev 2023)

4. Life Members (See Chapter Seven, Section 7050, 2022 National Administrative Procedures,) (Rev 2023)

c. Honorary Active Duty Member – Detachments, Departments, and the National Headquarters may, at the discretion of the respective Commandant, issue honorary membership to Active Duty Marines, FMF qualified Navy personnel. The Honorary Active Duty Member will be entitled to the rights, privileges and benefits available to a Regular or Associate Member. A suitable certificate will be issued to honor the occasion. Payment of dues or initiation fees is not required; however, such membership will not be entitled to the official publication of the Marine Corps League, except as may be directed by the National Board of Trustees, or by paid subscription. (Chapter Seven, Section 7015 (a), 2022 National Administrative Procedures applies). Honorary membership may at the discretion of the Detachment Commandant, issue honorary membership to those persons who have been of extraordinary service to the Nation, the United States Marine Corps, or the Marine Corps League. (Article Five, Section 515 (c) 2022 National By-laws). (Rev 2023)

d. Corporate Member – There will be four types of Corporate Membership based on the amount of the corporate donation. (Chapter Seven, Section 7015 (b) 2022 National Administrative Procedures applies). (Rev 2023)

### **REV 2023 SECTION 605 - MEMBERSHIP APPLICATION**

Any person eligible for membership in the Marine Corps League under provision of the National by-laws and Administrative Procedures may initiate application for membership by completing a standard application form to include signature, and presenting the application with all required dues and fees, to a sponsoring member of the League. As an alternative, the applicant may mail the application form with all required dues and fees to National Headquarters. All applications for membership must be accompanied by a copy of a DD-214, an Honorable Discharge, or equivalent. (Chapter Seven, Section 7020, 2022 National Administrative Procedures applies.) (Rev 2023)

### **SECTION 610 - MEMBERSHIP DUES AND FEES**

The payment of annual National membership dues entitles all members in good standing an automatic subscription to The Marine Corps League publication, and enrollment privileges in any National Group Insurance Programs that may be in effect.

### **REV 2023 SECTION 615 - GOOD STANDING**

a. All members shall be considered in good standing in the Marine Corps League except when:

1. Indebted to or required dues are not paid and transmitted on or before the membership expiration date to the Member's Primary Detachment\*; (Rev 2023)
2. A member is indebted or in arrears to Detachment other than their primary Detachment\*, a Department or to National Headquarters; (Rev 2023)
3. Under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 9010 of the 2022 National Administrative Procedures. (Rev 2023)

\* Member's Primary Detachment in which their voting rights are held. (Rev 2023)

b. In all cases involving the transfer of a member from the Anne Arundel County Detachment, the Detachment Commandant shall certify in writing whether the member is in good standing (See Enclosure Seven (7), National Administrative Procedures).

### **REV 2023 SECTION 620 - DELINQUENT MEMBER**

A member shall be identified as delinquent whenever the member's dues are not paid and transmitted on or before the membership expiration date shown on member's Marine Corps League membership card. (Refer to Chapter Seven, Section 7030, 2022 National Administrative Procedures). (Rev 2023)

**REV 2023 SECTION 625 - INELIGIBLE MEMBER**

Any member may be required to prove membership eligibility qualifications at any time. Should it be determined, after careful investigation, that a member does not have the required qualifications to be a member, this (these) reasons must be submitted in writing to the Detachment Commandant who will require the Detachment Judge Advocate to investigate the charge as presented. (Chapter Seven, Section 7045 (b, c, d), 2022 National Administrative Procedures applies). (Rev 2023)

**SECTION 630 - RIGHTS OF MEMBERS**

No member shall be deprived of any rights or privileges in the Marine Corps League except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried and found guilty in accordance with the provision of these By-laws and Administrative Procedures dealing with offenses and penalties. (Refer to Chapter 9, National Administrative Procedures)

**SECTION 635 - RIGHT OF APPEAL**

The right of appeal under the provisions of these bylaws and Administrative Procedures shall not be denied.

**REV 2023 SECTION 64S - LIFE MEMBERS**

Regular or Associate Members of the Marine Corps League who are in good standing [as defined Section 615 – **GOOD STANDING** – ] may become a **LIFE MEMBER**, upon proper payment of the fee, as is required herein. A **LIFE MEMBER** shall be subject to the payment of no further dues to a Detachment, Department, or National Headquarters. Such member shall have all the privileges, rights and benefits enjoyed as a member so long as that life member shall live. The life membership fee shall be as established by the National Convention. The current fee is:

<b>Age Category</b>	<b>MCL Dues (1 July 2023)</b>
0 – 35	\$1000
36 – 50	\$800
51 – 60	\$600
61 – Older	\$400

**REV 2023 SECTION 646 - CERTIFICATION OF LIFE MEMBERS**

Each Detachment will annually audit its participating Life Members as shown on the Quarterly Member Listing of 30 June each year. Following the audit, the Detachment will annotate a copy of the Quarterly Member Listing with appropriate remarks to show additions, deletions and other adjustments. Each adjustment will include the reason, and whenever possible, will cite supporting documentation (i.e. Dues Transmittals, Transfer Forms, etc.) to assist in correcting the records in National Headquarters. The annotated Listing will be certified to be correct as annotated by the Detachment Commandant and the Detachment Adjutant/Paymaster (or Paymaster), and will be returned to the National Adjutant/Paymaster at National Headquarters through the Department no later than 31 December following its receipt. No funds from the interest on the Life Member Fund will be distributed to a Detachment until the certified Listing is received at National Headquarters. Should a Detachment fail to submit the annual Eligible Life Member Audit by 31 December of a given year, that Detachment’s quota of the interest distribution shall remain in the blocked fund. (Chapter Seven, Section 7055, 2022 National Administrative Procedures.) (Rev 2023)



**REV 2023 SECTION 650 - DUAL MEMBERSHIP –** (membership in more than one Detachment by the same individual)

When a member of the Marine Corps League becomes a member in good standing in more than one Detachment, such membership in the subsequent Detachments shall be counted in the same method as an associate member. Such regular member shall be a regular voting member in the Detachment of such member's greatest tenure unless he/she makes a signed written request for transfer of voting rights to the receiving Detachment, which upon acceptance shall forward the copies of the transfer of voting rights to National Headquarters via the jurisdictional Department Paymaster or Adjutant/Paymaster, if a department exists. The Transfer Form, Enclosure Seven, will be utilized for the purpose of transfer of voting rights to another Detachment. A regular member with Dual Membership in more than one Detachment, will have all the rights and privileges within each Detachment. This includes that they have full voting rights within each Detachment, to include the ability to hold an elected or appointed office in each Detachment. (Chapter Seven, Section 7060, 2022 National Administrative Procedures). (Rev 2023)

## **BY-LAWS**

### **ARTICLE SEVEN**

#### **SUBSIDIARIES AND SUBORDINATE GROUPS**

##### **REV 2023 Section 700 - AUTHORITY**

All subsidiary organizations and subordinate groups which, and in the future, shall function and operate directly or indirectly under the Congressional Charter and name of the Marine Corps League are and shall ever be subject to the authority, supervision, direction, control, and discipline of the Marine Corps League. Any and all complaints, grievances and or charges against such subsidiary organizations, including member(s) or subordinate groups, including member(s) shall be referred to the Department of Maryland, Marine Corps League for adjudication via the appropriate chain of command. If a subsidiary or subordinate organization should have any complaints, grievances and/or charges against a Marine Corps League member or Detachment, they must follow their appropriate chain of command that will refer it to the Department of Maryland, Marine Corps League for adjudication. It must be referred in writing via certified mail to the Department of Maryland Judge Advocate for appropriate action. Chapter Nine, Sections 900, 901, 902, 903, 904, 905, 906, 907, 908, 910, 911, 912 and 913, Administrative Procedures, are applicable in correspondence circumstances. (Article Seven, Section 700, 2016 Department of Maryland, Marine Corps League Bylaws). (Rev 2023)

a. Such organizations and groups may:

1. Adopt By-laws not incompatible or inconsistent with the By-laws and Administrative Procedures of the Marine Corps League, the Department of Maryland, or the Anne Arundel County Detachment.

2. Incorporate, if said incorporation identifies them by name with the Marine Corps League and or the Anne Arundel County Detachment, and acknowledges their accountability to the Marine Corps League and or the Anne Arundel County Detachment.

b. Such subsidiary organizations and subordinate groups shall conduct their business in such a manner as will demonstrate a cheerful cooperation with all units and levels of the Marine Corps League and the general public; and all levels and units of the Marine Corps League shall reciprocate in a like manner.

##### **SECTION 710 - INCORPORATIONS**

The Anne Arundel County Detachment will be incorporated in accordance with **SECTION 700** of this Article.

##### **SECTION 720 - EMPLOYEE IDENTIFICATION NUMBER (EIN)**

a. The Anne Arundel County Detachment must obtain and maintain its own EIN under the Marine Corps League's Group Exemption Number 0955. The Detachment shall not utilize the EIN of the national organization.

b. Any subordinate group or subsidiary organization required by federal law to submit a federal tax return shall be required to have its own EIN.

##### **REV 2023 SECTION 730 IRS Reports**

IRS Reports (IRS Forms 990, 990-EZ and 990-N) and requirements are detailed in Chapter Eight Section 8000 of the 2022 National Administrative Procedures. (Rev 2023)

## **BY-LAWS**

### **ARTICLE EIGHT**

#### **MISCELLANEOUS**

##### **SECTION 800 - AMENDMENTS**

These bylaws may be revised, amended or repealed by a majority vote of Detachment members present at the Detachment meeting at which a change is submitted.

##### **SECTION 805 - EFFECTIVE DATE**

Any revision, amendment, or repeal of these bylaws shall become effective upon the date specified. If no date is specified, it shall become effective upon the close of the meeting at which it is approved.

##### **SECTION 810 - BY-LAWS DISTRIBUTION**

A copy of these by-laws shall be given to the Department Judge Advocate, the Detachment Commandant, the Detachment Judge Advocate, and the Detachment Adjutant. A copy shall be made available upon request of any Detachment member.

##### **CH 8-09 SECTION 815 – BLANKET BOND**

The following Officers are included under a blanket bond provided through commercial crime policy paid for and administered by the National Organization:

- (a) National Commandant
- (b) National Adjutant/Paymaster
- (c) National Comptroller
- (d) National Executive Director
- (e) National, Division Vice Commandants and Assistant Vice Commandants
- (f) National, Division Adjutant/Paymaster or Paymaster, as applicable
- (g) Department Commandant
- (h) Department Adjutant/Paymaster or Paymaster, as applicable
- (i) Detachment Commandant/Paymaster or Paymaster, as applicable
- (j) National Director of Veterans' Service
- (k) National Director of Conventions Committee and his Committees
- (l) All officers designated to handle funds of a Department/Detachment within the territorial provisions of the commercial crime policy are covered by the blanket bond.

##### **SECTION 820 - DISSOLUTION**

Should this organization be dissolved, all funds, property and assets shall be given to the Department of Maryland, Marine Corps League.

##### **CH 9-09 SECTION 825 – VIOLATION**

The membership listing of the Marine Corps League is Proprietary Information and under the Direct Control of National Headquarters of the Marine Corps League. Applicable portions of the membership listings shall be periodically provided to appropriate Departments and Detachments, exclusively for internal usage in administering membership of such applicable Departments and Detachments. The membership listing will not be sold, leased, copied, loaned or assigned without the expressed permission, in writing, from the office of the National Executive Director upon approval of the National Board of Trustees of the Marine Corps League.

**SECTION 830 - VIOLATION**

Any member who violates the precepts of these bylaws or Administrative Procedures is subject to the provision of Chapter Nine, Grievance and Discipline, as stated in the Administrative Procedures of the Department of Maryland.

Reviewed and Approved:

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Ray Strum  
Detachment Judge Advocate

## **ADMINISTRATIVE PROCEDURES**

### **CHAPTER ONE**

#### **GENERAL**

##### **SECTION 100 - NAME AND PURPOSE**

The name of the body corporate is the Anne Arundel County Detachment, Marine Corps League and is a subsidiary organization of the National Marine Corps League, which is a non-profit corporation incorporated by an Act of the seventy-fifth Congress of the United States of America at First Session, begun and held at the city of Washington, D.C. on Tuesday, the fifth day of January 1937, and approved August 4, 1937. The purposes for which the corporation is formed are:

- a. To preserve the traditions and to promote the interests of the United States Marine Corps.
- b. To band those who are now serving, and those who have been honorably discharged from, the United States Marine Corps together in fellowship that they may effectively promote the ideals of American freedom and democrat.
- c. To fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms.
- d. To hold sacred the history and memory of the men who have given their lives to the Nation.
- e. To foster love for the principles which they have supported by blood and valor since the founding of the Republic.
- f. To maintain true allegiance to American institutions.
- g. To create a bond of comradeship between those in the service and those who have returned to civilian life.
- CH 10-09** h. To aid voluntarily and to render assistance to all Marines and FMF Corpsmen and former Marines as well as to their widows/widowers, orphans, spouses, and parents.
- i. To perpetuate the history of the United States Marine Corps, and to observe the anniversaries of historical occasions of interest to Marines.

##### **CH 11-09 SECTION 101 - LOCATION**

The principle location shall be the Detachment Home, Veterans of Foreign Wars, Col Harry L. Cooper, VFW Post 160, 2597 Dorsey Road, Glen Burnie, Maryland 21060.

##### **SECTION 105 - CORPORATE SEAL**

The Corporate Seal of the Anne Arundel County Detachment, Marine Corps League shall be identical to the Corporate Seal of the National Marine Corps League.

##### **SECTION 110 - POLICY**

- a. The supreme power of the Anne Arundel County Detachment shall always be vested in its membership, exercising this power through their attendance, participation, and voting at regular meetings. Executive and administrative powers only will be delegated to the Board of Trustees or to individual members of the Anne Arundel County Detachment.

b. The Anne Arundel County Detachment shall never take part in any labor or management dispute or issue, and it shall be ever nonpartisan, non-sectarian, and non-political; nor shall it be based on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as the basis for special consideration or preferment.

c. Nothing in the preceding section shall prohibit the Anne Arundel County Detachment from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veteran's claim for justice arising from service in the Armed Forces of the United States of America.

#### **SECTION 120 - ORGANIZATION**

a. The constituted body of the organization shall be known as the Anne Arundel County Detachment, Marine Corps League

**ADMINISTRATIVE PROCEDURES**

**CHAPTER TWO**

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(To coincide with the numbering sequence of National Administrative Procedures National Convention and Department of Maryland Administrative Procedures Department Convention)

## **ADMINISTRATIVE PROCEDURES**

### **CHAPTER THREE**

#### **DETACHMENT COMMITTEES**

##### **REV 2023 SECTION 300 - STANDING COMMITTEES AND DUTIES**

The Detachment Standing Committees and their duties are as follows:

a. VAVS - Assist Detachment members, Marine veterans, and/or their dependents in securing any benefits provided by law pertaining to their veteran or dependent status;

1. Advise all Detachment members of their benefits provided by law;

2. Spend time at the hospitals on visitation, planning and coordinating events; Solicit donations of funds or items needed by occupants of the hospital;

3. And to perform such other duties as may be assigned by the Detachment Commandant.

b. Public Information Officer -Issue news releases on Detachment activities, meetings, and events; and to perform such other duties as may be assigned by the Detachment Commandant.

c. Membership - The Junior Vice Commandant shall head the Membership Committee, call meetings at his discretion, and keep the Commandant informed on a regular basis; and to perform such other duties as may be assigned by the Detachment Commandant.

d. Marine of the Year - Select one Detachment Marine in good standing to represent the Anne Arundel County Detachment during each annual convention. A written recommendation, with a statement of justification why this member should be selected as Marine of the Year, shall be submitted to the Detachment Commandant during the month of March for further submission to Department (See Department of Maryland Administrative Procedures, Chapter Three, Section 305); and to perform such other duties as may be assigned by the Detachment Commandant. (Rev 2023 applies to the entire Marine of the Year section)

1. Marine of the Year Committee Composition:

a. The Detachment Marine of the Year Committee shall be comprised of all past recipients of the Detachment Marine of the Year Award.

b. The Committee shall have no less than three (3) members.

i. In the event that at least three (3) members are not available to select the Detachment Marine of the Year prior to the meeting preceding the Department Convention, the Detachment Commandant shall appointment one (1) or more Past Detachment Commandants to serve on the selection committee.

ii. The Committee Chairman should be the recent Past MOY recipient.

iii. In the event that cannot happen then those Past MOY in attendance can nominate their own Chairman.

c. Each Committee Member must be a member in good standing of the Marine Corps League. A member in good standing, as used in this section, shall mean a regular member of the Marine Corps League, who is in compliance with National Administrative Procedures, Article Seven (7), Section 7030.



## 2. Nominations:

- a. Letters of nominations for Detachment Marine of the Year (MOY) must be submitted in the following manner.
  - i. A Detachment member shall only nominate one candidate.
  - ii. All letters or comments shall contain a brief statement from that Detachment member stating why the nominee is being nominated and signed.
  - iii. Each nomination submitted shall be given to either the Detachment MOY Selection Committee Chairman or Commandant who in turn would pass it on to the MOY Committee Chairman. These should be submitted at least three months prior to the Department Convention.
  - iv. All candidates submitted for MOY shall be certified by the Detachment Commandant and Adjutant that all nominees are members in good standing as outlined in National Administrative Procedures, Article Seven (7), Section 7030.
  - v. In the event that a nominee is the Detachment Commandant the certification shall be signed by the Sr Vice Commandant and Adjutant.
  - vi. In the event that a nominee is the Adjutant the certification shall be signed by the Detachment Commandant and Sr Vice Commandant

## 3. Committee Duties:

- a. The Chairman of the Detachment MOY committee shall receive all letters of nominations and ensure they are in order and make their names available to other members of the committee prior to the selection process to be started.
- b. The committee as a group is to judge each candidate upon their merits and statements written.
- c. The committee may use their own combined knowledge of the candidates in the absence of certain information to augment the information provided.
- d. Attest by signature of each committee member present, that all nominees were judged and a selection was made.
- e. Return to the Detachment Commandant their selection for MOY in time for the award at the meeting prior to the Department Convention.
- f. The MOY Committee is not obligated to select an MOY candidate if in the Committee's combined opinion none of the nominee's letters sufficiently qualify the nominee.

## 4. Responsibilities of Committee after selection process:

- a. MOY Committee shall order and purchase both MOY Medallion and Plaque in time for the award at the meeting prior to the Department Convention.
- b. The Committee Chairman, all past recipients of the Detachment MOY in attendance and the Detachment Commandant present the Marine of the Year Award to that year's recipient at the meeting prior to the Department Convention.
- c. That year's recipient will then place his plaque on the Detachments wall of awards and the prior year's recipient can then take theirs home. The new plaque will remain on the wall of awards until the next MOY candidate is selected.

e. Awards and Citations - Each Detachment Marine is responsible for submitting names and details for any proposed award or citation, when warranted, to the Detachment Senior Vice Commandant, who will forward it, along with his own recommendations, to the Detachment Commandant for final action; and to perform such other duties as may be assigned by the Detachment Commandant.

f. Americanism - Sponsor and promote youth education programs; offer Detachment member speakers to adult and youth organizations in the community; and to perform such other duties as may be assigned by the Detachment Commandant.

g. Home Committee - Improve and maintain the appearance and working order of the Detachment Home, the furnishings, and its equipment; coordinate the use of the hall; and supervise outside organizations using the hall; and to perform such other duties as may be assigned by the Detachment Commandant.

h. Historian - Be primarily responsible for the historical records of the Detachment; solicit articles, photographs, and other audio/visual media to maintain Detachment archives and history; maintain a scrapbook to portray the activities of the Detachment; and to perform such other duties as may be assigned by the Detachment Commandant.

i. Color Guard Commander - Select and train members for Color Guard duty; plan and coordinate with parade committees, veterans organizations, and other groups; ensure that unit members are fit, groomed, wearing the uniform correctly, and trained properly; and to perform such other duties as may be assigned by the Detachment Commandant.

j. Associate Member of the Year - Select one Detachment Associate Member in good standing to represent the Anne Arundel County Detachment during each annual convention. A written recommendation, with a statement of justification why this member should be selected as Associate Member of the Year, shall be submitted to the Detachment Commandant during the month of March for further submission to Department (See 2022 National Administrative Procedures, Chapter Three, Section 3105 (h)); and to perform such other duties as may be assigned by the Detachment Commandant. (Rev 2023)

1. Associate Member of the Year Committee Composition:

- a. The Detachment Associate Member of the Year Committee shall be comprised of all past recipients of the Detachment Associate Member of the Year Award.
- b. The Committee shall have no less than three (3) members.
  - i. In the event that at least three (3) members are not available to select the Detachment Associate Member of the Year prior to the meeting preceding the Department Convention, the Detachment Commandant shall appoint one (1) or more Past Detachment Commandants to serve on the selection committee.
  - ii. The Committee Chairman should be the recent Past Associate Member recipient.
  - iii. In the event that cannot happen then those Past Associate Member of the Year in attendance can nominate their own Chairman.
- c. Each Committee Member must be a member in good standing of the Marine Corps League. A member in good standing, as used in this section, shall mean a regular member of the Marine Corps League, who is in compliance with 2022 National Administrative Procedures, Article Seven (7), Section 7030)

2. Nominations:

- a. Letters of nominations for Detachment Associate Member of the Year must be submitted in the following manner.
  - i. A Detachment member shall only nominate one candidate.
  - ii. All letters or comments shall contain a brief statement from that Detachment member stating why the nominee is being nominated and signed.
  - iii. Each nomination submitted shall be given to either the Detachment Associate Member Selection Committee Chairman or Commandant who in turn would pass it on to the Associate Member Committee Chairman. These should be submitted at least three months prior to the Department Convention.
  - iv. All candidates submitted for Associate Member shall be certified by the Detachment Commandant and Adjutant that all nominees are members in good

standing as outlined in National Administrative Procedures, Article Seven (7), Section 7030.

- v. In the event that a nominee is the Detachment Commandant the certification shall be signed by the Sr Vice Commandant and Adjutant.
- vi. In the event that a nominee is the Adjutant the certification shall be signed by the Detachment Commandant and Sr Vice Commandant

### 3. Committee Duties:

- a. The Chairman of the Detachment Associate Member of the Year committee shall receive all letters of nominations and ensure they are in order and make their names available to other members of the committee prior to the selection process to be started.
- b. The committee as a group is to judge each candidate upon their merits and statements written.
- c. The committee may use their own combined knowledge of the candidates in the absence of certain information to augment the information provided.
- d. Attest by signature of each committee member present, that all nominees were judged and a selection was made.
- e. Return to the Detachment Commandant their selection for Associate Member of the Year in time for the award at the meeting prior to the Department Convention.
- f. The Associate Member of the Year Committee is not obligated to select an Associate Member candidate if in the Committee's combined opinion none of the nominee's letters sufficiently qualify the nominee.

### 4. Responsibilities of Committee after selection process:

- a. Associate Member of the Year Committee shall order and purchase both the Associate Member of the Year Medallion and Plaque in time for the award at the meeting prior to the Department Convention.
- b. The Committee Chairman, all past recipients of the Detachment Associate Members of the Year in attendance and the Detachment Commandant present the Associate of the Member of the Year Award to that year's recipient at the meeting prior to the Department Convention.
- c. That year's recipient will then place his plaque on the Detachments wall of awards and the prior year's recipient can then take theirs home. The new plaque will remain on the wall of awards until the next Associate Member of the Year candidate is selected.

**ADMINISTRATIVE PROCEDURES**

**CHAPTER FOUR**

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(To coincide with the numbering sequence of National Administrative Procedures Divisions)

**ADMINISTRATIVE PROCEDURES**

**CHAPTER FIVE**

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(To coincide with the numbering sequence of National Administrative Procedures Departments)

## **ADMINISTRATIVE PROCEDURES**

### **CHAPTER SIX**

#### **DETACHMENT**

##### **SECTION 600 - FORMATION**

The Anne Arundel County Detachment is formed in accordance with Article Five of the by-laws of the Department of Maryland and National Marine Corps League, and Chapter six of the Administrative Procedures of the Department of Maryland and National Marine Corps League.

##### **SECTION 610 - AUTHORITY**

Each Detachment shall be governed by its elected Officers (Board of Trustees) subordinate to the Department and National Convention, the Charter and the Bylaws and Administrative Procedures of such bodies.

##### **REV 2023 SECTION 615 - DUES**

Each Detachment shall fix the amount of its membership dues, which shall include the Department and National per capita dues and fees. All per capita dues and fees which are due the Department and National Headquarters shall be forwarded with a standard transmittal form immediately to the Department Paymaster for processing (See Enclosure Four (4) of the National Administrative Procedures). The Department Paymaster shall immediately remit to the National Adjutant/Paymaster those transmitted forms and such funds that are due National Headquarters. The current Anne Arundel County Detachment annual dues are \$35.00. (Rev 2023)

##### **SECTION 620 - INSTALLATION OF DETACHMENT OFFICERS**

- a. The Detachment Commandant-elect shall select an Installing Officer of his/her choice. Such information shall be forwarded to the Department Commandant.
- b. The Installing Officer must be the National Commandant, a Past National Commandant, an elected National Officer, the Department Commandant, a Past Department Commandant, an elected Department Officer, the Detachment Commandant or a Past Detachment Commandant.
- c. It shall be the responsibility of the Installing Officer to sign, date and forward the installation report, within the time frame as specified in Article Five (5), Section 530 (c), of the Department of Maryland Bylaws and Administrative Procedures. (Rev 2023)

**ADMINISTRATIVE PROCEDURES  
CHAPTER SEVEN**

**MEMBERS**

**SECTION 700 - INITIATION**

All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with the Ritual, and be presented the official membership card and lapel pin of the Marine Corps League.

**REV 2023 SECTION 710 - MEMBERSHIP TRANSFER**

Any member in good standing may transfer from one Detachment to another, without payment of additional dues or transfer fees, upon his/her application to, and approval of, the gaining Detachment and the losing Detachment.

a. All Detachment members shall immediately notify the Detachment Commandant upon becoming aware of the demise of a member.

b. The Detachment Commandant will immediately initiate a Frost Call to ensure maximum member notification and attendance at viewings and funeral services.

c. All members of the Marine Corps League who are not prevented by distance or unavoidable reasons shall cause it to be their duty to attend the funeral services of a deceased member.

d. Upon notification of the demise of any member, The Detachment Chaplain shall:

1. Immediately contact the family of the deceased member for the purpose of offering assistance and presenting expressions of condolence.

2. Without delay, report the death of the member (citing full name, next of kin, and known funeral arrangements) to the National and Department Chaplain and the National Adjutant/Paymaster, using the Marine Corps League's Notice of Death form. The form is available from the Members Library in the MCL National website. (See Enclosure eight (8), National By-laws and Administrative Procedures). (Rev 2023)

e. For a member, a member's parent, child, spouse, or sibling, send a floral arrangement of scarlet and gold or donation to specified cause, as appropriate.

**SECTION 730—ILLNESS**

Upon notification of an illness or hospitalization of a member, the Chaplain will:

a. Immediately notify the Detachment Commandant.

b. If the member is hospitalized, send a fruit basket, a plant, or flowers, as appropriate.

c. If the member is sick at home, send an appropriate card.

d. If a family member is sick or hospitalized, send an appropriate card.

## **ADMINISTRATIVE PROCEDURES**

### **CHAPTER EIGHT**

#### **SUBSIDIARIES AND SUBORDINATES**

##### **CH 13-09 SECTION 800 - REPORTS**

Each Detachment which directly or indirectly operates under the Congressional Charter and/or the name of the Marine Corps League must annually file with the National Headquarters a true and complete copy of its IRS Form 990, 990EZ or 990-N (whichever is required to be filed with the IRS) no later than the due date of filing by IRS rules and regulations, normally by November 15 following the end of the fiscal year of June 30, unless an extension has been requested.

a. This requirement is applicable to:

1. Subsidiary organizations, such as: Marine Corps League Auxiliary; Military Order of Devil Dogs; Young Marines; Home Committee; and such other organizations which may be instituted hereafter.

2. Subordinate groups, such as: Marine Corps League Youth Physical Fitness Program; and such other groups which may be instituted hereafter.

b. Failure upon the part of any of the above organizations or groups to file the required report in compliance with the provisions of this section will subject the violating organization or group to such action as determined by the Board of Trustees of the Anne Arundel County Detachment.

##### **Rev 2023 SECTION 810 - MARINE CORPS LEAGUE AUXILIARY**

The Marine Corps League recognizes and adopts the Marine Corps League Auxiliary as the official Women-s Auxiliary of the Marine Corps League, and declares that the Marine Corps League Auxiliary shall ever be subject to the control and supervision of the Marine Corps League (Chapter Eight (8), National Administrative Procedures applies). (Rev 2023)

##### **SECTION 860 - MARINE CORPS LEAGUE YOUTH PHYSICAL FITNESS PROGRAM**

The Marine Corps League recognizes the Marine Corps League Youth Physical Fitness Program as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League (Article Seven (87), National By-laws applies).



**ADMINISTRATIVE PROCEDURES  
CHAPTER NINE  
GRIEVANCE AND DISCIPLINE**

**CH 14-09 SECTION 900 - PROCEDURES**

All Grievance and Discipline procedures under this Chapter shall be conducted in accordance with Chapter Nine of the National Administrative Procedures and of the Department of Maryland Administrative Procedures.

**ADMINISTRATIVE PROCEDURES**

**CHAPTER TEN**

**MISCELLANEOUS**

**SECTION 1000 - FUND RAISING**

All fund raising by the Anne Arundel County Detachment, Marine Corps League shall be conducted in accordance with Chapter Ten of the by-laws of the Department of Maryland.

**SECTION 1010 - RESPECT**

a. The Bible shall be placed on an Altar which is covered with a clean and attractive Altar cloth, and opened by the Chaplain prior to reading the opening prayer during all meetings of the Anne Arundel County Detachment, Marine Corps League. No disrespect to the Bible, by an act or word, shall be tolerated. No one shall use the Altar for physical support nor, under any circumstance, use the Altar or Bible as a resting place for any item or material. All space between the Altar and the Chair shall become as hallowed ground and shall not be trod upon while the Bible is open. The Bible shall be closed by the Chaplain upon reading the closing prayer.

b. The National Flag of the United States of America, the Marine Corps League Banner, and the Detachment Charter, or facsimile thereof, will be properly displayed at all meetings of the Detachment.

c. The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions of the Anne Arundel County Detachment, to the maximum extent possible.

**SECTION 1015 - AMENDMENTS**

These By-laws and Administrative Procedures may be revised, amended, or repealed by a majority vote of the quorum at any regular scheduled meeting of the Anne Arundel County Detachment, Marine Corps League, provided such revisions, amendments, or repeals have been presented to the general membership thirty (30) days prior to being voted on.

**SECTION 1020 - EFFECTIVE DATE**

Any revision, amendment, or repeal of these By-laws or Administrative Procedures shall become effective upon the date specified, or if no date is specified, shall become effective immediately.

**REV 2023 SECTION 1025 - DISTRIBUTION**

The Commandant and Judge Advocate shall be provided a copy of these Administrative Procedures each time they are printed or a change is made thereto. Should any member of the Detachment desire to review these Administrative Procedures, a copy is available on the Anne Arundel County Detachment 1049 official website.

Reviewed and Approved:

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Ray Strum  
Detachment Judge Advocate