

UPPER CHATTAHOOCHEE DETACHMENT #665, INC.
MARINE CORPS LEAGUE
BY-LAWS
AND
ADMINISTRATIVE PROCEDURES

By-Laws

Upper Chattahoochee Detachment #665, Inc.

Marine Corps League

Gainesville, Ga.

Article I - Name

Section 1. The name of this organization shall be Upper Chattahoochee Detachment #665, Inc. Marine Corps League. This Detachment is a subordinate unit of Marine Corps League National Headquarters, Merrifield, Virginia 22116-3070, and is also a subordinate unit of the Department of Georgia, Marine Corps League. Marine Corps League National Headquarters is a duly qualified tax-exempt entity pursuant to the provisions of the Internal Revenue Code, Section 501(c)(4).

Article II - Purpose and Nature

Section 1. The objectives and purposes of this Detachment are:

- To preserve the traditions and to promote the interests of the United States Marine Corps;
- To band those who are now serving in the United States Marine Corps, eligible FMF Corpsmen, and those who have been honorably discharged from the United States Marine Corps, together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- To help fit its members for duties of citizenship and to encourage them to serve as ably as Citizens as they have served our Nation under arms;
- To hold sacred the history and memory of the men and women who have given their lives to the Nation;
- To foster love for the principles which they have supported by blood and valor since the founding of the Republic;
- To maintain true allegiance to American institutions;
- To create a bond of comradeship between those in the service and those who have returned to civilian life;
- To aid voluntarily and to render assistance to all Marines and FMF Corpsmen, uniformed and civilian as well as their spouses, widows, orphans and parents;
- 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.

Section 2. The Detachment is not organized and shall not be operated for pecuniary gain or profit. No part of the property of the corporation and no part of its net earnings shall inure to the benefit of or be distributable to any trustee, member or other private individual. The Detachment shall

never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other activity except in furtherance of the purposes for which the Detachment is organized.

Section 3. No substantial part of the activities of the Detachment shall consist of attempting to legislate, by propaganda or otherwise. The Detachment shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 4. These Detachment by-laws are to conform to the by-laws, administrative procedures, regulations and policies of the Marine Corps League and Department of Georgia, Marine Corps League. Any by-law subsequently determined by the Department of Georgia or National Headquarters Marine Corps League to be inconsistent with said by-law, administrative procedures, regulations or policies shall be null and void.

Article III - Membership

Section 1. Membership in this Detachment cannot be denied on the basis of race, religion, sex, creed, or national origin, as long as all other membership requirements are met.

Section 2. Any person who otherwise conforms to the requisites as to eligibility prescribes in the National By-laws shall be eligible to become a member of this Detachment.

Section 3. Dues are necessary to provide the foundation of the Detachment's fiscal program. A portion of dues collected is submitted to the Department and National organizations to support their operations. The remainder is kept in the Detachment's treasury. The amount of dues to be paid shall never be less than what is required by National and the Department. The specific amount shall be set by the Board of Trustees and ratified by the general membership. Members who wish the Board to consider specific amounts for dues may request a hearing before the Board at any regular meeting of the Board. The Board may decide to the request under consideration, or immediately refer it to the general membership for approval.

Article IV - Officers

Section 1. The organization of the Detachment shall be as follows:

Board of Trustees. The Board of Trustees shall be comprised of the officers of the Detachment, plus the Junior Past Commandant. It may include non-members who are prominent citizens known for their good judgment and executive expertise. Such non-members may be invited to sit on the Board by approval of a simple majority of elected officers. At no time will the number of such non-members exceed one-third.

Executive Staff. The Executive Staff shall be comprised of the elected officers listed in Section 2 of this Article.

Special Staff. The Special Staff shall be comprised of those appointed officers and committee chairpersons who are appointed by the Commandant, ratified by the Board of Trustees, and whose responsibilities are limited by purpose or duration to particular event, objectives or scope. This includes project officers and special events chairpersons. The Special Staff members serve at the pleasure of the Commandant and their term shall expire at the end of the Commandant's term.

Section 2.

Elected Officers. Commandant, Senior Vice-Commandant, Junior Vice Commandant, and Judge Advocate. Elected offices of the Detachment must be held by Regular (Marine or FMF Corpsman) members in good standing within the Detachment.

Appointed Officers. Adjutant, Paymaster, Sergeant-at-Arms, Chaplin and such other officers as the Commandant shall deem necessary to serve the Detachment. Appointed Officers serve at the pleasure of the Commandant.

Section 3. The basic duties of Detachment officers are summarized below, and set forth in the National By-Laws. Based on Detachment objectives and programs, these duties may be modified or expanded upon.

Commandant: Presiding officer at membership, officer, and other meetings; the key leadership position of the Detachment; Chief Executive Officer (CEO) of the Detachment, and Chairman of the Board of Trustees; chief Detachment representative in public relations; responsible for formulating and developing programs; appoints appropriate committees for carrying on Detachment business; responsible for fiscal stability and procedures; Signer on Detachment checking accounts (bonded by MCL National); abides by the by-laws and policies of the Marine Corps League.

Senior Vice-Commandant: Assists and supports the Commandant; chairs committees as requested by the Commandant; presides in absence of the Commandant; candidate for office of Commandant at expiration of terms if wishes.

Junior Vice-Commandant: Chairman of membership (recruiting and retention) programs; works on, or presides at committees designated by Commandant; presides in absence of Senior Vice-Commandant and Commandant.

Judge Advocate: Legal counsel of the Detachment; render opinions based on policies, by-laws, or precedents of the Detachment; advise on by-laws and policies of the Marine Corps League; assure that Detachment abides by the by-laws of the Detachment and Department.

Junior Past Commandant: The immediate past Commandant of the Detachment; May serve as a member of the elected Board of Trustees; provides bridge in turnover of administrative functions; assists incumbent Commandant and officers as directed by the Commandant.

Adjutant: Keep accurate minutes of meetings; prepare and transcribe minutes for permanent record of the Detachment; prepare and assist in preparation of correspondence and bulletins in conjunction with Commandants and officers; maintains Detachment records, including membership; post official notices; make reports at meetings; assure that resolutions are maintained as corporate records; sends communications from the Commandant and Trustees to the membership; provides notice of meetings to the membership and media.

Paymaster: Keep accurate fiscal records; responsible for banking and financial accounts; signer on fiscal and banking documents (bonded by MCL National); Maintains Detachment financial records; Pays authorized bills and assures legitimacy of funds disbursed through budget and/or Board of Trustees approval; makes fiscal and financial reports at meetings; receives dues and forwards dues transmittals; abides by procedures of Detachment, Department and National.

Sergeant-At-Arms: Set up meeting rooms; present the Colors/lead “Pledge of Allegiance”; maintain order at meetings; respond to instructions from the Commandant; admit members in good standing or appropriate parties as directed; abide by the ritual of office.

Chaplain: Performs duties of a spiritual nature; visits sick members/families and sends appropriate cards; sends cards of sympathy in event of death of family member or member’s family; provide invocations and services as required; perform duties as requested by the Commandant; abide by the ritual of office.

Article V - Election of Officers

Section 1. The term of office is defined as one year, beginning with installation at the first regular meeting of each anniversary year, usually in April and ending upon installation of new officers the following year. The Commandant, Senior Vice-Commandant, Junior Vice-Commandant and Judge Advocate shall be limited to serving no more than two consecutive terms in the same office.

Section 2. Annually, in January, the Board shall appoint a Nominations Chairperson, usually the Chaplain, who may then select members to serve on the Committee. This Committee shall seek out the best qualified members to fill elected positions, beginning with the position of Commandant, and prepare recommendations for appointed positions. The resulting slate of candidates shall be presented to the general membership at the regular meeting in March, at which time nominations for any elected office may be made from the floor. Elections will take place at the regular meeting in April. Upon receipt, seconding and approval of a proper motion, nominations will close and the election will proceed. The Sergeant-at-Arms will secure the quarters when the nominations procedure commences. All nominees must be present at the March or April meeting to verbally accept or decline the nomination. Those unable to be present may accept the nomination in writing by submitting a letter indicating their willingness to serve. Such letters are to be submitted to the Nominations Chairperson or the Adjutant either by hand, U.S. Mail, or email. In the event of a contested election (two or more candidates for any one office), the Nominations Chairperson or their designee will allot each candidate a set amount of

time to address the general membership prior to the elections at the April meeting. Those candidates, who are unable to attend, may submit their remarks in writing to the Nominations Chairperson or the Adjutant either by hand, U.S. Mail, or email, which shall be read to the general membership by the Nominations Chairperson or their designee.

Section 3. Only Regular members in good standing may vote. Elections shall be held by secret ballot, unless the motion is made, seconded and approved to consider the slate of candidates proposed by the Nominations Committee in its entirety, in such case a voice vote is called for. The Chaplain shall count the ballots, with results announced immediately. The Sergeant-at-Arms will ensure that no member leaves once the election begins, until the results are announced.

Article VI - Resignation, Death or Removal of Officers

Section 1. It is anticipated that members elected to office will acceptably discharge their duties, however occasions may arise where an officer is unable or unwilling to do so. In such cases, these officers must be replaced expeditiously.

Section 2. Upon receipt of resignation or notice of death of an officer, the Board of Trustees shall hold a called meeting to determine replacement. The Nominations Committee Chairperson may be asked to provide information relevant to the committee's deliberations prior to the election of the resigned or deceased officer, in order to support the Board's decisions. The Board shall appoint a replacement to complete the unexpired term of the office vacated, based on qualifications and willingness to serve.

Article VII - Meetings

Section 1. The Detachment will meet monthly at such time and place to be determined by the Board, subject to change by the Commandant, and upon notification of the members. The Executive Staff will meet no less than once per quarter, but may meet more frequently at the discretion of the Commandant. The Board of Trustees will meet at least quarterly, and may meet in conjunction with a regular staff meeting.

Section 2. For purposes of conducting official business a quorum shall be considered to be a simple majority of those members present. For meetings of the Executive Staff, a quorum shall be no less than three. For meetings of the Board of Trustees, a quorum shall be considered to be a majority of its members.

Article VIII - Committees

Section 1. The Board of Trustees may appoint, from time to time, such committees it deems necessary to conduct the overall mission and program of the Detachment. Committee members serve at the pleasure of the Board, and any committees thus established may be terminated at its discretion. The Commandant is an ex-officio member of all committees.

Section 2. A certain number of standing committees are necessary for the smooth transaction of Detachment business. These are: Finance Committee: Chaired by a member-at-large, comprised

of the Sr. Vice Commandant (ex-officio), the Paymaster (ex-officio), and at least three members-at-large. The Finance Committee is charged with oversight of the Detachment's fiscal program, and will audit the Detachment's books annually. Standing committees may be established, changed, or abolished by amendment.

Article IX - Fiscal and Financial

Section 1. The fiscal year for the Detachment shall be from 1 July to 30 June.

Section 2. The Paymaster is the authorized fiscal agent for the Detachment. For issuance of checks or withdrawal of funds, the signature of the Paymaster or the Commandant is required. In order for the Detachment to purchase the necessary supplies, pay the general operating expenses necessary to operate in a business-like and professional manner, and to provide for the needs of Marines in distress, the Paymaster or the Commandant may approve no more than 3 disbursements of up to \$200.00 per calendar month. Expenditures exceeding \$200 per disbursement, or 3 disbursements per calendar month, must first be approved as follows: any disbursement over \$200.00 and up to \$500.00, must be first approved by the Board of Trustees; Over \$500.00 and up to \$1,000.00 must be first approved by the Finance Committee and then the Board of Trustees; Over \$1,000.00 must first be approved by the Finance Committee and the Board of Trustees and then presented to the general membership for approval at a regular meeting or a meeting called specifically for such purpose. In the event of indebtedness negotiations or dissolution, the exercise of funds to discharge legal liabilities will comply with the Articles of Incorporation.

Section 3. Funds shall be used for the purposes for which they have been given, i.e.; Funds donated for Toys for Tots will be turned over to the local Toys for Tots Coordinator, not used to fund a Detachment function. The Paymaster will arrange the Detachment's books to account for such different classes of funds, and will account for them separately. When the purpose for which an account has been established no longer exists, the account shall be closed, report made to the Board, and any left-over funds transferred to the general treasury.

Section 4. Officers who expend funds in the transaction of official Detachment business may request reimbursement. If at all possible, approval for such request for reimbursement will be made prior to the expenditure of funds. Evidence of the expense, such as receipts or invoices, must be provided. Generally, any expense for other than personal or uniform items can be considered reimbursable. Cost of travel to another Detachment's meeting or to a Department function is not considered reimbursable, unless such travel is completed at the request of the Board.

Section 5. The Finance Committee shall annually audit the Detachment's books and make a full disclosure of any findings to the general membership along with a financial report for the fiscal year just ended. Such audit will also be completed upon any change in the office of Paymaster.

Article X - Uniforms

Section 1. The Detachment encourages members to obtain regulation Marine Corps League uniforms, however uniforms are not a condition of membership. Uniforms will be worn in accordance with Marine Corps League policy as set forth by National policies.

Article XI - Amendments

Section 1. These by-laws may be changed by amendment at either a regular or called meetings, by a two-thirds (2/3) majority of the Regular members of the Detachment attending said meeting, provided that the proposed amendment(s) have been submitted in writing to the Adjutant, and shall have been read at the preceding regular meeting of the Detachment. The Adjutant shall publish the proposal(s) in the Detachment newsletter and add the matter to the agenda for the next meeting. A time period for discussion may be set by motion, at the expiration of which a show of hands will indicate acceptance or rejection. In accordance with the National By-laws, any amendments must be approved by the Department Judge Advocate before they take effect.

Article XII

Section 1. These by-laws, upon adoption, repeal and supersede any other by-laws of this Detachment, together with any amendments made to such prior by-laws.

Changed Dates

Change 1. Dated June 9, 2012 affected ARTICLE V, SECTION 2 and added the following language to the end of the existing section. All nominees must be present at the March or April meeting to verbally accept or decline the nomination. Those unable to be present may accept the nomination in writing by submitting a letter indicating their willingness to serve. Such letters are to be submitted to the Nominations Chairperson or the Adjutant either by hand, U.S. Mail, or email. In the event of a contested election (two or more candidates for any one office), the Nominations Chairperson or their designee will allot each candidate a set amount of time to address the general membership prior to the elections at the April meeting. Those candidates, who are unable to attend, may submit their remarks in writing to the Nominations Chairperson or the Adjutant either by hand, U.S. Mail, or email, which shall be read to the general membership by the Nominations Chairperson or their designee.

ADMINISTRATIVE PROCEDURES

Upper Chattahoochee Detachment #665, Inc.

Marine Corps League


SECTION 100 – TRAVEL EXPENSES

The Detachment is authorized to reimburse individual members and associate members up to 50%, based on double occupancy, of their hotel room rate per night when traveling on official Detachment business provided the individual is a Detachment #665 member in good standing 90 days prior to actually incurring the expense. The net reimbursement per event are to follow the expenditure approval procedures outlined in Article IX, Section 2 of the Detachment by-laws. Adopted by membership vote March 10, 2012.


A change to the Upper Chattahoochee Detachment #665, Inc. Marine Corps League (Det. #665) By-Laws and Administrative Procedures (By-Laws) was proposed and discussed at the Det. #665 June, 2016 staff meeting. The change discussed affected Article IX - Fiscal and Financial, Section 2 of the Det. #665 By-Laws. Specifically, the change is to increase the amount that the Paymaster or Commandant may approve without additional oversight from \$75.00 to \$200.00 per disbursement, and add a limit of 3 disbursements in any one calendar month. At the request of the Commandant, the following proposed By-Law change was submitted to the Det. #665 Executive Committee for review before submitting said proposed change in writing to the Det. #665 Adjutant. The proposed change was sent to all Detachment members using e-mail, posted on the Detachment website, read at the three subsequent Detachment meetings, discussed and voted on at the August, 2016 meeting, and accepted as read. The newly approved Article IX - Fiscal and Financial, Section 2 has replaced the old Article IX - Fiscal and Financial, Section 2 of these Det. #665 By-Laws.


Detachment Commandant Brent A. Barrett

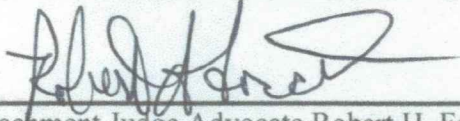
09/19/2016
Date Signed


Detachment Senior Vice-Commandant Romaine Brunson

13 SEP 16
Date Signed


Detachment Junior Vice-Commandant William Stevens

9/15/16
Date Signed


Detachment Judge Advocate Robert H. Force II

13 Sept 16
Date Signed


Department Judge Advocate Barbara Brammer

28 Sept 16
Date Signed