

**SILVER STATE DETACHMENT 630**

**DEPARTMENT OF NEVADA**

**MARINE CORPS LEAGUE**

**DETACHMENT BYLAWS**

**ARTICLE I**

**NAME, MISSION, PURPOSE AND LOCATION**

Section 1. Name. This Detachment shall be known as Silver State Detachment 630, Marine Corps League. Hereafter referred to as Detachment.

Section 2. Mission Statement. The mission of the Marine Corps League is to promote the interest and preserve traditions of the United States Marine Corps; strengthen the fraternity of Marines and their families; serve Marines, FMF Navy Personnel who wear or have worn the Eagle, Globe, and Anchor; and foster the ideals of Americanism and patriotic volunteerism.

Section 3. Purpose. The purposes for which this Detachment is formed shall be in accordance with Article II of the National Bylaws.

Section 4. Location. The Detachment shall be located in the Consolidated Municipality of Carson City, State of Nevada.

**ARTICLE II**

**AUTHORITY**

Section 1. Subordination. This Detachment shall be governed by its Board of Trustees subordinate to the Department and National Convention, the Charter and the Bylaws and Administrative Procedures of such bodies including such bylaws and procedures as it may itself promulgate which are not in conflict with National and/or Department Bylaws and Administrative Procedures.

**ARTICLE III**  
**MEMBERSHIP**

Section 1. Members. Membership in this Detachment shall be in accordance with Article V of the National Bylaws and Chapter 7 of the National Administrative Procedures.

Section 2. Right of Appeal. The right of appeal under Section 510 of the provisions of the National Bylaws and Administrative Procedures shall not be denied.

**ARTICLE IV**  
**OFFICERS**

Section 1. Elected Officers. The elected Detachment Officers shall be Commandant, Senior Vice Commandant, Junior Vice Commandant, Paymaster, and Judge Advocate. The specific duties, in addition to any duties imposed by the National Bylaws and National Administrative Procedures, of the elected officers are as follows:

- (a) Commandant. The Commandant shall:
- (1) Preside at all Detachment meetings or other functions.
  - (2) Observe and enforce the National Bylaws and Administrative Procedures of the Marine Corps League.
  - (3) Direct to all officers and members of the Detachment such orders as are not in conflict with the National and/or Department Bylaws and Administrative Procedures, and which are necessary for the proper conduct of business.
  - (4) Call meetings of the Detachment Board of Trustees.
  - (5) Prepare the agenda for meetings.
  - (6) With the advice and consent of the Board of Trustees, appoint the Adjutant, Sergeant-At- Arms and such other officers as deemed necessary.
  - (7) With the advice and consent of the Board of Trustees, appoint such standing and special committees as are deemed necessary.
  - (8) With the Paymaster, have custody of all funds of the Detachment.

(9) Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.

(10) Surrender all books, records, and properties of the Detachment to the duly elected successor.

(b) Senior Vice Commandant. The Senior Vice Commandant shall:

(1) Assist and support to the Commandant.

(2) Preside at Detachment functions in the absence of the Commandant.

(3) Work in developing and identifying revenue sources.

(4) Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.

(5) Surrender all books, records, and properties of the Detachment to the duly elected successor.

(c) Junior Vice Commandant. The Junior Vice Commandant shall:

(1) Develop programs for increasing and retaining membership.

(2) Preside over Detachment functions in the absence of both the Commandant and Senior Vice Commandant.

(3) Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.

(4) Surrender all books, records, and properties of the Detachment to the duly elected successor.

(d) Paymaster. The Paymaster is the custodian of the Detachment's funds and shall:

(1) Receive and deposit all incoming money into a local financial institution or bank as designated by the Board of Trustees and disburse that money according to instructions from the Board of Trustees or Detachment.

(2) Assist in the preparation of the Detachment's budget.

- (3) Keep proper and necessary financial records and reports of the financial business of the Detachment.
- (4) Issue a paymaster report at each Detachment meeting and make a full financial report annually.
- (5) Receive membership dues, complete and forward membership transmittals in compliance with Department and National administrative procedures.
- (6) Complete and file State and/or Federal tax forms as required by law.
- (7) Be responsible for ensuring the Detachment expenditures do not exceed the approved budget.
- (8) Surrender to the duly appointed successor all Detachment financial records, books, and other property of this office.
- (9) Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.

(e) Judge Advocate. The Judge Advocate shall:

- (1) Render opinions and advise on questions of the National, Department and Detachment Bylaws when requested by any member.
  - (2) Maintain copies of these bylaws to include any recent changes and make them available at all Detachment meetings.
  - (3) Advise the Commandant on parliamentary procedures when so requested.
  - (4) Surrender all books, records, and properties of the Detachment to the duly elected successor.
- (f) In addition to the specific duties of the individual officers, each elected and appointed officer will acquire a working knowledge of the bylaws of National, Department, and the Detachment.
- (g) The Detachment may combine the position of the paymaster and the adjutant in which case the election of a paymaster/adjutant will take place at the annual meeting.
- (h) All elected officers must be regular members of the Detachment.

Section 2. Appointed Officers. The Commandant shall appoint the Staff Officers comprised of the Adjutant, Chaplain, Sergeant-at-Arms, Historian, Web Sergeant and other officers the Commandant deems necessary to serve the needs of the Detachment during each term of office. Appointees may be Regular or Associate Members of the Detachment. The specific duties of the appointed officers include:

(a) Adjutant. The Adjutant is the recording officer for the Detachment and shall:

(1) Record accurate minutes of meetings, particularly resolutions, and transcribe the minutes to permanent record.

(2) Organize and file those pertinent records and documents of the Detachment, which are not the duty of another officer to maintain.

(3) Assist the Commandant with the preparation of the meeting agendas.

(4) Maintain record books in which the bylaws, minutes, and standing rules are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.

(5) Conduct roll call at meetings.

(6) Send out the call of the meetings, and to handle the general correspondence of the Detachment.

(7) Surrender all books, records, and properties of the Detachment to the duly appointed successor.

(8) Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.

(b) Chaplain. The Chaplain shall:

(1) Perform such duties of a spiritual nature as are customarily performed by members of the clergy and as required by the National Bylaws and Administrative Procedures of the Marine Corps League, and in accordance with the Marine Corps League Ritual Manual.

(2) Upon notification of the demise of any member, immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.

(3) Without delay, report the death of the member directly to both the National and Department Chaplains, citing the full name of the deceased, name, address, and phone number of next of kin, and any known funeral arrangements, utilizing the “Notice of Death” form.

(4) Assist member and families at time of death, as well as offering support to Marines or Marine families who are not members.

(5) Provide invocations and services as required at meetings and social gatherings of the members.

(6) Visit sick members or correspond as appropriate.

(c) Sergeant-at-Arms. The Sergeant-at-Arms is the custodian of the Detachment Charter and shall:

(1) Assist in maintaining order at meetings as the Commandant may direct.

(2) Be responsible for the setup of the meeting room.

(3) Assure that persons present at meetings are authorized to attend.

(4) Present and post the Colors and lead the Pledge of Allegiance.

(5) Abide by the Ritual Manual in the conduct of office.

(d) Historian. The Detachment Historian shall:

(1) Reconstruct from existing records and other sources that may be found, past accomplishments and/or events that the Detachment participated in or initiated.

(2) Maintain a recording of historical Detachment participation – Create an informal typed record of events and dates participated in by the Members of the Detachment.

(3) Be available to join others in speaking at public events on the history of the Marine Corps and Marine Corps League.

(e) Web Sergeant. The Detachment Web Sergeant will be responsible for:

(1) Creating, administering, and updating the Detachment website and other internet social media for the Detachment.

- (f) Other Duties As Prescribed. Individual officers will perform any other requests or assignments from the Commandant or Board of Trustees.

## **ARTICLE V**

### **NOMINATIONS**

Section 1. Nomination Procedure. At the regular meeting held in September, a Nominating Committee of three members shall be elected by the members. It shall be the duty of the committee to prepare a slate of candidates for the elective offices to be filled at the annual meeting in December. The Nominating Committee shall contact the nominees and obtain their willingness to serve if elected. The Nominating Committee shall report the list of nominees and offices sought at the regular meeting in November. Additional nominations from the floor shall be permitted before the election at the annual meeting in December

- (a) Nominees for elected office shall be regular members of the Detachment in good standing at the time of nomination and election.
- (b) Nominees for office may not be members of the Nomination Committee.
- (c) Following the election, the Adjutant shall submit the "Report of Installation" of new officers to the Department of Nevada and Marine Corps League National office.

## **ARTICLE VI**

### **ELECTIONS**

Section 1. Elected Officers. The Detachment Officers to be elected during the annual election process shall be Commandant, Senior Vice Commandant, Junior Vice Commandant, Paymaster, and Judge Advocate. The following shall apply:

- (a) Elected officers shall hold only one elected office at a time but may also hold an appointed office.
- (b) If a majority vote for an office is not obtained on the first ballot, a second ballot vote for that office will be taken. Voting will continue until a majority vote is obtained.

Section 2. Election and Term of Office. Each elected officer shall be elected for a term of one year and may be reelected for additional terms. Appointed officers shall serve a term that expires upon the next installation of officers after the annual election occurs, but may be appointed to additional terms.

Section 3. Installation of Detachment Officers.

- (a) The Detachment Commandant elect shall select an Installing Officer and forward the information to the Department Commandant.
- (b) The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant, an elected Department Officer, a Past Department Commandant, the outgoing Detachment Commandant or a Past Detachment Commandant.
- (c) It shall be the responsibility of the Installing Officer to sign and date the Report of Officer Installation form. The Adjutant shall forward the Report of Officer Installation form within the time frame specified in Article IX (9), Section 940 of the National Bylaws. (See Enclosure Five (5) "Report of Officer Installation" form.)

**ARTICLE VII**

**VACANCY**

Section 1. Detachment Elected Officers.

- (a) Order of Succession. The order of succession to the office of the Detachment Commandant shall be the Detachment Senior Vice Commandant and then the Detachment Junior Vice Commandant.
- (b) Detachment Commandant. Should the Commandant's position become vacant, the Senior Vice Commandant, if agreeable, will serve as the new Commandant for the remainder of the term.
  - (1) If not agreeable, the Junior Vice Commandant, if agreeable, will serve as the new Commandant for the remainder of the term.
  - (2) If neither one is agreeable, the Detachment Commandant will be responsible for finding a replacement Detachment Commandant with assistance from the Detachment Board of Trustees.



- (3) If either the Senior Vice Commandant or Junior Vice Commandant serve as the replacement Commandant, they will be responsible for finding a replacement for their previous position with assistance and approval of the Detachment Board of Trustees.
  
- (c) Detachment Senior Vice Commandant. Should the Senior Vice Commandant position become vacant, the Junior Vice Commandant, if agreeable, will serve as the new Senior Vice Commandant for the remainder of the term.
  - (1) If not agreeable, the Detachment Commandant will be responsible for finding and appointing a replacement for the vacancy, with assistance and approval of the Detachment Board of Trustees.
  
- (d) Detachment Junior Vice Commandant. Should the Junior Vice Commandant position become vacant, the Detachment Commandant will be responsible for finding and appointing a replacement for the vacancy, with assistance and approval of the Detachment Board of Trustees.
  
- (e) Any Other Detachment Officer. Should any other elected or appointed officer position become vacant, the Detachment Commandant will be responsible for finding and appointing a replacement for the vacancy, with assistance and approval of the Detachment Board of Trustees.

Section 2. Detachment Staff Officers. A vacancy in an appointed office, a committee chair, or a committee member shall be filled as soon as practical by the Detachment Commandant. All such appointments shall be approved by the Detachment Board of Trustees

Section 3. Causes for Vacancy. In addition to death, resignation, or incapacity;

- (a) An elected officer vacancy may occur by failure to attend two consecutive, official meetings of the Detachment Board of Trustees.
- (b) An elected or appointed officer may be removed from office as a result of disciplinary action in accordance with the National Administrative Procedures.
- (c) An elected or appointed officer vacancy shall occur when the officer in question is no longer a member in good standing.

Section 4. Installation and Report of Installation Submission. Upon appointing a member to any new position on the Detachment staff, the Detachment Commandant or any Past Detachment Commandant, in the case of a newly appointed Commandant, will swear in the officer to the new position. The Adjutant will submit the revised “Report of Installation” form as specified in the National Administrative Procedures.

## **ARTICLE VIII**

### **MEETINGS**

Section 1. Regular Meeting. The Detachment shall hold its regular meeting on the third Monday of each month to be called to order at 6:00 p.m. In the event that the day or location of a meeting is changed, notice of the change will be provided to all members in good standing by the most convenient means available and at least ten days in advance of the change unless an emergency prevents the ten day advance notice.

Section 2. Special Meetings. Special meetings may be called by the Commandant or by a majority of the Board of Trustees and shall be called on the written request of ten members of the Detachment. The purpose of the meeting shall be stated in the call. At least ten days notice shall be given to all members in good standing by the most expeditious means available.

Section 3. Annual Meeting. The regular meeting in December shall be the Annual meeting. At this meeting, the election of officers shall be conducted, and annual reports from officers and committees received.

Section 4. Quorum. The quorum for Detachment meetings is six regular or associate members in good standing.

Section 5. Display. The Detachment’s charter or a copy, the National Colors, and a Bible shall be displayed at all business meetings.

Section 6. Electronic meeting. Any of the above stated meetings, if allowed by National authority, may be conducted, or attended electronically that allows participating members to communicate with each other simultaneously.

## **ARTICLE IX**

### **BOARD OF TRUSTEES**

Section 1. Board Composition. The elected officers of a Detachment and the Adjutant shall constitute the Detachment Board of Trustees. The Commandant will be chair of the Board. No member of the Detachment shall serve in more than one position on the Detachment Board of Trustees.

Section 2. Past Commandant. The Detachment may appoint the outgoing Past Commandant or a past Detachment commandant to serve a one-year term as a member of the Board of Trustees. The Past Commandant is to provide guidance and counsel to the Detachment Officers.

Section 3. Duties and Responsibilities. The Board of Trustees shall have general supervision of the affairs of the Detachment between meetings, make recommendations to the members, and perform such other duties as may be specified in these bylaws. The Board shall be subject to the orders of the Detachment members, and none of its acts shall conflict with action taken by the members.

Section 4. Board Meetings. The Board of Trustees will meet monthly prior to the regular meeting to discuss and assess business matters that may require Detachment approval. Special meetings of the Board may be called by the Commandant and shall be called upon written request of a majority of the Board.

Section 5. Quorum. The presence of a majority of the Board of Trustees shall constitute a quorum. A majority vote by the trustees present will be required for any action to be approved.

## **ARTICLE X**

### **COMMITTEES**

Section 1. Finance Committee. A Finance Committee composed of the Paymaster and four other members shall be appointed by the Commandant, with the advice and approval of the Detachment Board of Trustees, promptly after each annual meeting.

- (a) It shall be the duty of this committee to prepare a budget for the fiscal year beginning the first day of July, and to submit it the Detachment at its regular meeting in June. The Finance Committee may from time to time submit amendments to the budget for the current year, which may be adopted by a majority vote of the committee.

Section 2. Auditing Committee. An Auditing Committee of three members shall be appointed by the Detachment Commandant at the Detachment's May meeting, whose duty shall be to audit the Paymaster's accounts at the close of the fiscal year and to report at the annual meeting.

Section 3. Nominating Committee. The Nomination Committee will be elected by the Detachment members to conduct the election of Detachment officers.

Section 4. Other Committees. Such other committees, standing or special, shall be appointed by the Commandant of the Detachment, or the Board of Trustees when deemed necessary to continue the work of the Detachment.

- (a) The Commandant shall be an ex officio member of all committees, but shall not serve on the Nominating Committee.

**ARTICLE XI**  
**FISCAL AND FINANCE**

Section 1. Financial Year. The fiscal year for the Detachment will be from July 1 to June 30.

Section 2. Budget. The Finance Committee shall present a budget to the membership for voting approval no later than the June regular meeting. The budget shall establish the limits under which expenditures can be made for a given purpose. In addition, the budget will approximate revenues based on prudent and conservative evaluation and estimates.

- (a) The approval of the budget will be by a voice vote of the members in good standing attending the June meeting. A majority vote in favor of the proposed budget adopts the budget.
- (b) If the proposed budget is not approved at the June meeting, a new budget will be presented for approval at the next regular meeting. Necessary expenditures will be allowed until a budget is approved.
- (c) The transmittal of membership dues and fees shall not be affected by the approval of a budget.

Section 3. Expenditures. The expenditure of non-budgeted amounts, or for amounts in excess of those approved in the budget, which are deemed necessary to the operation of the Detachment, must be approved by the vote of the members in good standing, attending the meeting, excepting the amounts specified in subsection (a). The Board of Trustees will make proposed changes based on the level of funds in the treasury and operational requirements of the Detachment.

- (a) The Board of Trustees or the Commandant may authorize the expenditure of funds up to \$50.00 for a non-budgeted expense, not to exceed a total of \$100.00 per quarter.
- (b) No expenditures are to be made through the Paymaster except as provided for in the budget and the provisions of this Article.
- (c) Expenditures, regardless of budget or other authorization, are subject to funds available from within the Detachment's available cash, checking, and other income accounts.
- (d) Any member who proposes to perform a service for the Detachment must have prior approval of the Detachment before any reimbursement of expenses will be made.

- (e) A member may be reimbursed for extreme expenses incurred on behalf of the Detachment provided such expenses have the approval of the Board of Trustees.

Section 4. Authorized Signatures. Checks issued on the Detachment's accounts as well as other financial documents shall require two signatures. The Commandant, Paymaster, and Senior Vice Commandant are authorized to sign checks and other financial documents, but in every instance a check or other financial document must contain the signature of the Paymaster.

- (a) Checks shall not be pre-signed.

Section 5. Financial Negotiations. The Board of Trustees shall have sole responsibility for negotiating any indebtedness on behalf of the Detachment. A proposal for indebtedness requires approval by a majority vote of the Detachment members in good standing at a regular meeting.

Section 6. Bonding. All Detachment Officers handling Detachment funds shall be bonded in accordance with Section 6035 and 10035 of the National Administrative Procedures.

Section 7. Contracting Authority. No Detachment officer, committee chairperson, or other member of any Detachment shall enter into or sign any contract or agreement for the purpose of binding the Detachment without first submitting such contract or agreement to the Detachment Board of Trustees. All documents shall be forwarded to the entire Detachment Board of Trustees for approval, amendments, or rejections.

## **ARTICLE XII**

### **DISSOLUTION OF DETACHMENT**

Section 1. Charter Suspension or Revocation. The Charter of this Detachment is subject to being suspended or revoked as provided by Section 950 of the National Bylaws and Chapter 6045 of the National Administrative Procedures.

Section 2. Voluntary Surrender. The Charter of this Detachment may be voluntarily surrendered in accordance with Section 950 of the National Bylaws and Section 6050 of the National Administrative Procedures.

## **ARTICLE XIII**

### **DISCIPLINE**

Section 1. Authority. This Detachment shall not have any authority over any grievance or disciplinary matter once filed with the Department or National offices.

Section 2. Procedure. Any grievance or disciplinary charge shall be presented to the Department in accordance with Chapter Nine of the National Administrative Procedures.

## **ARTICLE XIV**

### **UNIFORMS**

Section 1. Uniform Regulations. The wearing of uniforms will be governed by the current National Bylaws and National Administrative Procedures.

Section 2. Approved Uniforms. Only those uniforms that are outlined in Enclosure 3 of the National Administrative Procedures are approved uniforms of the Marine Corps League.

## **ARTICLE XV**

### **PARLIAMENTARY AUTHORITY**

Section 1. Rules of Order. Each Detachment shall use the current edition of Roberts Rule of Order Newly Revised (RONR) which shall govern in all cases to which they are applicable and in which they are not in conflict with the National Bylaws and Administrative Procedures, Department Bylaws, and any special rules of order National may adopt.

- (a) In the event of a conflict, the ruling authority is the National Bylaws, then the National Administrative Procedures, then RONR.

Section 2. Statutes. RONR does not apply where a statute or law applicable to this organization does not authorize these bylaws, or any part thereof, to take precedence.

## **ARTICLE XVI**

### **EMPLOYMENT IDENTIFICATION NUMBER AND INCORPORATION**

Section 1. Employment Identification Number [EIN]. This Detachment in addition to its incorporation, shall obtain and maintain its own EIN under IRS Code 501(c)(4), within sixty days from the charter date.

Section 2. Incorporation. This Detachment, if it engages in services or business in the State of Nevada for profit or non-profit, or if it uses the name of the Marine Corps League, will be incorporated within one year from the charter date unless the laws of State of Nevada require incorporation to be completed within a shorter time period.

## **ARTICLE XVII**

### **MISCELLANEOUS**

Section. 1. Change of Address. Every member of this Detachment shall keep the Detachment Paymaster and Adjutant advised of their current address by promptly reporting any change of address.

Section 2. Administrative Conflicts. If there is any conflict between the provisions of these bylaws and the articles of incorporation of this corporation, the provisions of the articles of incorporation shall govern.

- (a) Should any of the provisions or portions of these bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these bylaws shall be unaffected by such holding.
- (b) Wherever these Bylaws or subsequent amendments may be found to be in conflict with the present or any future Department or National Bylaws, the latter shall prevail and be binding upon this Detachment as though written herein.

**ARTICLE XIII**  
**AMENDMENTS**

Section 1. Procedures. These Bylaws may be amended at any regular meeting of the Detachment by a two-thirds vote of those members in good standing attending the regular meeting, provided that the amendment has been submitted in writing at the previous regular meeting. Any proposed amendment cannot be inconsistent with the provisions contained in the National Bylaws.

Section 2. Effective Date. Amendments of the Detachment Bylaws will become effective upon the close of the regular meeting at which they are approved.



**CERTIFICATION OF APPROVAL**

At the duly held regular meeting of the Silver State Detachment 630 on \_\_\_\_\_, 202\_\_, upon timely notice and upon review and approval by the Detachment Judge Advocate, Detachment Members, of whom six officers constitutes a quorum, approved the foregoing Bylaws by two-thirds majority of the Members present and voting.

Silver State Detachment No. 630  
Department of Nevada, MCL

ATTEST:

By: \_\_\_\_\_  
Detachment Adjutant

By: \_\_\_\_\_  
Detachment Commandant

I, \_\_\_\_\_, Judge Advocate, Department of Nevada, MCL have reviewed and approved on \_\_\_\_\_ these Bylaws of the Silver State Detachment 630, MCL.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Judge Advocate, Department of Nevada  
Marine Corps League

I, \_\_\_\_\_, Judge Advocate Marine Corps League, have reviewed and approved on \_\_\_\_\_ these Bylaws of the Silver State Detachment 630, MCL.

DATED: \_\_\_\_\_

\_\_\_\_\_  
National Judge Advocate  
Marine Corps League