



2007 Edition

(Including 2008 amendments)

DEPARTMENT OF SOUTH CAROLINA

BYLAWS

AND

ADMINISTRATIVE PROCEDURES

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BYLAWS

ARTICLE ONE

DEPARTMENT OF SOUTH CAROLINA CONVENTION

SECTION 100 - AUTHORITY. The supreme legislative and policy making power of the Department of South Carolina, Marine Corps League, shall be vested in a Department Convention composed of properly elected, registered, and approved delegates in good standing.

SECTION 101 - COMMITTEES - DEPARTMENT CONVENTION. The South Carolina Department Convention Administrative Committees shall be: Credentials, Resolutions, Rules, and Standing Committees.

SECTION 105 - CREDENTIALS - DELEGATES, ALTERNATES, MEMBERS.

- (a) Delegates, Alternates, and Members of the Department of South Carolina desiring to attend business sessions of a 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) Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of the detachment's membership on record at National Headquarters as of the March 31st report. The voting strength of each detachment shall be as follows: for the first ten (10) Regular members, one (1) Delegate and one (1) Alternate; for each additional block of ten (10) Regular members, One (1) Delegate and one (1) Alternate; for a partial block of ten (10) Regular 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 total membership.
- (c) Should any detachment be in default of payments of funds from any source due the Department or the National Headquarters as of March 31st, prior to the Department Convention, such fact shall be reported by the Department Adjutant/Paymaster to the affected Detachment, and to the Department Convention Credentials Committee. The Credentials of that Detachment's Delegates and Alternates shall not be approved unless settlement is made by the Detachment's Delegates at the convention site in cash, unless previously resolved.
- (d) A Detachment which, as of March 31st immediately prior to the current Department Convention, fails to report on standard transmittal forms to National Headquarters that it has ten (10) or more members, the Department Adjutant /Paymaster shall report such fact to the Department Convention Credentials Committee which shall not approve that Detachment's Delegates and Alternates.
- (e) Notwithstanding the provisions of Section 105 (d) above, no paid Department member in good standing may be deprived of his individual vote at a Department Convention. Any individual member may register for the convention and vote their individual vote. This vote will be subtracted from the total voting strength of the Detachment to which the registered member belongs.
- (f) A Delegate/Alternate card of a Detachment may only be claimed by a registered member of that detachment.

SECTION 110 – VOTING

- (a) Each Detachment is responsible to submit their list of Delegates/Alternates to the Credentials Committee of the host city a minimum of 15 days prior to the Convention by the Detachment. The Detachment is responsible to see that each Delegate is registered, if not registered 15 days prior to the convention, they shall be charged the late registration fee. As Delegates/Alternates arrive to the Department Convention and check in, they will be recorded as present. The total Delegate and voting strength for each Detachment will be calculated, recorded and announced prior to the regular business session of the Department Convention, by the Convention Credentials Committee.
- (b) Except as otherwise provide in these Bylaws, a fifty(50) percent plus one(1) vote by the Delegates voting shall carry any measure and decide any issue.
- (c) Each Delegate complying with Section 105 is entitled to cast a vote for ten (10) members, providing that the total vote of the Detachment's Delegates does not exceed the Detachment's membership strength. All Delegates, or their Alternates, must be on the floor at the time of voting, in order to cast the detachment's votes. A selected Delegate of those Delegates attending and on the floor, from a single Detachment, may cast the votes of all Delegates present for that detachment.
- (d) A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates, except as provided for in (e) below.
- (e) In the event of a challenge by a registered Delegate to the stated vote of his Detachment, the roll call vote of each Delegate of the Detachment shall be called. Upon the calling of each Delegate so registered, each Delegate shall rise, if not restricted by physical impairment, and identify himself as a Registered Delegate, authorized to cast ten (10) votes (or the partial vote, so as to not exceed membership strength) on behalf of his detachment. **(CH 06-08)**

SECTION 115 – ELECTIVE OFFICERS. The Department Officers to be elected by each Department Convention shall be: Department Commandant, Department Senior Vice, Department Junior Vice, Department Judge Advocate as hereinafter provided.

SECTION 120 – NOMINATIONS.

- (a) A nominating committee shall be appointed by the Department Commandant at least three(3) months prior to the Department Convention. The purpose of which, is to canvas for interested and eligible candidates throughout the state for nomination for Department Offices. Additional nominations may be made from the floor prior to the elections at the Department Convention.
- (b) All nominees must be present at the Department convention, or have a letter on their behalf, indicating the reason for their absence and indicating a willingness to serve, if elected. Each nominee, when called upon, shall rise, if not restricted by a physical impairment, and state to the Chair that if elected, he will accept the office and serve loyally, faithfully, and to the best of his ability during the term to which elected.
- (c) A member may not place his own name in nomination. Nominations must be made and seconded by other members in good standing of any detachment in the Department.
- (d) Each nominee shall be a regular member in good standing in the Marine Corps League and the Department of South Carolina at the time of his nomination.

SECTION 125 – ELECTION

(a) The election of Department Officers shall be the last order of business of the Department Convention. The election of the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, and Department Judge Advocate shall be conducted in this order by a roll call vote.

(b) Before voting begins, the Department Commandant shall select two (2) Past Department Commandants and two (2) Past Department Judge Advocates to supervise voting and correctly tally the votes cast. Two (2) shall act as Tellers and two (2) as Judges. If these officers are not present at the Department Convention, the current Department Commandant may utilize Past Detachment Commandants, making sure that not more than one (1) representative from any one detachment is selected.

(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 which is 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 the convention floor until the roll call vote in progress is concluded.

(d) A majority of the votes cast is required to elect Department Officers. When a simple majority is not obtained on the first ballot, a second balloting will commence after a caucus (not to exceed five (5) minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a majority is achieved.

(e) Officers elected and installed shall assume their respective offices immediately following the Department Convention Banquet.

(f) Selection of the Installing Officer will be the responsibility of the current Department Commandant in office.

SECTION 130 – TERM OF OFFICE. The Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, and Department Judge Advocate shall be elected for a term of one (1) year and may be elected to only two (2) subsequent consecutive one (1) year terms in the same office.

SECTION 135 – QUORUM. The minimum number required to transact the regular and legal business of a Department Convention shall be fifty-one percent (51%) of the registered and approved Delegates and or Alternates.

SECTION 140 – RIGHT TO SPEAK. All registered Delegates, when recognized by the Chair and not so expressly prohibited by National or 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 in good standing may be granted the floor by the Chair.

BYLAWS

ARTICLE TWO

DEPARTMENT OF SOUTH CAROLINA BOARD OF TRUSTEES

SECTION 200 – COMPOSITION. The Department Board of Trustees shall be composed of the following:

- (a) Department Commandant
- (b) Department Senior Vice Commandant
- (c) Department Junior Vice Commandant
- (d) Department Judge Advocate
- (e) Detachment Commandants
- (f) Junior Past Department Commandant (for 1 year following the election of a new Department Commandant)

SECTION 205 – POWERS. In between Department Conventions, in compliance with the provisions of the Congressional Charter, both the Department and National Bylaws and Administrative Procedures and the Directives and Mandates of the National Convention, the powers and authority of the Department Board of Trustees shall be: To exercise such powers and to do such other actions as are compatible with the National Bylaws and Administrative Procedures which are in the best interest of the Marine Corps League, and to exercise executive power between Department Conventions. NOTE: Neither the Department Commandant nor the Department Board of Trustees has the authority to suspend or remove an ELECTED officer for cause under Department or National Bylaws. Refer to National Administrative Procedures, Chapter Nine(9).

SECTION 210 – DUTIES – BOARD MEMBERS. In addition to the specific duties of the individual Board Members, as hereinafter stated, it shall be the duty of the member of the Board to acquire a working knowledge of the National and Department Bylaws and administrative procedures of the Marine Corps League. The specific duties of the Members of the Department Board of Trustees shall be:

(a) **Department Commandant** – shall be the Chief Executive Officer (CEO) of the Department of South Carolina and shall preside at all sessions of the Department Quarterly Meetings, Convention and at meetings of the Department Board of Trustees. The Department Commandant together with the Department Board of Trustees shall have direction and control of the executive and administrative affairs of the Department of South Carolina between Department Quarterly Meetings and Conventions. In addition, the Department Commandant shall:

- (1) Observe and enforce the observance of both the Department and National Bylaws and Administrative Procedures of the Marine Corps League.
- (2) Direct to all Officers and Members such orders as are not in conflict with Department or National Bylaws and Administrative Procedures which are necessary for the proper conduct of business.
- (3) Call such meetings of the Board of Trustees as are required by the Department Bylaws and Administrative Procedures.

- (4) Seek the advice of the Department Board of Trustees.
- (5) With the Department Adjutant/Paymaster be responsible for all funds and property of the Marine Corps League, subject to the supervision of the Board of Trustees.
- (6) With the advice and consent of the Board of Trustees, appoint or replace the following Department Staff Officers:
 - a. Adjutant
 - b. Paymaster
 - c. Chaplain
 - d. Sergeant at Arms
 - e. Service Officer
 - f. Historian
- (7) With the advice and consent of the Board of Trustees, appoint or replace such standing committees as are deemed necessary.
- (8) Approve or disapprove all requisitions in excess of Three Hundred (\$300.00) dollars.
 - a. No funds specifically designated in the budget for a specific purpose may be redirected without the express approval of the membership.
 - b. No funds donated by an individual/organization for a specific purpose may be redirected without written approval by the donor and then approval by the membership.
- (9) Represent the Marine Corps League at all social functions and ceremonies in such a manner as will enhance the dignity, honor, and prestige of the League.
- (10) Invite a speaker for the Department Convention Banquet.

(b) **Department Senior Vice Commandant:** Shall give every assistance to the Department Commandant, and during his/her absence or illness, perform the duties of that office. In addition, shall Chair the Awards and Ceremonies Committees for the Convention.

(c) **Department Junior Vice Commandant:** Shall create and promulgate such membership incentives and programs as will produce enthusiastic response resulting in continuous membership growth. In the absence or illness of the Commandant and the Senior Vice Commandant, he/she shall perform the duties of the Commandant.

(d) **Department Judge Advocate:** Shall interpret the National and Department Bylaws and Administrative Procedures. He/she shall advise, counsel and render opinions on questions of law and procedure to the Department Commandant, Department Board of Trustees, and Detachments when so required in the manner outlined hereafter:

- (1) At the Department Convention, upon the request of an approved delegate, through the Chair, the Judge Advocate shall render an opinion on law and procedure to the Chair, whereupon the Chair will rule on the opinion and the question, which ruling shall be final unless appealed by an approved delegate, whereupon the Judge Advocate will put the question, "Shall the ruling of the Chair be sustained". A standing vote of approved delegates will be called, and two-thirds (2/3rds) of the total vote will be required to reverse the ruling of the Chair.

(2) At Department Board Meetings, the same procedure shall apply, and two-thirds (2/3rds) of the Department Board of Trustees present and voting will be required to reverse the ruling of the Chair.

(3) On all questions of law and procedure pertaining to the Marine Corps League or any of its subsidiaries referred to this office through channels, the Judge Advocate shall rule in writing, mailing copies of the ruling to the Parties concerned and to the Department Commandant, and such ruling shall be binding unless and until reversed by the Department Board of Trustees or the Department Convention.

(e) **Detachment Commandants**: Shall be full voting members of the Department Board of Trustees, contributing generously and impartially on behalf of their Detachments and to the best interest of the Marine Corps League.

(f) **Junior Past Department Commandant**: Shall be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Marine Corps League. This position to be held for one year following the election of a new Commandant to advise based on the experience of previously holding the office of Department Commandant.

SECTION 215 – VACANCY. The order of succession to the office of Department Commandant shall be (1) Department Senior Vice Commandant, and (2) Department Junior Vice Commandant. In the event of other vacancies on the Department Board of Trustees, the Department Commandant with the advice and consent of the remaining Board members, shall appoint a successor to fill in the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur through failure to attend two consecutive officially called meetings of the Department Board of Trustees or in the case of removal from office for cause.

SECTION 220 – BOARD MEETINGS:

(a) The Department Board shall meet:

(1) Annually prior to the Department Convention to close out the executive administration of the Department Board of Trustees from the fiscal year; to finalize preparation for the ensuing convention; and to identify pending or unaccomplished executive actions warranting further action by the Convention or by the Department Board of Trustees during the ensuing fiscal year. This shall include a Commandants Council during which all Detachment Commandants (or appointed representatives) shall prepare a Detachment report and present copies to the Department Commandant and Board of Trustees, and Department Adjutant.

(2) Annually, after adjournment of the Department Convention for the purposes of selecting appointive Department Officers and Standing Committees for the transaction of such other business as may properly come before it.

(3) At the call of the Department Commandant, for special emergency reasons, providing

that a quorum of the Board is assured through the conduct of polling by the Department Adjutant prior to the issuance of the call for a special Board meeting.

(b) The conduct of business at all Department Board Meetings shall be governed by the National and Department Bylaws and Administrative Procedures, parliamentary reference shall be Robert's Revised Rules of Order.

(c) In addition to regular business meetings at the Department Convention, a Department Commandants Council meeting should be scheduled normally one day before the regular business meeting. The Department Commandants Council, an integral part of the Department Staff, composed of all Detachment Commandants (or their representative) shall prepare a Detachment report and present a copy of their report to the Department Senior Vice Commandant, who shall chair the Commandants Council meeting.

SECTION 225 – QUORUM – The presence of fifty-one percent (51%) of the Department Board of Trustees shall constitute a quorum for the transaction of business. The quorum requires 2 of the elected Department Officers in attendance.

SECTION 230 – VOTING – Each Department Board Member shall have one (1) vote. There shall be no proxy voting. The Department Judge Advocate shall abstain from voting on all matters wherein an official opinion has been rendered by the Department Judge Advocate.

(a) Between the Department Annual Convention and Department Quarterly Meetings, the Department Board of Trustees is empowered to conduct business at any regular or special meeting, or by mail, fax, or e-mail.

(b) All business by mail requiring a yes or no vote shall be handled routinely by the Department Adjutant who shall mail to every Board Member an identical copy of the question on a printed ballot containing spaces for yes or no vote, a space for the voter's signature, and a space for entry date.

(c) Upon receipt of a mail ballot forwarded by certified mail return receipt requested, each Board of Trustees Member shall cast his vote and complete as indicated. The ballot shall be returned to the Department Adjutant within 1 week. A Board of Trustee member failing to return his ballot within the allotted time, will be recorded as not voting.

(d) The Adjutant shall keep a record of all ballots mailed/e-mailed with the date of mailing, a record of the date of return ballot, and shall mail to each Board Member identical tallies reflecting results of the balloting by showing the vote of each Board Member and the total of yes and no votes.

(e) The results of each mail balloting shall be made available to the Department Board of Trustees within five(5) business days after compiling the vote. Following each balloting by the Department Board of Trustees, the results of such vote, in detail for the information of the membership, shall be sent to Detachment Commandants in a letter for release.

SECTION 240 – TRAVEL EXPENSES

- (a) Department Officers may be reimbursed for auto travel expenses at the current published IRS rate for charity travel, when such expense is incurred in the performance of official scheduled Department Training, official visitations, and service on a Grievance Hearing Board, providing such expenses are requested and approved by the Department Board of Trustees. **(CH 06-08)**

- (b) Department reimbursement vouchers are to be obtained from the Department Paymaster and submitted with receipts within thirty(30) days of the expenditure, providing said expenditures do not exceed the amount in the Department budget.

- (c) Expenses for Air travel, food, or lodging are not reimbursable.

BYLAWS
ARTICLE THREE
DEPARTMENT OF SOUTH CAROLINA STAFF

SECTION 300 – COMPOSITION – The Department Staff shall be comprised of the Department Board of Trustees, Appointed Department Staff Officers, and Committee Chairpersons.

SECTION 305 – POWERS – The power and authority of the Department Staff shall be the same as that of the Department Board of Trustees, except that the Staff Officers, Committee Chairpersons, shall have no vote and shall not be considered in determining a quorum for Department Board of Trustees meetings.

SECTION 310 – DUTIES – STAFF OFFICERS – The Department Staff Officers shall acquire a working knowledge of the Department and National Bylaws and Administrative Procedures of the Marine Corps League, and shall act as assistants to the Department Board of Trustees with individual specific duties:

(a) Department Adjutant: Shall

- (1) Keep and maintain records of all the Department proceedings and all meetings of the Board of Trustees.
- (2) Administer the correspondence of the Department.
- (3) Maintain and update membership rosters.
- (4) Notify Department Officers and Detachment Commandants of meetings.
- (5) Perform such other duties as may be required in the administration of Department business.
- (6) Perform additional duties assigned by the Department Commandant or the Board of Trustees.

(b) Department Paymaster: Shall

- (1) Receive all monies, keeping a record of their source and purpose, and shall deposit said monies in approved and federally insured accounts, including checking and savings accounts. All monies deposited shall be in the name of the Marine Corps League, Inc., Department of South Carolina.
- (2) Retain and produce at all Department meetings or upon request, all records, vouchers and papers necessary for the proper maintenance of the financial affairs of the Department.
- (3) Cause the agency or firm that conducts the annual audit to include a statement or comment advising of deficient procedures based on the experience of other business practices, include such recommendations for improvement in techniques, practices, or general management as may be appropriate.
- (4) Be accountable for all monies received by the office of paymaster and issue receipts for the same.
- (5) Maintain the bank books and ledgers of the Department and have them available at all meetings for verification.

- (6) Prepare a report of the Department financial condition for presentation at each meeting of the Board of Trustees and a written report thereof at each Department Convention. (Prepare copies for distribution).
 - (7) Be responsible for ensuring that all checks written on the Department account(s) are signed by two (2) bonded officers.
 - (8) Perform additional duties assigned by the Department Commandant or the Board of Trustees.
- (d) **Department Chaplain:** Shall
- (1) Conduct all Devotional exercises for the Department.
 - (2) Render assistance to Detachment Chaplains as requested.
 - (3) Perform additional duties assigned by the Department Commandant or the Board of Trustees.
- (e) **Department Sergeant-at-Arms:** Shall
- (1) Preserve order at Department Meetings/Conventions.
 - (2) Ensure only Marine Corps League Members in good standing are admitted to Department Meetings.
 - (3) Assume personal control of all Department property.
 - (4) Be responsible for the proper arrangement of the meeting area.
 - (5) Supervise the balloting in Department elections.
 - (6) Perform additional duties assigned by the Department Commandant or the Board of Trustees.
- (f) **Department Service Officer:** Shall
- (1) Be responsible for bringing to the attention of all Marines and their Dependents the rights and benefits granted them by law.
 - (2) Utilize the services available through the government and national publications, Veterans Affairs and Rehabilitation Bulletins and VA pamphlets.
 - (3) Provide an oral report which shall be a standard part of every meeting,
- (g) **Department Historian:** Shall
- (1) Keep in touch with the National Historian.
 - (2) An annual report should be made for presentation at the Department Convention.
 - (3) Copies of whatever is printed concerning the Marine Corps League should be deposited in the local and state libraries, as well as Detachment and Department history files.
 - (4) Advise Detachment Historians on Department and National history contests and materials available from these organizations.
 - (5) Prepare an annual scrapbook for recording Department history,
- (h) **Junior Past Department Commandant:** Shall be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Marine Corps League. This position to be held for one year following the election of a new Commandant to advise based on the experience of previously holding the office of Department Commandant.

SECTION 315 – VACANCY – Should a vacancy occur in an appointed office, a committee chairmanship, or as a committee member, such vacancy shall be filled as soon as practicable, by the Department Commandant. All such appointments are subject to the subsequent approval by the Department Board of Trustees.

SECTION 320 – CONTRACTING AUTHORITY – No Department Officer, Committee Chairperson, or Member of the Marine Corps League shall enter into, or sign any contract or agreement, for the purpose of binding the Department or National Organization of the Marine Corps League without first submitting such contract to the Department Judge Advocate for consideration and the forwarding of recommendations to the Department Board of Trustees for review and approval/disapproval.

BYLAWS

ARTICLE FOUR

DEPARTMENT OF SOUTH CAROLINA

All powers, authorities, and responsibilities of the Department originate with National Bylaws Article Four, Sections 400, 405, 407, 410, 415, 420, 425, 430, 435, and 440. No actions may be taken by the Department which conflict with the National Bylaws or Administrative Procedures.

SECTION 410 – MEETINGS.

(a) Department Convention minutes are to be approved or disapproved the following year at the next Department Convention only to the degree of correction of errors or omissions.

(b) The Department shall hold an Annual Convention each year between 1 May and 15 July.

(c) Meetings of this Department shall be conducted in accordance with National and Department Bylaws and parliamentary procedures as established by Robert's Revised Rules of Order.

(d) The Department Convention shall be held annually at a time and place appointed at the previous annual Department Convention. At this time the Officers shall be elected for the ensuing year. All business as may be brought before the Department shall be conducted at this meeting.

(e) During a Department Convention, a minimum of fifty-one (51) percent of the Delegates and/or Alternates must be present to constitute a quorum. With the exception of Bylaw amendments, replacements, or alterations, a majority of those present at any meeting shall be required for the passage of any proposal voted upon at that meeting. For Bylaw voting see Article Eight, Section 800.

(f) Regular meetings of the Department shall be held quarterly. One of the four meetings will be the Department Convention. All Department meetings for the year following the Department Convention will be scheduled at the convention. In the event changes or additions to the schedule become necessary, such changes shall be communicated by mail, telephone, or e-mail to the Detachment Commandants by the Department Commandant or his designee, at least two(2) weeks prior to such meeting.

(g) All meetings of this Department shall be open to all members in good standing in the Marine Corps League.

(h) The Department Charter or copy, the National Colors, and the Bible will be displayed at all business meetings.

SECTION 415 – TRUSTEES – The elected officers, and the Detachment Commandants, shall be the Department Board of Trustees; however, a Department Convention is authorized to appoint the outgoing Department Commandant or a Past Department Commandant to serve a one-year term as a member of the Board of Trustees.

SECTION 440 – BONDING – All Department Officers handling Department funds are bonded as outlined in National Bylaws Article Four, Section 440.

BYLAWS

ARTICLE FIVE

DETACHMENTS

All powers, authorities, and responsibilities of the Detachments originate with National Bylaws Article Five, Sections 500, 505, 510, 512, 515, 520, 525, 530, 535, 540, 545, 550, 555, and 560. No actions may be taken by the Detachments which conflict with National or Department Bylaws or Administrative Procedures.

BYLAWS
ARTICLE SIX
MEMBERS

SECTION 600 – MEMBERSHIP.

(a) **Regular Membership:**

(1) Regular membership in the Marine Corps League shall be defined in Article Six, Section 600, (a) of the National Bylaws, as amended, and as shall be amended from time to time. The effective date of this amendment shall be the effective date of any National Bylaw amendment referring to Regular Membership. All aspects of membership are addressed by National Bylaws Article Six, Section 600

(2) Applications for membership shall be accepted and processed in accordance with the provisions set forth in the National Bylaws (MCL application, verified proof of service, signed by a sponsor, including cash or check for the full amount required).

(b) **Associate Membership:** As prescribed in Article VI, Section 600, National Bylaws.

(c) **Honorary Membership:** As prescribed in Article VI, Section 600, National Bylaws.

SECTION 610 – DUES.

(a) The payment of annual membership dues entitles all members in good standing a subscription to the Marine Corps League Publication, and enrollment privileges in any National Group Insurance Programs that may be in effect.

(b) The Department annual dues and fees shall be established by the Department Board of Trustees and require approval by the delegates at the Department Convention.

(c) The membership year and the annual dues shall expire on the last day of the anniversary month of such members original dues having been received at National Headquarters.

SECTION 645 – LIFE MEMBERS: As prescribed in Article VI, Section 645, National Bylaws.

SECTION 650 – DUAL MEMBERSHIP; As prescribed in Article VI, Section 650, National Bylaws.

BYLAWS

ARTICLE SEVEN

SUBSIDIARIES

AND SUBORDINATE GROUPS

National Bylaws, Article Seven shall be applied as needed by the Department of South Carolina. This section refers to authority, incorporations, and Employee Identification Numbers (EIN).

BYLAWS

ARTICLE EIGHT

MISCELLANEOUS

SECTION 800 – AMMENDMENTS

(a) Department Bylaws and Administrative Procedures may be revised, amended or repealed by a majority vote of the properly registered and approved Delegates voting at a Department Convention, provided that the proposed revision, amendment, or repeal is submitted to the Department Adjutant no later than ninety(90) days, prior to the Department Convention opening date. Submission of the proposed revisions, amendments or repeals shall be typewritten and in the exact wording intended. A sample blank form for submitting a Department Bylaw change is attached as enclosure (1).

(b) The Department Judge Advocate will be responsible to distribute copies of each proposal, to each existing Detachment Commandant, each Detachment Judge Advocate, and each member of the Department Board of Trustees no later than sixty(60) days prior to the Department Convention.

(c) Each submission will address only one(1) Bylaw Section. However, if the proposal incorporates a revision, amendment or repeal that will interact with any other Sections, the changed or corrected wording of those Sections will be included in the single submission.

SECTION 805 – EFFECTIVE DATE – Each revision, amendment or repeal of a provision of the Department Bylaws and/or Administrative Procedures which are approved at a Department Convention, as outlined in Section 800, and does not provide for an effective date will become effective upon the close of the Department Convention at which it is approved, subject to final approval by the National Judge Advocate.

SECTION 810 – DEPARTMENT BYLAW DISTRIBUTION

(a) Each Detachment Commandant, Judge Advocate, and Member of the Department Board of Trustees will be notified by Mail or E-mail as soon as updates to these Bylaws are posted on the Department Web site for printing. The Department Bylaws and Administrative Procedures are to be made available for examination to any member in good standing, upon request.

(b) An original copy will be sent to the National Judge Advocate for approval, and the Department Judge Advocate will maintain the original signed copy to be passed down to each successive Department Judge Advocate.

SECTION 815 – BLANKET BOND: Article Eight, Section 815 provides a list of Officers covered by the National blanket bond.

SECTION 825 – MEMBERSHIP LISTINGS: As stated by Article Eight Section 825, the membership listing of the Marine Corps League is under the Direct Control of National Headquarters. The Department shall receive applicable portions of the listing exclusively for internal usage in administrating membership of the Department and Detachments. The membership list will not be sold, leased, copied, loaned, or assigned without express approval from the office of the National Executive Director, upon approval by the National Board of Trustees of the Marine Corps League.

SECTION 830 – VIOLATION: Any member who violates the precepts of Department or National Bylaws or Administrative Procedures of the Marine Corps League is subject to the provisions of Chapter Nine (9) Grievance and Discipline as stated in the Administrative Procedures.

GENDER- As used herein the use of a masculine pronoun or designation shall be deemed to include both the male and the female gender as may be specifically applicable to the particular party involved.



2008 Edition

DEPARTMENT OF SOUTH CAROLINA
ADMINISTRATIVE PROCEDURES

**DEPARTMENT OF SOUTH CAROLINA ADMINISTRATIVE
PROCEDURES**

CHAPTER ONE

GENERAL

SECTION 100 – NAME, PURPOSE, CORPORATE SEAL, POLICY, AND ORGANIZATION: The Department adopts the name, purpose, corporate seal, policy, and organization as outlined under National Administrative procedures Chapter One, Sections 100, 105, 110, and 120.

The Department of South Carolina subordinates itself to the National Organization, not taking any actions or passing any Bylaw changes or following any policies in violation of National Bylaws or Administrative Procedures.

ADMINISTRATIVE PROCEDURES

CHAPTER TWO

DEPARTMENT OF SOUTH CAROLINA CONVENTION

SECTION 200 – MEETINGS. The Department Convention will be convened once each calendar year between May 1st, and July 15th unless prevented by national emergency or other unpreventable cause.

SECTION 205 – TIME AND PLACE. Convention for future years shall be decided by the Delegates present and voting during the Annual Department Convention two(2) years in advance.

(a) In the event a Detachment which has committed itself to host a convention (between conventions) decides not to host such convention, then the Department Board of Trustees shall automatically assume the executive duty of selecting an alternate location, without requirement of above referenced vote; this action is subject to ratification at the next quarterly meeting.

(b) Each Detachment shall be provided written notification by the Department Adjutant of the date and location of each pending convention at least ninety(90) days prior to the opening date of the convention. Such notification to include necessary forms for the Detachment's certification of authorized Delegates and Alternates to such convention.

SECTION 210 – PROCEDURES – Immediately preceding the convening of each Department Convention, the Department Commandant and the Board of Trustees will determine and establish the sequence and procedure the business of the Convention shall be conducted, provided such determination is in conformity with the National and Department Bylaws and Administrative Procedures.

SECTION 215 – RULES OF ORDER – The National and Department Bylaws and Administrative Procedures shall govern the procedure and conduct of each Department Convention. Parliamentary reference for Conventions shall be Robert's Revised Rules of Order.

SECTION 220 – 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) Registration fees at the Department Convention shall be six (\$6.00) dollars. Advance registration fees shall be (\$5.00) provided that such fee, accompanied by properly executed official credential forms, is received by the Detachment sponsoring the Convention, no later than a date to be designated by the sponsoring Detachment.

(c) In the process of registration, should a member's credentials as a Detachment Delegate or Alternate, be challenged by the Credential's Committee, the Member's Detachment Commandant (or duly appointed representative in the absence of the 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.

SECTION 225 – INSTALLATION – The installation of Department Officers shall be conducted with formal ceremony at the banquet closing the Department Convention; the Current Department Commandant shall select the Installing Officer who shall be a National Officer, Department Commandant or Past Department Commandant. The Installing Officer shall select necessary aides. Officer installation forms are to be completed, signed and submitted to National within 14 days.

SECTION 235 – CONVENTION ADMINISTRATIVE COMMITTEES

(a) The Department Convention Administrative Committees shall be: Credentials, Resolutions, Rules, and Standing Committees.

(b) The Department Commandant and Board of Trustees shall establish the Bylaws, Resolutions, Rules and Standing Committees for the year who shall preside at the Convention over these issues and present reports and recommendations during the Convention. The members shall be drawn from recommendations by Detachment Commandants. The Department Commandant and Board of Trustees shall establish a chair for the Credentials Committee whose members shall come from the Detachment hosting the Convention.

(c) The duties of the Department Convention Administrative Committees are:

(1) **Credentials Committee** – Shall: (1) examine the credentials of each Delegate and Alternate Delegate, (2) Determine that each member desiring to register possesses a current membership card, (3) 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, (4) disapprove the credentials of Delegates **not** in good standing at the time of the Department Convention.

(2) **Resolutions Committee** – Shall receive and consider all properly submitted resolutions to be forwarded on behalf of the Department for consideration by the National Resolutions Committee, or Resolutions for the State of South Carolina. The committee by a majority vote will determine whether or not to recommend to the Department Convention for consideration and action, the proposed resolutions.

(3) **Rules Committee** – Shall study the rules of the Convention employed at prior Convention (s) and determine the need for any additional rules or revision thereof, for recommendation to the Convention for application during that specific Convention.

SECTION 240 – BIDS FOR DEPARTMENT CONVENTION – Any detachment may make a formal bid for a Department Convention provided such bid, in complete detailed form as outlined below, is in the hands of the Department Commandant and the Board of Trustees at the 3rd Quarterly Meeting over one year prior to the date of the convention for presentation to the membership at the Department Convention two(2) years prior to the convention being bid for. All formal bids must contain the following minimum requirements:

(a) A resolution approved at a regular meeting of the bidding Detachment signed by the Detachment Commandant and Adjutant/Paymaster inviting the Department to hold its convention in their city. If approved the Detachment will have selected a Convention Committee to control, supervise, direct, and guide the convention preparations and interact with the Department Commandant and Board of Trustees.

(b) Written detail of all entertainment activities with estimated costs of activity tickets.

- (c) Written detail of available transportation to events and entertainment.
- (d) Letter from proposed host city Hotel-Motel Association or individual Hotel-Motel manager detailing accommodations available and assurance of full cooperation as follows:
 - (1) Adequate sized Meeting and Banquet rooms, with space for registration.
 - (2) Total available rooms with Convention rates, singles, doubles, and suites.
 - (3) Special Luncheons, Dinners, and Banquets with Convention prices.
- (e) Convention hotel-motel will be wheelchair accessible and be eligible to display the international Wheelchair symbol (see enclosure one(1) of the National Administrative Procedures. Also the restaurants, bars, lounges, restrooms, shall be wheel chair accessible.

ADMINISTRATIVE PROCEDURES

CHAPTER THREE

DEPARTMENT OF SOUTH CAROLINA STAFF

SECTION 300 – STANDING COMMITTEES AND DUTIES – The Department Standing Committees shall prepare written as well as oral reports for presentation to the Adjutant, and their duties are as follows:

(a) **Department Budget and Finance Committee** – It shall be the duty of the Budget and Finance Committee to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the 2nd Quarterly and Department Convention a financial program and budget for the conduct of business and affairs of the League for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the League.

(b) **Bylaws and Administrative Procedures Committee** – Shall receive, and consider, or draft proposed changes of the Department Bylaws and Administrative Procedures properly submitted in accordance with the requirements of the Department Bylaws and administrative Procedures. The Committee shall determine by a majority vote whether or not to recommend to the Department Convention, the proposed changes for consideration and action.

(c) **Department Convention Committee** – Set up by the hosting Detachment shall be responsible for reporting to the Commandant, Board of Trustees and Delegates at the Quarterly Meetings progress and information necessary for dissemination to Members concerning the upcoming Department convention. Prepare a program for the Department Convention.

(d) **Department Awards and Citations Committee** – Shall certify recommended recipients are worthy of said awards.

1. At each annual Department Convention, the Department Marine of the Year is presented the Department “Speedy Wilson” Marine of the Year trophy and medallion. The trophy is to be held in trust by the recipient until the next annual Department Convention at which time the traveling trophy is surrendered in exchange for a smaller, personal, trophy suitably engraved. The incoming Commandant may designate the responsibility for arranging for the engraving and arrival of the smaller trophy at the following year’s convention site. Nominations for Department Marine of the Year must be submitted to the Department Awards and Citations Committee no later than seven (7) days prior to the first date of the convention.

2. Deceased Member Memorial – The passing of only those who are currently members of the Board of Trustees or have been members during the immediate past term will be recognized by the Department. The application of this policy involves approximately \$50.00 which is used to purchase some kind of tangible memento, direct financial assistance to the family, a donation to a designated charity or a donation to the Marine Corps League Scholarship Fund. This last should be recognized in a letter to the family from the Department and is recognized in a similar letter from the National Office.

3. At each annual Department Convention a traveling trophy is presented to the Detachment with the highest attendance. This trophy is to be returned to the following annual Department Convention to be passed on to the following year's winners. The host Detachment for the Convention is not eligible for this trophy.

SECTION 310 –DETACHMENT COMMANDANTS COUNCIL-The Detachment Commandants' Council, an integral part of the Department Staff, composed of all Detachment Commandants and chaired by the Department Senior Vice Commandant, as a collective advisory body is charged with the responsibility of providing assistance to the Department. It shall be the general duty of this council to:

- (1) Study ways and means toward stimulating growth, both in membership and stature of the Marine Corps League and the enhancement of administrative and command relationship between the Department Board of Trustees and other components.
- (2) Receive and evaluate suggestions and relationships which are oriented to the improvement of the Marine Corps League, its growth, the enhancement of components, and the Department Board of Trustees.
- (3) As called upon, execute in depth study tasks as assigned by the Department Commandant or Board of Trustees.
- (4) Pursuant to accomplishing the above responsibilities, they shall develop a proposed plan, policies, procedure and systems for recommendation to the Department Board of Trustees for its consideration.
- (5) Meet annually before the Department Convention at the call of the Department Senior Vice Commandant, following which a council report will be rendered.

SECTION 320 – APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS TERM – All appointed Department Officers, Committee Chairmen and Committee Members shall, unless specified to the contrary in the National or Department Bylaws and Administrative Procedures, serve at the pleasure of the Department Board of Trustees. Appointees shall surrender to the duly appointed successor all Marine Corps League books, records, and other property with which the office or person is charged.

ADMINISTRATIVE PROCEDURES

CHAPTER FOUR

MISCELLANEOUS

National Administrative Procedures as outlined below give guidance which need not be duplicated in the Department Administrative Procedures as they apply unaltered to guide the actions of the Departments, Detachments and Members.

Administrative Procedures Chapter Five – Departments

Administrative Procedures Chapter Six – Detachments

Administrative Procedures Chapter Seven – Members

Administrative Procedures Chapter Eight – Subsidiaries and Subordinates –

The Department of South Carolina recognizes the Young Marines of the Marine Corps League as an active organization in the State of South Carolina and commits to support, sustain and encourage the growth of this subsidiary organization with funding as approved in the Budget by the Members of the Department of South Carolina.

Administrative Procedures Chapter Nine – Grievances and Discipline

Administrative Procedures Chapter Ten - Miscellaneous (fund raising, respect, resolutions)

Section 1015-Amendments to the Department Administrative Procedures are covered in the Department Bylaws, Article Eight, Section 800.

Section 1020-Effective date of any change to Administrative Procedures will be upon the close of the Department Convention subject to the approval of the National Judge Advocate.

GENDER- As used herein the use of a masculine pronoun or designation shall be deemed to include both the male and the female gender as may be specifically applicable to the particular party involved.

FORM FOR DEPARTMENT BYLAW CHANGE

DATE: (Insert date being submitted)
(**Must be submitted 90 days prior to the Dept. Convention opening date.**)

TO: Department South Carolina Judge Advocate

From: Type in the name of person submitting recommendation

Subj: Proposed Change to the Dept. of SC Bylaws.

Pursuant to National Bylaws, Article Eight, Section 800 – AMENDMENTS the following proposed change to the Department Bylaws, Article _____, Section _____ (Please identify the Section, list the paragraph number, then the subsection number or letter).

A. Bylaw currently reads:

(Copy the exact wording of the Section from the Department Bylaws)

B. Proposed Amendment to Read:

(Type in your proposed recommendation)

Rationale:

(Type in your reason for the recommended change)

Respectfully submitted,

(Sign your name)

(Type your name)

(Enclosure 1)

This is a sample form, to be used for submitting a Bylaw change

The above Bylaws and Administrative Procedures were approved at the 2007 Department Convention.

CERTIFICATION

This is to certify that the original Bylaws were adopted by the Department of South Carolina, Marine Corps League at the second annual convention on 11 May 1996 in Myrtle Beach, South Carolina. Administrative Procedures were added on 18 May 2002, and the Bylaws were amended on 7 June 2003.

A full rewrite of the Bylaws and Administrative Procedures was adopted on 16 June 2007 in Charleston, South Carolina at the Department Convention.

This copy includes changes to Sect. 110(e), and Sect. 240(a), as adopted on 7 June 2008 at Parris Island, South Carolina at the Department of South Carolina Annual Convention.

Dated this 7th day of June, 2008,

at the Department Convention

at Parris Island, South Carolina.

Mike Ellenberg

Department Commandant

Attest:

Bob Page

Department Adjutant

Archie Sweet

Department Judge Advocate

Approved: This _____ day of _____, 2008; _____

Jim Touhy

National Judge Advocate