



BYLAWS

of

Coastal Valleys Detachment #1340, Marine Corps League

Santa Maria, California

DRAFT

Prepared by:

Hugh J. Rafferty - Judge Advocate
Coastal Valleys Detachment #1340, Marine Corps League



Bylaws

Coastal Valleys Detachment #1340, Marine Corps League

Article I – Name

The name of this Detachment is: Coastal Valleys Detachment #1340, Marine Corps League

Article II – Purpose

The purpose of this detachment is:

- A. To preserve the traditions and promote the interests of the United States Marine Corps.
- B. To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship, that they may effectively promote the ideals of American freedom and democracy.
- C. To fit its members for duties of citizenship and 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 that 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.
- H. To aid voluntarily and to render assistance to all Marines and FMF Corpsmen, and former Marines and FMF Corpsmen as well as to their spouses, orphans and parents
- I. To perpetuate the history of the United States Marine Corps, and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

III – Membership

Honorary Membership

An honorary membership may be issued at the discretion of the Detachment Commandant to those persons who have been of extraordinary service to the Nation, to the community, to the United States Marine Corps or the Marine Corps League. An Honorary Member is not entitled to the rights, privileges and benefits available to a Regular or Associate Member. Payment of dues or initiation fees is not required. Honorary membership is granted, and does not require the submission of an application or dues.

The following paragraphs apply to Regular and Associate Membership.

Section 3.1 - Membership Eligibility (National Bylaws Chapter Six, Section 600)

A. Regular Membership:

Only persons who are serving or who have served honorably on active duty 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, and U. S. Navy Corpsman who have trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) worn on the service ribbon, and those who have earned the Warfare Device authorized for FMF Corpsman shall be eligible for Regular Membership in the Marine Corps League. Additionally, Korean War Era Marines who were ordered to active duty prior to completion of Recruit Training or Officers Training and subsequently received an Honorable Discharge prior to completion of ninety (90) days



Coastal Valleys Detachment 1340

Bylaws

active or Reserve duty shall be deemed eligible for Regular Membership. Nothing in Section 600(a) of the National Bylaws shall be deemed to be retroactive prior to August 10, 2002. "Honorable service" is defined by the last DD-214 or Certificate of Discharge that the applicant received.

B. Associate Membership:

Those individuals not qualified for Regular Membership in the Marine Corps League who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter may upon application to a Detachment 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 indicating, "Associate Member" will be issued by the National Headquarters. Associate Members shall be entitled to all rights, privileges, and benefits of a Regular Member with the following exception: an Associate Member shall not vote on a membership application, an election of officers, or hold an elected office.

- (1). Individuals applying for Associate Membership 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 must have reached the statutory minimum age for enlistment into the United States Marine Corps or United States Marine Corps Reserve prior to being enrolled as an Associate Member.

Section 3.2 - Membership Application

Any person eligible for membership in the Marine Corps League under the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League may initiate application for membership by completing a signed standard application form and presenting said form to a sponsoring member of the Detachment with all required dues and fees.

- A. The standard application form received by a member-sponsor shall be submitted to the Detachment Paymaster along with all dues and fees.
- B. All applicants for Regular or Associate membership, who served in another branch of service will be required to provide a DD-214, Honorable Discharge certificate, or an active duty, Reserve, or Retired military ID Card as documented proof of honorable service.
- C. The Detachment Adjutant shall review and record the application, and the verification of honorable service, stating all pertinent data including the name of sponsor and the type of honorable service document viewed, and clearly state that the required dues and fees are in the possession of the Detachment Paymaster
 - (1). The applicant must produce the required documents showing proof of honorable service prior to the transmittal of dues and fees, and prior to a vote on the application for membership.
- D. The acceptance of applicants to membership in the Detachment is the sole province of the Detachment as set forth in Article 5, Section 540 of the National Bylaws. A majority vote is required to elect an applicant to membership. No applicant shall be present for that portion of the meeting in which the application is being considered.
- E. In cases where an applicant is rejected for membership, the Paymaster shall return all money received from the applicant.

Section 3.3 - Initiation

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



Bylaws

Coastal Valleys Detachment #1340, Marine Corps League

Section 3.4 - Membership Dues

The annual renewal dues shall be \$40.00, payable to the Detachment Paymaster on or before the membership expiration date as shown on the member's card. This amount includes the National, Department, and Detachment dues.

Section 3.5 - Good Standing

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

- A. Required dues are not paid, and transmitted on or before membership expiration date, as shown on the member's membership card.
- B. A member is indebted or in arrears to the member's Detachment, Department, or to National Headquarters.
- C. Under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 910 of the National Administrative Procedures.

Section 3.6 - 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 as shown on the member's membership card.

- A. Such member shall be retained in the delinquent status for a maximum of one year, during which time the member may erase this status by making payment of all dues in arrears and all dues current, and provided the member is not indebted to the Detachment, Department, or to National Headquarters.
- B. Should the affected member remain in the delinquent status in excess of one year, such member shall be dropped from all membership rolls. The 'good standing' status of such member shall be restored only through the processing of a standard application form as a new member, which shall include the current initiation fee and dues as established by the provisions of the National Bylaws, Article Six, Section 610. A member who is delinquent for more than one year and wishes to reinstate continued membership status shall do so by submitting the standard application form which shall be accompanied by ALL past dues and assessments which have accumulated during the entire period of the applicant's delinquent status.
- C. No delinquent member will be transferred to another Detachment.

Section 3.7 - Ineligible Member

- A. If there is reason to believe a member of the Detachment does not meet the membership qualification to be a regular member of the Marine Corps League, the reason(s) must be submitted in writing to the Commandant who will require the Judge Advocate to make a careful investigation into the charge as presented. If after a careful investigation has been made and it is determined the member charged does not have the necessary qualifications, said member shall be dropped from the rolls immediately. Proper notice of such action and the reasons therefore shall be expedited to the Department and National Headquarters. A copy of this notice will be mailed via 'Certified Mail - Return Receipt Requested' to the person removed from the rolls.
- B. If the person to be investigated is the Commandant, the request shall be given to the Senior Vice Commandant.
- C. If the person to be investigated is the Judge Advocate, the Commandant will appoint a Past Detachment Commandant to lead the investigation.

Section 3.8 - Rights of Members

No member shall be deprived of any rights and 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 provisions of Chapter Nine of the National Bylaws and Administrative Procedures dealing with offenses and punishments.



Coastal Valleys Detachment 1340

Bylaws

Section 3.9 - Grievance and Discipline

This Detachment shall have no disciplinary jurisdiction over any member. Any grievance or disciplinary charge shall be processed to the Department in accordance with the provisions of the National Bylaws and Administrative Procedures, Chapter Nine.

Section 3.10 - Right of Appeal

The right of appeal under the provisions of the National Bylaws and Administrative Procedures shall not be denied.

Section 3.11 - Member-At-Large

Any Detachment member who is in good standing may become a Member-At-Large by tendering a written resignation of his membership in the Detachment to the Commandant. Upon acceptance of the resignation by a vote of the Detachment, the Detachment Paymaster shall notify National Headquarters of such resignation via the Department Paymaster using the standard *Request for Transfer* form. Upon receiving the notification of resignation, the National Headquarters shall remove the name of the resigned member from the Detachment membership roster. National Headquarter shall carry the resigned member on its membership roster as a Member-At-Large.

- A. A Member-At-Large is eligible to affiliate with a detachment without further payment of a fee or dues, provided said member is in good standing at the time of affiliation.
- B. Upon the acceptance of a Member-At-Large into the Detachment the standard *Request for Transfer* form will be remitted to National Headquarters via the Department Paymaster, requesting that said member be transferred from the status as a Member-At-Large to the status as a member of the Detachment.

Section 3.12 - Dual Membership (Membership in more than one Detachment by the same individual).

When a member of the Marine Corps League becomes a Regular Member in good standing in more than one Detachment, such membership in the subsequent Detachment shall be counted for voting strength at Department and National Conventions only as an Associate Member. Such Regular Member shall be a regular voting member in the Detachment first joined unless he/she makes a signed written request for transfer of voting rights to the receiving Detachment. The receiving Detachment shall then forward the required copies of the transfer of voting rights to National Headquarters via the Department Paymaster. The Transfer Form (Enclosure 7) of the National Bylaws and Administrative Procedures will be utilized for the purpose of transfer of voting rights to another Detachment.

Section 3.13 - Life Membership

Regular or Associate Members of the Marine Corps League who are in good standing may become Life Members upon proper payment of the fee, as is currently required under the provisions of the National Bylaws, Article Six, Section 645.

- A. Life Members shall be subject to the payment of **NO** further membership dues.
- B. Such member shall have all the privileges, rights, and benefits enjoyed as a member so long as that Life Member shall live.
- C. The full Life Membership fee shall be paid to National Headquarters with no discounts, rebates, and no installment plan whether such fee is paid by the individual or awarded by the Detachment.

Section 3.14 - Certification of Life Members

The Detachment will annually audit its participating Life Members, as shown on the Quarterly Membership Listing of 30 June each year, in accordance with the National Bylaws, Article Six, Section 646.



Bylaws

Coastal Valleys Detachment #1340, Marine Corps League

Section 3.15 - Transfer of Members

Any member in good standing may transfer from this Detachment to another, without payment of additional dues or transfer fees, upon application to and the approval of the gaining Detachment. Procedures for transferring are described in the National Bylaws and Administrative Procedures, Chapter Seven, Section 710.

IV – Officers and Duties

Section 4.1 – Detachment Staff

The Detachment Staff shall be comprised of the elected officers; and the appointed Staff Officers.

Section 4.2 - Elected Officers

In addition to the specific duties of the individual officers; as herein stated, it shall be the duty of each officer to acquire a working knowledge of the Marine Corps League National Bylaws and Administrative Procedures, Department of California Bylaws and the Coastal Valleys Detachment #1340, Marine Corps League Bylaws.

A. Commandant

The Commandant shall:

- (1). Preside at all meetings of this Detachment and at all meetings of the Board of Trustees
- (2). Together with the Board of Trustees have direction and control of the executive and administrative affairs of the Coastal Valleys Detachment #1340, Marine Corps League.
- (3). Observe and enforce the Marine Corps League National Bylaws and Administrative Procedures, Department of California Bylaws and the Detachment Bylaws.
- (4). 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
- (5). Call meetings of the Detachment Board of Trustees.
- (6). Prepare the agenda for all meetings.
- (7). Appoint the Adjutant, Paymaster, Chaplain, Sergeant at Arms and such other officers as deemed necessary.
- (8). Appoint such standing and special committees as are deemed necessary.
- (9). With the Paymaster have custody of all funds of the Detachment.
- (10). Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.
- (11). Surrender all books, records and properties of the Detachment to the duly elected successor.

B. Senior Vice-Commandant

The Senior Vice-Commandant shall:

- (1). Provide assistance and support to the Commandant
- (2). During the absence of the Commandant, shall preside in his place
- (3). Develop and implement sufficient revenue programs to meet Detachment's budget requirements
- (4). Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.
- (5). Shall Surrender all books, records and properties of the Detachment to the duly elected successor.



Coastal Valleys Detachment 1340

Bylaws

C. Junior Vice-Commandant

The Junior Vice Commandant shall:

- (1). Provide assistance and support to the Commandant
- (2). In the absence of both the Commandant and Senior Vice-Commandant he shall preside in the place of the Commandant.
- (3). Develop and implement programs for increasing and retaining membership
- (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.

D. 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). Be sufficiently well versed in issues of parliamentary procedure, ritual, and business order as to provide guidance on such matters to the Commandant or Presiding Officer when so requested
- (3). Maintain copies of National, Department and Detachment bylaws with the most recent changes
- (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

Section 4.3 - Appointed Officers

The Commandant shall appoint the following Detachment Staff Officers to assist in the administration of the business of the Detachment during his/her term of office. Those appointed may be Regular or Associate Members.

A. Adjutant

The Adjutant shall:

- (1). Record accurate minutes of meetings, particularly resolutions, and transcribed 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). Call the roll at meetings.
- (6). Send out notice of special meetings, and to conduct the general correspondence of the Detachment.
- (7). Be responsible for notifying the following government agencies of changes of addresses of responsible report officer: Internal Revenue Service, California Secretary of State, and California Attorney General's Office.
- (8). Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment.
- (9). Surrender all books, records and properties of the Detachment to the duly appointed successor.



Bylaws

Coastal Valleys Detachment #1340, Marine Corps League

B. Paymaster

The Paymaster shall:

- (1). Receive all incoming money and disburses that money according to instructions from the 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 Paymasters report at each Detachment meeting, and make a full financial report annually
- (5). Receive membership dues, complete and forward membership transmittal in compliance with Department and National administrative procedures
- (6). Complete and file State and ~~or~~ Federal tax forms when required
- (7). Be responsible to ensure that the Detachment spends within the established budget
- (8). Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Detachment
- (9). Surrender all books, records and properties of the Detachment to the duly appointed successor.

C. 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 Chaplain and Department Chaplain citing the full name of the deceased; the name, address, and phone number of next of kin; and any known funeral arrangements; utilizing the 'Notice of Death' form
- (4). Assist members and their families at time of death, as well as offer support to Marines or Marine families who are not members
- (5). Provide invocations and services as required at gatherings of members
- (6). Visit or correspond with sick members as appropriate
- (7). Surrender all books, records and properties of the Detachment to the duly appointed successor.

D. Sergeant-at-Arms

The Sergeant-at-Arms shall:

- (1). Be the custodian of the Detachment Charter
- (2). Be responsible for ~~the~~ setting up and restoring of the meeting room
- (3). Assist the Commandant, when requested, in maintaining order at meetings.
- (4). Assure that persons present at meetings are authorized to attend
- (5). Present and post the Colors, and ensure the Pledge of Allegiance is rendered
- (6). Abide by the Ritual Manual in the conduct of office
- (7). Surrender all books, records and properties of the Detachment to the duly appointed successor.



Coastal Valleys Detachment 1340

Bylaws

E. Junior Past-Commandant

The Junior Past Commandant shall:

- (1). Be appointed to the Board of Trustees as authorized by Article Four, Section 415 of the National Bylaws to serve a term of one year
- (2). Provide guidance and counsel to the Detachment Officers.
- (3). Surrender all books, records and properties of the Detachment to the duly appointed successor

F. Public Relations and Press Officer

The Public Relations and Press Officer shall:

- (1). Coordinate with local newspapers, radio and TV for release of Public Service Announcements,
- (2). Maintain a current list of media contacts.

G. Web Sergeant

The Web Sergeant shall:

- (1). Serve under the direction of the Board of Trustees
- (2). Design, manage, and maintain the Detachment's website
- (3). Ensure the Detachment web site domain name is properly registered as property of Coastal Valleys Detachment #1340, Marine Corps League
- (4). Ensure timely payment of the web site domain name registration fee
- (5). Surrender all books, records and properties of the Detachment to the duly appointed successor.

Section 4.4 - Nomination Procedure

At the regular meeting held on the fourth Tuesday in November, a Nominating Committee of four shall be elected by the members. It shall be the duty of this committee to nominate candidates for the elective offices to be filled at the annual meeting in January. The Nominating Committee shall report at the regular meeting in December. Nominations from the floor shall be permitted prior to voting at the annual meeting in January.

- A. Nominees for office shall be Regular Members of the Detachment and in good standing at the time of nomination and election.
- B. Nominated members retain the right to cast a vote.

Section 4.5 - Election, Term of Office

- A. The officers shall be elected by ballot for a term of one year or until their successors are elected, and may stand for re-election one consecutive additional year. Their term of office shall begin at the close of the annual meeting at which they are elected.
- B. Vacancies created during the normal term of office shall be filled by means of a special election. Those elected during such special elections shall serve only for the unexpired term of such office.

Section 4.6 - Elective Officers

The Detachment Officers to be elected during the annual election process shall be: Commandant, Senior Vice Commandant, Junior Vice-Commandant, and Judge Advocate.

- A. Elected officers shall hold only one office at a time.
- B. A majority of votes shall elect.
- C. 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.



Bylaws

Coastal Valleys Detachment #1340, Marine Corps League

Section 4.7 - Installation

The Commandant-Elect shall select an Installing Officer. Such information shall be forwarded to the Department Commandant. The Installing Officer must be a serving or past National, Department or Detachment Commandant, or a serving elected National or Department Officer.

- A. Installation must be conducted no later than the last day of the month subsequent to the election.
- B. It shall be the responsibility of the Installing Officer to date, sign and forward the Report of Officer Installation to the Department Paymaster within five (5) days of the installation.

Section 4.8 - Resignation or Death of a Detachment Officer

In the event of a tendered resignation or death of a Detachment officer, the following procedures will be followed:

- A. If an officer tenders a resignation from office, a meeting shall be scheduled with the Board of Trustees and the officer to discuss the resignation. If, after such meeting, the officer still wishes to resign, the resignation shall be accepted.
- B. The Commandant shall initiate the process to fill the unexpired term of office created by the resignation or death of an elected officer. Notification shall be made to the membership of a special election to be conducted at the next regularly scheduled meeting of members subsequent to the death or resignation of an officer. Election procedures will be as prescribed in Section 4.6A, B and C.
- C. In the event of the resignation or death of an appointed officer, the Commandant shall appoint a qualified member to fill the unexpired term of office.

Section 4.9 - Removal for Cause

Whenever an elected or appointed officer commits an act contrary to the National Bylaws and Administrative Procedures of the Marine Corps League, or an act which is deemed not in the best interest of the Marine Corps League, said member will be charged as provided for in Chapter Nine, Section 904 of the National Bylaws and Administrative Procedures.

- A. If an elected officer is found neglect in the duties of office, the election of that officer can be rescinded by a two-thirds vote of the membership at any meeting provided prior notice has been given.
- B. The Commandant may rescind the appointment of an officer found neglect in the duties of office.

V – Meetings

Section 5.1 - Regular Meetings

Regular monthly meetings of the Detachment will be held on the fourth Tuesday of the month. If the time, day or location of a meeting must be changed due to unforeseen circumstances, all members in good standing will be notified by the most expedient method.

Section 5.2 - Annual Meeting

The regular meeting on the fourth Tuesday of January shall be the Annual meeting. At this meeting the election of officers shall be conducted, and annual reports from officers and committees received.

Section 5.3 - Special Meetings

A special meeting may be requested by the Detachment's Board of Trustees or by any seven (7) members of the Detachment. The request for a special meeting and the reason(s) must be in writing and presented to the Commandant. All members in good standing shall be notified by the most expedite method at least ten (10) days in



Coastal Valleys Detachment 1340

Bylaws

advance of a special meeting. The notice must state the business to be considered at the special meeting, the date, the time and the place. No other business shall be discussed.

Section 5.4 – Quorum

- A. The quorum shall be seven members in good standing of the detachment.

Article VI - Board of Trustees

Section 6.1 - Board Composition

The elected officers of the Detachment, and the Junior Past Commandant, shall constitute the Board of Trustees.

Section 6.2 - Duties and Responsibilities

The Board of Trustees shall have general supervision of the affairs of the Detachment between meetings, make recommendation 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 6.3 - Board Meetings

Unless ordered by the Board, regular meetings of the Board of Trustees shall be held at least once each calendar quarter.

Section 6.4 - Quorum

A quorum for a Board meeting shall consist of 3 members of the Board of Trustees.

Article VII – Committees

Section 7.1 - Finance Committee

A Finance Committee composed of the Paymaster and four other members shall be appointed by the Commandant promptly after each July meeting. It shall be the duty of this committee to prepare a budget for the fiscal year ending the last day of June, and to submit it the Detachment at its regular meeting in July. 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.

Section 7.2 - Auditing Committee

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

Section 7.3 - Other Committees

Such other committees, standing or special, shall be appointed by the Commandant as necessary to carry on the work of the Detachment. The Commandant shall be an ex officio member of all committees except the Nominating Committee.

Article VIII - Dissolution of Detachment

Section 8.1 - Charter Suspension or Revocation

The Charter of this Detachment is subject to being suspended or revoked by the Department Board of Trustees for any of the following:



Bylaws

Coastal Valleys Detachment #1340, Marine Corps League

- A. The persistent failure to maintain a minimum of fifteen members in good standing.
- B. The persistent failure to promptly forward funds due to the National body.
- C. Willful violation of the National Bylaws and Administrative Procedures.
- D. Acts and conduct bringing the Marine Corps League into public disrespect.
- E. The violation of Federal, State, or Municipal laws or ordinances
- F. Other activities detrimental to the good name of the Marine Corps League.

Section 8.2 - Voluntary Surrender

The Charter of this Detachment may be voluntarily surrendered for such reasons as may be determined by the members. Upon determination that it is no longer practical to maintain the Detachment, the Board of Trustees shall immediately notify the Department Commandant, and follow the procedures set forth in the National Bylaws and Administrative procedures, Article Five, Section 560.

Article IX - Fiscal and Financial.

Section 9.1 - Fiscal Year

The fiscal year for the Detachment is from 1 July to 30 June.

Section 9.2 - Budget

The Finance Committee shall present a budget to the membership for their 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 9.3 - Expenditures

The expenditure of non-budgeted amounts, or for amounts in excess of those approved in the budget which are deemed necessary in the operation of the Detachment, must be approved by the vote of the members in good standing with the following exceptions:

- A. The Board of Trustees may make proposed changes based on the level of funds in the treasury and operational requirements of the Detachment.
- B. The Board of Trustees 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.
- C. No expenditures are to be made through the Paymaster except as provided for in the budget and the provisions of Article VIII.
- D. Expenditures, regardless of budget or other authorization, are subject to funds available from within the Detachment's available cash, checking, and other income accounts. No authorization shall allow the use of funds from accounts for purposes other than those defined in Section 9.4 of this Article.
- E. Any member who proposes to perform a paid service for the Detachment must have prior approval of the Detachment before any reimbursement of expenses will be made.
- F. 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.



Coastal Valleys Detachment 1340

Bylaws

Section 9.4 - Financial Accounts

The Detachment shall establish, at the appropriate time, a minimum of three accounts for the conduct of business in meeting the purposes and objectives of the Detachment and the Marine Corps League. These accounts shall be segregated based on the source and use of funds. It is imperative that the accounting for and the use of funds will leave no question as to the prudence, and the credibility of the Detachment.

A. Operations Account

This account shall be used for the day-to-day operations of the Detachment including, but not limited to expenditures for postage, printing and copying supplies, repairs, flags, and ceremonial equipment necessary to the functions of the Detachment, and expenditures for reimbursement to members when authorized. This account may be used for the distribution of funds transferred from the Reserve Account.

B. Programs Account

This account shall be used for programs and support activities that are charitable in nature, and which are approved by the Detachment membership. The source for these funds will include, but are not limited to donations, and program specific fund raising activities. An amount for administration purposes may be transferred to the Reserve Account as provided for in subparagraph (1) below:

- (1) In consideration of the expenditures necessary in the Detachment's solicitation of funds and donations for the Programs Account, the direct costs for generating those funds may be deducted from Programs Account revenue and transferred to the Reserve Account.
- (2). In addition to such other financial accounts as the Detachment may establish, a fund for the assistance and support of Marines and Detachment members shall be established within the Programs Account. These funds shall be used only in the event of immediate and dire financial need of a Marine, former Marine, FMF Corpsman, or former FMF Corpsman, Detachment member, or their immediate family. The amount of funds provided is to be based on the recommendation of the Board of Trustees, and the approval by majority vote of those members in good standing who are present at a regular meeting when the question is presented.
- (3). The expenditure of such funds shall normally be in the form of an interest free loan, but may be in the form of a donation. If the expenditure of funds is in the form of a loan, the recipient will be required to sign a note that specifies the terms of repayment.
- (4). The anonymity of the person or family receiving such loan or donation shall be maintained to all members of the Detachment other than the Board of Trustees and appropriate members of the Officer Staff.

C. Reserve Account

This account should be established as an interest bearing/income producing account to serve as a reserve source of funds for the Programs and Operations Account. The source of funds for this account will be derived through donations, drawings, or other fund raising activities not related to specific charitable programs.

- (1). The Reserve Account may be used to fund Detachment related functions and programs that are of primary benefit to its members and Marines, such as, but not limited to, the Marine Corps Birthday, periodic parties and picnics, and membership recruiting efforts, and acquisition of merchandise for drawings.
- (2). The Board of Trustees shall establish a minimum level of funds to be maintained in the account as the reserve for the Programs and Operations Accounts. Authority to drop below this minimum level of funds requires the approval by majority vote of the Board of Trustees.

D. Other Accounts

Additional accounts may be established by the Board of Trustees as may be required for the conduct of the business of the Detachment.



Bylaws

Coastal Valleys Detachment #1340, Marine Corps League

E. Authorized Signatures

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

Section 9.5 - 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 members in good standing at a regular meeting.

Section 9.6 - Bonding

All Detachment Officers handling Detachment funds shall be bonded. The Detachment Commandant and Detachment Paymaster are covered under a "Blanket" bond held and paid for by the National Headquarters. In addition, those Detachment officers authorized by the Detachment Commandant to handle Detachment funds are also covered by this blanket bond.

Article X – Uniforms

Section 10.1 - Uniform Requirements

Ownership of Marine Corps League uniforms is not required as a condition of membership. The Detachment encourages members to obtain and maintain in good repair, the approved uniforms of the Marine Corps League.

A. The standard Marine Corps League cover is the minimum uniform item worn by members to be considered in uniform.

Section 10.2 - Approved Uniforms

Only those uniforms that are outlined in Enclosure 3 of the National Bylaws and Administrative Procedures are approved uniforms of the Marine Corps League. Although clothing worn with the standard cover may have a Marine Corps or Marine Corps League theme, that attire is not a uniform of the League.

A. Uniforms will be worn in accordance with Marine Corps League Uniform Code as set forth in the National Bylaws and Administrative Procedures, Enclosure 3.

B. The Board of Trustees shall determine and notify members of the uniform to be worn for specific occasions.

Article XI - Parliamentary Authority

Section 11.1. - Robert's Rules of Order

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern meetings where they are not in conflict with the bylaws, or other special rules of order the Detachment may adopt.

Article XII – Amendments

Section 12.1 - Procedures

These Bylaws may be amended at any regular meeting of the Detachment by a two-thirds vote of those members in good standing, provided that the amendment has been submitted in writing at the previous regular meeting. Proposed amendments cannot be inconsistent with the provisions contained in the National Bylaws nor Detachment Bylaws.



Coastal Valleys Detachment 1340

Bylaws

Section 12.2 - Effective Date

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