

DEPARTMENT OF NEW JERSEY



BYLAWS

REVISIONS TO THE BYLAWS
DEPARTMENT OF NEW JERSEY, MARINE CORPS LEAGUE

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1985 No Revisions.

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1993 No Revisions.

Revised at the Annual Convention, Department of New Jersey held at Cherry Hill, New Jersey. 1994 June 16, 17 and 18.

Revised at the Annual Convention, Department of New Jersey held at Clifton, New Jersey. 1995 June 15, 16 and 17. Bylaw Article 4, Section 7-Installation of Officers.

1996, 1997 No Revisions.

Revised at the Annual Convention, Department of New Jersey held at Pleasantville, New Jersey. 1998 June 25, 26 and 27. Bylaw Article 1, Section 3 Duties, Section 6 Credentials, Section 10 Elections, Section 11 Term of Office. Article 2 Section 2 District Vice-Commandants Move to Administrative Procedures.

1999, 2000 and 2001 No Revisions.

Revised at the Annual Convention, Department of New Jersey held at Egg Harbor Township. New Jersey. 2002 June 20, 21 and 22. Administrative Procedures Chapter 2 Section 2 Conventions, Time & Place.

2003 No Revisions.

Revised at the Annual Convention, Department of New Jersey held at Carney's Point, New Jersey. 2004 June 17, 18 and 19. Administrative Procedures Chapter 2, Conventions, Section 2 Time and Place and Chapter 4, Districts, Section 4.

Revised at the Annual Convention, Department of New Jersey held at Woodbridge, New Jersey. 2005 June 16, 17 and 18.

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Revised at the Annual Convention, Department of New Jersey held at Woodbridge, New Jersey. 2007 June 21, 22 and 23. Bylaws, Article VII Miscellaneous, Section 4, Bylaws Distribution.

Revised at the Annual Convention, Department of New Jersey held at Woodbridge, New Jersey. 2008 June 17, 18 and 19.

Revised at the Annual Convention, Department of New Jersey held at Woodbridge, New Jersey. 2009 June 18, 19 and 20. Administrative Procedures Chapter 2, Section 3, Convention Committee.

2010 No revisions.

Revised at the Annual Convention, Department of New Jersey held at Woodbridge, New Jersey. 2011 June 16, 17 and 18. Bylaw Article II Section 3 Trustees. Article 7 Section 2 Amendments. Administrative Procedures, Chapter 3, Section 3, Regular Meeting and Chapter 4 Districts.

Revised at the Annual Convention, Department of New Jersey held at Woodbridge, New Jersey. 2012 June 14, 15 and 16. Bylaw Article I Section 6 sub paragraph (c) move from Bylaws to Administrative Procedures Chapter 2, Section 5, Registration (c).

Revised at the Annual Convention, Department of New Jersey held at Atlantic City, New Jersey. 2013 June 13, 14 and 15. Change Administrative Chapter 12 to Chapter 13. Add new Chapter 12, North East Division Marine of the Year.

Revised at the Annual Convention, Department of New Jersey held at Galloway Township, New Jersey. 2014 June 12, 13 and 14. Change Bylaws Article V Section 1 dues. Article VII Section 2 Amendments.

2015 No revisions.

Revised at the Annual Convention, Department of New Jersey held at Galloway Township, New Jersey. 2016 June 9, 10 and 11. Administrative Procedures. Remove entirely Chapter 10, Section 7, Distribution of Convention funds. Replace Chapter 13, Marine Corps League License plates with new fees.

2017 No revisions.

Revised at the Annual Convention, Department of New Jersey held at Galloway Township, New Jersey. 2018 Revised by vote of Executive Board. Chapter 11, Section 4 Marine of the Year submission date. May 31, June 1, 2. Bylaw Article VII, Section 4, Bylaws Distribution.

2019 Revised by vote of Executive Board, Article 1, Section 11, Term of office. Revised by vote of Executive Board Administrative Procedures Section 4, Districts 17 November.

2020 Edited Bylaws to conform with new National Bylaws and Administrative Procedures. Added Article 8, SOP for Commandants expense to National Conventions.

BYLAWS
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BYLAWS
ARTICLE I
DEPARTMENT CONVENTION

SECTION 1 - MEETINGS

The Department Convention shall be convened between May 1 and June 30 each calendar year unless prevented by national emergency or other unpreventable cause.

SECTION 2 - AUTHORITY

The Supreme legislative and policy making power of this Convention shall be vested in a Department Convention composed of the properly elected, registered and approved delegates in good standing.

SECTION 3 - RULES OF ORDER

The National Bylaws and Administrative Procedures and the latest edition of Robert's Rules of Order Newly Revised shall govern the procedure and conduct of each Department Convention.

SECTION 4 - CONVENTION COMMITTEE

The Department Junior Vice Commandant shall be the Department Convention Chairman and will appoint a committee consisting of not less than (3) members whose duties it shall be to run the Department Convention. The Senior Vice Commandant shall run the Banquet and the Judge Advocate shall run the hospitality room.

(a) DUTIES OF CONVENTION COMMITTEE

- (1) To check out all bids and hotels.
- (2) Will run the Banquet on Saturday Night.
- (3) Will be in charge of the Ad Book.
- (4) Will run the hospitality room.

(b) **HOSPITALITY ROOM**

- (1) The Department will pay for one night of the hospitality room.
- (2) The hospitality room shall close no later than 2230 Hours.
- (3) The budget for the hospitality room shall be determined by the Department budget for the fiscal year.
- (4) The Judge Advocate shall submit a complete inventory to the Commandant following the close of the Convention.

SECTION 5 - ADMINISTRATIVE COMMITTEES

The Department Administrative Committees shall be: Credentials, Bylaws, Administrative Procedures, Resolutions and Rules. The Commandant with the consent and approval of the Board of Trustees shall appoint the members of these Committees.

(a) **BYLAWS AND ADMINISTRATIVE PROCEDURES COMMITTEE**

Shall receive and consider all proposed changes of the Department Bylaws and Administrative Procedures properly submitted in accordance with the requirements of Department Bylaws and Administrative Procedures. The committee, by majority vote, shall either approve or disapprove all properly registered Department Bylaws and Administrative Procedures revisions considered by the committee. The committee Chair will report the committee's recommendations to the Department Convention for its consideration and action.

(b) **RESOLUTIONS COMMITTEE**

Shall receive and consider all properly submitted resolutions (not Bylaws proposals) complying with the requirements of the Department Bylaws and Administrative Procedures and may offer resolutions on behalf of the committee deemed by the committee to be advisable and necessary. The committee, by a majority vote, shall either approve or disapprove all properly registered resolutions considered by the committee. The committee Chair will report the committee's recommendations upon such resolutions to the Department Convention for its consideration and action.

(c) **RULES COMMITTEE**

Shall study the rules of the convention employed at prior conventions and determine the need for any additional rules or revisions for recommendation to the convention for application during that specific convention.

SECTION 6 - DUTY

It shall be the responsibility of the Department Executive Committee to see that the decisions of the Department Convention are enforced. The Department Executive Committee shall meet bi-monthly, beginning with the first meeting following the Department Convention to determine how best to carry out such mandates of the membership.

SECTION 7 - PLACE

The convention committee will present bids for the convention at the first staff meeting in September following the Convention. At that time all Hotels may make their presentation. If no Hotel representatives are present the Chair of the Convention Committee will make the presentations.

- (a) In the absence of a satisfactory bid, the Committee will determine the date and location of the next convention.
- (b) Beginning with the 2006 Convention the convention site will be considered permanent.
- (c) The permanent convention site may be reviewed every three (3) years.
- (d) Contracts between the permanent convention site and the Department shall become void if there is a valid reason by either party of the contract.

SECTION 8 - CONVENTION PROCEDURE

Immediately preceding the convening of each Department Convention, the Department Commandant and the Department Executive Committee shall determine and establish the sequence and procedure with which the business of the convention shall be conducted in conformity with the National Bylaws and the Department Bylaws.

SECTION 9 - CREDENTIALS

DELEGATES, ALTERNATES, and MEMBERS

- (a) Delegates, alternates and members desiring to attend business sessions of the Department Convention must possess a paid-up membership card, plus properly executed and signed credentials and must be registered with and approved by the Convention Credentials Committee.
- (b) Delegates and alternates to the Department Convention shall be determined on the basis of Detachment membership strength reported to and on record with the Department Paymaster as of fifteen (15) days prior to the opening of the Department Convention. The delegate voting strength of each Detachment shall be as follows: for the first ten (10) Marine members one (1) delegate and one (1) alternate; for each additional full block of ten (10) Marine members, one (1) delegate and one (1) alternate; for a partial number of ten (10) Marine members; one (1) delegate and one (1) alternate. However, no delegate strength of a Detachment shall be computed by including associate members or honorary members in such Detachment's membership.
- (c) Delegate or alternate credentials of a Detachment may be claimed only by the registered member of that Detachment.

SECTION 10 - DUTIES OF CREDENTIALS COMMITTEE

- (a) Examine the credentials of each delegate and alternate delegate.
- (b) Determine that each member desiring to register possesses a current membership card.
- (c) Compile a continuing list of all registered and approved delegates and alternates and the approved delegate voting strength of each Detachment in good standing. The lists shall be available upon the request of the Chair and shall be presented as a part of the committee's final report to the Department Convention.
- (d) Disapprove the credentials of delegates NOT in good standing at the time of the Department Convention.

SECTION 11 - REGISTRATION

- (a) All approved and certified delegates, alternates and members will receive from the Convention Registration Committee, a convention program and such activities admittance tickets, as they desire upon payment of the amount indicated on the convention activities ticket.
- (b) In the process of registration, should a member's credentials as a Detachment delegate or alternate be challenged by the Credentials Committee, the member's Detachment Commandant or duly appointed representative in the absence of the member's Detachment Commandant, may authenticate the credentials of the member in question, providing that such action does not authorize more delegates and alternates than the Detachment is allowed under provisions of the Department Bylaws and Administrative Procedures.
- (c) Registration fees shall be determined by the Department Staff. Advance registration fees must be accompanied by official credentials forms and received by the Department Credentials Chair no later than fifteen (15) days prior to the opening of the Department Convention.

SECTION 12 - VOTING

- (a) Except as otherwise provided in these Bylaws, a fifty (50%) percent plus one (1) vote by the delegates voting shall carry any measure and decide any issue.
- (b) Each delegate complying with Section 9 (b) is entitled to cast a vote for ten (10) members, providing that the total vote of the Detachment delegates does not exceed the Detachment's membership strength. Such delegate, or alternate in the absence of a delegate present at the time of voting may, on behalf of registered and approved absent delegates, cast the vote of the Detachment's full voting strength.

NOTE: For Clarification Only. Section 9 (b) Delegates must be present on the floor of the convention at the time of the Election in order for their voting strength to be counted.

- (c) A roll call vote may be required and recorded upon the request of any five (5) registered and approved delegates, except as provided for in (e) below.
- (d) A Detachment Commandant, being a registered and approved delegate, or a registered and approved designee in the Detachment Commandant's absence, may cast the full voting strength of the Detachment, subject to the will of and

in the manner specified by the registered and approved delegates present from the Detachment.

- (e) In the event of a challenge by a registered delegate to the stated vote of a Detachment, the roll of that Detachment shall be called. The Detachment delegate shall rise, if not restricted by physical impairment, and be identified as an approved delegate before casting the Detachment's vote.

SECTION 13 - ELECTIVE OFFICERS

The Department Officers to be elected by each Department Convention shall be: Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Department Judge Advocate and District Vice Commandants as hereinafter provided.

SECTION 14 – NOMINATIONS

- (a) Each nomination for an elective Department office shall be made from the floor the day on which the elections are to be held. Each nominee shall be a regular member in good standing in the Marine Corps League at the time of the nomination. Each nominee when called upon, shall rise if not restricted by physical impairment, and state to the Chair that if elected they will accept the office and serve faithfully and to the best of their ability during the term to which elected.
- (b) All nominees for elected office in the Department of New Jersey shall be registered and approved delegates or alternates to the Department Convention.
- (c) In order for members to be eligible for Department office, the member must have attended at least sixty (60) percent of the regular Department meetings during the current year.

SECTION 15 – ELECTIONS

- (a) All elections shall be conducted and supervised by an Election Committee composed of a Judge and one (1) teller per candidate. The Commandant shall appoint the Election Committee with the approval of the Convention delegates.
- (b) Questions as to the eligibility of a candidate for Department office shall be referred to a committee of three (3) members who shall be appointed by the Department Commandant, who are hereby authorized to verify such eligibility when necessary. Good standing in the Marine Corps League is defined in Section 7030 of the National Administrative Procedures and is mandatory for eligibility.
- (c) The election of officers shall not begin until the appointed election tellers and judges advise the Chair that they are prepared to supervise the election. When it is so advised, the Chair shall then call for the "Election of Officers." Upon such announcement, the Chair shall not accept or entertain any issue, question or subject not strictly related to the roll call being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave until the election is concluded. (Must be enforced)
- (d) The election of District Vice Commandants shall be done by a caucus of each Detachments registered delegates or alternate in the absence of a delegate. The majority shall then cast one (1) vote for their Detachment in the caucus. Detachments in each district shall have one (1) vote for District Vice Commandant. In the event of a tie vote, the Department Commandant shall appoint the District Vice Commandant for that respective district. Said nominee for District Vice Commandant must be on the floor at the time of elections, be a member in good standing and a member of that district.

SECTION 16 - TERM OF OFFICE

- (a) The Department Commandant shall be elected for one (1) term of office and shall be eligible to succeed for one (1) additional term. Said terms of office shall be from the annual Department Convention of the election until the installation of the duly elected successor at the next annual Department Convention.
- (b) All other elective officers shall be elected for one (1) term and may succeed for one (1) additional term. Said terms of office shall be from the annual Department Convention of their election until the installation of their duly elected successors at the next annual Department Convention.
- (c) In the event of a vacancy in the office of Department Commandant, the order of succession to that office shall be the Senior Vice Commandant and the Junior Vice Commandant.
- (d) In the event of elected or appointed vacancies, the Department Commandant, with the advice and consent of the remaining Department Staff, shall fill the vacancies of the unexpired term(s) of office. In addition to death, resignation, or incapacitation, a vacancy will occur through failure to attend two (2) consecutive officially called meetings of the Department or in the case of removal from office for cause.

SECTION 17 – QUORUM

The minimum number required to transact the regular and legal business of a Department Convention shall be the registered and approved delegates in good standing from a majority of all Detachments.

SECTION 18 - RIGHT TO SPEAK

All registered Delegates, when recognize by the Chair and not so expressly prohibited by the Department Bylaws, shall have the right to speak on any subject and all issues brought to the convention for its consideration. Each registered Department officer, Past Department Commandant, Detachment Commandant and member may be granted the floor by the Chair.

BYLAWS
ARTICLE II
OFFICERS

SECTION 1 - ELECTIVE OFFICERS

The Elected Officers of the Department of New Jersey at the Department Convention shall be:

- (a) Commandant
- (b) Senior Vice Commandant
- (c) Junior Vice Commandant
- (d) Judge Advocate

SECTION 2 – DISTRICT VICE COMMANDANTS

Moved to Administrative Procedures at the 1998 Convention.

SECTION 3 – TRUSTEES

The elected officers along with the Junior Past Department Commandant and the Chief of Staff shall be the Department Board of Trustees. The current Department Commandant can appoint up to two (2) other Past Department Commandants to serve on the Board.

SECTION 4 – OFFICERS

The Commandant shall appoint the qualified officers, with the advice of the Department Board of Trustees, to serve the Department of New Jersey. They shall include, but not limited to the following:

- (a) Adjutant
- (b) Paymaster
- (c) Chaplain
- (d) Sergeant-At-Arms
- (e) Chief of Staff
- (f) Legislative Officer
- (g) Service Officer

- (h) Historian
- (i) Aide-De-Camp
- (j) Quartermaster

The Commandant shall also appoint, with the advice of the Department Board of Trustees, such standing committees as authorized by the Department Bylaws.

SECTION 5 – BONDING

All Department officers handling Department monies shall be bonded. The Department Commandant and Department Adjutant/Paymaster (or Department Paymaster, as applicable) are covered under a "blanket" bond held and paid for by National Headquarters. The Department at the expense of the Department shall arrange for the bonding of other Department officers who handle Department monies (Chapter 5 Section 5030 of Administrative Procedures applies).

SECTION 6 - INSTALLATION REPORTS

The standard report of officers and Installation of Department and Detachment officers must be filed with National Headquarters and the Division Vice Commandant NO LATER THAN JUNE 30 ANNUALLY (Article 9, Section 940 of the National Bylaws applies).

SECTION 7 - HONORARY PAST DEPARTMENT COMMANDANT

Nomination to the office of Honorary Past Department Commandant must be made ninety (90) days prior to the Department Convention in writing. It will then be referred to a committee of five (5) Past Department Commandants for their recommendations to be presented at the Department Convention for a final vote.

BYLAWS
ARTICLE III
DUTIES OF OFFICERS

SECTION 1 – COMMANDANT

It shall be the duty of the Commandant to call and to preside at the Department Convention and at all regular and special meetings of the Department Executive Committee, to enforce observance of the National Bylaws and Administrative Procedures and the Department Bylaws and Administrative Procedures. To appoint all committees to carry on such other functions as the good of the organization may require.

SECTION 2 - SENIOR VICE COMMANDANT

It shall be the duty of the Senior Vice Commandant to give assistance to the Commandant. During the absence or illness of the Commandant to perform the duties of that office. To preside over all District Vice Commandants' conferences and meetings and with their assistance initiate and implement such programs as will increase the effectiveness of the Department of New Jersey.

SECTION 3 - JUNIOR VICE COMMANDANT

It shall be the duty of the Junior Vice Commandant to create and promulgate such membership incentives and programs resulting in continuous membership growth. In the absence and/or illness of the Commandant and Senior Vice Commandant to perform the duties of that office.

SECTION 4 - JUDGE ADVOCATE

It shall be the duty of the Judge Advocate to act as legal advisor to the Department. Interpret the National Bylaws and Administrative Procedures, the Department Bylaws and Administrative Procedures and the Detachments Bylaws and Administrative Procedures. Advise on regulations and procedures to govern Department and Detachment activities. Perform such other functions within the category of that office as may be assigned by the Commandant.

SECTION 5 - DISTRICT VICE-COMMANDANT

It shall be the duty of each District Vice Commandant to further Marine Corps League activities within the geographical districts for which elected. Assist the Detachments in their districts with developing membership. To perform such other functions within the category of that office as may be assigned by the Commandant.

SECTION 6 – PAYMASTER

It shall be the duty of the Paymaster to act as financial secretary to the Department. Receive and disburse all funds and valuable property of the Department. Deposit all funds in the name of this organization in a reputable bank with the approval of the Department Staff. Keep complete and accurate records of all membership accounts. Report at every regular meeting on all receipts and disbursements since the last previous meeting. Present at Department Conventions a comprehensive report on the finances of the Department. Make available to the Credentials Committee at the Department Convention membership account records. Surrender to the duly appointed and qualified successor in office all records and property entrusted to their care.

SECTION 7 – ADJUTANT

It shall be the duty of the Adjutant to act as recording secretary of the Department. Issue notices of all regular and special meetings, Department Convention, and other functions of interest to the membership. Keep complete and accurate minutes of the Department Convention and of all regular and special meetings. Have charge of all records and documents not otherwise specifically entrusted to other officers. Surrender to the duly appointed and qualified successor in office all records and property entrusted to their care.

SECTION 8 – CHAPLAIN

It shall be the duty of the Chaplain to perform such functions of spiritual nature as the activities of the Marine Corps League may require, including the duties specifically assigned in the Ritual and such other functions within the category of that office as may be assigned by the Commandant.

SECTION 9 – SERGEANT-AT-ARMS

It shall be the duty of the Sergeant-At-Arms to preserve order at the Department Convention and at all meetings. Keep an attendance roster of all meetings to be made available at the Department Convention. Perform such other functions within the category of that office as may be assigned by the Commandant.

SECTION 10 - CHIEF OF STAFF

It shall be the duty of the Chief of Staff to aid and assist the Commandant and to perform such other functions within the category of that office as may be assigned by the Commandant.

SECTION 11 - LEGISLATIVE OFFICER

It shall be the duty of the Legislative Officer to maintain contact with the State Legislature and with the State Representatives in Congress in regard to legislative matters affecting the interests and welfare of Marines. Keep the Department Staff informed on this subject by means of reports at meetings.

SECTION 12 - AUDITING COMMITTEE

It shall be the duty of the Commandant to appoint a Committee of three (3) members to audit the financial records and accounts of this organization no less than thirty (30) days prior to the forthcoming Department Convention.

SECTION 13 - SERVICE OFFICE

It shall be the duty of the Service Officer to supervise and direct all contacts by the Department with the United States Rehabilitation Office, the Veterans Administration and other facilities where Marines are hospitalized. To assist Marines who contact the Department to prepare and file government claims forms with the Veterans Administration. Perform such other functions within the category of that office as may be assigned by the Commandant. Surrender to the duly appointed and qualified successor all records and property entrusted to their care.

SECTION 14 – HISTORIAN

It shall be the duty of the Historian to collect items having special significance of historical value to the Marine Corps League. To perform other functions as may be assigned by the Commandant and to surrender to the appointed successor in office all material entrusted to their care.

SECTION 15 - COLOR GUARD OFFICER

It shall be the duty of the Color Guard Officer to form and direct the Color Guard. To assume responsibility for the proper handling and storage of the Department Colors, arms and related equipment. To perform such other functions within the category of that office as may be assigned by the Commandant. Surrender to the duly appointed and qualified successor in office all property entrusted to their care.

SECTION 16 - AIDE-DE-CAMP

It shall be the duty of the Aide-De-Camp to aid the Commandant and perform such functions as may be assigned by the Commandant.

SECTION 17 - PUBLIC RELATIONS

It shall be the duty of the Public Relations Officer to disseminate information of the Marine Corps League to all the media and to perform such other functions within the category of that office as may be assigned by the Commandant.

SECTION 18 - VAVS OFFICER

It shall be the duty of the VAVS Officer to maintain close contact with the Veterans Administration Staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS Program. Promulgate the objectives of the VAVS Program and cultivate interest of constituent Detachments and subsidiary units in their participation in the VAVS program at hospitals within their locale. Receive recommendations from Detachments of their members willing to serve in the VAVS Program and as appropriate request VAVS certification for required representatives and deputies. Perform such other functions within the category of that office as may be assigned by the Commandant.

SECTION 19 – QUARTERMASTER

It shall be the duty of the Quartermaster to be the custodian of all Department PX type items sold, at a nominal profit at Department meetings and other functions. Maintain an accurate inventory of items. The Quartermaster shall maintain a checking account. A financial report shall be given to the Staff at every Department meeting or when requested by the Executive Board.

SECTION 20 – VACANCY

Should a vacancy occur in any appointed office, Committee Chair or Committee member, such vacancy shall be filled as soon as practical by the Commandant with the approval of the Department Board of Trustees.

BYLAWS
ARTICLE IV
DETACHMENTS

SECTION 1 - NAME

No Detachment shall be named in honor of a living person. No Detachment shall adopt a name previously adopted by any other Detachment unless such other Detachment has surrendered or by revocation lost their Charter.

SECTION 2 - BYLAWS

Each Detachment shall adopt Bylaws and Administrative Procedures. They shall not be inconsistent with the Department and National Bylaws and Administrative Procedures. They shall be subject to approval by the Department Judge Advocate. Each Detachments Bylaws and Administrative Procedures shall be filed with the Department Judge Advocate.

SECTION 3 - OFFICERS

Each Detachment must elect a Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate. They shall elect or appoint a Chaplain, Sergeant-At-Arms, Adjutant/Paymaster and other such officers as deemed necessary.

SECTION 4 - MEETINGS

The Detachment Charter or copy, the National Colors and a Bible shall be displayed at all business meetings.

SECTION 5 - QUORUM

Each Detachment may fix the minimum number of members required to be present for the transaction of business. Such number shall be stated in the Detachment Bylaws.

SECTION 6 - TRUSTEES

The elected officers of the Detachment shall be the Detachment Board of Trustees.

SECTION 7 - INSTALLATION OF OFFICERS

Each Detachment shall hold an Annual Election of Officers between September 1 and May 1. Installation must be conducted within thirty (30) days subsequent of the election. Report of the Officer Installation will be forwarded to the Department Adjutant within fifteen (15) days of the Installation (Article 9, Section 940 of the National Bylaws applies).

SECTION 8 - DEFAULT

A Detachment which is in default of payment of monies from any source due the Department or National and such debt has not been satisfied as required by Section 2025 (c) of the National Administrative Procedures, or fails to report its Detachment's Report of Officers and Installation as of June 30 prior to the National Convention shall be reported to the National Credentials Committee. Such Detachment and officers will not be recognized on the floor of the National Convention.

SECTION 9 - MEMBERS

Each Detachment shall be the sole judge of its membership. No Detachment, however, may accept as a member any person whose name has been stricken from the rolls of the Marine Corps League (Section 6030 of the National Administrative Procedures applies).

SECTION 10 - BONDING

All Detachment Officers handling Detachment monies should be bonded. The Detachment Commandant and Detachment Adjutant/Paymaster (or Detachment Paymaster, as applicable) are covered under a "blanket" bond held and paid for by National Headquarters. The bonding of other Detachment Officers who handle Detachment monies, shall be arranged for by the Detachment at the expense of that Detachment (Chapter 6 Section 6035 of the National Administrative Procedures applies).

SECTION 11 - ADDITIONAL DETACHMENTS

When a charter is sought for a Detachment to be located within the limits of any municipality wherein another Detachment already exists, the written consent of the existing Detachment shall accompany the application. Should such existing Detachment disregard a request for consent, or refuse consent, the Commandant, employing discretion, may approve and recommend the granting of such charter. In the event the Department Commandant fails to act or refuses approval of the proposed new Detachment, an appeal may be made to the National Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

SECTION 12 - CHARTER SUSPENSION REVOCATION

- (a) The Charter of a Detachment may be suspended or revoked for:
- (1) The persistent failure to maintain a minimum of fifteen (15) members in good standing.
 - (2) The persistent failure to promptly forward funds due National.
 - (3) Acts and conduct bringing the Marine Corps League into public disrespect.
 - (4) Willful violations of National Bylaws and Administrative Procedures.
 - (5) The violation of Federal, State or Municipal Laws or Ordinances.
 - (6) Other activities detrimental to the good name of the Marine Corps League.
- (b) The Suspension or Revocation of charters may be consummated by the Department Board of Trustees and/or National Board of Trustees and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures in a manner considerate of the well-being and good name of all concerned.
- (c) When a Detachment Charter is suspended or revoked, the Board of Trustees of the Jurisdictional Department, or where a Department is non-existent the Jurisdictional Division Vice Commandant shall upon written authorization of the National Commandant, certified by the National Adjutant/Paymaster, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Detachment in question. However, if a Jurisdictional Department is non-existent the responsibility for satisfying the outstanding liabilities shall evolve to the National Board of Trustees upon

receiving from the Jurisdictional National Division Vice Commandant, such assets and liabilities in custody.

SECTION 13 - CHARTER

Any twenty (20) Marines who are eligible for membership in the Marine Corps League and who desire to form a Detachment within this Department may make application to the National Division Vice Commandant on the forms and in the manner provided for in Chapter 6, Section 6000 of the National Administrative Procedures. Under special consideration a Charter may be issued to fifteen (15) members if such number is approved by National Headquarters.

SECTION 14 - INSTALLING OFFICER

The installing officer must be the Department Commandant, or an elected Department officer, Past Department Commandant, National Commandant, Past National Commandant or Past Detachment Commandant. Installation of Detachment officers shall be recognized provided that all officers to be installed are members in good standing and that there are at least fifteen (15) paid up members in good standing on the Detachment roster.

SECTION 15 - JURISDICTION

Detachments bearing a County Designation in the Detachment name shall have jurisdiction only within the municipality in which the Detachment is chartered.

SECTION 16 - CORPORATION

No Detachment shall form an organization or Corporation with exception as follows: "To 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 generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the corporation is created." Any fund raising activities shall be in compliance with Section 850, subsection (b) of the National Bylaws.

BYLAWS
ARTICLE V
PER CAPITA DUES

SECTION 1 - ANNUAL

The annual per capita dues shall be as provided for by the National Bylaws and Administrative Procedures plus additional Department per capita dues as determined at the Department Convention. Each Detachment Paymaster shall forward the sum of these two amounts with every membership application or renewal directly to the Department Paymaster who will remit the National per capita dues in each instance to the National Paymaster.

SECTION 2 - REFUNDS

A member resigning from membership shall not be entitled to any refund of per capita dues paid.

SECTION 3 - MEMBERSHIP RIGHTS

No member shall be deprived of any rights and privileges in the Marine Corps League except for nonpayment of dues, unless first charged, tried and convicted in accordance with the provisions of the National Bylaws and Administrative Procedures dealing with offenses and penalties or unless that member is convicted of a felony.

BYLAWS
ARTICLE VI
MEMBERS

SECTION I - MEMBERSHIP ELIGIBILITY

- (a) **REGULAR MEMBERSHIP** - Only persons who are serving or who have served honorably in the United States Marine Corps, ON ACTIVE DUTY for not less than ninety (90) days and persons who are serving or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points and U. S. Navy Corpsmen and U.S. Navy Chaplains who have trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) worn on the Service Ribbon and those who earned the Warfare Device authorized for FMF Corpsmen shall be eligible for regular membership in the Marine Corps League. “Honorable Service” is defined by the last DD-214 or certificate of discharge that the applicant received.

NOTE

A General Discharge under Honorable Conditions is acceptable.

- (b) **ASSOCIATE MEMBER** - Those individuals not qualified for membership in the Marine Corps League who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter and meet the criteria in Section 501 (b) (1) of the National Bylaws, may upon application to a Detachment be accepted for associate membership in the Marine Corps League. Upon acceptance associate members will pay dues in the same amount as prescribed for regular members, including initiation fees.

ENROLLMENT CRITERIA

- (1) Individuals must have reached the statutory minimum age for enlistment into the Armed Forces of the United States.
- (2) Individuals may join who have never served in a branch of the Armed Forces of the United States.
- (3) Individuals who are serving or have served honorably in other branches of the Armed Forces of the United States.

RIGHTS

- (1) Associate members shall be entitled to the rights, privileges, and benefits of a regular member unless otherwise prohibited as listed below.

VOTING

- (1) Associate members shall not vote on a regular or associate membership application.
- (2) Associate members shall not participate in the nomination process and/or voting for elected officers.
- (3) A Department or Detachment, by provisions in the Bylaws and/or Administrative Procedures, may allow an Associate member to vote on its internal affairs if such vote does not affect a policy of the Marine Corps League, such as Bylaws or Bylaw changes.

ELECTED OFFICE

- (1) Associate members shall not hold an elective office.

SECTION 2 - LIFE MEMBERSHIP

Life membership dues and procedures are as specified in the National Administrative Procedures Section 7050.

SECTION 3 – DUAL MEMBERSHIP / DUAL LIFE MEMBERSHIP

Dual Membership and Dual Life Membership are as specified in the National Administrative Procedures Section 7050.

- (a) Dual members must pay annual dues to each Detachment.
- (b) Dual Life members must pay the Life membership fee to each Detachment as specified in the National Bylaws.

SECTION 4 – HONORARY MEMBER

Detachments, Departments and the National Headquarters may at the discretion of the respective Commandant, issue Honorary Membership to those persons who have been of extraordinary service to the Nation, to the community, to the United States Marine Corps, or the Marine Corps League. The Honorary Member will not be entitled to the rights, privileges and benefits available to a regular or associate member. A suitable certificate will be issued to honor the occasion. Payment of dues or initiation fees is not required. Such membership will not be entitled to the official publication of the Semper Fi magazine except as directed by the National Board of Trustees or by paid subscription. Certificate can be issued by level of authority in which is honoring the individual.

Article 5, Section 515 of National Bylaws applies to Article 6, Sections 1-4 of Department of New Jersey Bylaws.

SECTION 5 – INELIGIBLE FOR MEMBERSHIP

- (a) No Detachment may accept as a regular, associate, or any honorary member any person:
 - (1) Who is currently incarcerated or on supervised probation for any felony conviction or any misdemeanor conviction; or
 - (2) Who has been convicted of a crime where the victim is a child; or
 - (3) Whose name has been stricken from the rolls of the Marine Corps League.
- (b) If after a member has been accepted, the fact that the member has been convicted of a crime where the victim is a child is discovered, any member may file a disciplinary charge in accordance with National Administrative Procedures, Chapter Nine. The age/date of the conviction is irrelevant.

SECTION 6 – MEMBERSHIP APPLICATION

All eligible persons may apply for membership by completing the standard Membership form (2013 or later). Copies of all membership applications shall be kept on file, without Social Security numbers, with the Detachment. In addition, each person applying for membership must provide proof of honorable service upon request.

SECTION 7 – MEMBERSHIP TRANSFER

Any member in good standing may transfer from one Detachment to another without additional payment of dues or transfer fees. The gaining and losing Detachment must approve their application.

SECTION 8 – GOOD STANDING

All members shall be considered in good standing in the Marine Corps League.

- (a) Except when:
 - (1) Required dues are not paid and transmitted on or before membership expiration date as shown on the member's card.
 - (2) A member is indebted or in arrears to the member's Detachment, Department, or to National Headquarters.
 - (3) Under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 9010 of the National Administrative Procedures.
- (b) In all cases involving the transfer of a member of a Detachment, the losing Detachment approving of the transfer shall certify in writing if the transferring member is in good standing. See Enclosure Seven of the National Administrative Procedures.

SECTION 9 – DEFINITION

All matters pertaining to the definitions of membership application, initiation, dues, fees, good standing, delinquency, proof of eligibility, transfer and rights of members shall be in accordance with the provisions of Article 5 of the National Bylaws and Chapter 7 of the National Administrative Procedures. The exception is that under Article 5, Section 500-Members of the National Bylaws states, "Each Detachment shall be the sole judge of its membership, providing the person meets the requirements of Section 515 and Section 520 of the National Bylaws."

BYLAWS
ARTICLE VII
FINANCE

SECTION 1 - REVENUE

The revenue of this Department shall be derived from the per capita dues as provided for in Article V of these Bylaws and from such other sources as may be properly established at the Annual Department Convention or at regular meetings of the Department Executive Committee.

SECTION 2 - BUDGET

It shall be the responsibility of the Department Paymaster to submit an annual Department operating budget at the Department Convention for the approval of the delegates.

SECTION 3 - FISCAL YEAR

The Fiscal Year shall end at the close of business on June 30th of each year.

SECTION 4 - DISBURSEMENT OF FUNDS

Disbursement of Department funds shall be made only in accordance with specific authorization of the Department Convention or a Department Executive Committee meeting.

SECTION 5 - VALIDITY

Checks drawn against Department funds shall be valid only if they cover disbursements authorized as provided in Section 4 and shall bear jointly the signatures of the Commandant and the Paymaster.

SECTION 6 - ASSESSMENTS

This Department shall not levy any assessment on any Detachment.

SECTION 7 - FINANCIAL OBLIGATION

No Officer or member of the Department of New Jersey, Marine Corps League shall obligate this Department financially in any manner without the prior consent of the Department Commandant or the Department Executive Committee given only after the Department Convention or Department Executive Committee has approved such obligation by majority vote.

BYLAWS
ARTICLE VIII
SOP FINANCIAL & EXPENSE REPORT POLICY
COMMANDANTS TRAVEL
DEPARTMENT OF NEW JERSEY

Commandants Expense Vouchers/Travel Claims must be submitted within the guidelines provided herein. All Expense Vouchers/Travel Claims must be submitted with the appropriate documentation and justification for the claim. Only complete and accurate claims will be authorized for payment if they meet the following guidelines:

The Department will use the Expense Voucher used by National found on National Library or a Department Voucher may be used. The Voucher must include the following:

- (a) Full Name
- (b) Dates of Travel
- (c) Purpose of Travel
- (d) Must be signed by "Claimant."
- (e) Receipts and/or documentation for all claims MUST accompany the Expense Voucher

Expense Vouchers/Travel Claims will only pay the following:

- (a) Actual cost of airline tickets (Coach Fares Only) plus baggage fees.
- (b) If travel by personal vehicle or car rental, the claim shall be for fourteen (\$.14) cents per mile. An appropriate document must be provided indicating the actual miles from home address to the actual site where official travel was authorized. MapQuest, Google Maps, etc. documentation must be provided to show the "home" address to the authorized site with the total miles for a one-way trip. Only direct routes to and from the authorized site will be paid.
- (c) Lodging for up to 6 nights at National Convention, 3 nights at Mid-Winter, 2 nights at Northeast Conference, and 4 nights at the Department Convention.
- (d) Meals not to exceed \$30.00 per day.

The Department will not pay:

1. The purchase of alcohol.
2. Personal expenses i.e.: banquet, ad's registration, trips, etc.
3. Gas purchased in addition to mileage.
4. Car rental for personal use or travel.
5. Vouchers beyond the budgeted amount.
6. Meals or travel at the Department Convention.
7. Tolls.

BYLAWS
ARTICLE IX
MISCELLANEOUS

SECTION 1 - SUBSIDIARIES

In accordance with Article 10 of the National Bylaws and Chapter 7 of the Department Administrative Procedures, the Department of New Jersey recognizes subsidiary organizations.

SECTION 2 - AMENDMENTS

The Department Bylaws may be revised, amended or repealed by a majority vote of the properly registered and approved delegates present and voting at a Department Convention, provided the proposed revision, amendment or repeal is submitted in typewritten form in the exact wording to the Department Adjutant, no less than ninety (90) days prior to the opening date of the Department Convention at which time said proposal is to be considered. Department Adjutant shall post copies of each proposal, without personal comment, on the Department website no later than thirty (30) days prior to the opening day of the Department Convention at which time the proposal is to be considered.

SECTION 3 - EFFECTIVE DATE

Each revision, amendment or repeal of a provision of the Department Bylaws, which is approved at a Department Convention, as outlined in Article VII, Section 2, shall become effective upon the close of the Department Convention at which it is approved.

SECTION 4 - BYLAWS DISTRIBUTION

The Department Bylaws and Administrative Procedures shall be posted on the Department website for access and review by members. Changes approved at the Department Convention shall be posted on the Department website.

SECTION 5 - JURISDICTION

In the event of a conflict between the National Bylaws and Administrative Procedures and the Department Bylaws and Administrative Procedures, the National Bylaws and Administrative Procedures shall take precedence.