

# DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE, INC



## DEPARTMENT BY-LAWS

Amended: June 16, 2007, June 21, 2008, June 13, 2009, June 18, 2011, June 16, 2012,  
June 8, 2013, June 7, 2014, 20 June 2015

**DEPARTMENT OF FLORIDA  
MARINE CORPS LEAGUE  
BYLAWS AND ADMINISTRATIVE PROCEDURES**

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**DEPARTMENT CERTIFICATION INFORMATION  
OF AMENDMENTS  
TO BYLAWS AND ADMINISTRATIVE PROCEDURES**

**Bylaws:**

Date of approval: June 2007

New Bylaws and Administrative Procedures were adopted and approved by delegates at the June 2007 Dept Convention. National approval was received on August 20, 2007

Date of approval: June 2008

Article One, section 125 (b) Membership requirements and dues

Article One, section 130 (a) Eligibility for office

Article One, section 135 (a), (i), (k) Election Procedure

Article One, section 140 (a) Appointments

Article Two, section 215 (a) Vacancies

Date of approval: June 2013

Article One, section 135 (k) Election Procedure and Term limits

Article Two, section 205 (e) Duties of Elected Officers

Article Two, section 210 (f) Jr. Past Dept Cmdt

Date of approval: June 20, 2015, National approval received 10/10/15

Article One, section 135 (k) Election Procedure and term limits

**Administrative Procedures:**

Date of approval: June 2008

Chapter Two

Chapter Three, section 305 (a), (b) (1), (3), (4), (5), (6), (7), (8) Delegate Registration

Chapter Four Districts (new section)

Chapter Five Detachments (new section)

Chapter Six Members (new section)

Date of approval: June 2009

Chapter Two, section 200 - Standing Committees – Add new sub section (i) Duties Audit Committee.

Date of approval: June 2011

Chapter Two, section 200 (b) Replaced by new section 200 (b)

Amendment was approved at the Department's Convention of June 2011. National approval received Oct 3, 2011

Date of approval: June 2013

Chapter Two, section 200 (d) 2 Scholarship Committee

Chapter Two, section 200 (i) Audit Committee

Chapter Three, section 300 (b) Convention and Conference Committee

Chapter Three, section 320 Vendors/Sale of Merchandise

**DEPARTMENT CERTIFICATION INFORMATION  
OF AMENDMENTS  
TO BYLAWS AND ADMINISTRATIVE PROCEDURES**

**Administrative Procedures:**

Date of approval: June 29, 2014

Administrative Procedures Chapter Two, section 200 (d) Ways and Means Committee # 3 was added-Fund Raising.

## ***DEFINITIONS***

As used in these bylaws, the following terms are defined:

1. National Headquarters – headquarters of the national office of the Marine Corps League.
2. National Bylaws – a reference to Bylaws adopted by the Marine Corps League at the National level.
3. National Administrative Procedures – a reference to Administrative Procedures adopted by the Marine Corps League at the National level.
4. The Department – the Department of Florida, Marine Corps League, formally incorporated as The Department of Florida, MCL, Inc.
5. The League – a reference to the Marine Corps League as a whole, inclusive of all levels from national headquarters to all subsidiary levels.

# ***ARTICLE ONE - DEPARTMENT CONVENTIONS***

## **SECTION 100 - AUTHORITY**

- (a) The Marine Corps League is a nonprofit organization, incorporated by an act of the Seventy-Fifth Congress of the United States on 4 August 1937. The Department of Florida exists as a subordinate unit of The Marine Corps League.
- (b) The legislative and policy making power of the Department of Florida shall be vested in a Department Convention composed of the properly elected, registered and approved delegates in good standing.
- (c) The Department will be governed by its elected officers (Board of Trustees) subordinate to the National Convention, the Charter and Bylaws and Administrative Procedures of the League, as well as the Bylaws and Administrative Procedures promulgated herein which are not in conflict with the National Bylaws and Administrative Procedures.
- (d) The powers of Department's authority are vested pursuant to Section 505, National Administrative Procedures.

## **SECTION 125 - MEMBERSHIP REQUIREMENTS AND DUES**

Membership and eligibility for membership will be as defined in National Bylaws, ARTICLE SIX.

- (a) National annual dues, Initiation fees and Life Membership dues are as directed by National By-Laws and/or Administrative Procedures.
- (b) The Department of Florida's annual membership dues will be established by the general membership. The amount of the annual membership dues may be changed at any Department Conference or Convention providing that notification of the proposed change to the annual Department membership dues be presented at such Conference or Convention. It is further provided that such notice must be made to the membership at least forty-five (45) days prior to the Conference or Convention at which such proposal is to be recommended. It will be the duty of the Budget/Finance Committee to provide to the general membership adequate justification for a change to the amount of annual Department membership dues.
- (c) Detachment annual dues will be determined by individual Detachments.

## **SECTION 130 - ELIGIBILITY FOR OFFICE, ELECTED AND APPOINTED**

- (a) All elective officers of the Department must meet all requirements for regular membership as defined under National By-Laws. Candidates for elective office of the Department must be present during the nomination process and must state that they are willing and able to accept the duties if elected. Candidates for elective office will be nominated by authorized delegates at the annual Department Convention held in accordance with SECTION 110, paragraph b, of the Department's Administrative Procedures and as set forth in Section 135 of these Bylaws
- (b) All other officers, appointed by the Department Commandant, must be regular members or Associate members of the Marine Corps League in good standing.

## **SECTION 135 - ELECTION PROCEDURE AND TERM LIMITS**

Elections will be held as the last item of business at the annual Convention. The Department Commandant will declare a fifteen (15) minute recess prior to securing the quarters to allow delegates to assemble for the election process.

- (a) Before voting begins, the Department Commandant will call for a report of the Credentials Committee. The Committee Chairman or designate will report each detachment by total strength as of receipt of Dues Transmittals by the Department Adjutant as of ten (10) days prior to the Convention, together with the number

of eligible votes available based upon paid, qualified delegates. Delegates will be accounted for by roll call during this period and the Credentials Chairman/Designate will adjust total voting strength based upon the eligible delegates present at the time the roll call is taken. The Department Commandant will then select two (2) Past Department Commandants and two (2) Past Detachment Commandants to supervise voting and tally the votes cast. The Department Commandant will then pass the gavel and the chair to a Past Department Commandant for the conduct of the election procedure (providing that no member of the balloting committee is a candidate/nominee for office).

- (b) Nominations will be first held for the office of Commandant, Department of Florida, followed by the election of Department Commandant, and in order, nomination and election of other Staff officers.
- (c) During the election process no member present on the floor may leave the room and no new members will be admitted as noted herein.
- (d) Nominations may be made only by verified delegates. When the Chair has determined that the nomination process has ended for the office to be voted on, the candidates for the specific office will be escorted from the floor and remain absent until the election for the specific office is concluded.
- (e) A majority of votes cast is required to elect an officer. When a simple majority is not obtained on the first ballot, a call for caucus may be entertained by the Chair with a caucus of not more than five (5) minutes to follow to permit reconsideration. Should a majority fail to prevail on the second ballot, the contender with the least votes will be dropped as a contender and the balloting will continue, dropping the low man after each ballot, until a simple majority is achieved.
- (f) When a majority is achieved and a candidate is elected, the Sergeant-at-Arms will announce to the waiting candidates that the process is concluded. The Sergeant-at-Arms will then escort the elected officer to the front and center of the body and the Chair will advise the candidates of the election results.
- (g) The nomination and election process will continue until all officers are elected.
- (h) Nomination and election of Department Officers will occur annually (see Chapter 110, Department of Florida Administrative Procedures, paragraph b) and will provide for the election of Officers as defined herein. Installation of elected Officers will occur on the same date, normally at a Convention Dinner and in the event that any elected Officer is unable to remain for the Installation Dinner such Officer will be installed prior to the close of the Convention Meeting.
- (i) In the event there is only one (1) candidate for a particular office, at the close of nominations for that office, the Department Adjutant will be directed to cast one (1) unanimous vote for the candidate, provided the Adjutant is not an Associate member, in which case the Department Senior Vice Commandant will cast the vote.
- (j) Department Elected Officers will be elected for a term of one (1) year and may be reelected for an additional year. Each elected Officer that has served a two-year term may be again nominated and elected for that position after a lapse of at least one (1) year. It is acknowledged that he or she may be nominated and elected for any other elected office within that timeframe.
- (k) District Vice Commandants shall be nominated by a Caucus of their District Delegates to the Department's Annual Convention. A single nomination from each district shall be reported to and recorded by the Department Adjutant. The Adjutant shall immediately forward the names of the nominees to the Department Commandant and the nominees shall be elected by acclamation to serve a term of one (1) year. **Upon completion of the term he or she may be nominated and re-elected for an additional term(s).**
- (l) After a Caucus of their Delegates at the Department's Annual Convention, districts having no nomination to be reported to the Department Adjutant will have their District Vice Commandant appointed by the Department Commandant.
- (m) Appointed Officers are appointed by the Department Commandant at each election and then as each term is over, each appointed Officer relinquishes his or her position. In order to remain in that position, he or she must be reappointed by the newly elected Commandant subject to approval by the elected staff.

## **SECTION 140 - APPOINTMENTS**

(a) Special Staff Officers and Committee Chairmen are appointed by the Department Commandant within the guidelines of these Bylaws. Special Staff appointments made in accordance with the requirements of these Bylaws will be reported not later than 25 June, or seven days after the close of the Department Convention, whichever is latest, of the election year to accommodate notification of National Headquarters via routine Installation Reports. These reports will be the responsibility of the outgoing Adjutant with copies to all Department Officers, all District Vice and Detachment Commandants. Subsequent Special appointments will be reported to National Headquarters when the appointment relates to a reportable billet required by National Headquarters to be so reported.

(b) A Special Officer may be appointed to deal with any matters referred upon a majority vote of the members of a convention or conference, or by request of a District Vice Commandant for a specified purpose, or by request of any qualified member for the purpose of resolving matters relating to the integrity of elected or appointed staff officers. The appointment of such officer will be made by the Department Commandant with the consent of a majority of the elected Staff of the Department or, in the event that the Department Commandant is under challenge, then by the next senior elected Staff Officer present and the District Vice Commandants present.

## **SECTION 145 - CONVENTION DELEGATES AND ALTERNATES**

(a) Delegates at Department Conventions are those eligible, or designated, members of detachments who have been selected to act for the respective detachment membership in expressing views and opinions of the detachment represented, who have been validated by the Credentials Committee and for whom delegate fees have been paid. A delegate represents the parent detachment, may vote on all matters arising during the meeting and will be granted the floor by the Chair upon request. An alternate is a member who is listed by a sponsoring detachment as a replacement for an otherwise designated delegate. Should an alternate be called upon to replace the delegate then the alternate becomes the delegate and exercises all responsibility and authority of such delegate. Detachments must furnish the Credentials Committee with a list, signed by the Detachment Commandant, of detachment delegates and/or alternates not later than 30 May of the Convention year in order to allow examination by the Adjutant and the Credentials Committee for the purpose of determining eligibility based on membership rolls. In the event that a Detachment Commandant presents to the Adjutant and the Credentials Committee a properly drawn report indicating that the membership of the detachment has significantly changed between 30 May and the convening of the meeting, then the Adjutant will validate payment of dues. The Credentials Committee will then make appropriate adjustment.

(b) Detachments may elect one (1) delegate to represent the first (not less than) fifteen (15) members of their detachment and one (1) additional delegate for each element (block) of fifteen (15) members or any portion thereof. (Fifteen (15) = One (1), Sixteen (16) = Two (2) Thirty (30), etc. However, a detachment reporting a membership of 15 - 30 - 45 - 60 - etc., but furnishing only (1) paid delegate would be limited to fifteen (15) votes, and a detachment with sixty (60) members, which has paid delegate fees for four (4) delegates, but has only one (1) delegate present may, through the one (1) delegate, vote the entire sixty (60) member votes. As stated, each registered delegate is entitled to cast a vote for fifteen (15) members, providing that the total vote of the detachment's delegates does not exceed the detachment's membership strength. However, no delegate strength of a detachment will be computed by including Associate or Honorary members in such detachment's total membership. No additional voting authority or power extends to a detachment. Individual members of the Marine Corps League who are on the rolls of a detachment of the Department of Florida may attend department conventions, conferences and meetings, and may express a single individual vote on matters to be voted on provided they have paid a registration fee and that, if they intend to vote independently, such is duly recorded by the Credentials Committee and that the parent detachment's eligibility for voting strength and delegates is adjusted accordingly by the Credentials Committee. Individual member voting rights at national meetings are defined in National By-Laws.



## ***ARTICLE TWO – DEPARTMENT STAFF***

### **SECTION 200 – GENERAL**

(a) The management of the Department of Florida is vested in those officers who have been properly elected by the representatives of the regular membership of the Department of Florida at the Annual Convention. They shall constitute The Department Board of Trustees. They are:

Department Commandant  
Department Senior Vice Commandant  
Department Junior Vice Commandant  
Department Judge Advocate

(b) The Board of Trustees shall be assisted and advised by the District Vice Commandants (who are elected by the delegates of their districts' detachments).

(c) The Commandant shall appoint the following Department Officers who shall become a part of the Department Staff:

Department Adjutant  
Department Paymaster  
Department Chaplain  
Department Sergeant-at-Arms  
All appointed Department Officers serve at the pleasure of the Commandant.

(d) Special Staff shall be appointed by the Department Commandant to carryout specific tasks required by the Department to fulfill its goals and responsibilities to the Marine Corps League and to its membership. These staff members shall report to the Board of Trustees on a regular basis as required by the Commandant, the Trustees and the Department By-Laws. They shall include:

Department Service Officer  
Department Legislative Officer  
Department Public Relations Officer  
Department Communications Officer  
And such other Officers as are determined by the Board of Trustees.  
All appointed special staff serve at the pleasure of the Commandant.

(e) Committees: Committees will be appointed, as required, by the Department Commandant to meet the needs of the Department. All Committee Chairpersons are responsible to the Staff for timely response and reports as directed. Additional specific committees are addressed in designated and approved as appendices to these By-Laws. These include:

1. Department Standing Committee Chairperson (as required)
2. Department Special Committee Chairperson (when designated)

(f) Any individual seeking elected office of the Department of Florida Marine Corps League shall have completed the Department of Florida Leadership School and have received a certificate of completion.

(g) Any individual, who would be considered for an Appointed Office at the Department of Florida level, shall have completed the Department of Florida Leadership School and have received a certificate of completion.

### **SECTION 205 - DUTIES OF ELECTED OFFICERS**

#### **a. THE DEPARTMENT COMMANDANT**

(1) Is Chairman for the conduct of all Department level Conventions, Conferences, Staff or Committee Meetings and/or, when present, other meetings called at State level.

(2) Shall, with the guidance of the elected Department Judge Advocate, rule on all matters at all meetings held at Department level.

(3) Shall be responsible to the membership for the supervision of the elected and appointed Staff and committees.

(4) Shall exercise such prerogatives as may be necessary between meetings to maintain the objectives of the Marine Corps League and the Department of Florida by carrying out the duties of office as defined under National and State By-Laws and as necessary in good judgment for the good of the League.

(5) Shall be responsible to the membership to account for all actions to the satisfaction of a majority of the members present at any Convention or Conference at State level.

(6) Shall act on behalf of the Department membership in dealing with all matters relating to activities of Detachments in the best interest of existing and proposed Detachments and will hold in good faith the authority to endorse all correspondence forwarded by District Vice Commandants to National concerning the good of the League within the Department of Florida.

**b. THE SENIOR VICE COMMANDANT**

(1) Shall act as the Department Commandant in the absence of the Department Commandant and will assume the duties of the Department Commandant in the absence of, or in the event that the Department Commandant declines to continue or is unable to continue, or for any other reason which causes the elected Commandant to be unable to perform the specific duties of Commandant in office for the remainder of a term.

(2) Shall assist the Department Commandant as required by the Department Commandant and act as principal advisor to both the Department Commandant and the Junior Vice Commandant on matters related to fund raising and recruitment.

(3) Shall act as Chairman, (in coordination with the "Permanent Co-Chairman" appointed by the Department Commandant) Department of Florida, Marine Corps League, Marine Veterans Affairs Committee (DFMCL, MVAC). In this capacity, the Senior Vice Commandant will assist, or direct assistance for, the members of the DFMCL and MVAC in support of District Vice Commandants, Detachment and Marine Veterans throughout the State of Florida as representatives at any and all joint service related Veteran's Affairs Meetings at the State level.

**c. THE JUNIOR VICE COMMANDANT**

(1) Shall be prepared to assume the duties of Senior Vice Commandant in the absence of the Senior Vice Commandant in the absence of both the Department Commandant and the Senior Vice Commandant; be prepared to and, if necessary, assume the duties of Department Commandant.

(2) Shall be responsible for the development and implementation of recruiting and fund raising programs in support of all Districts and Detachments.

(3) Shall perform other duties as requested or directed by the Department Commandant or Senior Vice Commandant.

**d. THE JUDGE ADVOCATE**

(1) Shall be thoroughly familiar with National By-Laws and Department By-Laws and will be at the call of the Department membership to advise regarding interpretation of these by-laws.

(2) Shall express opinions regarding application of By-Laws based on familiarity with such By-Laws and give advise to the Chair when requested in the course of meetings subject to acceptance by the Department Commandant whose ruling will be sufficient to proceed but subject to review and reconsideration in the event that National review is contrary to the agreed upon interpretation.

(3) Shall respond to inquiries in writing, noting concurrence by the National By-Laws where appropriate and will respond to telephone inquiries on a tentative basis with written response as previously noted to follow.

(4) Shall act as Chairman of the By-Laws Committee and in this capacity he will review all Department meeting minutes and, in the event that a motion has been passed necessitating change in the published By-Laws, properly frame the motion, determine where the change will be inserted and provide the Adjutant with such copies as may be required for publication to all Detachments and to all Department Staff Officers to accommodate updating their By-Laws.

In addition, the Judge Advocate will receive all proposed changes to the By-Laws, in writing not less than thirty (30) days before the Spring Conference which is held in March, and review them. Each proposed change will be annotated and presented to the By-Laws Committee, which will meet at the annual Department Convention but before the Convention meeting convenes in order to make recommendations of each proposed change to the membership seated at the Convention meeting.

The Judge Advocate will insure that all proposed changes are made available to all Department Staff Officers and all Detachments at the Spring Conference so they may become familiar with such proposed changes.

(5) The Judge Advocate will receive two (2) copies of each Detachment's By-Laws and after reviewing them will:

(a) Approve them, return one (1) copy to the submitting Detachment Commandant, along with a cover letter of Certification, and will retain one (1) copy, along with any submitted changes in the Department Judge Advocate's files.

(b) Disapprove them and return one (1) copy to the submitting Detachment Commandant with a letter justifying the disapproval with recommendations required in order to get them approved. He will retain one (1) copy in the Department Judge Advocate's files.

e. **THE DISTRICT VICE COMMANDANTS**

(1) Shall be responsible for assisting the Department Commandant and Staff in supporting Detachments within their Districts.

(2) Are particularly charged with the responsibility of having knowledge, at District level, of the guidelines of the Department for activities of Fund Raising for Detachments and the Department, for recruiting programs within Detachments and for the establishment of new Detachments within their Districts.

(3) Within the Department of Florida, the District Vice Commandants are and will remain an integral part of the chain of command in all matters regarding the continuance of existing Detachments and the Chartering of new Detachments.

(4) Shall report, in writing, to the Department Commandant regarding matters pertaining to the District not less than quarterly as of the first day of July thru June 30, the Department's fiscal year.

(5) The Assistant District Vice-Commandant shall be an appointed officer and the position shall be established at the request of the District Vice and/or the district members. The assistant shall assist their District Vice Commandant, at the direction of their District Vice Commandant and/ or Department Commandant, and report directly to the District Vice Commandant on all matters. The District Vice Commandant shall report to the Department Commandant.

Ch 6-13  
New 205  
(e-5)

## **SECTION 210 - DUTIES OF APPOINTED DEPARTMENT OFFICERS**

a. **THE ADJUTANT:**

(1) Is appointed by the Department Commandant and must be approved by the Department Elected Staff.

(2) Shall act as Administrative Secretary to the Department and Elected Staff. In this capacity, he or she will keep a written and electronic record of all meetings (Conventions, Conferences, Staff Meetings and etc.) as requested by the Department Commandant. At the conclusion of any and all such meetings, he or she will prepare a summary written report of the meeting attended. A copy of all reports will be furnished to all members of the Elected Staff, to concerned Appointed Officers and Special Staff, to all Detachments and, upon request, to any member of the Department.

(NOTE: Special requests for an additional copy or copies of limited distribution reports will be charged to the requester at not less than \$0.50 per page plus postage.) Electronic records will be retained for a period of not less than two (2) years and may be disposed of or erased for reuse upon approval of the Elected Staff at the request of the Adjutant Paymaster after the written records have been validated.

(3) Shall post a report of the minutes of the last Department meeting in a conspicuous place at the location of and on the occasion of the next meeting for review by all delegates.

b. **THE PAYMASTER:**

(1) Is appointed by the Department Commandant and must be approved by the Department Elected Staff.

(2) Shall receive Membership Dues Transmittal & Change Notification Forms and Request for Transfer forms from all Department Detachments. Shall review contents of such forms to insure completeness and accuracy. Shall return the forms that require correction or forward completed documents to National as required. Such action must occur not more than five (5) working days from date of receipt. Accept funds for deposit due the Department.

(3) Shall be responsible for the accounting of Department revenues and disbursements. Duties will include receiving all money due the Department and disbursing funds under the direction of the Department Commandant. Shall insure that funds are disbursed in accordance with the adopted budget.

(4) Shall keep Department officers and members aware of the Department's financial status by preparing quarterly financial reports that accurately reflect money received, disbursements made, and the unexpended portion of the adopted budget.

(5) Shall provide assistance, as needed, to the Budget Committee for the preparation of the Department's Annual Budget.

(6) Shall prepare and timely file financial reports which the Department may be required to submit to various governmental agencies.

c. **THE DEPARTMENT CHAPLAIN:**

- (1) Maintain a record of all members in distress, sick or recently deceased. He will insure that this record is available for a report at scheduled meetings and that appropriate honors are provided at scheduled memorial services.
- (2) Shall receive from Detachments Deceased Member forms and insure that all persons concerned are informed for initiation of appropriate action in support of living members or for next of kin. He will assist the Department in all aspects of that officer's duty.
- (3) Insure that appropriate condolence cards and/or other remembrances are provided members to the deceased member's families.
- (4) Open and close all Department meetings with invocation/prayer and be prepared to conduct memorial services through coordination with hosting Detachments at all meetings of the Department.

d. **THE DEPARTMENT SERGEANT-AT-ARMS:**

The Department Sergeant-at-Arms will preserve order at Department Conventions and meetings and will perform other duties as are required by the Department Commandant in order to help preserve continuity and order at said Conventions/meetings. He is empowered to deputize such Deputy Sergeant-at-Arms as may be necessary for the proper performance of his duties.

e. **THE DEPARTMENT SPECIAL STAFF AND COMMITTEES:**

The Department Special Staff and Committees are appointed by the Department Commandant as required. Both the Special Staff and Committee members' duties are designated by the Department Commandant, as he sees fit and all reports from these Staff/Committee members are made directly to the Department Commandant.

f. **JUNIOR PAST DEPARTMENT COMMANDANT:**

The Junior Past Department Commandant shall, upon appointment by the Commandant with the consent and advice of the Board of Trustees, be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Marine Corps League. The Junior Past Department Commandant shall preside at all Past Department Commandants Council meetings, seeking therein to build membership strength.

CH 6/13  
210 (f)

## **SECTION 215 - VACANCIES**

(a) Vacancies in the office of Commandant or Senior Vice Commandant will be filled by the next junior Elected Officer subject to election of a replacement for the vacated office at the next regularly scheduled Department Convention. In the event the vacancy occurs in the office of Junior Vice Commandant, Judge Advocate or a District Vice Commandant, the Department Commandant, with the advice and consent of the Board of Trustees, will appoint a regular member in good standing to fill the vacated position until elections are held at the next Department Convention.

(b) Vacancies in appointed positions will be filled by appointment by the Department Commandant and approved by the Elected Staff.

(c) In addition to death, resignation, or incapacitation, a vacancy will occur through the failure to attend two (2) consecutive meetings officially called by the Department Commandant (unless excused for cause) or in the case of removal from office for cause.

## ***ARTICLE THREE - DISTRICTS***

### **SECTION 300 – General:**

The districts within the Department of Florida are numbered numerically and will be arranged via county boundaries and assigned to District Vice Commandants. Each assigned district will also have all the detachments assigned for that district. The number of districts, their designated number and which detachments fall within each district will be published by the Department Adjutant, who will furnish all Department Staff Officers with a copy whenever a change occurs.

## ***ARTICLE FOUR – DETACHMENTS***

### **SECTION 400 – General**

(a) Each Detachment will act under these Department By-Laws as the guide in the conduct of Detachment/League business and will consider that National By-Laws prevail in any instance wherein a conflict may be noted within these Department By-Laws. The normal conduct of Department and Detachment meetings will be as prescribed in the Marine Corps League “Ritual”. However, where circumstances or occasions dictate, the prescribed "Order of Business" may be modified to accommodate the needs of the meeting.

(b) Each Detachment will act through their assigned District Vice Commandant. While nothing in these By-Laws prohibits any member from direct communication with the National, Division, Department, District or a local Detachment Commandant, it is the intent of these By-Laws to establish that normal business will be conducted via this chain of responsibility. In the event that communications from a member or Detachment are received at any level within the State without endorsement from the next lower level, such communication will be brought to the attention of the next lower level for comment but will be forwarded immediately noting “comment pending.”

***ARTICLE FIVE - MEMBERS***

**SECTION 500 – Reserved:**

**ARTICLE SIX – AMENDMENTS OF DEPARTMENT BYLAWS AND  
ADMINISTRATIVE PROCEDURES**

**SECTION 600 - AMENDMENTS & CHANGES**

(a) Recommendations for amendments to the Department By-Laws or Administrative Procedures must be received, in writing, by the Department Judge Advocate by the first (1st) day of the month of the last Department Conference prior to the Department Convention. At that last Department Conference, the Department Judge Advocate will distribute all proposed changes as noted in Article Two, Section 205, and paragraph d, subparagraphs (4).

(b) Changes such as misspelling may automatically be corrected as long as the meaning or intent of the context is not changed. New Detachments or lost Detachments may be added to or deleted from Districts as they are formed or disbanded without a By-Law change.

(c) The Articles incorporated within these By-Laws and Administrative Procedures are intended to be the main operating procedures for the Department of Florida. Other minor operating procedures deemed necessary for day to day operations can be approved at any Department Convention, Department Conference or Department Staff Conference provided that the entire Department membership has been notified of a pending change at least thirty (30) days prior to any Convention or Conference.

(d) WHEN A BYLAW OR ADMINISTRATIVE PROCEDURE AMENDMENT BECOMES EFFECTIVE.

Each revision, amendment or repeal of a provision of the Department Bylaws and/or Administrative Procedures, which is approved at a Department Convention, as outlined in Article Six, Section 600 and does not provide for an effective date, will become effective upon the close of the Department Convention at which it is approved.

Ch 6-13  
New Sec  
600 (d)



# DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE, INC.

## ADMINISTRATIVE PROCEDURES



## ADMINISTRATIVE PROCEDURES

Revised: June 21, 2008, June 13, 2009, June 19, 2010, July 6, 2010, June 18, 2011, June 16, 2012,  
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**DEPARTMENT OF FLORIDA  
MARINE CORPS LEAGUE, INC.**

*DEFINITIONS*

As used in these administrative procedures, the following terms are defined:

1. National Headquarters – headquarters of the national office of the Marine Corps League.
2. National Bylaws – a reference to Bylaws adopted by the Marine Corps League at the National level.
3. National Administrative Procedures – a reference to Administrative Procedures adopted by the Marine Corps League at the National level.
4. The Department – the Department of Florida, Marine Corps League, formally incorporated as The Department of Florida, MCL, Inc.
5. The League – a reference to the Marine Corps League as a whole, inclusive of all levels from national headquarters to all subsidiary levels.

## **CHAPTER ONE - GENERAL**

### **SECTION 105 - NAME, ORGANIZATION AND PURPOSE**

- (a) The name of the unit of management defined under these Administrative Procedures will be "Department of Florida, Marine Corps League, Inc."

The constituted bodies of this organization shall be:

1. A state-level organization to be known as the Department of Florida, Marine Corps League.
2. Subordinate subdivisions known as Districts, the extents and boundaries which are to be determined and managed by the Board of Trustees.
3. Subordinate local units known as Detachments, located within the boundaries of the Districts.

The purpose of this Department is to carry out management functions defined under National By-Laws in support of existing Districts and Detachments and to assist in the expansion of the general membership on behalf of the League within the Department of Florida as listed in detail within SECTION 100 - NAME AND PURPOSE of the National Administrative Procedures.

### **SECTION 110 - HEADQUARTERS AND MEETINGS**

- (a) The Headquarters and Business location shall be determined by the incoming Department Commandant. It is the responsibility of the incoming Commandant and staff to insure that National Headquarters, District Vice Commandants and Detachment Commandants are notified of any address change as a result of elections and/or other change in the status at the Department level. Immediately upon assumption of office, together with the appropriate Installation Report, such addresses will be published to all parties concerned. Correspondence relating to new membership or renewal of membership will normally be addressed to the Department Paymaster or, if a dual appointment is made, to the Department Adjutant/Paymaster.
- (b) Department Meetings shall be held as directed in the National By-Laws and Administrative Procedures. The times and places of each Department conference or convention shall be published to all Department Officers and Staff as well as all Detachment Commandants and Adjutants. Notice of these meetings shall be given at least sixty (60) days prior to the event. At least one (1) Department Convention and two (2) Department Conferences shall be held each year. The annual nomination, election and installation of Department Officers shall take place between May 1, and June 30, each year. These meetings shall be governed by the National and Department By-Laws and Administrative Procedures, and the proceedings will be conducted following the guidelines of the MARINE CORPS RITUAL and ROBERT'S RULES OF ORDER. The Installation Report will be prepared by the outgoing Department Adjutant and forwarded to National MCL Headquarters with copies to all Division and Detachment Commandants within five (5) days of the election and installation of the Department Officers.
- (c) District meetings may be held at the call of the District Vice Commandant or upon request of two (2) or more of the District's Detachments. The Department Staff will be notified in writing at least thirty-(30) days in advance of such meetings and will, when possible, attend all such meetings.

### **SECTION 115 - POLICY**

- (a) The power of the Marine Corps League, in accordance with National By-Laws, is vested in its membership. The Department of Florida functions through the membership's elected officers and delegates at Department Conventions and at meetings and conferences.

- (b) Policy regarding public activity by this Department, Districts and Detachments will conform to the policies outlined in SECTION 110 of the National Administrative Procedures.

## **SECTION 120 – STRUCTURE**

- (a) Administrative and functional Organization Relationships are:

### NATIONAL STAFF (National By-Laws)

Division Vice Commandant  
Department Commandant  
District Vice Commandant  
Detachment Commandants

M.C.L. Subsidiary Organizations  
Women's Auxiliary  
Military Order of the Devil Dogs  
Young Marine Units

- (b) Under National By-Laws neither the Department of Florida, nor any element subordinate in the Department's chain of command has any authority over subsidiary units/organizations except as expressly approved by the League. Each subsidiary element has been granted authority by National Headquarters under National By-Laws and they are responsible directly to the National Headquarters. It is expressly noted in these By-Laws that the Department of Florida, each District Vice Commandant and all Detachment Commandants accept and understand that they retain neither authority nor responsibility for subsidiary units regarding supervision, support or direction and thus will remain consistent with National By-Laws.

## **CHAPTER TWO – DEPARTMENT STAFF**

### **SECTION 200 - STANDING COMMITTEES – DUTIES**

The Department Standing Committees and their Duties are as follows:

(a) MARINE OF THE YEAR SOCIETY - Marines who have been formerly honored as Department of Florida Marine of the Year shall assume the privilege of membership in the Marine of the Year Society. The Society is charged with receiving and reviewing recurrent nominations for the Marine of the Year award and selects a spokesperson from among their membership to name their selection for the Department of Florida Marine of the Year at the Department Convention.

(b) BUDGET AND FINANCE - It shall be the duty of the Budget and Finance Committee to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the convention a financial program and budget for the conduct of business and affairs of the League for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the League.

(c) AWARDS AND CITATIONS COMMITTEE - Shall have the duty of recommending to the Staff awards and citations for use by Detachments, all recommendations for Department awards, and shall certify that the recipient is worthy of said award. The Senior Vice Commandant will chair this committee.

(d) WAYS AND MEANS COMMITTEE - The Ways and Means Committee is responsible for fulfilling the Mission of the Marine Corps League; by exploring areas and sources of revenue; from the general public, members of the League, as well as corporate sources. The sources of revenue and methods of raising these funds must conform to Federal Laws, Laws of the State of Florida, the Marine Corps League National and Department By Laws and Administrative Procedures.

The Department of Florida Commandant shall appoint the Chairman and members of this committee after each Department Convention and election (By-Laws Section 140) and subject to the Administrative Procedures, (Chapter Two, and Section 220) of the Department of Florida.

This Committee's responsibility shall include, but not limited to, those listed under the Scholarship Committee and the Injured Warrior's Fund of Florida Inc.

Ch 8/15

Name change  
from LLC  
to Inc

(1) The Injured Warrior's Fund Inc

The responsibility, authority, and operation of The Injured Warrior's Fund of Florida Inc (IWFF) are vested in the Ways and Means Committee, which operates under the By Laws and Administrative Procedures of the Department of Florida, Marine Corps League. The IWFF is a separate entity whose parent organization is the MCL Department of Florida with it's own Federal ID number and will be and included in the Federal Income Tax return of the Department of Florida, Marine Corps League as a disregarded entity. The purpose of the IWFF is to raise/solicit funds from the general public to assist those servicemen and women who have received injuries while serving in the Unites States Armed Forces. The immediate family members i.e.: spouses and their children may also be considered for assistance.

(2) Scholarship Fund Committee

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Shall have custody of the Scholarship Fund through the Department Paymaster and shall give a complete accounting as to the collections and disposition of funds at each Staff Meeting with an Annual report at the Department Convention in June. Such Funds are to be drawn upon and dispersed only for the purpose of scholarships as approved by the committee. The Marine Corps League Department of Florida Scholarship Program is intended to provide academic assistance to all individuals who are members of the Department, their husband/wife, children and

grandchildren in the pursuit of an undergraduate degree. The Department Paymaster or the Department Commandant shall sign all disbursements.

(3) Fund Raising Committee

The Fund Raising Committee shall be responsible for developing and overseeing all Department fund raising efforts other than dues, convention and conference affairs. It shall hold regular meetings, not less often than quarterly and no less than sixty days before the Department Convention. It shall submit an annual fund raising plan to the Commandant and the Budget Committee at least 60 days prior to the Department Convention.

The fund raising plan shall recommend the sources, methods, and monetary goals of the fund raising programs and the uses for the money, including a designation of specific charitable beneficiaries and causes. It shall review the use of donated funds by recipients and recommend whether such donations should continue, be modified or terminated.

Before any commitment or concession is made it must be viewed and approved by the Department of Florida Commandant and Department Judge Advocate.

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200 (d 3)

(e) VAVS CHAIRMAN - It shall be the duty of the Veterans Administration Volunteer Service Representative to:

(1) Maintain close contact with the Veterans Administration VAVS staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS Program.

(2) Promulgate the objectives of the VAVS Program and cultivate the interest of constituent Departments, Detachments, and subsidiary units in their participation in the VAVS Program at hospitals within their locale.

(3) The VAVS Chairman will be guided in the conduct of this assignment by the Standard Operating Procedure, as published by the Department.

(f) BYLAWS COMMITTEE - Receive and consider all proposed changes of the Department Bylaws and Administrative Procedures which are properly submitted in accordance with the requirements of these Bylaws and Administrative Procedures. All changes meeting said requirements of the Bylaws and Administrative Procedures shall be prepared for presentation to the delegates at the Department Convention for consideration and action. All proposed changes not meeting the prescribed requirements, shall be returned to the submitting Detachment member with an explanation of the discrepancies. The Department Judge Advocate shall be the Chairman of this committee.

(g) LIAISON OF YOUNG MARINES – The Marine Corps League recognizes the Young Marines of the Marine Corps League as an official subsidiary organization of the Marine Corps League. The Department Liaison will have the duty of maintaining a professional relationship between the Department and the First Florida Regiment, updating the Board of Trustees as needed and providing an annual report to the membership at the annual Department Convention.

(h) LIAISON OF THE SCOUTING PROGRAMS – The Marine Corps League recognizes the accomplishments of the youth in our communities in the Boys Scouts of America program. The Department Liaison will have the duty of maintaining a professional relationship between the

Scouting Districts and the Department. The Liaison should also encourage Commandants to provide special recognition to the Scouts in their own geographic areas that are recognized with the program's highest awards, including the achievement of the Eagle Scout rank.

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200 (i)

- (i) AUDIT COMMITTEE – Annually the Department Commandant shall appoint three regular MCL members to the audit committee. The appointments shall be made within two weeks after the closing of the Department's Convention. The committee shall audit the bank records of the Paymaster within two (2) weeks prior to the start of each of the Department's Conferences and the Department Convention. In addition, the Department Commandant shall commission an outside of the department audit prior to the Department Convention change of commend, to verify the findings of the audit committee. The results of all audits shall be reported to the delegates in attendance at the Department Convention and to the membership in attendance at each conference.
- (j) PAST DEPARTMENT COMMANDANTS' COUNCIL - The Past Department Commandants Council; composed of all Past Department Commandants and chaired by the Junior Past Department Commandant, as a collective advisory body, is charged with the responsibility of providing assistance to the Department Board of Trustees when called upon.

If the Junior Past Department Commandant is unwilling or unable to serve as chairman, the Council will be chaired by a Past Department Commandant appointed by the Department Commandant, with the consent of the Board of Trustees.

The Council shall meet at every conference and the convention and provide the Commandant with the Council's collective advice, when called upon by the Commandant.

**SECTION 220 - APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS - TERMS:**

All appointed officers, Committee Chairmen and Committee Members shall serve at the pleasure of the Department Commandant. At the expiration or termination of their appointments, all of the above shall surrender all monies, records and properties of the Department of Florida Marine Corps League in their charge to their successors.



## **CHAPTER THREE - DEPARTMENT CONVENTIONS AND CONFERENCES**

### **SECTION 300 – CONVENTION/CONFERENCES COMMITTEE**

(a) The Convention/Conferences Committee will consist of the Chairman, Assistant Chairman, Department Adjutant, Department Sr. Vice Commandant, Protocol Officer, representatives of the Department of Florida Marine Corps League Auxiliary and Military Order of Devil Dogs Florida Pack.

(b) The Convention / Conference Committee is responsible for receiving and reviewing all bids for sponsorship of Department Meetings.

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(b) 6/13

1. The Department of Florida will Host the Annual Department Convention. The Department Commandant and Department Paymaster will sign the contract.
2. Detachments, Department or subsidiaries (MODD or Auxiliary) may host a Department Fall Conference or Department Spring Conference.
3. The Convention / Conference Chairman will provide a copy of the Department Planning Guide upon request. This guide contains the information required to host a Conference
4. Spring and Fall Conference bids must be in writing and follow the format outlined in the Department Planning Guide. All bids will be submitted to the Department Adjutant in triplicate. One copy will be for retention by the Adjutant with two (2) copies forwarded by the Adjutant to Convention / Conference Chairman. Bids may be forwarded by E-mail.
5. Bids for Sponsorship of the Fall Conference should be received prior to the scheduled Annual Convention of the current calendar year to be considered. Bids for Sponsorship of the Spring Conferences should be received prior to the Fall Conference of the current calendar year to be considered.
6. Convention and Conference contracts must be sent to the Department Commandant and the Department Judge Advocate, via US mail or email, for review. Department Commandant shall approve all Convention and Conference contracts before they can be signed.
7. Conference Bids must be approved by a vote of the membership. Prior to bids being considered for vote by the body, a site inspection shall be conducted and approved by members of the Convention / Conferences Committee.
8. The criteria for the site inspection shall be:
  - Conference sites and Convention site should have adequate sleeping rooms available, are at least 5% of the rooms wheelchair accessible
  - Is adequate meeting space available?
  - Is adequate accessible registration space that can be secured, free of interference for the full period of registration? And, are there adequate secured rooms for Hospitality and Ships Stores for the Department available?
  - Are Banquet facilities adequate for the number of diners?
9. Bids for such additional meetings as the membership elect to conduct will adhere to the same format as is outlined in the Department Planning Guide.

## **SECTION 305 – DELEGATE REGISTRATION AT ANNUAL CONVENTION**

(a) Delegate Members and members “At Large: may register by mail. Advance registration will normally be \$5.00 per registration. No registration fee will be charged for members wishing to attend without exercising voting privileges and who act only through designated Delegates. Individual members who wish to vote their single vote may register at the same charge. Registration fees must be received by the Department not less than fifteen (15) days prior to the meeting date unless otherwise published in advanced literature. The Registration Form contained in the Convention Information package will be forwarded to the Credentials Chairman.

(b) Each person wishing to register at the Convention will:

(1) Present a completed Registration Form to a member of the Credentials Chairman’s Registration Committee together with cash or check payment of \$6.00. Also present a valid MCOL membership card to the committee member who will verify from the list provided by the Credentials Chairman that the applicant’s are current.

(2) The Credentials Chairman will verify the applicants’s status and have prepared an appropriate badge identifying the applicant as a Delegate. The badges will be worn on the right side of any outer garment and must be displayed to enter any meeting spaces and while present at any meeting in progress. The Department of Florida will provide the necessary badges to the Credentials Chairman.

(3) The Credentials Chairman will have noted on the registration form the amount paid and file the form alphabetically by Detachment for record purposes, will also enter in writing, the name of the individual, the eligible vote strength allowed and the fee paid on the Detachment Summary Sheet.

(4) The Credentials Chairman will, not later than the beginning of the first formal session of any meeting, present to the Department Adjutant either the original or a true copy of the Detachment Summary Sheets. Changes will be reported as requested by the Department Adjutant.

(5) The Department of Florida will be responsible for creating/producing, published and distributing a Program Book for the Convention.

## **SECTION 310 – REGISTRATION AT CONFERENCES**

(a) The Sponsoring Detachment may collect an attendance fee for Conferences not to exceed \$5.00. \$2.00 of each attendance fee collected will be passed on to the Department.

(b) The Sponsoring Detachment will be responsible for creating/producing, publishing and distributing a Program Booklet. The Department will receive 10% of the profit from the Program.

## **SECTION 315 – GUEST PROTOCOL AT CONFERENCES AND CONVENTION**

(a) If a Detachment invites a special guest from National there is a certain process that must be followed. It all starts with a one on one phone call, if they say yes to attending; you follow up with a letter. The letter must highlight the event, stating what you wish the guest to do.

(b) You must provide accommodations and tickets for the event’s dinner, transportation to and from the event is provided by National. Local transportation however will be provided by the host Detachment.

(c) The Detachment must also assign a person or Marine to the guest, that person will act as a guide and be responsible for arranging to pick up and return the guest to the airport etc.

**SECTION 320 – VENDORS/SALE OF MERCHANDISE**

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Detachments, MODD Pack or Pounds and Auxiliary Units of Department of Florida, hosting Conventions or Conferences, shall not contract or permit vendors on the premise, and shall not enter into the promotion of goods, and/or sale of Marine Corps League uniform items, normally sold in the Department’s Ship Store, without the explicit written permission of the Department of Florida Commandant.

## ***CHAPTER FOUR – DISTRICTS***

### **SECTION 400 - FORMATION:**

To obtain more effective administrative functioning, the Department of Florida is divided into geographical areas to be called Districts.

### **SECTION 405 - POWERS:**

Since the function of the Districts is administrative only, no District will adopt Bylaws or assess any dues or fees.

### **SECTION 410 - DISTRICT ALIGNMENT**

The Districts of the Department of Florida shall be aligned as determined by the Commandant and the Board of Trustees. This alignment is subject to change throughout the year without any further authority in order to meet the needs of the Department.

## ***CHAPTER FIVE - DETACHMENTS***

### **SECTION 500 - CHARTER:**

A Detachment may be organized, chartered and instituted as provided and directed by National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER SIX.

### **SECTION 510 - AUTHORITY:**

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

### **SECTION 515 – MEETINGS**

Detachments shall adhere to the schedule of meetings as stated in the Jurisdictionally JA approved Detachment By-Laws as to day and time. This information shall be included as posted on the Marine Corps League National Web Site; Find A Detachment, web page. Meetings scheduled quarterly shall be held at least as much, while additional meetings may be held there must be a meeting on the published day and time. Detachments having Monthly scheduled meetings shall be held as scheduled and published.

(a) The Department Charter or copy, the National Colors, and a Bible should be displayed at all Business meetings.

(b) If a meeting conflict with scheduled meetings of the Department or National Organization, and all members of the Detachment Board of Trustees will be in attendance, a vote may be held by the Detachment to suspend the meeting in conflict, contact the District Vice to inform 28 days prior to cancellation of meeting and reason for Detachment voting this action.

## ***CHAPTER SIX - MEMBERS***

### **SECTION 600 - INITIATION**

All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER SEVEN.

### **SECTION 610 - MEMBERSHIP TRANSFER:**

Any member in good standing may transfer from one Detachment to another as provided by National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER SEVEN.

## ***CHAPTER SEVEN - MISCELLANEOUS***

### **SECTION 700 - AMENDMENTS & CHANGES**

These Administrative Procedures will be amended or modified only as authorized by the Department Bylaws, Section 600.