



DEPARTMENT OF MASSACHUSETTS

BY LAWS

1989 Edition

Revised June 2022

DEPARTMENT OF MASSACHUSETTS BYLAWS

Table of Contents

	Page
ARTICLE ONE – DEPARTMENT CONVENTION	
SECTION 100 - AUTHORITY	1
SECTION 101 - COMMITTEES	1
SECTION 105 - CREDENTIALS - DELEGATES, ALTERNATES, MEMBERS	1
SECTION 110 - VOTING (Chg. 2011)	1 - 2
SECTION 115 - MEETINGS	2
SECTION 120 - ELECTIVE OFFICERS	2
SECTION 125 - NOMINATIONS	3
SECTION 130 - ELECTIONS	3
SECTION 135 - TERM OF OFFICE	3
SECTION 140 - QUORUM	3
SECTION 160 - RIGHT TO SPEAK	3
 ARTICLE TWO – DEPARTMENT BOARD OF TRUSTEES	
SECTION 200 - COMPOSITION	4
SECTION 205 - DUTIES OF BOARD MEMBERS	4 - 8
SECTION 215 VACANCY	9
SECTION 220 BOARD MEETINGS	9
SECTION 225 QUORUM	9
SECTION 230 VOTING	9
SECTION 235 CONDUCT OF BUSINESS	9
SECTION 240 EXPENSES	9
 ARTICLE THREE – DEPARTMENT STAFF	
SECTION 300 COMPOSITION	10
SECTION 305 POWERS	10
SECTION 310 DUTIES, STAFF OFFICERS	10 - 11
SECTION 315 VACANCY	11
SECTION 320 CONTRACTING AUTHORITY	11
 ARTICLE FOUR - DEPARTMENT	
SECTION 400 BY LAWS	12
SECTION 415 TRUSTEES	12
SECTION 420 DEFAULT	12
SECTION 425 FREEDOM OF ACTION	12
SECTION 430 CHARTER SUSPENSION, REVOCATION	12
SECTION 440 BONDING	12

DEPARTMENT OF MASSACHUSETTS BYLAWS

Table of Contents

	Page
ARTICLE FIVE - DETACHMENTS	
SECTION 500 NAME	13
SECTION 505 BY LAWS	13
SECTION 510 OFFICERS	13
SECTION 515 MEETINGS	13
SECTION 520 QUORUM	13
SECTION 525 TRUSTEES	13
SECTION 530 ELECTION, INSTALLATION OF OFFICERS	13
SECTION 535 DEFAULT	14
SECTION 540 MEMBERSHIP	14
SECTION 545 BONDING	14
SECTION 550 ADDITIONAL DETACHMENT	14
SECTION 555 CHARTER SUSPENSION, REVOCATION	14
ARTICLE SIX - MEMBERS	
SECTION 600 MEMBERSHIP ELIGIBILITY	15
SECTION 605 MEMBERSHIP APPLICATION	15
SECTION 610 MEMBERSHIP DUES AND FEES	15
SECTION 615 GOOD STANDING	15
SECTION 620 DELINQUENT MEMBER	15
SECTION 625 INELIGIBLE MEMBER	16
SECTION 630 RIGHTS OF MEMBERS	16
SECTION 635 RIGHTS OF APPEAL	16
SECTION 640 MEMBER AT LARGE	16
SECTION 645 LIFE MEMBER	16
SECTION 650 DUAL MEMBERSHIP	16
ARTICLE SEVEN – SUBSIDIARIES AND SUBORDINATE GROUPS	
SECTION 700 AUTHORITY	17
SECTION 710 INCORPORATION	17
ARTICLE EIGHT - MISCELLANEOUS	
SECTION 800 AMENDMENTS	18
SECTION 805 EFFECTIVE DATE	18
SECTION 810 DEPARTMENT BY LAWS AND ADMINISTRATIVE PROCEDURES	18
DISTRIBUTION	18
SECTION 815 BLANKET BOND	19
SECTION 820 DISSOLUTION	19
SECTION 825 MEMBERSHIP LISTINGS	19
SECTION 830 VIOLATION	19

DEPARTMENT OF MASSACHUSETTS BYLAWS

ARTICLE ONE DEPARTMENT CONVENTION

SECTION 100 - AUTHORITY - The supreme legislative and policy making power of the Department of Massachusetts, Marine Corps League shall be vested in the Department Convention composed of the properly elected, registered and approved Delegates in good standing.

SECTION 101 - COMMITTEES - The Department Convention Administrative Committees shall be: By Laws, Credentials, Resolutions, Rules and Standing Committees.

SECTION 105 - CREDENTIALS - DELEGATES, ALTERNATES, MEMBERS -

- (a) Delegates, Alternates and Members desiring to attend business sessions of a 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.
- (b) 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 31 May, 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 (1) Alternate; for each additional full block of ten (10) Marine members, one (1) Delegate and one (1) Alternate; for a partial number 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 total membership.
- (c) Registration Fees will be set by the Department Convention Committee with the approval of the Department Staff as set forth in Section 220 of the Department Administrative Procedures. (Chg. 97-01)
- (d) No Marine member, in good standing, shall be deprived of his individual vote at the Department Convention, provided that he or she has registered in due form.
- (e) Delegate / Alternate cards of a Detachment may be claimed only by a registered member of that Detachment only.

SECTION 110 - VOTING -

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

DEPARTMENT OF MASSACHUSETTS BYLAWS

SECTION 110 - VOTING - (continued)

- (b) Each Delegate complying with Section 105 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.
- (c) A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates, except as provided for in (e) below.
- (d) A Detachment Commandant, being a registered and approved Delegate, or their registered and approved designee, 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 the Detachment.
- (e) In the event of a challenge by a registered Delegate to the stated vote of their Detachment, the roll call vote of each Delegate shall be called. Upon calling, a Delegate of the Detachment shall rise, if not restricted by physical impairment, and identify themselves as a registered Delegate and cast their vote.

SECTION 115 - MEETINGS - The Department of Massachusetts, Marine Corps League shall hold a Department Convention each year.

- (a) The Department Charter or a copy thereof, the Bible, and the National and Department Colors shall be displayed at all business meetings. (Changed 6/01/01)
- (b) The Department Convention will be held during the first complete weekend of June. The earliest dates to be May 31, June 1 and 2; the latest dates to be June 6, 7 and 8. The Department Staff may approve alternate dates as it deems fit. (Chg. 96-01)
- (c) The Department Convention will be held in a different geographical location each year. The cycle will be Western Massachusetts, Southeast Massachusetts, Central Massachusetts and Northeast Massachusetts. The Department Staff / Delegates may break the cycle as it deems fit. (Chg. 96-02)

SECTION 120 - ELECTIVE OFFICERS - The Department Officers to be elected at each Department Convention shall be: Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, and four (4) Financial Officers. (Chg. 1991) (Chg. 2009)

DEPARTMENT OF MASSACHUSETTS BYLAWS

SECTION 125 - NOMINATIONS - All nominations for elective officers shall be made from the floor during business sessions and on the day on which the elections are held.(Chg. 97-02) Each nominee must be a member in good standing in the Department of Massachusetts, Marine Corps League at the time of his or her nomination. Each nominee, when called upon, shall rise, if not restricted by physical impairment, and state to the Chair that if elected he or she will accept the office and serve loyally, faithfully and to the best of his or her ability during the term to which elected.

SECTION 130 - ELECTIONS - The election of Department Officers shall be the last order of business of the Department Convention. The election of Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, and four (4) Financial Officers (Chg. 1991) (Chg. 2009) shall be by roll call vote, properly recorded.

- (a) No member may hold more than one elected Department Office at the same time.
- (b) Before the voting begins, the Department Commandant shall select two Past Department Commandants or other Department Officers to act as Judges and Tellers.
- (c) When the Judges and Tellers have informed the Chair that they are ready and prepared to supervise the election, the Chair shall then call for the "Election of Officers". Upon such announcement by the Chair, it shall not accept or entertain any issue, question or subject which is not strictly related to the roll call being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the Convention floor until the roll call vote is concluded.
- (d) A majority of the vote cast is required to elect the Department Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed five (5) minutes).

SECTION 135 - TERM OF OFFICE - All Department Elective Officers shall be elected for one (1) year and may succeed themselves in office for one (1) additional year. (Changed 6/1/01) (Chg. 2011)

SECTION 140 - QUORUM - The minimum number required to transact the regular and legal business of the Department Convention shall be the registered and approved Delegates in good standing from a majority of all Detachments which are duly registered and authorized to vote at said Department Convention. (Changed 6/1/01)

SECTION 160 - RIGHT TO SPEAK - All registered Delegates, when recognized the Chair and not so expressly prohibited by the By Laws, shall have the right to speak on any subject and all issues brought to the Department Convention for its consideration. Each registered Department Officer, Past Department Commandant, Detachment Commandant and member may be granted the floor by the Chair.

DEPARTMENT OF MASSACHUSETTS BYLAWS

ARTICLE TWO DEPARTMENT BOARD OF TRUSTEES

SECTION 200 - COMPOSITION - The Department Board of Trustees shall be composed of the following: (Chg. 2009)

1. DEPARTMENT COMMANDANT
2. DEPARTMENT SENIOR VICE COMMANDANT
3. DEPARTMENT JUNIOR VICE COMMANDANT
4. DEPARTMENT JUDGE ADVOCATE
5. PAST DEPARTMENT COMMANDANTS
6. FOUR (4) FINANCIAL OFFICERS

SECTION 205 - DUTIES OF BOARD MEMBERS - In addition to the specific duties of the individual Board Members, as here in after stated, it shall be the duty of each member of the Board to acquire a working knowledge of the Department of Massachusetts and the National By Laws and Administrative Procedures of the Marine Corps League. The specific duties of the Members of the Board of Trustees shall be:

(a) The Department Commandant - shall preside at all sessions of the Department Convention and at all meetings of the Department Board of Trustees. The Department Commandant, together with the Board of Trustees, shall have direction and control of the executive and administrative affairs of the Department of Massachusetts, Marine Corps League between Department Conventions. In addition, the Department Commandant shall:

- (1) Observe and enforce observance of the Congressional Charter and the National and Department By Laws and Administrative Procedures of the Department of Massachusetts, Marine Corps League.
- (2) Direct to all officers and members such orders as are not in conflict with National or Department By Laws and Administrative Procedures which are necessary for the proper conduct of business.
- (3) Call such meetings of the Department Board of Trustees and Staff (Chg. 1991) as are required by the Department and National By Laws and Administrative Procedures.
- (4) Seek the advice of the Department Board of Trustees and Staff as well as that of the National Vice Commandant, New England Division.
- (5) With the Department Paymaster, have custody of all funds and property of the Department of Massachusetts, Marine Corps League, subject to the supervision of the Department Board of Trustees.

DEPARTMENT OF MASSACHUSETTS BYLAWS

SECTION 205 - DUTIES OF BOARD MEMBERS –

(a) **The Department Commandant -** (continued)

(6) This part has been deleted. (Chg. 2011)

(7) With the advice and consent of the Department Board of Trustees, appoint the following:

- (a) Adjutant (Chg. 2011)
- (b) Paymaster (Chg. 2011)
- (c) Sergeant at Arms (Chg. 2011)
- (d) Chaplain (Chg. 2009)
- (e) Chairman of the Convention Committee
- (f) Historian
- (g) Veterans Service Officer
- (h) Chairman of Youth Activities
- (i) Public Relations Officer
- (j) Auxiliary Liaison Officer
- (k) District Vice Commandants (Chg. 97-03)
- (l) Department Inspector General (Chg. 97-23)
- (m) Such other Staff Officers as may be necessary

(8) With the advice and consent of the Department Board of Trustees, appoint such standing committees as are deemed necessary.

(9) Approve and disapprove requisitions of the Department Paymaster.

(10) Represent the Department of Massachusetts, Marine Corps League at all social functions and ceremonies in such manner as will enhance the dignity, honor and prestige of this organization.

(b) **Department Senior Vice Commandant -** shall give every assistance to the Department Commandant, and during the absence or illness of the Department Commandant, he or she shall perform the duties of that office. He or She shall preside over all Detachment Commandant's Council meetings and with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the Department of Massachusetts, Marine Corps League.

(c) **Department Junior Vice Commandant -** shall create and promulgate such incentives and programs which will encourage an enthusiastic response resulting in the continuous membership growth. In the absence or illness of the Department Commandant and the Department Senior Vice Commandant, he or she shall perform the duties of that office.

DEPARTMENT OF MASSACHUSETTS BYLAWS

SECTION 205 - DUTIES OF BOARD MEMBERS - (continued)

- (d) **Department Judge Advocate** - shall interpret the Department By Laws and Administrative Procedures. He or She shall advise, construe, counsel and render opinions of Law and Procedure to the Department Commandant, the Department Board of Trustees, the Department Staff and Detachments when so requested in the manner outlined hereafter.
- (1) At the Department Conventions, upon the request of an approved Delegate, through the Chair, the Department Judge Advocate shall render an opinion of 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 vote of approved Delegates will be called, and two-thirds (2/3) of the total will be required to reverse the ruling of the Chair.
 - (2) At Department Board meetings, the same procedure shall apply, and two-thirds (2/3) of the Department Board of Trustees present and voting will be required to reverse the ruling of the Chair.
 - (3) On all questions of Law and Procedure pertaining to the Department of Massachusetts, Marine Corps League or any of its subsidiaries referred to this officer through channels, the Department Judge Advocate shall rule in writing. Copies of the ruling shall be distributed by hand or via the United States Postal Service to the parties concerned and to the Department Commandant and the National Judge Advocate. The ruling shall be binding unless reversed by the Department Board of Trustees or the National Judge Advocate or at the Department Convention.
 - (4) The Department Judge Advocate shall not hold the office of Judge Advocate in any other level of the Marine Corps League. If this be the case, then his or her resignation from the lower office shall be required upon being sworn into the higher office.
- (e) **Department Adjutant** - shall perform the following:
- (1) Be responsible to the Department Commandant
 - (2) Keep the minutes of all Department Conventions, Board meetings and perform such other duties as are usually assigned a secretary.
 - (3) Mail to each Detachment and member of the Department Board of Trustees within sixty (60) days following each Department Convention a copy of the Convention minutes showing actions and decisions affecting the Department By Laws and Administrative Procedures.

DEPARTMENT OF MASSACHUSETTS BYLAWS

SECTION 205 - DUTIES OF BOARD MEMBERS -

(e) **Department Adjutant** - (continued)

- (4) Receive and review all committee reports and correspondence, and where appropriate, forward copies to the Department Board of Trustees for information.
- (5) Surrender all books, records and property of the Department of Massachusetts, Marine Corps League with which the office is charged, to the duly appointed successor or as directed by the Department Commandant.
(Changed 6/1/01)

(f) **Department Paymaster** - shall perform the following:

- (1) Be responsible to the Department Commandant.
- (2) Perform all of the ordinary and necessary business of the Department of Massachusetts, Marine Corps League, including the approval or disapproval of purchasing materials and services of normal business operations within the bounds of the budget as provided by the Board of Trustees.
- (3) Render the compensation for the Department Staff within the approved budget guidelines.
- (4) Conduct a census of the total membership of the Department of Massachusetts, Marine Corps League for the purpose of determining Delegates and Alternate entitlement for the ensuing Department Convention. Such census shall be conducted prior to the Department Convention annually.
- (5) Cause to be kept all proper and necessary books for the recording of all business of the Department of Massachusetts, Marine Corps League, including a correct record of all membership accounts.
- (6) Receive all monies, keeping a record of their source and purpose and shall deposit said monies in approved and Federally insured accounts, including checking and / or savings accounts. All monies deposited shall be in the name of the Department of Massachusetts, Marine Corps League only.
- (7) Assure that all checks issued have the signature of the Commandant or the Paymaster of the Department of Massachusetts, Marine Corps League. A third signature may be authorized to expedite the timely execution of the Paymaster's duties. This third authorized individual must be either a Past Department Commandant or a Department Financial Officer. All authorized signatures will be on file with the approved financial institution.

(Chg. 2022-01)

DEPARTMENT OF MASSACHUSETTS BYLAWS

SECTION 205 - DUTIES OF BOARD MEMBERS –

(f) **Department Paymaster** - (continued)

- (8) Close the books for the collection of dues and for the determination of voting rights on 30 May of each year prior to each Department convention.
- (9) Establish the Fiscal Year of the Department of Massachusetts, Marine Corps League from July 1st to June 30th of the following year and provide such assistance as necessary in the conduct of an annual audit of all funds of the Department of Massachusetts, Marine Corps League. (Chg. 2022-02)
- (10) The Paymaster will mail to each Detachment, the Department Convention Delegate and Alternate Registration Form, at least thirty (30) days prior to the published submission deadline. (Chg. 97-20)
- (11) If there is a separate Department Convention account, the Department Paymaster will serve on the Convention Committee. All funds will be handled in a manner outlined elsewhere within these By Laws. (Chg. 97-21) (See Subparagraph (6))

(g) This sub-section deleted. (Chg. 2009)

(h) **Department Sergeant at Arms** - shall preserve order at the Department Convention and such other Department meetings as may be called by the Department Commandant, and to perform such other duties as are assigned by the Department Commandant.

(i) **Junior Past Department Commandant** - shall preside at all Past Commandant Council Conferences, seeking therein to build membership strength, contributing generously and impartially from past experience to the best interest of the Marine Corps League.

(j) **Department Financial Officers** - shall perform the following: (Chg. 96-03)

- (1) The Financial Officers along with the Department Paymaster will serve as the Department Convention Budget Committee.
- (2) They will meet quarterly to review the Department budget with the intent of recommending any and all budget changes.
- (3) The Department Commandant or Paymaster may request a meeting of the Financial Officers to address immediate budgetary issues.
- (4) The Financial Officers will receive all invoices and bills (paid or unpaid) for their review, at Department Board of Trustees Meeting to insure compliance with the Department budget. (Chg. 97-26)

DEPARTMENT OF MASSACHUSETTS BYLAWS

SECTION 215 VACANCY - The order of succession to the office of the Department Commandant shall be (1) Senior Vice Commandant and (2) Junior Vice Commandant. In the event of other vacancies on the advice and consent of the remaining Board Members, the Department Commandant, shall appoint a successor to fill the remaining unexpired term of office.(Chg. 97-04) In addition to death, resignation or incapacitation, a vacancy will occur through failure to attend two consecutive officially called meetings of the Department Board of Trustees or in the case of removal from office for cause as is provided in Chapter Nine of the Administrative Procedures.

SECTION 220 BOARD MEETINGS - The Department Board shall meet:

- (a) Annually, immediately prior to each Department Convention to close out the executive administration of the Department Board of Trustees from that fiscal year; to finalize preparation for the ensuing convention and to identify pending and unaccomplished executive actions warranting further action by the Convention or by the Department Board of Trustees during the ensuing fiscal year.
- (b) Annually, after the adjournment of each Department Convention for the purpose of selecting appointive Department Officers and Standing Committees and for the transaction of such other business as may properly come before it.
- (c) The Department Board of Trustees shall meet on the third Sunday of the following months; September (Fall Meeting), November (Winter Meeting), and April (Spring Meeting). Meetings will be conducted ½ hour before the Staff Meeting or upon special call of the Department Commandant. (Chg. 97-19) (Chg. 2011)
- (d) This section deleted (Chg. 97-19) (Chg. Jun 2008) (Chg. 2011)
- (e) The Department Board of Trustees may alter the meeting date as it deems appropriate. (Chg. 97-19)

SECTION 225 QUORUM - The presence of a minimum of four (4) of the Department Board of Trustees shall constitute a Quorum for the transaction of business.

SECTION 230 VOTING - Each Department Board member shall have one (1) vote. There shall be no proxy voting. The Department Judge Advocate shall abstain from voting on all matters wherein an official opinion has been rendered by the Department Judge Advocate.

SECTION 235 CONDUCT OF BUSINESS - The Board of Trustees may conduct business between Conventions at any regular or special meeting, or by mail in accordance with the National By Laws and Administrative Procedures.

SECTION 240 EXPENSES - The Department may reimburse the Board members' expenses incurred, provided that funds are available and budgeted.

DEPARTMENT OF MASSACHUSETTS BYLAWS

ARTICLE THREE DEPARTMENT STAFF

SECTION 300 COMPOSITION - The Department Staff shall be comprised of the Department Board of Trustees, appointed Department Officers, identified collectively as Staff Officers and Detachment Commandants. (Chg. 1991)

SECTION 305 POWERS - This section has been deleted. (Chg. 2011)

SECTION 310 DUTIES, STAFF OFFICERS - The Department Staff Officers shall acquire a working knowledge of the National and Department By Laws and Administrative Procedures of the Marine Corps League, and shall act as assistants to the Department Board of Trustees with individual specific duties:

(a) Department Chaplain - shall perform the following: (Chg. 2009)

- (1) Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the National By Laws and Administrative Procedures of the Marine Corps League.
- (2) Be responsible for and have charge of arranging and conducting an impressive, dignified and inspiring nondenominational Memorial Service at each Department Convention and Staff Meeting, including in each ceremony representatives of those subsidiaries that are appropriate, and including the names of the Department of Massachusetts, Marine Corps League deceased during the past year.

(b) Convention Committee Chairman - Shall with the Convention Committee perform those duties outlined in the Administrative Procedures Chapter Two, Section 240.

(c) Department Historian - Shall assemble and maintain a record of the Department of Massachusetts, Marine Corps League history of achievement.

(d) Chairman of Public Relations - Shall act as public relations and press officer for the Department of Massachusetts, Marine Corps League and perform such other duties as assigned by the Department Commandant.

(e) Department Auxiliary Liaison Officer - Shall maintain a close association with the Department of Massachusetts, Marine Corps League Auxiliary President. He or She will advise the President when called upon, of relations between the Marine Corps League and the Auxiliary. Also, he or she will stress coordination of the Convention, Staff Meetings and committees, approved by the Board.

DEPARTMENT OF MASSACHUSETTS BYLAWS

SECTION 310 DUTIES, STAFF OFFICERS - (continued)

- (f) **Chairman of Youth Activities** - Shall, under the direction of the Department Board of Trustees, have supervision and direction of all departmental committees and programs engaged in any way with activities concerned with America's Youth.
(Chg. 97-05)
- (g) **Department Veterans Service Officer(s)** - Shall be certified by the National Director of Veterans Service. He or she will acquaint themselves with federal and local laws and regulations and governmental agencies and institutions within the framework of service to veterans. He or she should be familiar with the duties of the National Director of Veterans Service as outlined in Chapter Three of the National Administrative Procedures, Section 3055 . (Chg. 97-06)
- (h) **District Vice Commandants** - Shall be held accountable to the Board of Trustees for the care and proper administration of their Districts. Make a continuing effort to establish new Detachments and assisting existing Detachments within their Districts. Planning and executing means and methods of strengthening and increasing the effectiveness of the District. They will assist the Department Commandant in meeting Department obligations within the District. (Authorized 1996 Convention)
- (i) **Inspector General** - Shall inspect Detachment Minutes and Financial Reports to insure compliance with these By Laws. A copy of this inspection will be filed with the Detachment and Department Adjutants. The Inspector General may be asked to serve as an investigating official in a grievance filed with the Department of Massachusetts.
(Chg. 97-23)

SECTION 315 VACANCY - Should a vacancy occur in an appointed office, a committee chairmanship or a committee member, the Department Commandant shall make an appointment, as soon as practicable, with the approval of the Department Board of Trustees (Chg. 1991), to fill the unexpired term. (Chg. 2011)

SECTION 320 CONTRACTING AUTHORITY - No officer of the Department of Massachusetts, Marine Corps League shall enter into or sign any contract or agreement, for the purpose of binding the Department of Massachusetts, Marine Corps League without first submitting such contract or agreement to the Department Judge Advocate for his or her consideration and the forwarding of his or her recommendation to the Department Commandant as outlined in Section 865 of the National By Laws. All contracts or agreements shall require signatures of the Department Commandant and Department Paymaster.

DEPARTMENT OF MASSACHUSETTS BYLAWS

ARTICLE FOUR DEPARTMENT

SECTION 400 BY LAWS - The Department Convention may adopt Department By Laws and Administrative Procedures which are not inconsistent with the National Charter or the National By Laws and Administrative Procedures, provided they have been approved by the National Judge Advocate and provided further that a copy of such approved By Laws and Administrative Procedures are on file at National Headquarters.

SECTION 415 TRUSTEES - The elected Department Officers and Past Department Commandants shall be the Board of Trustees of the Department of Massachusetts, Marine Corps League.

SECTION 420 DEFAULT - The Department shall be in default if it does not comply with the National By Laws and Administrative Procedures Article Five, Section 5020.

SECTION 425 FREEDOM OF ACTION - Unless expressly forbidden by any section of the National or Department By Laws and Administrative Procedures, the Department Convention and / or Department Staff meeting shall be free to take such action and engage in such activities as are not in violation with Federal, State, County or Municipal Law or Ordinances.

SECTION 430 CHARTER SUSPENSION, REVOCATION - Should the Department Charter be suspended or revoked, the Department will surrender all property and assets to the National Board of Trustees as detailed in the National By Laws and Administrative Procedures Article Five, Section 5025.

SECTION 440 BONDING - All Department Officers handling monies shall be bonded. The Department Commandant and the Department Paymaster or Adjutant / Paymaster shall be bonded by the National Headquarters as detailed in National Administrative Procedures Chapter five, Section 5030. Any other officer requiring bonding will be bonded by the Department at its expense.

DEPARTMENT OF MASSACHUSETTS BYLAWS

ARTICLE FIVE DETACHMENTS

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 Detachment has surrendered or by revocation, lost its Charter.

SECTION 505 BY LAWS - Each Detachment may adopt By Laws and Administrative Procedures which are not inconsistent with National and Department By Laws and Administrative Procedures and shall be subject to approval by the Department Judge Advocate.

SECTION 510 OFFICERS - Officers, both elected and appointed, may be selected by the Detachment members as they desire. Each Detachment must elect a Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate. The Detachment shall elect or appoint a Chaplain, Sergeant at Arms, Adjutant, Paymaster or an Adjutant / Paymaster, and any such officers as deemed necessary.

SECTION 515 MEETINGS - The Detachment Charter or a copy, the National Colors and a Bible should be displayed at all business meetings.

SECTION 520 QUORUM - Each Detachment may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the Detachment By Laws.

SECTION 525 TRUSTEES - The elected Officers of the Detachment shall be its Detachment Board of Trustees. However, a Detachment is authorized to appoint the outgoing Commandant or a Past Detachment Commandant to serve a one year term as a member of the Board of Trustees.

SECTION 530 ELECTION, INSTALLATION OF OFFICERS - Each Detachment shall hold an annual election of officers between October 1 and May 15. (Chg. 97-07)

- (a) Installation must be conducted no later than the last day of the month subsequent to the election.
- (b) Report of Officers and Installation must be forwarded to National Headquarters, the Division Vice Commandant and the Department Adjutant within fifteen (15) days of the installation.
- (c) Notwithstanding the above, Report of Officers and Installation must be received at National Headquarters no later than June 30 each year.
- (d) Only members in good standing may vote in any election. The definition of Member in Good Standing may be found in the N. A. P. Section 7030.) (Chg. 2011)

DEPARTMENT OF MASSACHUSETTS BYLAWS

SECTION 535 DEFAULT - A Detachment shall be in default when: (Chg. 97-08)

- (a) It fails to comply with National By Laws and Administrative Procedures as detailed in Article Six, Section 6025.
- (b) It is in default of monies from any source due the Department or fails to submit its Report of Officers and Installation within twelve (12) months prior to the start of the Department Convention. Such a fact will be reported to the Department Convention Credentials Committee, such Detachment and its Officers will not be recognized on the floor of the Department Convention.
- (c) It is in default if it does not have on file an Inspector General Report within the twelve (12) months prior to Convention. This fact will be reported to the Department Convention Credentials Committee. (Chg. 97-25)

SECTION 540 MEMBERSHIP - Membership in a Detachment is detailed in the National By Laws and Administrative Procedures Article Six, Section 6030.

SECTION 545 BONDING - Bonding of Detachment Officers handling monies is detailed in the National By Laws and Administrative Procedures Article Six, Section 6035.

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, Article Six, Section 6040, of the National By Laws and Administrative Procedures will prevail. (Chg. 2011)

SECTION 555 CHARTER SUSPENSION, REVOCATION -

- (a) The charter of a Detachment may be suspended or revoked for those reasons detailed in the National By Laws and Administrative Procedures Article Six, Section 6045 (a).
- (b) The suspension or revocation of charters may be consummated by the Department Board of Trustees and / or the National Board of Trustees and shall be implemented in accordance with the provisions of the National By Laws 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 Department Board of Trustees upon receipt of written authorization of the Department Commandant as certified by the Department Adjutant and with the written, certified authorization of the National Commandant shall assume custody of such Detachment's assets and liabilities. The Board of Trustees shall, within the limitations of the assets, satisfy the liabilities of the Detachment in question

(The above section was inserted as directed at the 1996 Department Convention.)

DEPARTMENT OF MASSACHUSETTS BYLAWS

ARTICLE SIX MEMBERS

SECTION 600 MEMBERSHIP ELIGIBILITY –

- (a) **Regular Membership** - Only persons who are serving or who have served honorably in the United States Marine Corps for not less than ninety (90) days and persons who are serving or who have served in the United States Marine Corps reserve and have earned no less than ninety (90) Reserve Retirement Credit Points shall be eligible for regular membership in the Marine Corps League.
 - (1) Member at Large See Section 640
 - (2) Life Membership See Section 645
 - (3) Dual Membership See Section 650
- (b) **Associate Member** - The eligibility for Associate Membership shall be detailed in the National By Laws and Administrative Procedures Article Five, Section 515 (b).
- (c) **Honorary Member** - The Department and its Detachments may issue Honorary Membership as described in the National By Laws and Administrative Procedures Article Five, Section 515 (c).
- (d) **Corporate Member** - Corporate Membership is a national activity only.
(Insert authorized by the 1996 Department Convention.)

SECTION 605 MEMBERSHIP APPLICATION - Any person eligible for membership in the Marine Corps League as defined by the National By Laws and Administrative Procedures, may initiate an application for membership as outlined in the National By Laws and Administrative Procedures Article Seven, Section 7020. (Section inserted by direction of the 1996 Department Convention.)

SECTION 610 MEMBERSHIP DUES AND FEES - The dues and fees structure will be detailed in the National By Laws and Administrative Procedures Article Seven, Section 7025. Department dues and fees will be authorized under the provisions of the Department Administrative Procedures Chapter Seven, Section 7025.

SECTION 615 GOOD STANDING - The definition of a member in good standing is given in the National By Laws Article Seven, Section 7030. (Chg. 2011)

SECTION 620 DELINQUENT MEMBER - The definition of delinquent membership and instruction for reinstatement of good standing is covered by the National By Law Article Seven, Section 7035. (Chg. 2011)

DEPARTMENT OF MASSACHUSETTS BYLAWS

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 qualifications for membership in accordance with the National Charter and By Laws of the Marine Corps League, Article Seven Section 7040, such member shall be dropped from the rolls immediately. Proper notice of such action and the reason therefor shall be expedited to the Department and National Headquarters.

SECTION 630 RIGHTS OF MEMBERS - No member shall be deprived of any rights and privileges in the Marine Corps League except for non payment or other indebtedness, unless the member shall first be charged, tried and found guilty in accordance with the provisions of the National By Laws and Administrative Procedures dealing with offenses and penalties.

SECTION 635 RIGHTS OF APPEAL - The right of appeal under the provisions of the National By Laws and Administrative Procedures shall not be denied.

SECTION 640 MEMBER AT LARGE - Any individual qualified for membership in the Marine Corps League may make an application to become a Member at Large. The procedure for new members and the transfer of existing Detachment members may be found in the National By Laws and Administrative Procedures Article Seven, Section 7045.

SECTION 645 LIFE MEMBER - Any member of the Marine Corps League who is good standing may become a Life Member upon proper payment of the fee, as required in the National By Laws and Administrative Procedures Article Seven, Section 7050.

SECTION 650 DUAL MEMBERSHIP - Dual membership is defined as membership in more than one Detachment by the same individual. Dual membership and the individual's standings in the Detachments concerned is covered in the National By Laws and Administrative Procedures Article Seven, Section 7060.

DEPARTMENT OF MASSACHUSETTS BYLAWS

ARTICLE SEVEN SUBSIDIARIES AND SUBORDINATE GROUPS

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 the name of the Marine Corps League are and shall ever be subject to the authority, supervision, direction, control and discipline of the National Headquarters, Marine Corps League. Details, instructions and requirements concerning such subsidiary organization and subordinate groups are found in the National By Laws and Administrative Procedures Chapter Eight, Section 8000.

SECTION 710 INCORPORATION - The Department of Massachusetts, Marine Corps League and its Detachments which engage in services or business will be incorporated. This requirement is detailed in the National By Laws and Administrative Procedures Article Eight, Section 850 (b).

DEPARTMENT OF MASSACHUSETTS BYLAWS

ARTICLE EIGHT MISCELLANEOUS

SECTION 800 AMENDMENTS - (Chg. 97-09)

- (a) The Department By Laws and Administrative Procedures may be revised, amended or repealed by a majority vote of the properly registered and approved Delegates voting at a Department Convention, provided that the proposed revision, amendment or repeal is submitted to the Department Adjutant no later than March 15 prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form in triplicate and will be in the exact wording intended. Submission should be sent via Certified US Mail, or by other carriers where Certified delivery may be verified and a Return Receipt may be requested.
- (b) To avoid possible confusion, each submission will address only one Section. However, if the proposal incorporates a revision, amendment or repeal that will interact with any other Sections, the change or correct wording of those Sections will be included in the single submission.
- (c) The Department Adjutant will distribute copies of each proposal, without comment, to the Chairman of the Bylaw Committee, each existing Detachment Commandant and each member of the Department Board of Trustees no later than April 1 prior to the Department Convention at which the proposal is to be considered. (Chg. 2011)

SECTION 805 EFFECTIVE DATE - Each revision, amendment or repeal of a provision of the Department By Laws and Administrative Procedures which are approved at a Department Convention, as outlined in Section 800, and does not provide for an effective date will become effective upon the close of the Department Convention at which it is approved.

SECTION 810 DEPARTMENT BY LAWS AND ADMINISTRATIVE PROCEDURES DISTRIBUTION - Each Detachment, each Department Board Trustee, the National Headquarters, Marine Corps League, the National Judge Advocate, the Massachusetts Pack, the Military Order of Devil Dogs, the Department of Massachusetts Marine Corps League Auxiliary, the Department Webmaster, and such other subsidiary organization within the Department of Massachusetts. Marine Corps League shall be provided at no charge one (1) copy of the Massachusetts By Laws and Administrative Procedures including all changes thereto. Additional copies of the Department of Massachusetts By Laws and Administrative Procedures will be for sale by the Department Paymaster. (Chg. 2011) The Webmaster's copy shall be in electronic format. (Chg. 2011)

DEPARTMENT OF MASSACHUSETTS BYLAWS

SECTION 815 BLANKET BOND - The following officers are included under a Blanket Bond provided by the National Organization:

(a) Department

Commandant (b)

Department Paymaster

SECTION 820 DISSOLUTION - Should the Department be dissolved, all funds and property will be surrendered to the National Board of Trustees as detailed in the National By Laws Article Ten, Section 1200. (Chg. 97-10)

SECTION 825 MEMBERSHIP LISTINGS - The membership listing of the Marine Corps League is proprietary information and under the control of the National Headquarters, Marine Corps League. Such membership list or other list derived there from shall only be used for official purposes of the Marine Corps League, the Department, or the respective Detachment. All use by the Department and/or Detachment, other than in the normal course of an officer's duties, shall be authorized in writing by the Department Commandant or the Detachment Commandant as may be appropriate. (Changed 6/1/01)

SECTION 830 VIOLATION - Any member who violates the precepts of the Department of Massachusetts or National By Laws and Administrative Procedures of the Marine Corps League is subject to the provisions of the Administrative Procedures Chapter Nine Grievance and Discipline.