



2022 Edition

Marine Corps League

Department of Alabama Bylaws

BYLAWS

Revised April 2022

DEPARTMENT OF ALABAMA, INC. MARINE CORPS LEAGUE

PREAMBLE

In the name of the beneficent God 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 nations and people of the 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 protect and advance the welfare of wounded or disabled Marines and FMF Corpsmen and their dependents, and for the further purposes set forth hereinafter, do solemnly and firmly associate ourselves together in a non-profit corporation known as the Department of Alabama, Marine Corps League and order and establish these Bylaws.

ARTICLE ONE NAME

SECTION 100 – NAME. Following National Bylaws, Articles Four and Seven, the name of this corporation shall be the Department of Alabama, Marine Corps League, Inc. (hereinafter referred to as the “Department”) as incorporated in Mobile County, Alabama on May 5, 1988.

ARTICLE TWO GENERAL

SECTION 200 – PURPOSE. The purpose of this Department shall be to preserve the traditions and to promote the interests of the United States Marine Corps; to band those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy; to fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they served the Nation under arms; to hold sacred the history and memory of the men and women who have given their lives to the Nation; to foster love for the principles which they have supported by blood and valor since the founding of the Republic; to maintain true allegiance to American institutions; to create a bond of comradeship between those in service and those who have returned to civilian life; and to aid voluntarily and to render assistance to all Marines, former Marines, FMF Corpsmen, and FMF Navy Chaplains as

well as to their widows, widowers, and orphans; to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interests to Marines.

SECTION 205 – FUNCTIONS. The functions of the Department shall include, but are not limited to the following:

a. Encourage, inspire, and recruit qualified Marines, FMF Corpsmen, FMF Navy Chaplains, and Associate Members into our ranks.

b. Develop and implement a program to charter new Detachments in accordance with Chapter Six, Section 6000 of the Administrative Procedures and Article VIII, Section 800 of the National Bylaws.

c. Provide leadership, support and assistance to all Detachments within the Department in order to foster continued growth and implementation of our mission.

d. Provide the highest standards of integrity, loyalty, and commitment inherent to the Marine Corps and the mottos, principles, and purposes of the Marine Corps League.

e. Provide and enhance camaraderie within the organization and within the community.

f. Encourage all members to be active in the various programs that enhance allegiance to our freedoms and commitment to our veterans.

g. If practicable, render aid and assistance to individuals and Detachments who fall within our purview of receiving aid when they need it, to include financial, emotional and physical.

SECTION 210 – STATUS. The Department is not formed for profit, but it is formed for promoting the ideals and purposes enumerated herein. The net earnings shall be devoted exclusively to the operations, charitable, education, and recreational purposes of the Department as defined by state and local statutes. It is properly incorporated in accordance with the laws of the State of Alabama and has the required EIN number in accordance with the National Bylaws.

SECTION 215 – ADHERENCE TO NATIONAL STANDARDS. The Department shall adhere to the National Bylaws and Administrative Procedures.

SECTION 220 – DEFINITION. As used herein, the use of a masculine pronoun or designation shall be deemed inclusive of both the male and female gender as necessary.

ARTICLE THREE COMPOSITION

SECTION 300 – COMPOSITION. The Department shall be comprised of all Detachments that are within the geographical boundaries of the State.

ARTICLE FOUR MEETINGS

SECTION 400 – REGULAR MEETINGS. Regular meetings of the Department shall be held quarterly as directed by the Department Commandant and approved by the Board of Trustees. Notice of the meeting shall be given to Detachments by the Department Adjutant by newsletter, mail, email, or telephone at least one (1) month in advance of the meeting.

a. The Department Bylaws and the National Bylaws and Administrative Procedures shall govern the procedure and conduct of the Department meetings. Parliamentary reference for all meetings of the Department shall be Robert’s Rules of Order Newly Revised.

b. The Department Charter or copy, the National Colors, and a Bible should be displayed at all regular meetings.

c. Meetings of the Department shall be open to all members in good standing from any Detachment or Member at Large of the Department in good standing.

SECTION 405 – ANNUAL MEETING. The annual meeting of the Department shall be held at the Annual Convention and at this meeting the Officers and Board of Trustees shall be elected, and such other business shall be conducted as may be brought before the Department. The annual meeting of the Department shall take the place of a regular quarterly meeting.

SECTION 410 – ANNUAL CONVENTION. The annual convention of the Department shall be held during the month of June or as directed by the Commandant and approved by the Board of Trustees. This convention shall be hosted by different Detachments within the Department on a rotational basis. The Department Commandant with the concurrence of the Board of Trustees shall determine which Detachment will host the following year’s convention. Detachments can jointly host the Convention with the permission of the Department Commandant. The Convention constitutes the requirements of a quarterly meeting. The host Detachment of the Convention shall coordinate closely with the Department Commandant and his staff on guests, speakers, training, and any other special events. In addition to the regular business of the Department, the Convention also serves the following purposes.

a. Elections and installation of officers for the coming year.

b. Commandants Council for discussions by the Department Commandant and each

Detachment Commandant on plans, programs, and activities of major consequence.

c. Training for Officers and members on leadership, programs, and activities of the League.

d. Recognition of deserving members through the presentation of awards, including the Department Marine of the Year and Associate Member of the Year.

e. Any other special Department business.

SECTION 415 – SPECIAL MEETINGS. Special meetings may be called at any time by the Commandant or the Senior Vice Commandant in the absence of the Commandant. It shall be the duty of the Commandant to call a special meeting whenever he is requested in writing to do so by three (3) or more Detachments showing good cause. Notice of a special meeting shall be given to the membership by mail, email, or telephone, as set forth in Section 400 of this Article.

SECTION 420 – QUORUM. During the quarterly meetings, at least fifty (50) percent of the elected and appointed officers of the Department must be present, as well as at least fifty-one (51) percent of the Detachments who must be represented by an elected officer, to constitute a quorum. A majority of the members present and in good standing at any meeting shall be necessary for the adoption of any matter voted upon by the members, unless otherwise specified in these Bylaws.

SECTION 425 – ATTENDANCE. Every Detachment shall have at least one representative present at every quarterly meeting of the Department.

ARTICLE FIVE OFFICERS

SECTION 500 – OFFICERS. The Department shall have such elected and appointed officers as required by Article (VIII) of the National Bylaws. The Department must elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate. Each of the aforesaid officers shall be a Regular member in good standing and shall be elected for a term of one (1) year and may stand for re-election for one (1) additional consecutive term. The Commandant shall appoint a Chaplain, Sergeant at Arms, Adjutant, Paymaster or an Adjutant/Paymaster and any other officers that are needed to fulfill the needs of the Department. Appointed officers may be Regular members or Associate members in good standing.

(Articles are now in Roman numeral)

a. ELECTIONS. The election of Department Officers shall be the last order of business at the Convention. The Chair of the Nominating Committee shall conduct the official process of the elections. Each Detachment shall have four (4) election votes, plus one (1) additional election vote for each fifteen (15) paid regular members of their Detachment as annotated by the latest published roster by the National Headquarters. An additional vote is obtained for any partial additional paid regular members, i.e. fifteen (15) plus one extra gets another vote. Any Detachment which has

received its Charter since the publication of the aforementioned roster shall be allocated votes in the same fashion, with additional votes based on the membership recorded on a copy of the transmittal which accompanied the application for Charter. At least one regular Detachment member must be registered at the Convention and be present during the vote to cast the Detachment's delegate's vote. A simple majority of delegates present rules in the vote. If two or more qualified leaguers are nominated to an elected position, a short time frame "caucus" shall be called to allow Detachments to poll their votes for a candidate. Detachments may submit split votes.

1. Any leaguer desiring to be considered for an elected office should be willing to move up the chain of command in subsequent years.

2. Any regular member, who is in good standing in a Detachment in the Department and has been a member for a minimum of one full year, shall be eligible to hold any elected office in the Department.

3. Candidates for elected office in the Department must be present (or submit to the Commandant a written statement of acceptance prior to the nomination meeting) when nominated and state that they are willing and able to accept the duties of office, if elected. Candidates will be nominated by either the Nominating Committee or by eligible delegates on the floor during the nomination process.

4. A majority of the delegate votes cast at the Convention is required to elect the Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate. When a simple majority is not reached on the first ballot, a second ballot will immediately commence after a caucus (not to exceed 10-minutes). Should a majority fail to materialize on the second ballot, the candidate with the least votes shall be dropped as a contender, and after each succeeding ballot, until a simple majority is achieved.

5. Elected and appointed officers shall enter their respective duties immediately after official installation. Elected officers are limited to two consecutive terms after which they are not eligible for the same position until one year has passed. However, appointed officers may succeed themselves at the pleasure of the Department Commandant.

6. The standard Report of Officers Installation of Department Officers shall be submitted to National Headquarters no later than 30 June annually.

b. VACANCIES IN ELECTED DEPARTMENT OFFICES

1. If for any reason the Department Commandant's position become vacant, the Senior Vice Commandant, if agreeable, will serve as the new Commandant for the remainder of the term. If not agreeable, the Junior Vice Commandant, if agreeable, will serve as the new Commandant for the remainder of the term. If neither one is agreeable, the Division Vice Commandant will be responsible for finding a replacement Department Commandant with assistance from the rest of the Department Staff. If either the Senior Vice Commandant or the Junior Vice Commandant serve as the replacement Commandant, they will be responsible for finding a replacement for their previous position with assistance and approval of the Department Board of Trustees.

2. If for any reason the Department Senior Vice Commandant is unable to fulfill his/her duties, the Department Junior Vice Commandant (if he/she chooses) shall assume the duties of the Department Senior Vice Commandant for the remaining term. If the Junior Vice Commandant chooses not to advance, the Department Commandant shall with the approval of the Board of Trustees select a member who is eligible to hold elected office to fill the vacancy in the office of Senior Vice Commandant for the remaining term.

3. If for any reason the Department Junior Vice Commandant is unable to fulfill his/her duties, the Department Commandant with the approval of the Board of Trustees shall select a member who is eligible to hold elected office to fill the vacancy in the office of Junior Vice Commandant for the remaining term.

4. If for any reason the Department Judge Advocate is unable to fulfill his/her duties, the Department Commandant with the approval of the Board of Trustees shall select a member who is eligible to hold elected office to fill the vacancy in the office of Judge Advocate for the remaining term.

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

SECTION 505 - DUTIES OF OFFICERS. In addition to the specific duties of the individual Officers, as hereinafter stated, it shall be the duty of each Officer to acquire a working knowledge of the Department Bylaws. The Department Commandant and/or his representative shall visit each Detachment within the election year. Elected Department Officers as well as Past Department Commandants can provide the appropriate swearing in of newly elected Detachment officers. The specific duties of the Department Officers shall be:

a. DEPARTMENT COMMANDANT

1. To preside at all meetings of the Department and the Board of Trustees.
2. Direct the affairs of the Department as prescribed by the Board of Trustees.
3. Call meetings of the Board of Trustees and meetings of the Department as required by these Bylaws.
4. Appoint committees and liaisons as deemed necessary, subject to the approval of the Board of Trustees, unless otherwise specified herein; however, the Marine of the Year Committee shall be as provided as in Article Nine, Section 910 of these Bylaws.
5. The Commandant shall be a member of all committees, ex-officio.

6. He shall decide on all questions of order subject to an appeal to the Department Judge Advocate. All matters of discipline or grievance shall be handled in accordance with the Bylaws and Administrative Procedures of the National Marine Corps League.

7. Observe and enforce the observance of the Department Bylaws as well as the National Bylaws and Administrative Procedures of the Marine Corps League, including the current version of the Uniform Code.

8. Direct to all Officers and members of the Department such orders as are not in conflict with the Department Bylaws and/or the National Bylaws and Administrative Procedures of the Marine Corps League, including the current version of the Uniform Code.

9. The Department Commandant is authorized to represent the Department of Alabama at the annual National Conference, National Mid-Winter Conference and Southeast Division Conference. Additionally, the Commandant may represent the Department at the annual Departments of Georgia and Mississippi conferences. If the Department Commandant cannot attend a conference, he may designate any member of the Board of Trustees to represent the Department.

b. SENIOR VICE COMMANDANT shall give every assistance to the Department Commandant and shall, in the absence or illness of the Commandant, perform the duties of the Commandant. He is charged with the implementation of a training program of Department Officers and Staff for the proper performance of their duties in order to increase the effective and efficient conduct of the Department. He shall also perform additional duties as delegated by the Commandant or the Board of Trustees.

c. JUNIOR VICE COMMANDANT shall create and promulgate such membership incentives and programs as to produce continuous and enthusiastic membership growth. He shall assist the Commandant in the discharge of his official duties and shall assume the duties of the Commandant in the absence or illness of the Commandant and Senior Vice Commandant. He shall be responsible for establishing a meeting place for the regular quarterly meetings, and for entertainment and parties of the Department, except for the annual convention.

d. JUDGE ADVOCATE shall interpret the Bylaws of this Department and the National Bylaws and Administrative Procedures of the Marine Corps League. He shall advise, construe, counsel, and render opinions of Law and Procedure to the Commandant and the Board of Trustees. He shall be available to all Department officers and committees for advice and counsel pertaining to their duties and responsibilities within the scope of the Bylaws of this Department and the National Bylaws and Administrative Procedures of the Marine Corps League. The Department Judge Advocate may not hold the office of Judge Advocate in his Detachment. If such is the case, the resignation from the Detachment office shall be required upon being sworn into the Department office. In order to ensure proper and expeditious action on any discipline or grievances actions within the Department, all such notices shall be sent to the Department Judge Advocate.

e. ADJUTANT shall keep completed records of the proceedings of the Department and all meetings. He shall conduct the correspondence and keep records of the Department, including lists of names, addresses, and previous records of members. He shall notify all Detachment Commandants and Department Officers of meetings as set forth in Article Four. He shall read or

make available copies of all communications and documents and make the proper record of same and perform such duties that may be necessary for the proper handling of the business incident to his office. He shall record and maintain for posterity a full and complete account of all Department business pertaining to his duties as Adjutant. The Adjutant shall perform other duties required by these Bylaws or as may be required by the Board of Trustees.

f. PAYMASTER shall receive and deposit all funds of the Department in the bank or banks designated by the Board of Trustees. He shall produce all books, vouchers, and papers called for or required for the proper audit of his accounts. He shall answer for all money received by him belonging to the Department and give his receipt for same. He shall have the bank book and ledger at all meetings for verification and submit a report of the Department's current assets and debts. The Paymaster and one (1) other prescribed officer of the Department shall be authorized to sign Department checks. The paymaster shall ensure that all IRS forms and reports are submitted within the required time frame and will ensure that detachments do the same. The Paymaster shall perform other duties required by these by laws or as may be required by the Board of Trustees. The Board of Trustees shall conduct an audit of all books, vouchers, and papers at least once per year at the Annual Convention and when a new Paymaster is appointed. The Paymaster shall surrender to their duly appointed successor all Department books, records, codes, passwords, or other property with which their office is charged.

g. CHAPLAIN shall conduct all devotional exercises at Department meetings and shall contact all Department members and family and friends sick or in distress and maintain a roster of such. He shall be responsible for the timely submission of Death Notices for Department members to the proper National authority as directed by the National Bylaws and Administrative Procedures and providing notice to the Department Commandant of the same. He shall perform such other duties as may be required of him, including the visiting of the sick, distressed, and homebound.

h. SERGEANT AT ARMS shall assist the Commandant in keeping order during Department meetings. He shall see that only members of the Marine Corps League and authorized guests are admitted to the meetings of the Department. He shall be responsible for the proper arrangement of the Department quarters for all meetings of the Department and securing the property of the Department. The Sergeant-at-Arms is responsible for the National colors, the Department colors, and charter and/or official plaques required for display at Department meetings or official displays. The Sergeant at Arms shall perform other duties as required.

i. JUNIOR PAST COMMANDANT shall be the immediate past Commandant of the Department and shall be a full voting member of the Board of Trustees, contributing generously and impartially from past experience as to the best interests of the Department. He shall preside at all meetings of the past Commandants of the Department as necessary.

j. OTHER DEPARTMENT OFFICERS not specifically outlined herein shall have duties as directed by the Commandant or Board of Trustees.

ARTICLE SIX BOARD OF TRUSTEES

SECTION 600 – POWERS. The powers of the Department shall be exercised in the best interest of this Department and the Marine Corps League by a Board of Trustees, within the scope of the Bylaws of this Department. The business and property of the Department shall be conducted and controlled by the Board of Trustees.

SECTION 605 – COMPOSITION. The Board of Trustees shall consist of the following elected officers of the Department: Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, as well as the Jr. Past Commandant of the Department.

SECTION 610 – MEETINGS. The Board of Trustees shall meet at least quarterly. A special meeting of the Board of Trustees may be called by any two (2) members of the Board. At the discretion of the Commandant, the Board meeting may take place on the same day as the Quarterly meeting. There must be three (3) or more members present to conduct a meeting. Between Department meetings, the Department Board of Trustees is empowered to conduct business at any regular or special meeting, or by mail or telephone or fax or e-mail.

SECTION 615 – EXPENSES. The Board of Trustees shall have the authority to incur expenses up to the amount of \$500.00 and pay such expenses prior to the next regular meeting of the Department if necessary. A majority vote of the Board of Trustees is necessary to incur and pay the expenses, and the expense shall be reported at the next regular meeting of the Department. In addition to the above, the Commandant shall have the authority to incur expenses for non-travel costs up to the amount of \$200.00 between Quarterly Meetings and pay such expenses prior to the next regular meeting of the Department if necessary. The Commandant's expenses are limited to what would normally be considered as operational expenses. The Commandant is ultimately responsible for authorizing every payment or financial transaction. If the Commandant has incurred the expense, then responsibility falls to the Senior Vice Commandant to approve the expenditure or reimbursement. The Paymaster will maintain approval records for each expenditure.

SECTION 620 – TRAVEL EXPENSES. The Commandant, or his designee, will be reimbursed for reasonable expenses to the extent that funding was approved in the Department's annual budget and available in the Department's banking account for travel authorized in Section 505 (a) 9. Travel expenses for attendance at Department Quarterly meetings is not reimbursable.

a. If the trip requires commercial air travel, every effort will be made to arrange the lowest possible airfare. Only coach travel is permitted.

b. It is the option of the Commandant to either use his personal vehicle or commercial air for out of state conferences. However, commercial air should not be considered for shorter trips.

c. Rental cars will not be reimbursed. Travel by taxi or comparable transportation is only authorized between the airport and conference location. Travel by personal automobile will be reimbursed at a rate equal to the amount the Internal Revenue Service (IRS) allows for charitable activities. Parking fees, conference registration and banquet fees will be reimbursed.

d. Extracurricular activities such as attending ballgames, sightseeing, etc. will not be reimbursed. Hotel and travel meals-will be reimbursed. Meals will be reimbursed at face value but under no circumstances will total meal expenses exceed \$60 per day. Partial days will be pro-rated. Receipts are required for all expenditures in order to be reimbursed. Alcoholic beverages are not reimbursable.

1. Any exceptions to the above must have advance approval from the Board of Trustees. All travel expenses regardless of type must be reviewed and approved by the Department Commandant in advance of being paid. If the Commandant incurs the expenses, it must be reviewed and approved by the Senior Vice Commandant before it can be disbursed. The Paymaster will maintain approval records for each expenditure.

e. Section 505 of these Bylaws authorizes the Commandant or his designated representative to visit Detachments within the Department of Alabama. Expenses may be reimbursed for mileage at a rate equal to the amount the Internal Revenue Service (IRS) allows for charitable activities, hotel, if the Detachment is over 100 miles one way, and meals if an overnight stay is required. The meal reimbursement policy as described in the preceding paragraphs apply.

ARTICLE SEVEN DEPARTMENT STAFF

SECTION 700 – COMPOSITION. The Department Staff shall consist of the Department Board of Trustees, other Appointed Department Officers and Liaisons, Department Committee Chairs, and Past Department Commandants, being identified collectively as staff officers and individually as a staff officer.

SECTION 705 – POWERS. The power and authority of the Department Staff shall be the same as that of the Board of Trustees except that the other Appointed Department Officers and Liaisons, Department Committee Chairs, and Past Department Commandants (excluding the Jr. Past Commandant) shall have no vote and shall not be considered in determining a quorum for any Department Board of Trustees meeting.

SECTION 710 – DUTIES. The Department Staff shall acquire a working knowledge of the Department Bylaws in order to assist the Department Board of Trustees in their duties and to foster enthusiastic growth within the Department.

ARTICLE EIGHT CONTRACTS

SECTION 800 – CONTRACTING AUTHORITY. No officer, employee, committee chair, or member of the Department of Alabama, Marine Corps League shall enter into or sign any contract or agreement, for the purpose of binding the Department, without first submitting such contract or agreement to the Department Judge Advocate for his consideration and with the Department Commandant’s approval. All documents shall then be forwarded to the entire Board of Trustees. The Department Board of Trustees thereafter, by a majority vote, may accept or reject, in whole or in part, the contract or agreement submitted to it. All contracts or agreements consummated in the name of the Department shall require the signature of the Department Commandant and Department Judge Advocate.

ARTICLE NINE AWARDS

SECTION 900 – PURPOSE. A vital function for the membership of this Department is to recognize deserving members. The National Administrative Procedures outline various awards and criteria for eligibility. The Department of Alabama is encouraged to recognize its members and forward appropriate documentation for awards.

SECTION 905 – AWARDS COMMITTEE. The Commandant shall establish an awards committee, and this committee shall have the responsibility of recommending deserving Department members, with the Commandant’s approval, for Department or National Awards. The committee shall be charged with recommending nominees for awards as necessary throughout the year, culminating in the presentation of awards during the Department’s annual Awards Ceremony, which takes place on the same evening as the Convention Banquet.

a. The committee shall have a chair and at least four (4) other members.

b. Each Detachment is strongly encouraged to recognize deserving members by forwarding appropriate recommendations to the Department. Submission of nominees for Department awards shall be done in writing and shall be submitted to the Chair of the Awards Committee no later than 30 days prior to the Department Convention each year.

SECTION 910 – MARINE OF THE YEAR. The Department Marine of the Year (MOY) Committee shall consist of all prior Department Marine of the Year recipients who continue as active members of a Detachment within the Department of Alabama. The committee shall select its chair from the members present and shall be charged with the selection of the Department’s Marine of the Year. The recipient shall be a Department Regular member in good standing. The MOY recipient shall be named at the Department’s annual Awards Ceremony as in Section 905 above. Submission of nominees for the MOY award shall be done in writing and be submitted to the Department Commandant no later than 30 days prior to the Department Convention each year.

SECTION 915 – ASSOCIATE MEMBER OF THE YEAR. The Department Associate Member of the Year (AMOY) Committee shall consist of all prior Department Associate Member of the Year recipients who continue as active members of a Detachment within the Department of Alabama. The committee shall select its chair from the members present and shall be charged with the selection of the Department’s Associate Member of the Year. The Committee shall consist of at least three (3) members. If three (3) AOY members are not available, the question of Associate Member of the Year will be decided by the MOY Committee. The recipient shall be a Department Associate Member in good standing. The AMOY recipient shall be named at the Department’s annual Awards Ceremony as in Section 905 above. Submission of nominees for the AMOY award shall be done in writing and be submitted to the Department Commandant no later than 30 days prior to the Department Convention each year.

SECTION 920 – SUBMISSIONS: Submissions for Southeast Division (SED) Marine of the Year (Carter Award) and SED Associate of the Year will be submitted in accordance with the SED SOP. Submissions for National Marine of the Year and National Associate of the Year will be submitted in accordance with MCL National Administrative Procedures. The Detachment Commandant or Senior Vice Commandant, as appropriate, will identify their nominee to the Department Commandant at least two weeks in advance of their submission. The Detachment will also provide a copy to the Department Commandant prior to the submission to SED or National.

ARTICLE TEN COMMITTEES

SECTION 1000 – COMMITTEES: All committees (Standing and Special) shall serve at the pleasure of the Commandant with approval from the Board of Trustees. The need for activating these committees shall be determined by the Department Commandant and/or Board of Trustees. All members of any committee shall be a member (regular or associate) in good standing and a voting member of a Detachment within the Department of Alabama.

a. HISTORICAL COMMITTEE shall, under the direction of the Board of Trustees, assemble and maintain a record of the Department’s history and achievements, including, but not limited to, awards, member recognition, Past Department Commandants, and community involvement.

b. LEGISLATIVE COMMITTEE shall study all legislation of benefit to Veterans at the local, state, and national level and submit recommendations to be submitted to the membership concerning the advisability of endorsing support or urging rejection of pending legislation concerning Veterans’ affairs. The committee, with the chair deemed the Department Legislative Officer, shall study and develop resolutions as deemed necessary with regards to legislation beneficial to the protection of the Nation, the United States Marine Corps, and Veterans at the local, state, and national level and submit the same as approved by the Department membership.

c. MARINE ASSISTANCE/DISASTER RELIEF COMMITTEE shall develop and implement plans and procedure necessary to assist Members, Marines, FMF Corpsmen, and their families in need or in distress in accordance with the principles and purposes of the League. The Committee shall also develop and implement plans and procedures for disaster relief and assistance to Members, Marines, FMF Corpsmen and their families in the wake of natural and/or man-made disasters. The plans should include, but are not limited to fundraising, communications, logistics, and on-site support. The TAG Fund may be used to financially support these efforts.

d. MARINE SERVICE TAG COMMITTEE shall monitor the progress of the Marine Service Tag program and oversee the use of funds generated by the program.

1. The Committee shall consist of all Past Department Commandants who are active members of a Detachment within the Department of Alabama, the currently serving Department Commandant, the currently serving Senior Vice Department Commandant, and two currently serving Detachment Commandants. The two Detachment Commandants will serve for one year and be selected by the other Detachment Commandants at the annual convention. These two Detachment Commandants will serve until the next annual convention unless replaced for cause or as described in this section. As with all committees, the current Commandant will appoint a chairperson. The TAG Committee may appoint a TAG Fund Administrator. This may be any Department member in good standing. This is a non-voting member of the TAG Committee however based on their research they may make a recommendation to the Committee. Their responsibility is administrative and defined by the Committee Chair and approved by the Commandant. The Fund Administrator works for the TAG Committee Chair. Responsibilities may include assistance with record keeping (administratively and financially), coordination with Detachments or individuals requesting financial assistance, assistance with fact finding, coordinating with vendors, and other duties as may be assigned. This person shall be trustworthy and experienced with accounting software program currently in use or be able to quickly learn such program.

2. All committee members must attend 50% of quarterly meetings in any given twelve (12) month period. Failure to attend 50% of the meetings will result in automatic removal from the committee. The committee chair will track committee member attendance and keep the Department Commandant informed of the status.

3. The TAG Committee must have a minimum of five (5) members. If through attrition, resignation or the results of the preceding paragraph the committee drops below five members; the current Department Commandant will appoint additional member(s) to maintain the five-member minimum. The Department Commandant must select replacement members from Department elected officers or Detachment Commandants at his or her discretion. These appointees serve at the Department Commandant's pleasure but no longer than the following annual convention.

4. Recommendations for financial assistance must be made from any Department of Alabama Marine Corps League Detachment or by individual members but sent through his/her Detachment. Regardless of originator, the Vetting form must be signed by the Detachment Commandant or in his or her absence, the Detachment Senior Vice Commandant; and should be supported by the Detachment's membership. In the case of an emergency request where there is

not time to involve the entire Detachment, the Detachment's Board of Trustees must approve the request. This may be accomplished via email or phone calls, but a record must be produced, and the Detachment briefed at their next meeting. Recommendations presented to the TAG Committee will be made using the current Department Vetting form as approved by the Department Officers for expenditure of funds. Vetting forms must be presented with complete details of how the funds will be used. The Committee will vote to either recommend approval or recommend non-approval for every submission. A simple majority rules.

5. The Committee shall meet at each Quarterly meeting to review recommendations, plan, discuss, and formulate final recommendations for expenditure of the Marine Service Tag Program funds. These recommendations will then be presented and voted upon by all Department Marine Corps League Members present at the Department Quarterly meeting or Annual Convention; every recommendation voted upon must be approved by a majority vote of the members present.

6. Except as provided elsewhere in this Section, only after any recommendation has been voted on and approved by majority vote of all Department of Alabama Marine Corps League members present, will any of the Marine Service Tag funds be disbursed.

7. The Committee shall produce an annual strategic plan and corresponding budget consistent with the goals and principles of the Department for the use of moneys under its control and shall provide the same to the Department Board of Trustees. The plan must be voted on by a majority of members at the next quarterly or annual meeting.

8. The Committee may approve and spend up to \$4,000.00 per emergency request each quarter. Only humanitarian causes within the state of Alabama where time is of the essence is considered an emergency. The majority of the Tag Committee must approve the expenditure. If the vote is taken by email, copies of responses will be maintained for at least one year. In all cases, the details of the expenditure will be presented at the next scheduled Department Quarterly meeting.

e. **NEWSLETTER COMMITTEE** shall be responsible for the editing and publishing of the Department's quarterly publication, The Alabama Marine, and take the steps necessary to publish and distribute the newsletter prior to each quarterly meeting if practical. The committee shall also maintain the distribution list for the newsletter to include the National elected officers, the NVC Southeast Division, the Department of Alabama Commandant, and the Commandant of each Detachment within the Department of Alabama. Each year, the committee shall submit the newsletter for consideration in the National Newsletter Competition.

f. **PUBLIC RELATIONS COMMITTEE**, with the committee chair deemed the Department Public Relations Officer, shall serve as the Public Relations and Press Officer of the Department and shall utilize all means necessary to properly transmit the activities of the Department within the community, including press releases, interviews, Facebook accounts, and other means available to promote the Department.

g. **RECRUITING/RETENTION COMMITTEE** shall, under the guidance of the Department Recruiting/Retention Officer, maintain and monitor the membership levels of the

Department. The committee shall be responsible for maintaining the current membership roster and reporting on new members and retention levels during the quarterly meetings. The committee shall also monitor delinquent members on the Department roster in order to keep such members to a minimum with the advice and support of the Board of Trustees and the general membership.

h. SERVICE OFFICER COMMITTEE shall become acquainted with Federal and local laws and with their interpretation and application within the framework of service to veterans. The committee chair shall be deemed the Department Service Officer and, with the support of the committee, shall assist Marine veterans, and all military veterans upon request, and their dependents, widows or widowers, in securing benefits provided by laws and regulations and be in charge of all Veterans Administration activities of the Department. The committee shall regularly report on issues and topics of importance to Marine veterans, their families, widows, widowers, and dependents, as well as the veteran's community in general.

i. STRATEGIC PLANNING COMMITTEE shall assess the current status of the Department with regards to both the local and national environment, create three (3) and five (5) year goals for Department programs and growth, and develop actionable plans in order to achieve the desired goals. Their findings shall be reported to the Board of Trustees no later than the meeting immediately following the Installation of Officers and submitted to the membership for approval.

j. WAYS AND MEANS COMMITTEE shall prepare and present a financial program and budget for the conduct of affairs and normal business of the Department for the upcoming year and shall make recommendations regarding way and means of increasing the funds of the Department. The Committee shall present a Department annual budget at the annual convention. The budget shall include but is not limited in funding for: Commandant's expenses, administrative expenses, official Department officer expenses, and a contingency fund for disasters of members and the good of the League.

k. WEB SERGEANT COMMITTEE shall be charged with the creation and upkeep of the Department's website in order to provide proper and timely information to Department members and the public.

l. NOMINATING COMMITTEE. A nominating committee shall be appointed by the Commandant at least three (3) months prior to the nominations being presented to the membership for the purpose of presenting a slate of elected officers at the Annual Convention. The findings of the committee shall be presented to the Department Commandant no later than two weeks prior to the nominations being presented to the membership. Nominations from the committee will be made at a Department Meeting, or Department Convention at least one day prior to the election. Additional nominations from the floor may be made at that time. Each nominee shall be a Regular member in good standing in the Marine Corps League at the time of their nomination. Each nominee, when called upon, shall rise, if not restricted by physical impairment, and state to the Chair that if elected, they shall accept the office and serve loyally, faithfully, and to the best of their ability during the term to which elected.

ARTICLE ELEVEN MEMBERSHIP AND DUES

SECTION 1100 - Membership and eligibility for membership shall be as defined in National Marine Corps League Bylaws and Administrative Procedures. National dues will be in accordance with the National Marine Corps League Bylaws and Administrative Procedures. Department Dues are payable along with the application or renewal. Any changes to the Department Dues must be approved at the Annual Department Convention. Each Detachment shall fix the amount of its membership dues, which shall include the Department and National fees. Department fees are \$3.00 for each new and renewing member, both associate and regular. There is no Department fee for Life members.

ARTICLE TWELVE USE OF TAG FUND

SECTION 1200 - Funds provided by the state of Alabama derived from the sale of “Marine” license plates shall be referred to as the TAG Fund.

a. The TAG Fund will be used for humanitarian purposes for Marines Helping Marines (see definition below) and may be used to support Marion Military Institute’s prospective Marine student programs, Young Marine Programs within the state of Alabama, Marine JROTC programs within the state of Alabama, and to give financial support of new Detachments after they receive their Charter.

b. Support of any other initiative will follow regular TAG Fund procedures defined in Article Ten Section 1000, d, of these Bylaws except it will always be presented to the membership for vote at a regular Department meeting and requires a two-thirds (2/3) majority of members present for approval.

c. The General Fund of the Department of Alabama may be supplemented by the TAG Fund. Except under extraordinary circumstances, this transfer will take place once per year immediately following Department approval of the budget. The transfer will be the projected shortfall in the General Fund based on the approved budget. This transfer, if necessary, to meet a projected General Fund shortfall will be part of the Department’s annual budget approval process. Marines Helping Marines (MHM) for purposes of TAG Fund support must have a relationship with the State of Alabama. MHM is defined as:

1. Currently serving active duty or reserve Marines
2. Corpsmen or Chaplains who served with and supported Marines
3. Any Marine, or any Corpsmen or Chaplain who served with and supported Marines; and possess an Honorable Discharge
4. Any regular or associate member of the Marine Corps League in good standing
5. A dependent or immediate family member of any of the above. This includes minor or dependent children, spouse, and dependent parents (if claimed as a dependent on their most recent tax return).

6. A widow and widower of any of the above
- d. The TAG Fund may be used to financially support disaster relief efforts.

ARTICLE THIRTEEN AMENDMENTS

SECTION 1300 – EFFECTIVE DATE. These Bylaws shall become effective upon approval of a majority of members present, when presented to the members at the regular annual Department Convention.

SECTION 1305 – AMENDMENTS. These Bylaws may be amended, revised, replaced or altered in whole or in part only at the Annual Convention. Any proposed change to the Bylaws must be submitted in writing by 1 March so that the Bylaws Committee has time to review and process prior to the April Quarterly Meeting. The proposed Bylaw changes will be distributed at the April Quarterly meeting giving Detachments ample time to review before the Convention. Proposed Bylaw changes after the April Quarterly meeting should be submitted by the Detachment Commandant to the Bylaws Committee Chair with a copy to the Department Commandant. The Department Bylaws Committee will present all recommended changes to the Body at the Annual Convention as well as their recommendation and reason for recommending approval or disapproval. The regular members in good standing present at the Convention will vote on all proposed Bylaw changes. A simple majority rules.

CERTIFICATIONS

We, the undersigned Officers of the Department of Alabama, Inc., Marine Corps League, do certify that the Bylaws as contained and amended herein were approved by the Board of Trustees and the members present at the regular Department annual Convention on 23 April 2022.



Michael D Ryan, Department Commandant



Bill Reecer, Department Sr Vice Commandant



Russ Miller, National Judge Advocate