



Marine Corps League

Shoreline Detachment #1027

Bylaws and Administrative Procedures

Amended 2022

Approved by membership on September 17, 2022



Commandant
Shoreline Detachment #1027
Marine Corps League



Adjutant / Paymaster
Shoreline Detachment #1027
Marine Corps League

After reviewing the Bylaws and changes of the Shoreline Detachment #1027, I find that they are compliant with the National and Department of Michigan Marine Corps League Bylaws and Administrative Procedures.



Judge Advocate
Department of Michigan
Marine Corps League

05 Nov 2022

Date

The Marine Corps League

(PUBLIC — No. 243 — CHAPTER 564 — (S. 774))

Seventy-fifth Congress of the United States of America

At the First Session

Began and held at the City of Washington on Tuesday, the fifth day of
January, one thousand nine hundred and thirty-seven

AN ACT

To incorporate the Marine Corps League.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That Major General John A. Lejeune, United States Marine Corps, retired, honorary national commandant; Maurice A. Illich, national commandant; Roy S. Taylor, senior national vice commandant; Kenneth B. Collings, junior national vice commandant; Alexander F. Ormsby, national judge advocate; Reverend John H. Clifford, national chaplain; Edward A. Walker, national sergeant at arms; John B. Hinckley, junior, national adjutant and paymaster; John E. Brock, national chief of staff, are hereby created a body corporate of the name "Marine Corps League."

SEC. 2. That the purposes of this corporation shall be (a) to preserve the traditions and to 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 the duties of citizenship and to 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 which 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 service and those who have returned to civil life; (h) to aid voluntarily and to render assistance to all marines and former marines as well as to their widows and orphans; (i) to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of peculiar interest to marines.

SEC. 3. That the corporation (a) shall have perpetual succession; (b) may charge and collect membership dues and receive contributions of money or property to be devoted to carrying out the purposes of the organization; (c) may sue or may be sued; (d) may adopt a corporate seal and alter it at pleasure; (e) may adopt and alter by-laws not inconsistent with the Constitution and laws of the United States or of any State; (f) may establish and maintain offices for the conduct of its business; (g) may appoint or elect officers and agents; (h) may choose a board of trustees, consisting of not more than fifteen persons nor less than five persons, to conduct the business and exercise the powers of the corporation; (i) may acquire, by purchase, devise, bequest, gift, or otherwise, and hold, encumber, convey, or otherwise dispose of such real and personal property as may be necessary or appropriate for its corporate purposes; and (j) generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the corporation is created.

SEC. 4. That the corporation shall, on or before the 1st day of December in each year, transmit to Congress a report of its proceedings and activities for the preceding calendar year, including the full and complete statement of its receipts and expenditures. Such report shall not be printed as public documents.

SEC. 5. That the right to alter, amend, or repeal this Act at any time is hereby expressly reserved.

Approved, August 4, 1937.

Wm. B. Bankhead
Speaker of the House of Representatives.

Franklin D. Roosevelt

President of the Senate pro Tempore.

Approved

Aug 4

1937

Franklin D. Roosevelt



Marine Corps League

Lt. General John A. Lejeune, Founder
Incorporated by Act of Congress, 4 August 1937

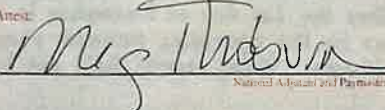





ONCE
A MARINE

ALWAYS
A MARINE

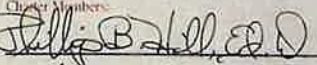
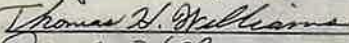
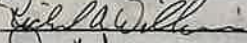





Having fulfilled the requirements of the Constitution and having applied for membership in the Marine Corps League, this Charter is hereby issued, this 22ND day of JUNE in the year 1999 to the
SHORELINE DETACHMENT #1027

State of MICHIGAN in memory of those Marines who by their deeds and heroism, have set the Standard that is our guide today.

Attest:

National Adjutant and Paymaster

Official:

National Comptroller

National Vice-Comdt

Department Comdt



Charter Members:









PREAMBLE

In the name of the Beneficent Father of all, we who have Honorably served, or are now Honorably serving our Country in the United States Marine Corps, for the common good of this Nation, and all the Nations and peoples in this world, and in order that the fundamental rights and freedoms of every person may be preserved, to foster interest in the affairs of the United States Marine Corps, to promote and advance the welfare of wounded disabled Marines and their dependents and for further purposes as set forth herein, do solemnly and firmly associate ourselves together in a non-profit Corporation known as the Shoreline Detachment, Department of Michigan, Marine Corps League Incorporated; and ordain and establish these Bylaws.

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ARTICLE I – DETACHMENT GENERAL

SECTION 100, Name - The name of this organization shall be “**Marine Corps League, Shoreline Detachment**”.

SECTION 105, Seal - The Corporation Seal shall be round in shape, containing the center thereof, a replica of the United States Marine Corps emblem surrounded by the words “Marine Corps League”.

SECTION 110, Purposes - The purpose of the Shoreline Detachment of the Marine Corps League is to foster goodwill amongst members of the detachment and the community at large, the United States Marine Corps, and the Shoreline Detachment. The mission for which this corporation is formed is to :

- Preserve the traditions and promote the interests of the United States Marine Corps;
- Band those that are now serving and those who have been honorably discharged from the Marine Corps in fellowship that may effectively promote the ideals of the American freedom and democracy.
- To fit the member for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;
- To hold sacred the history and memory of the men who have given their lives to the Nation;
- To foster love for the principles which have been 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 former Marines as well as to their spouses, 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 115, Additional Purposes - The further objects and purposes of this Detachment are:

- (1) To perpetuate and honor the memory of those Marines who have passed on to their eternal rest.
- (2) To decorate the graves of deceased Marines with the official grave marker of the Marine Corps League, provided that this is consistent with the wishes of the immediate family of the deceased.
- (3) Wherever and whenever possible, to aid, assist and provide for the father, mother and dependents of deceased Marines.
- (4) To participate in fraternal and social functions among members.
- (5) To urge the participation of all members in patriotic functions and such other civic, state or national affairs as are of particular interest to Marines.

SECTION 120, Non-Political - This Detachment shall be non-political, non-partisan and non-sectarian, and the name of the organization shall not be used, or any office or member thereof, to further the desires or wishes of any member in any political, sectarian or labor dispute.

SECTION 125, Allowed Political Activity - Nothing in the above shall prohibit this organization, or any unit thereof from participation in any political issues which may affect the welfare of the United States Marine Corps, or any member's claim for disabilities incurred in the service of the United States.

ARTICLE II – MEMBERSHIP

SECTION 205, Membership Type

- **Regular Member** – Only persons who are serving or who have served honorably in the United States Marine Corps, Marine Corps Reserve for not less than ninety (90) days, Navy FMF Corpsman, and Navy FMF Chaplain shall be eligible for regular membership in the Shoreline Detachment.
- **Associate Member** – Those individuals not qualified for regular membership in the Marine Corps League or who espouse the principles and purposes of the Marine Corps League may upon application to the detachment be accepted for associate membership. An associate member shall be entitled to the rights, privileges, and benefits of a regular member; however, such member shall not vote on a membership application, an election of officers, or hold an elected position.
- **Honorary Member** – The detachment, at the discretion of the detachment Commandant, may issue honorary membership to those persons who have shown extraordinary service to the nation, to the community, to the United States Marine Corps, or the Marine Corps League. Honorary members will not be entitled to the rights, privileges, and benefits available to regular or associate members. A payment of dues or initiation fees is not required.

SECTION 210, Member in Good Standing - All members shall be considered in good standing in the Marine Corps League provided:

1. The required annual dues are paid
2. The member is not indebted or in arrears to the detachment

SECTION 215, Eligibility to vote via Electronic Method

- NOTWITHSTANDING anything contained in these bylaws, if the Adjutant calls a meeting of members, or the meeting is one on a regular schedule, the Officers may determine that the meeting be held, subject to and in accordance with the other rules of these Bylaws, entirely or partially by means of telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting. In the event such a meeting is to be held, the Adjutant shall, notwithstanding anything contained in these by-laws, but subject to the rules, establish the procedures for the conduct thereof including, without limitation, the procedures for voting by telephonic, electronic or other communications facility. Participation in a meeting held by conference telephone call shall constitute presence of the person at the meeting as though that person was physical present and eligible to vote in favor or against any issue put to a vote at the meeting so held.

SECTION 220, Ineligible Members - If there is a reason to believe a member of the Marine Corps League does not meet the membership qualification to be a regular member, these reasons must be submitted in writing to the detachment Commandant, who will require the detachment Judge Advocate to make careful investigation into the charges as presented.

If after a careful investigation has been made and it is determined that 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 forwarded to the National Headquarters of the Marine Corps League by the Judge Advocate.

SECTION 230, Delinquent Members - A member shall be considered delinquent if the member has not paid their annual dues within two months after they are due. In such cases, and after attempts to contact the member have failed, the detachment will terminate the membership of the delinquent member.

A delinquent member may be reinstated to the detachment after a period of twelve (12) months from the date of their termination, provided they meet all membership requirements. Members may be reinstated prior to the twelve months elapsed time by payment of past and current dues.

SECTION 240, Right to Appeal - All members of the detachment have a right to appeal under provisions of the National Bylaws and Administrative Procedures.

SECTION 250, Transfer of Membership to a Different Detachment - Any member in good standing may transfer from the Shoreline Detachment to another, without payment of additional dues or transfer fees, upon application to and approval of the gaining detachment, and of the losing detachment, using the standard Marine Corps League Transfer Form.

SECTION 260, Certification Upon Transfer - Any member choosing to transfer, as stated above, shall be furnished a statement from the losing detachment, certifying that the transferring member is free from all debt or other obligations to such detachment.

SECTION 270, Rights and Duties of Transferred Member - The transferred member shall be afforded all rights and privileges of the detachment which accepts the transfer.

ARTICLE III – APPLICATION

SECTION 310, Application Form - The standard application form available from the National Headquarters, or a similar form that include all the information included on the National Headquarters form shall serve as the application form. The form shall be completed in its entirety including the signature. By signing the application form, the applicant agrees to provide proof of honorable discharge/service upon request. A General Discharge under Honorable Conditions is acceptable.

SECTION 320, Submission to Membership - The application form received by a member-sponsor shall be turned in to the detachment official designated to receive such applications, along with all dues and fees. The Detachment Adjutant/Paymaster shall read and record the application at the next monthly meeting, stating all pertinent data including the name of the sponsor and clearly state that the required dues and fees have been received and are in the possession of the detachment.

SECTION 330, Applicant Introduction to Membership - The sponsor will be responsible for introducing the applicant to members of the detachment during one of the monthly meetings. The following month the detachment will vote by majority to accept or reject into membership the applicant, provided all membership requirements are met. In cases where an applicant is rejected for membership, all moneys received shall be returned to such applicant by the sponsoring member.

SECTION 340, Approval and Ritual - All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with ritual and be presented the official membership card and lapel pin of the Marine Corps League; however, in a case where the applicant is unable to attend an obligation ceremony, said applicant shall be required, by signature on membership application, assume the obligation of membership.

SECTION 350, Membership Application Processing – Applicants for membership will not be processed unless the applicant attends an open membership meeting within ninety (90) calendar days after the date the application is dated. The application must have the actual date of the membership application (not pre-dated or post-dated). Thereafter, applications of applicants that have not attended a membership meeting within the ninety (90) calendar days will be destroyed, and not processed. Should an applicant apply for life membership and pay for the same within ninety (90) calendar days of the application date, the attendance requirement above will be waived.

ARTICLE IV – DETACHMENT ELECTED OFFICERS

SECTION 410, Commandant - The **Detachment Commandant** shall preside at all Detachment meetings, enforce the observance of all regulations, appoint all committees not otherwise provided for herein, call special meetings of the Detachment staff, if desired, and deemed necessary, approve all orders, and other duties as the good of the corporation may require.

No elected Detachment Commandant shall succeed themselves more than once.

He/she shall have the authority to fill all vacancies in offices or positions as they occur.

The Department Commandant shall be an *ex-officio* member of all department committees. Committee chairperson shall report to the Commandant on all activities of that committee.

SECTION 420, Senior Vice Commandant - The **Senior Vice Commandant** shall aid the Detachment Commandant and preside over the Detachment during the absence of the Detachment Commandant and shall serve as a contact between the League and the Auxiliary.

The Senior Vice Commandant shall be the principal officer in charge of fund raising. To carry out that responsibility he or she shall:

(a) Be the Chairperson of the Fund-Raising Committee,

(b) Be the principal liaison between the Board of Trustees and any professional fundraisers employed by the Department. The Senior Vice Commandant shall perform such other duties as may be assigned from time to time.

SECTION 430, Junior Vice Commandant - The **Detachment Junior Vice Commandant** shall be responsible for welfare and dissemination of the social and civic programs, veteran's activities and other veteran organizations. He/she shall be responsible for all plans and activities attendant upon visits of the distinguished guests, whether League, veterans, or civic officials.

He/she shall serve as chairperson of the Detachment Membership Committee. He/she will be responsible for the Detachment's Recruiter of the Year Awards.

He/she shall preside over the Detachment during the absence of both the Commandant and the Senior Vice Commandant.

SECTION 440, Paymaster - The **Detachment Paymaster** shall be bonded as specified by the Department and National Bylaws.

The Paymaster shall be responsible for holding all securities, money, and property assigned to the Paymaster's Office, with the exception of the Veterans Service Grant which shall be deposited in a separate account.

The Paymaster shall pay out all money on order of the Detachment Commandant and make other payments as required by the approved Detachment budget.

The Paymaster shall keep a record of all financial transactions.

No less often than quarterly, and on request of the Detachment Commandant at each regularly scheduled meeting, the Department Paymaster shall provide to the complete financial reports showing all income and expenses of the Detachment and a reconciliation of the actual income and expenses in comparison to the adopted Detachment budget on a line item basis.

The Detachment Paymaster shall report the name of the Bank or Banks, and account numbers, where the detachment funds are on deposit to the Department Paymaster. This report shall be filed and verified each year by the Department Paymaster. (See also AP's Chapter SIX, SECTION 615.)

All requests for expense reimbursement shall be submitted to the Paymaster within thirty (30) day of incurring the expense.

Upon termination of office, the Paymaster must surrender all Department equipment, books, etc., to his duly elected or appointed successor, within fifteen (15) days.

The Paymaster must account for all property in his possession and report same to the Detachment Commandant on request.

SECTION 450, Judge Advocate - The **Department Judge Advocate** shall act as the legal advisor to the Detachment in all matters concerning the Bylaws of the Marine Corps League.

He/she shall advise the Commandant and members on matters concerning the Bylaws and shall render opinions on any questions on rules of order during the convention and staff meetings, and when necessary, shall call attention to the body, when an improper procedure occurs at the Detachment meetings. He/she shall perform such other duties as may be required of his office.

ARTICLE V – DEPARTMENT STAFF

SECTION 505, Appointed Staff - The Detachment Commandant, with the approval of the other Detachment Officers, shall appoint the following Detachment positions: Adjutant, Sergeant-at-Arms, and Liaison Officer.

SECTION 510, Adjutant - The **Detachment Adjutant** shall keep proper and necessary books for recording all business of the League and keep a correct record of all membership accounts.

The adjutant shall keep the minutes of all Detachment Meetings and other meetings, as requested, by the Detachment Commandant.

The adjutant shall perform such other duties as are usually assigned to the recording secretary, and that the best interest of the League demands.

The adjutant shall surrender all books and other Detachment properties to their duly appointed successor within fifteen (15) days of his termination of office.

The adjutant shall be responsible for the mailing of Detachment notices and other letters as may be mandated by the Detachment Commandant.

SECTION 520, Sergeant-at-Arms - The **Detachment Sergeant-at-Arms** shall preserve order at all Detachment meetings and perform such other duties as may be assigned him by the Detachment Commandant.

He/she shall be responsible for the Detachment Colors, and Charter, and the posting and display of same at various Detachment functions.

SECTION 530, Chaplain - The **Detachment Chaplain** shall provide for the spiritual needs of the members, visit the sick and disabled, when possible, conduct memorial services, and perform such other duties as may be assigned him/her by the Detachment Commandant, and such other duties as are good for the welfare of the organization.

The Department Chaplain shall immediately contact the family of a deceased member for the purpose of offering any assistance and presenting expressions of condolence.

ARTICLE VI – BOARD OF TRUSTEES

SECTION 605, Elected Officers – The Detachment Board of Trustees shall be composed of the Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, and Junior Past Commandant as a non-voting member of the Board. The detachment must elect a Commandant, Senior Vice Commandant, Junior Vice Commandant, and Adjutant/Paymaster, and Judge Advocate on an annual basis. The detachment can appoint regular members to the positions of Chaplain and Sergeant of Arms at the annual election. Regular members shall be appointed to these positions who will serve at the discretion of the Board.

The duties of the detachment officers are outlined in Article four of the detachment bylaws. All officers are to be knowledgeable as to their roles and responsibilities.

SECTION 610, Terms of Office - The length of term for the detachment elected officers shall be twelve (12) months starting with the January meeting. A Board of Trustee member can serve continuously in a position for an unlimited number of terms provided they are elected each year into that position. A Board of Trustee member cannot serve two board positions concurrently.

SECTION 620, Nomination - Any regular member of the detachment may nominate a regular member of the detachment. Nominations may also be made by self-nomination. Nominations must be provided to the Commandant between June 1 and October 1 of each year. The Commandant is to notify the general membership at the October meeting of nominations for elected offices.

SECTION 630, Election - All elected positions will be selected based on popular vote by the regular members of the detachment. Elections will be held at the October meeting. The Sergeant of Arms will conduct the election during that meeting. The installation of new officers will be held at the January meeting. The term of office for elected positions is twelve (12) months starting with the installation of the new Board of Trustees.

SECTION 640, Time and Reporting of Elections - The Shoreline Detachment shall hold an election of officers between 1 October and 15 May. Installation will be conducted no later than the last day of the subsequent month.

SECTION 650, Discipline - If an elected detachment officer acts 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, the procedures as outlined in Section 9040 of the National Administrative Procedures will be followed.

ARTICLE VII – MEMBERSHIP DUES AND FEES

SECTION 705, Members in Good Standing - Payment of the annual dues entitles members in good standing all of the benefits provided by the Shoreline Detachment and the Marine Corps League including the subscription to the Marine Corps League publication and enrollment privileges in any National Group Insurance programs.

SECTION 710, Collection of Dues - Collection of dues will be the responsibility of the Paymaster. Dues will be collected in September of every year.
The annual dues shall be collected by the Detachment Paymaster and forwarded without delay to the Department and National Paymaster.
All dues and assessments are payable in advance.

SECTION 720, Annual Dues - Annual dues are set by the detachment. The Shoreline Detachment charges \$35.00 per year.

SECTION 730, Life Membership - Once one is a member (in good standing) one may pay for a life membership. Life Membership dues As of Jan 1, 2017

Age Group:

Age 0-35 \$500

Age 36-50 \$400

Age 51-64 \$300

Age 65-Over \$200

To become a Life Member, one must already be a "Member in Good Standing". That means becoming a member and paying one's initial dues first. One could join the League, pay one's dues and then pay one's Life Membership Dues all in the same day.

ARTICLE VIII – REVENUE & FINANCES

SECTION 800, Authority - No officer, member, or any subsidiary organization of the Marine Corps League shall obligate the Detachment financially in any manner whatsoever, except as authorized in accordance with these Bylaws and Administrative Procedures. The bank forms shall have three (3) signatures, namely, the Detachment Commandant, the Detachment Paymaster, and the Detachment Adjutant, of which any two (2) may sign checks in the absence of one of the aforementioned.

SECTION 805, Detachment Fiscal Year - The fiscal year for the Department shall be from July 1 to June 30.

SECTION 810, Financial and Real Property - The Commandant, Adjutant and Paymaster shall have custody of all funds and other property of the Detachment, (subject to the provisions of Administrative Procedure Section 1180) and to open and maintain bank accounts and make and change investments as they shall deem proper and necessary, and any two (2) of the above officers may sign and endorse checks, drafts or other instruments relating to the Detachment's funds.

They may make such accounts and execute such legal documents and other papers as shall be required by the provisions of any will or trust, deed or any order of any court, or which shall be deemed by them to be necessary or desirable. They shall apply the proceeds of any trust fund in accordance with the direction contained in the will and trust, or deed creating such fund, and may give such bonds in connection with such trust fund as may be required by any court or competent jurisdiction. They may apply for any commissions received pursuant to the order of any court in such manner as may be directed by the court, or in the manner directed by the State.

SECTION 820, Revenue - The revenue of the Detachment shall be derived from the annual membership dues, and such other sources as may be approved by the Detachment Board of Trustees.

SECTION 830, Required Reserve - A reserve of fifty (50) cents per member as of the closing of the books at the end of the Detachment's fiscal year must be maintained as a dues reserve for the incoming administration to insure a sound financial transition from one administration to another.

SECTION 840, Fund Raising - Fund raising activities may be entered into by any Marine Corps League organization:

- (a) If all funds raised shall be for the sole benefit of such organization.
- (b) If such Marine Corps League organization shall receive and disburse all funds received and paid out; and
- (c) Provided such fund-raising activity does not violate Federal, State or Municipal Law or Ordinance, or reflect discredit upon the Marine Corps League;

SECTION 850, Reimbursement of Commandant's Expenses - The Shoreline Detachment Commandant shall be reimbursed for necessary travel expenses incurred in the performance of his duties, including visits the Department Convention, Mid-Winter Rally, Staff and Committee meetings, and other travel connected with his/her office.

The annual budget shall include a provision establishing the rate of mileage reimbursement for the Commandant's use of his/her own automobile, which shall be not less than that allowed by the Internal Revenue Code for deductions by volunteers for charitable organizations and not more than the maximum amount allowed by the Internal Revenue Code for reimbursement for business travel.

The annual budget shall include a line item stating the maximum amount of money that the Commandant may receive for mileage reimbursement.

SECTION 860, Reimbursement of members for mileage - Any member of the Detachment, when ordered by the Commandant, to represent him or her, or to attend to special Detachment business, shall be reimbursed for all mileage, at the current rate. When such expense is incurred to represent the Commandant, the expense shall be charged to the Commandant's mileage expense as provided in Bylaw Section 850.

ARTICLE IX – DETACHMENT REQUIREMENTS

SECTION 910, Name - No detachment shall be named after a living person.

SECTION 920, Detachment to be incorporated - The Shoreline detachment shall be a non-profit corporation under the laws of Michigan (as required by National Bylaw 955) and shall remain in good standing by filing its annual corporate update in a timely manner. The corporate update shall be complete and accurate as of the date it is filed with the state.

SECTION 930, Detachment Fiscal Year - The fiscal year for each detachment shall be from July 1 to June 30.

ARTICLE X – BYLAWS

SECTION 1005, Bylaws - The Shoreline Detachment may adopt its own Bylaws, and shall regulate its own membership fees, and shall be self-governing, provided, such Bylaws do not conflict with Department or National Bylaws. The Bylaws of the Shoreline Detachment shall be forwarded to the Department Judge Advocate for his/her approval, before final adoption by the detachment.

SECTION 1010, Changes to the Bylaws - Changes to the detachment bylaws can occur at any time. A written proposal must be submitted by a detachment regular member to the Board of Trustees. The detachment Judge Advocate will have thirty days to offer an opinion as to whether the changes impact compliance with department and national regulations. The detachment will have ninety days in which to vote for a change in the detachment laws. Proposed changes require a two-thirds vote by regular members that are present for voting the changes. Voting on changes to the Bylaws shall occur during a normal monthly meeting.

SECTION 1020, Bylaw Amendments - These Bylaws may be amended by two-thirds vote of the Shoreline Detachment membership. The proposed amendment or the motion to amend these bylaws shall state when the amendment shall become effective.

SECTION 1030, Revocation of Charter - Our detachment charter may be revoked as specified by the National Bylaws.

SECTION 1040 – Dissolution of Detachment / Corporation - Upon dissolution of the Detachment and Corporation, all assets of the Detachment shall be transferred to the National Marine Corps League.

ARTICLE XI – ADMINISTRATIVE PROCEDURES

SECTION 1100 - Yearly Reports

No later than ten (10) days following the installation of its officers, Shoreline Detachment's new Commandant shall submit the following documents to the Department Adjutant, who shall make appropriate copies and distribute them to other appropriate officers and Marine Corps League offices.

1. The name and address of the person in possession of its charter.
2. The report stating the name of the financial institution(s) and account number(s) where all detachment funds are deposited.
3. "Each Detachment Paymaster shall report the name of the Bank or Banks, and account numbers, where the detachment funds are on deposit. This report shall be filed and verified each year by the Department Paymaster."
4. The Report of Officer Installation.

SECTION 1110, Report Death of member to National MCL and Department Chaplain - Whenever the officers of the Shoreline Detachment become aware of the death of a member, they shall, without delay, report that fact on the MCL Notice of Death form to the Department Chaplain stating the deceased's full name, and next of kin.

SECTION 1120, Uniform Codes - The wearing of medals and uniforms by members of the Shoreline Detachment will be within the posted guidelines of the Marine Corps League or United States Marine Corps.

SECTION 1130, Awards - The Detachment Commandant has the authority and opportunity to recognize members and non-members of the citizens of the community, and companies for service and achievement in support of detachment/league objectives.

SECTION 1140, Meeting Location - The location of the monthly meetings is the Shoreline Detachment quarters at the VFW in Holland, MI. This is located at 175 West 8th Street, Holland, Michigan. The Detachment Commandant can move the meeting location if circumstances dictate that a change is required.

SECTION 1150, Meeting Times and Dates - The Shoreline Detachment meets on the third Saturday of each month at 1000 hours. From time to time the Board of Trustees may find it necessary to temporarily change either the meeting date or time or both. If such a temporary change occurs, all possible efforts will be given to notify members at least one week in advance of the change.

SECTION 1160, Rules of Order - The *Robert's Rules of Order* and the *Ritual of the Marine Corps League* will be the official guidebook in the conduct of monthly meetings. The detachment Commandant will preside at the monthly meeting. In his/her absence, the Senior Vice Commandant followed by the Junior Vice Commandant will preside at the monthly meeting.

A motion shall be used to authorize or approve a program, report, expenditure, and similar activities.

A motion shall state, as part of its text, whether its proposed action is intended to continue indefinitely, or if it is to expire on a particular date or at the conclusion of a specified activity, program or event.

SECTION 1170, Duty of Members to Attend Funeral - It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to be at the funeral services of a deceased member.

SECTION 1180, Contracting Out Financial Work - Notwithstanding the provisions of these Bylaws or Administrative Procedures, the Detachment may enter into a contract with a licensed and bonded or properly insured accountant or certified public accountant to handle the Detachment's income and expenses, to reconcile the bank account records and/or to prepare other financial reports and may authorize him or her to sign checks drawn on the Detachment's

account(s) without the additional signature of a Detachment Officer. The Paymaster shall review the bank account reconciliations on a monthly basis and any other reports on a regular basis, but not less often than quarterly. This can only be authorized under the direction of the Detachment Commandant, and approval by vote of the Detachment membership.

Attachment A - Awards / Ribbons / Medals

Detachment Level

Ribbon and award information can be found in Enclosure Four of the National Bylaws. They can also find them on the National or Department websites

MCL and DOD ribbons are separate. One either wears MCL or DOD, but the two should never be mixed together.

The Commandant can award the following to any member. The only exception is for Detachment Marine of the year. Marine of the Year award ONLY go to regular members of the Marine Corps League and they are Marines, FMF Corpsmen, and FMF Chaplains.

Marine Corps League Membership Ribbon. Everyone who joins the MCL is authorized to wear the membership ribbon.

A Bronze Star will be added if there is no break in membership during the first five years. Then an additional star for every five years of continuous membership. Any break in membership, the count would start over for that five year period. A Silver Star will be worn in place of five Bronze Stars. The first Silver Star would be awarded when a member reached 25 years of membership.

Detachment Staff Appointed Ribbon. Is worn by all current **and** past appointed staff. Once you qualify for this ribbon you can always wear it. The Detachment Commandant makes those appointments. Usually the Sgt at Arms, Chaplain, and Adjutant are appointed. The Commandant can appoint other positions as need.

Detachment Staff Elected Ribbon. Is worn by all current **and** past elected Detachment officers. Once you qualify for this ribbon you can always wear it.

Detachment Commandant Ribbon. Is worn by all current **and** past Commandants. Once you qualify for this ribbon you can always wear it.

The Detachment Commandant is authorized to give the following awards. It is best if the Detachment decides the criteria that the Marine should meet to receive the award. It is also good to have an Award Nomination form which is submitted to an Award Committee/Chairperson.

The Committee/Chairperson would consult with the Commandant to decide which awards are appropriate. Awards should also be tracked at the Detachment level so the Commandant knows if it is a subsequent award.

Individual Meritorious Commendation Ribbon.

Awarded based on the established Detachment criteria. Once you qualify for this ribbon you can always wear it.

Ceremonial Guard Ribbon. Must participate in at least 10 events per year. Events include Color Guard, Funeral/Honor Detail, Rifle Detail, Bugler or Marching Squad. Riding on a float or just walking does not qualify for this award. Once you qualify for this ribbon you can always wear it.

Detachment Recruiter Ribbon. Awarded to the member who recruits the most new members to their Detachment. The time span should reflect the Department's recruiting year which is 1 May to 30 April. A Marine would receive the Detachment recruiting award and be eligible for the Department recruiter. The completed Department recruiting form shall be in the hands of the Department Jr Vice by 20 May to be eligible for the Department award. The form may be sent via US mail or email, however, the deadline is the same. It has to be there on 20 May. Once you qualify for this ribbon you can always wear it.

Community Service/VAVS Ribbon. Awarded for outstanding community service including VAVS, but not necessarily both. Helping all they have come in contact with. This recognizes those members who also work to better their communities by volunteering and working with other organizations. Such as their churches, Lions, Rotary, Moose, Scout Masters to etc. They should be actively working and volunteering in other community organizations. Once you qualify for this ribbon you can always wear it.

Additional appointments, elections, and awards at these levels would be recognized with a Bronze Star. After the fourth Bronze Star, the sixth award would be recognized with a Silver Star. Removing the four Bronze Stars and replaced with one Silver Star.

Detachment Marine of the Year. Must be a Marine, FMF Corpsman, or FMF Navy Chaplain to receive this award. The selection for the MOY is usually handled by the Detachment's prior MOY recipients. They present the award to the new MOY, however the Commandant signs the award certificate. Once you qualify for this ribbon you can always wear it.

Distinguished Service Bronze Ribbon.

Awarded based on criteria established by the Detachment. It is a **HIGHER** award so the requirements should reflect the action of the member. Once you qualify for this ribbon you can always wear it.

Distinguished Citizen Bronze. The highest level award the Detachment Commandant can award. It is based on **EVEN HIGHER** criteria established by the Detachment. Once you qualify for this ribbon you can always wear it.

For each additional Distinguished Service and Distinguished Citizen Bronze awards a 5/16" Gold Star will be worn. The sixth award would be recognized with a 5/16" Silver Star. Removing the four Gold Stars and replaced with one Silver Star.

Establishing criteria for awards can help to eliminate perceived favoritism by the Commandant. Track the awards to accurately know which award the member is authorized to receive, and how many times they have received it.

MARINE CORPS LEAGUE RIBBONS

SHOWN IN ORDER OF PRECEDENCE



Distinguished Citizen Gold



Distinguished Citizen Silver



Distinguished Citizen Bronze



Division Marine
Of the Year



Department Marine
Of the Year



Detachment Marine
Of the Year



Distinguished Service Bronze



National Recruiter Gold



National Recruiter Silver



National Recruiter Bronze



National Staff Elected Silver



National Staff
Appointed Bronze



Department Commandant



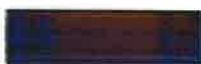
Department Staff
Elected Silver



Department Staff
Appointed Bronze



Department Recruiter Silver



Detachment Commandant



Detachment Staff
Elected Silver



Detachment Staff
Appointed Bronze



Detachment Recruiter Bronze



Community Service



Board of Trustees
Commendation—V. Fisher



National Meritorious
Unit Commendation



Department Meritorious
Unit Commendation



Individual Meritorious
Commendation



Kennel Dog of
The Year



Chief Devil Dog
Individual Commendation



Pack Dog
Of the Year



Pack Leader
Commendation—Individual



Pound Dog
Of the Year



Pound Keeper
Commendation—Individual



Past Chief Devil Dog



Pack Leader



Pound Keeper



Marine Corps
League Membership