



Detachment Bylaws

And

Administrative Procedures

Two-Eagles Detachment #842  
Southwest Metro

Prior Lake/Savage, Minnesota

Department of Minnesota

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## Certification

These bylaws were approved by the Detachment Membership of the Two-Eagles Detachment, Department of Minnesota, Marine Corps League, on **21 January 2010**.

*I certify that I have reviewed the Bylaws of the Two-Eagles Detachment #842, Marine Corps League, and find them neither in conflict nor inconsistent with, the Bylaws and Administrative Procedures of the National Marine Corps League, nor those of the Department of Minnesota, and do by this certification give my approval to the same.*

---

Kenneth S. Williams  
Judge Advocate  
Two-Eagles Detachment #842  
Marine Corps League

**21 January 2010**

*Date of Approval*

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*I certify that these Bylaws of the Two-Eagles Detachment #842, Marine Corps League, were reviewed and approved by a majority of the Regular Members of the Two-Eagles Detachment #842.*

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Peter Williams  
Commandant, Acting  
Two-Eagles Detachment #842  
Marine Corps League

**21 January 2010**

*Date of Approval*

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*I certify that I have reviewed the Bylaws of the Two-Eagles Detachment #842, Marine Corps League, and find them neither in conflict nor inconsistent with, the Bylaws and Administrative Procedures of the National Marine Corps League, nor those of the Department of Minnesota, and do by this certification give my approval to the same.*

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Judge Advocate  
Department of Minnesota  
Marine Corps League

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*Date of Approval*

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*I certify that I have reviewed the Bylaws of the Two-Eagles Detachment #842, Marine Corps League, and find them neither in conflict nor inconsistent with, the Bylaws and Administrative Procedures of the National Marine Corps League, nor those of the Department of Minnesota, and do by this certification give my approval to the same.*

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National Judge Advocate  
Marine Corps League

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*Date of Approval*

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The provisions of these bylaws shall not be in conflict with both the Bylaws and Administrative Procedures of the Department of Minnesota, nor the National Bylaws and Administrative Procedures. Any actual or perceived contradiction shall defer to the content and/or spirit of first, the National Bylaws and Administrative Procedures, then the Department of Minnesota Bylaws and Administrative Procedures.

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## Article 1 - Miscellaneous

### **1.0 – Purpose.**

As an organization within and subordinate to the National Marine Corps League and the Department of Minnesota, the Two-Eagles Detachment embraces in their entirety the purpose as stated in National and Department Bylaws. In addition to the purpose stated in the National and Department of Minnesota Bylaws and Administrative Procedures, the purpose of the Two-Eagles Detachment of the Marine Corps League will include, but not be limited to;

- Preserve the traditions and to promote the interests of the United States Marine Corps.
- To band Active Duty Marines and those who have been honorably discharged or retired from that service in fellowship that may effectively promote the ideals of American freedom and democracy. In doing so, proactively advocate the Marine Corps League as the primary option for Marines to come together in fellowship.
- Fit it's members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms
- Hold sacred the history and memory of the men and women who have given their lives to the Nation.
- Foster love for the principles which they have supported by blood and valor since the founding of the Republic.
- Maintain true allegiance to American institutions.
- Create a bond of comradeship between those in service and those who have returned to civilian life.
- Aid voluntarily to render assistance to all Marines and to former Marines, as well as their families, widows and orphans.
- Perpetuate the history of the U.S. Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.
  - Actively advocate and cultivate a positive image of the Marine Corps.
  - Actively represent, individually and collectively, a presence for good in the community.
  - To actively develop, foster and enhance a positive relationship with fellow service veterans, regardless of the branch of service.
  - To provide physical and financial support to our community and community members in need or distress.

### **1.1 – Detachment Name.**

The name of this body corporate is Two-Eagles Detachment, #842, Marine Corps League. It is a non-profit corporation incorporated by the State of Minnesota on 8 March 1993.

### **1.2 – Detachment Seal.**

The seal of the Two-Eagles Detachment is a Marine Corp Emblem on a field of crimson, contained within a circle. The next outer-circle shall contain the words; "Marine Corps League" placed at the top of the seal, preceded by a star and followed by a star. At the bottom of the outer-circle will be the words; "Semper Fidelis", to the left, and

"Two-Eagles Det." To the right. The outer-circle shall be in a field of black. The outside border of the seal will be a golden rope, similar to that of the Marine Corps Seal. An implied copyright is claimed and asserted on this image. Refer to Enclosure (1) for a sample of this image.

### **1.2.1 – Seal Placement.**

The Detachment Seal will be placed prominently on all official detachment publications and communications, including but not limited to;

- (a) Publications, such as Bylaws, ordinances, and other official policy statements formally published by the detachment or elected officer.
- (b) Advertisements.
- (c) Promotional material.
- (d) Detachment Letterhead.
- (e) Detachment Web Site

The use of the Detachment Seal on any other material or publication will require the majority approval of the Detachment Board of Trustees.

### **1.3 – Detachment Logo.**

The detachment logo will be defined and created going forward. The logo will be a visual representation of the detachment name and mission.

### **1.4 – Use of Detachment Images.**

In recognition of the diverse background of its members, the members of the Marine Corps and the National charter as a non-profit organization, The Two-Eagles Detachment shall be non-political, nonpartisan and nonsectarian. Neither the name of the detachment, the Detachment Seal nor the Detachment Logo, nor any official or unofficial publication of the Detachment, shall be used by any Detachment Officer or Detachment Member for personal or political gain, purposes or to advance or endorse any group or individual outside of the Marine Corps League, the Department of Minnesota or the Two-Eagles Detachment.

### **1.5 – Community Involvement**

The Two-Eagles Detachment of the Marine Corps League advocates a position of proactive involvement in community affairs and outreach. Detachment members individually and as a group are encouraged and called-upon to actively work toward the enhancement of their community, and cultivate and project a positive image in keeping with the standards of the Marine Corps, the Marine Corps League and the Two-Eagles Detachment. We will avail ourselves of every opportunity to provide personnel and material resources to needs of the community and individual community members.

### **1.6 – Political Action.**

In recognition of the broad range of beliefs, backgrounds, customs and people, the Two-Eagles Detachment shall be non-sectarian, non-political, non-partisan and shall not discriminate in any way. However, nothing in the Detachment Bylaws will prevent the Detachment from participating in political issues as a body which may;

1. Affect the welfare of the United States Marine Corps, the Marine Corps League or the Two-Eagles Detachment, or,
2. A Detachment member's, or other veteran's, claim(s) for justice or disabilities having been incurred in the service in the Armed Forces of the United States.

## Article 2 – Organization

### **2.0 – Officers**

The guiding authority for this detachment shall always be vested in the Detachment members in good standing. The executive and administrative powers will be delegated to the elected and non-elected officers.

#### **2.0.1 – Elected Officers.**

Elected officers for the Two-Eagles Detachment must all be Regular members in good-standing. The Elected Officer positions are:

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

#### **2.0.2 – Non-Elected Officers.**

Non-Elected Officers for the Two-Eagles Detachment may be Regular members or Associate Members in good standing. These are Officer positions that may be appointed by the Commandant, and subject to the approval of the Board of Trustees. The Non-Elected Officers include:

- (a) Detachment Sergeant-at-Arms
- (b) Detachment Adjutant
- (c) Detachment Chaplain
- (d) Detachment Web Sergeant
- (e) Junior Past Commandant. *(The Junior Past Commandant is not an appointed position, but simply filled by the member to have served as Commandant immediately before the current Commandant.)*

#### **2.0.3 – Combined Positions**

Up to two (2) Non-elected Officer positions may be combined to allow one member to fulfill both roles. A combined position remains a Non-Elected position. The member serving in a combined position becomes responsible for all duties and responsibilities of both positions.

- (a) Under no circumstances will the Paymaster position be combined with another Elected Officer position.
- (c) In this situation, the combined position then must conform to all requirements, conditions and standards of an Elected Officer position.

### **2.1 – Board of Trustees.**

The Two-Eagles Detachment shall be governed by the Detachment Board of Trustees (hereafter referred to as the Board) and be subordinate to the National Convention and the Department of Minnesota, and their respective Bylaws and Administrative Procedures. The Board of Trustees shall be vested from Detachment Members with all authority and powers necessary to effectively manage, administer and operate the Detachment.

#### **2.1.1 – Board Membership**

The Detachment Board of Trustees voting members shall consist of the following Detachment Officers:

1. Detachment Commandant
2. Detachment Senior Vice-Commandant
3. Detachment Junior Vice-Commandant
4. Detachment Judge Advocate

## 5. Detachment Junior Past Commandant

The Detachment Adjutant and Detachment Paymaster will serve as a non-voting consultants to the Board of Trustees.

### **2.1.2 – Board Powers and Authority**

The supreme powers and authority shall always be vested in the Detachment Members as a body, delegated to its' Officers functioning as the Board of Trustees. It is the responsibility of the Board of Trustees to provide for the transaction of detachment business and provide detachment leadership. Generally, Board Powers and Authority will include, but not be limited to, the following:

1. Approve decisions/actions by the Commandant.
2. Accept or reject membership applications.
3. Suspend or remove from office Detachment Officers for cause.
4. To establish and cause to publish an official Detachment Publication(s) in the form of a newsletter or magazine.
5. To effectively transact Detachment business, at any regular or special meeting, or by mail, telephone, fax or email.

In accordance with the Detachment Members having ultimate authority, any decision made by the Board of Trustees may be reversed by a 2/3 majority vote of assembled members in good standing at any Detachment Business Meeting, within 30 days of the Board's decision.

### **2.1.3 – Board Meetings**

The Detachment Board of Trustees shall meet within three business days prior to the scheduled Detachment Meetings. The schedule will be agreed upon by the members of the Board of Trustees at least 60 days in advance of the desired meeting date/time. Written notification will be provided to all board members.

The Detachment Board of Trustees will also meet at the call of the Commandant for emergency needs provided a quorum of the Board is assured through conduct of polling completed by the Adjutant prior to issuing the call for a special board meeting.

Conduct of business at Board meetings shall be governed by these bylaws, and National and Department Bylaws and Administrative Procedures. Parliamentary reference shall be Robert's Revised Rules of Order.

Other detachment members and/or non-elected officers may be invited to specific Board of Trustee meetings; however, they have no voting authority, and will be present simply to provide information and/or advice as solicited by the Board.

### **2.1.4 – Board Meeting Attendance**

Detachment Board of Trustee members failing to attend two or more consecutive Board meetings, without express prior notice to the Board of Trustees, will be considered to have resigned from their Officer Position. Prior notice must be in writing, preferably via email, to a fellow Trustee prior to the affected meeting date(s). Commandant will fill the position as defined in paragraph 2.5 – Vacancy in Office. This bylaw does not apply to emergency or crisis situations over which the Board Member has no prior control.

### **2.1.5 – Board Quorum.**

For the purpose of transacting Detachment business, a quorum shall be a simple majority of the Board of Trustees of the Two-Eagles Detachment. A quorum will be required to discuss and approve detachment business.



### **2.1.6 – Board Voting**

Each member of the Board of Trustees shall have one (1) vote. There shall be NO proxy voting – members must physically be present at the meeting to cast their vote. The Judge Advocate will abstain from voting on matters wherein an official opinion has been rendered by the Detachment Judge Advocate.

## **2.2 – Elections.**

Detachment Officer Elections will be held annually during the Detachment meeting held during the month of April each year.

### **2.2.1 – Nominations**

The Commandant shall appoint a three (3) member nominating/election committee in January each calendar year. The Nominating Committee shall interview and determine the eligibility of each member who may desire to seek a Detachment office, or a delegate seat at the National and/or State convention. The committee will place the name(s) in nomination during the March Detachment meeting. The Nominating Committee will be responsible for conducting all phases of the Detachment election(s), including ballot distribution, collection and counting for contested offices. Members of the Nominating Committee cannot be a candidate for office while serving on the committee. Refer to Article 6.1.1 – Nominating Committee for information regarding the creation and makeup of the Nominating Committee. Nominations for Officers will not be accepted from the floor during the meeting in which the election is scheduled to occur. It will be the responsibility of the Chair of the Nominating Committee to publicly declare and notify Detachment Members at the three Detachment Business Meetings prior to the meeting in which the election is scheduled, that nominations are being sought and accepted for candidates for Officer and/or Delegate positions.

### **2.2.2 – Delegate Elections**

The election of delegates to the National and/or Department Conventions shall be completed not less than one month prior to the scheduled convening date.

### **2.2.3 – Ballots**

All contested Officer elections will be conducted through private written ballots. Ballots will be prepared, distributed, collected, and counted by the Nominating Committee. The winner will be the candidate receiving a simple majority of the votes cast. The Sergeant-at-Arms will supervise the election process. The Sergeant at Arms will announce the election results, asking the Adjutant to enter them into the record. Any candidate for an Officer position running unopposed may be elected by either a voice vote or show of hands at the discretion of the presiding officer.

### **2.2.4 – Voting Eligibility**

All Regular members in good standing may vote in Detachment Officer elections. Each member shall have only one vote for each candidate. The member must be present to cast their vote at the time of the election, and votes may not be completed by proxy or absentee ballot.

## **2.3 – Terms of Office.**

All Officers, elected and non-elected, shall serve a period of one (1) term. A term shall be a two-year (2 year) period beginning with the installation of Officers after Detachment elections. There is no restriction regarding the number of consecutive terms an elected or non-elected officer may serve. There is no limit to the number of terms an elected or non-elected Officer may serve in any position. However, terms will be staggered in the following manner from the inception of the acceptance and approval of these bylaws:

Even-Numbered Years: During April of years ending with an even number, the following Officer/Non-Officer positions will stand for election/appointment:

- Commandant
- Junior Vice-Commandant
- Paymaster
- Adjutant
- Web Sergeant

Odd-Numbered Years: During April of the years ending with an odd number, the following Officer/Non-Officer positions will stand for election/appointment:

- Senior Vice-Commandant
- Judge Advocate
- Sergeant-at-Arms
- Chaplain

#### ***2.4 – Installation of Officers***

Installation of elected officers will take place during the May Detachment meeting.

#### ***2.5 – Vacancy in Office***

The order of succession to the Detachment Commandant shall be;

1. Detachment Senior Vice-Commandant
2. Detachment Junior Vice-Commandant
3. Detachment Judge Advocate

In the event of the vacancy of the Judge Advocate or unelected positions prior to the end of the natural term, the Detachment Commandant, with the advice and consent of the remaining Detachment Board of Trustees, shall appoint a successor to fill the remaining term of office.

When the order of succession is invoked to fill a position senior to the officer filling the vacancy, the vacated position will stand for election based upon the schedule of the officer originally elected to that term, not the officer filling the vacancy. For example, if the Senior Vice-Commandant fills a vacancy in the Commandant's term, the Senior Vice-Commandant will fulfill the requirements of both positions until the election of a new Commandant. After the election, the position of Commandant will presumably be filled. The Senior Vice-Commandant will then complete the term of Senior Vice-Commandant.

#### ***2.6 – Removal from Office***

Any Elected Officer will be removed from office after failing to attend two or more consecutive scheduled meetings of the Board of Trustees, without prior approved arrangements with the Board of Trustees, or removal from office for cause.

Non-Elected Officers will be removed from office if failing to attend three or more consecutive officially scheduled Detachment Meetings, without prior approved arrangements with the Board of Trustees, or removal from office for cause.

Removal from office of any officer will require the remaining term of office for that officer be filled as defined in section 2.5 – Vacancy In Office.

#### ***2.7 – Officer Resignations***

Officers may resign from elected and non-elected positions by submitting a written resignation, including reason and requested effective date, to the Commandant. The

Commandant will review the request decide to either accept or reject the resignation. The Commandant will inform the Board of Trustees at the earliest possible opportunity through the most expeditious method(s). The Officer resignation will be recorded in the minutes of the next meeting of the Board of Trustees.

Officers may resign their position at any time without prejudice, except; Officers having resigned, and remaining members of the Detachment, may not be a candidate for, nor hold, elected or non-elected officer positions until the expiration of the term of office from which they resigned. Likewise, Officers having resigned may not serve on committees until the expiration of the term of the office from which they resigned.

## Article 3 – Officer Duties and Responsibilities

### **3.0 – Detachment Commandant.**

The Detachment Commandant is the Chief Executive Officer of the detachment and shall preside over all Detachment and Board of Trustees meetings. The Commandant is charged to direct the affairs of this Detachment as prescribed by the Board of Trustees. The Commandant has direction and control of the executive and administrative affairs of the Two-Eagles Detachment. Additionally, the Commandant shall;

1. Observe and enforce the observance of rules and regulations of the Constitution and Bylaws of the National and Department of Minnesota.
2. Make and promulgate all orders necessary for the proper conduct of business, but not in conflict with the National Bylaws and Administrative Procedures, or the Department of Minnesota Bylaws and Administrative Procedures.
3. Call such meetings of the Detachment Board of Trustees as are required by the Detachment Bylaws and Administrative Procedures.
4. Ask advice and counsel of the Detachment Board of Trustees as may be necessary.
5. Along with the Detachment Paymaster, have custody of all detachment property and funds, subject to the supervision of the Board of Trustees.
6. Appoint the following Detachment Officers, subject to the approval of the Board of Trustees:
  - a. Sergeant at Arms
  - b. Adjutant
  - c. Chaplain
  - d. Web Sergeant
  - e. Other unelected positions as may be created or necessary.
7. With the advice and consent of the Board of Trustees, appoint standing committees as deemed necessary that are not already defined within the detachment bylaws and administrative procedures.
8. Approve all requisitions of the Paymaster greater than or equal to fifty dollars (\$50.00).
9. Represent the detachment at all social functions, ceremonies and gatherings in a fashion and manner to enhance the dignity, honor and prestige of the Two-Eagles Detachment and the Marine Corps League.
10. Perform other duties as directed and as needed.

### **3.1 – Detachment Senior Vice-Commandant.**

This is the second-ranking Officer of the Detachment. The Senior Vice-Commandant shall give every assistance to the detachment Commandant. In the absence of the Detachment Commandant, the Senior Vice-Commandant shall assume the duties of the office of Detachment Commandant, shall initiate and implement such programs as will increase the effectiveness of the Detachment, and perform such duties as may be assigned by the Detachment Commandant, and serve as the Chair of the Fundraising Committee.

### **3.2 – Detachment Junior Vice-Commandant.**

This is the third-ranking Officer of the Detachment. In the absence of the Senior Vice-Commandant, the Junior Vice-Commandant shall assume the duties of the office of the Detachment Senior Vice-Commandant, shall create and promulgate such membership

incentives and programs, resulting in continuous membership growth of the Detachment, and shall serve as Chair for the Recruiting/Growth Committee.

### ***3.3 – Detachment Judge Advocate.***

This is the Fourth-ranking Officer of the Detachment. This officer shall act as legal counsel of the Two-Eagles Detachment, Marine Corps League, and shall also;

1. Interpret the National and Department Bylaws and Administrative Procedures.
2. Maintain and interpret the master copy of the Detachment Bylaws and Administrative Procedures.
3. Advise, construe, counsel and render opinions on questions of Law and Procedure to the Commandant, Board of Trustees and members of the Detachment. The ruling shall be binding, if not in contention with National or Department Bylaws and Administrative Procedures, unless reversed by the Board of Trustees, or, 2/3 of the detachment membership.
4. Shall notify of rulings in writing, mailing copies to all parties and to the Detachment Commandant.
5. Must be knowledgeable of Robert's Rules of Order and rule on conflicts of order at Detachment meetings.
6. Serve as the Chair of the Bylaws Committee.
7. Maintain, revise (after appropriate debate and approval), and appropriate publication of the Detachment Bylaws and Administrative Procedures.
8. Maintain appropriate and necessary files and documentation related to the office of Detachment Judge Advocate.

### ***3.4 – Detachment Paymaster.***

The Detachment Paymaster shall be the holder of monies, properties and securities of the Two-Eagles Detachment, Marine Corps League, keeping current and accurate records of all financial transactions. The Paymaster shall inform Detachment members of their indebtedness to the Detachment, in person and through publication. The Paymaster shall deposit all monies and securities in a bank account or accounts designated by the membership and held in the name of the Two-Eagles Detachment, Marine Corps League. Expenditures shall be made by check, signed by two (2) Officers of the Detachment designated as Primary Signatories; the Paymaster and Detachment Commandant. Alternate signature authority may be vested in one other designee in the event a primary signatory is unavailable for an extended period. The alternate signatory must be approved by the Board of Trustees prior to being added to the account. All designated signatories must be identified to the bank and have appropriate signature authority on the account(s). The Paymaster shall serve as the Chair, Finance Committee.

### ***3.5 – Detachment Adjutant.***

The Detachment Adjutant shall keep proper and necessary records for the Two-Eagles Detachment. The Adjutant's duties shall include:

1. Shall keep charge of and keep a full and correct record of all proceedings of all meetings, keeping such records as Department and National organizations may require.
2. Render reports of membership annually or when called upon to do so.
3. Keeping and maintaining membership records, including member names, addresses, phone numbers, email addresses for all current and former members.
4. Under the direction of the Commandant, perform all duties of a corresponding and recording secretary, including opening and reading all Detachment

correspondence, and generating Detachment correspondence using the official Detachment Letterhead as appropriate.

5. Cause to publish at least annually, a current and accurate listing of Detachment members.
6. Ensure each member of the Detachment meets the minimum standards for membership.
7. View the DD214 of prospective members to verify service.

### ***3.6 – Detachment Sergeant-At-Arms***

The Detachment Sergeant at Arms is charged with assisting the Commandant in maintaining order and decorum at all Detachment meetings, gatherings and ceremonies. They will also;

1. Ensure those in attendance at Detachment meetings are Detachment Members in good standing or are authorized and qualified to do so as guests or visitors.
2. Be responsible for the proper arrangement and preparation of the meeting area including, but not limited to, the placement of the colors.
3. Serving as Chair of the Nominating Committee, and supervise Officer elections and balloting.
4. Maintain a current written inventory of all Detachment physical property, and be able to produce the same when requested to do so by the Commandant or Board of Trustees.
5. Complete an annual physical inventory of Detachment property and report to the Detachment the results.
6. Maintain files related to Detachment property, its' acquisition and disposition.
7. Perform other duties assigned by the Commandant and/or the Board of Trustees.

### ***3.7 – Detachment Chaplain***

The Detachment Chaplain shall be responsible for the spiritual needs and concerns of the Detachment, customarily performed by clergy. This will include advising Detachment members spiritually, offering prayers at meetings, ceremonies and gatherings, and upon notification of the death of a member of the Marine Corps League or Marine Corps veteran. Other duties of the Chaplain shall include, but not be limited to:

1. Contacting as appropriate the surviving family of a deceased member to offer condolences and/or assistance.
2. Arrange for the delivery of an appropriate floral arrangement, or other honorarium, for deceased Detachment Members or their immediate family (spouse, children or parents) upon approval of the Board of Trustees, not to exceed \$50.00, or an amount approved by the Board of Trustees.
3. Arrange for the delivery of an appropriate floral arrangement, or other appropriate gift (flowers, magazine, candy, etc...), to a hospitalized Detachment Member or member their immediate family (spouse, children or parents) to provide a positive recovery environment, upon approval of the Board of Trustees, not to exceed \$25.00, or an amount approved by the Board of Trustees.

### ***3.8 – Detachment Junior Past Commandant.***

This is a full voting member of the Board of Trustees. The Junior Past Commandant is the member most recently vacating the position of Detachment Commandant. This position is to;

1. Serve as an impartial advisor to the Detachment Board of Trustees, providing benefit from their experience.
2. Assist as needed the Junior Vice-Commandant in Detachment recruitment and growth efforts and initiatives.
3. Serve as the Veteran's Affairs and Information Officer, serving as a point of contact for detachment members with questions regarding veteran benefits.
4. Serve as the Chair of the Outreach Committee.
5. Serve as an impartial advisor to the Detachment Marine-of-the-Year Committee.
6. Serve as the Chair of the Awards Committee.

### ***3.9 – Detachment Web Sergeant***

The Detachment Web Sergeant shall be responsible for the design, creation and maintenance, upon approval of the Board of Trustees, the electronic presence of the Detachment on the Web or Internet. This will include web sites and pages, networking sites such as Facebook, MySpace or others not named, known or yet created. This Officer will also be responsible for finding, recommending, acquiring, maintaining and renewing, pending the approval of the Board of Trustees, appropriate internet service provider(s), domain name(s), email providers, email address(es) and any and all other necessary matters related to our Detachment presence on the Web.

No web sites, web pages or other electronic presence shall be created or modified unless and until the proposed changes have been reviewed and approved by the Board of Trustees.

The Web Sergeant will ensure proper files are maintained relative to web design and modification, and an appropriate backup is maintained for all online electronic materials.

## Article 4 – Detachment Meetings

The Two-Eagles Detachment shall conduct Detachment Meetings once each calendar month. Each Detachment Meeting will be scheduled for a two-hour block of time. The first hour of the meeting is dedicated to the Business Meeting portion of the Detachment Meeting. The remaining portion of the scheduled meeting period will be dedicated to whatever the Detachment has planned to address, including but not limited to;

- Detachment recreation and social activities.
- Non-business issues to address.
- Guest speakers and presentations.

### ***4.0 – Meeting Timing.***

The Two-Eagles Detachment, Marine Corps League, shall meet the third Thursday of each month, at 19:00, at a place designated and approved by the detachment Board of Trustees. A monthly business meeting is required unless otherwise directed by the Detachment Commandant with the advice and consent of a majority of the membership at a regularly convened meeting.

#### **4.0.1 – Special Meetings**

Either the Detachment Commandant, a majority of the Board of Trustees or any 25% of the detachment membership in good standing may call a special Detachment meeting at any time. The request for a special meeting must be completed in writing and if initiated by the Board of Trustees or Detachment members, submitted to the Commandant. If initiated by the Commandant, it must be submitted to the Board of Trustees. Timely notice and communication of the date, time and place of the special meeting will be completed to ensure all members are given the opportunity to attend. However, members must be notified at least 48 hours prior to the requested date/time.

The notice must state the date, time and place of the special meeting, and the business to be discussed. No other business topics will be discussed, introduced or entertained at the special meeting. Minutes will be recorded and distributed as required for regular Detachment meetings by the Adjutant or, in their absence, by another appointed by the convening authority for that purpose.

### ***4.1 – Meeting Minutes.***

It will be the responsibility of the Detachment Adjutant to record and cause to publish all Detachment and Board of Trustees meeting minutes in the Detachment Newsletter and in writing to members of the Detachment. At each Detachment and Board of Trustees meeting, the Adjutant will present written minutes from the previous meeting for review and acceptance by the Detachment members present. Optionally, Detachment Adjutant may also cause to publish such minutes on the Detachment Web Site, provided the web page upon which they are published or available, is accessible only to Detachment Members.

#### **4.1.1 Meeting Minutes Distribution**

The preferred method of distributing meeting minutes will be email. Minutes will be sent via first class mail only to those members not having an email address. All meeting minutes will be distributed within seven (7) business days of the date of the meeting, unless otherwise directed by the Commandant.



### **4.3 – Meeting Conduct**

Although strict adherence to Roberts Rules of Order is not required, these will be the general guidelines for the orderly conduct of business at meetings.

#### **4.3.1 Limiting Debate/Discussion**

The Chair of the meeting (generally the Commandant) may limit further debate to a prescribed time, or, stop further debate and call for a vote on a topic if in the Commandant's opinion additional debate or discussion will serve no positive value toward clarification of the topic, progress toward resolution, or the good order of the Detachment. To do so, the meeting Chair must have the agreement of the Judge Advocate. Once a limit to debate or discussion is invoked, members persisting in debate or discussion of the topic may be removed by action of the Sergeant-At-Arms.

### **4.4 – Meeting Attendance**

Monthly Detachment meeting attendance is expected by all members in good standing. Only active members, current in their annual membership dues, will attend Detachment meetings, business meetings and activities. The only exception will be authorized visitors, not currently a member of the Marine Corps League, with an expressed interest in becoming a member of our detachment. Persons not currently members of the Marine Corps League may attend as a visitor only one Detachment meeting without membership being required.

### **4.5 – Detachment Quorum**

A Detachment quorum will be a simple majority of active Detachment members in good standing, to include at least three (3) elected officers.

### **4.6 – Order of Business**

The first portion of the monthly Detachment Meeting is the Business Meeting. The order of business (agenda) for Detachment Business Meetings will be:

1. Call to Order.
2. Pledge to the flag and prayer.
3. Roll call of Officers.
4. Introduction of visitors and guests.
5. Report of membership applications.
6. Review of minutes from Board of Trustee meeting and vote to accept.
7. Review of minutes from previous Detachment meeting and vote to accept.
8. Financial Report.
9. Bills and Communications
10. Committee Reports
11. Old Business
12. New Business
13. Adjournment

The order of business may be changed by the Commandant and without objection from membership in attendance.

### **4.7 – Meeting Duration**

The Business Meeting portion of the monthly Detachment Meeting will last only one-hour. At the point ten (10) minutes remain of the allotted one-hour time period, the Detachment Adjutant, or other Officer, will immediately interrupt discussion to notify the assembly that just ten minutes remain. If desired, or dictated by the nature of the discussion underway, the Business Meeting may be extended, but only in 15-minute

increments. The assembled Detachment Members may approve extending the meeting time in increments of 15 minutes, upon receiving a motion and a second, then the Detachment members voting to extend. If the motion passes, the meeting may be extended by 15-minutes. This is required for each 15-minute extension, and may be repeated once five (5) minutes remain in the extended period. Only two 15-minute extensions may be approved and implemented for any Business Meeting.

If the vote for a 15-minute extension fails, all discussion is automatically tabled by rule and the meeting must be concluded within the remaining time. The Adjutant will note such in the meeting minutes.

#### ***4.8 – Right to Speak***

All Detachment Members in good standing, when recognized by the Chair and not expressly prohibited by these Bylaws, shall have the right to speak in any discussion or debate during Detachment Business meetings.

## Article 5 – Membership and Dues

### **5.0 – Qualifications for Membership.**

Qualifications for membership in the Two-Eagles detachment of the Marine Corps League will be consistent with those put forth in the National Bylaws.

#### **5.0.1 - Regular Membership.**

Regular Membership will be open to all who qualify as contained in Section 600 of the National Bylaws and Administrative Procedures. Additionally, no qualifying membership shall be denied based upon race, color, creed, nationality or gender. All applicants for membership will be required to present a completed application for membership and their original DD214, or, Certificate of Honorable Discharge. A copy of the document will be made and the Commandant, Senior Vice-Commandant, Junior Vice Commandant or Judge Advocate, along with the Adjutant, must review and initial the document. All documents will be kept secured as part of the member's records. Retired Marines may present their military ID card showing their status in lieu of the DD213 or Certificate of Honorable Discharge. The Adjutant will note and enter into meeting minutes the prospective member's name, branch of service, and dates of service as indicated on their DD214. This must be done prior to voting on the applicant's membership petition. A majority vote to approve membership is required by the Detachment Members.

#### **5.0.2 – Proof of Eligibility**

Any member may be called upon to provide proof of eligibility by the Commandant or the Board of Trustees. After careful review and investigation, should it be determined the member does not have the necessary qualifications for membership in accordance with the National Bylaws, such member shall be removed from the rolls as a Regular Member. If the nature of the proof of membership and/or application circumstances support a finding of error on the part of the Detachment in admitting the member as a Regular Member, the member shall be offered the opportunity to remain as an Associate Member of the Detachment. If, however, the documentation and circumstances show without question, or to a reasonable certainty, the member altered, falsified or otherwise misrepresented their service, such member will be immediately dropped from the Detachment rolls. This action, along with the supporting documentation and a summary from the Commandant, Senior Vice-Commandant or Judge Advocate, will be forwarded to National and Department headquarters in the most expeditious manner.

#### **5.0.3 – Associate Membership**

Associate Membership is open to any person not qualifying for Regular Membership. This will include, but not be limited to; Active duty and former members of other branches of the military services of the United States, and Spouses and children of Detachment members. Associate members shall enjoy the rights and privileges as granted or restricted in the National Bylaws and Administrative Procedures, including holding appointed office. Associate members shall not;

- Vote on membership applications for Regular Membership.
- Hold Elected Officer positions.
- Vote on issues affecting policy of the Marine Corps League or the Detachment.

### **5.1 – Member Information.**

All basic member information will be recorded and retained by the Adjutant. The Member Information Form will be used by the Adjutant to document member information (see Enclosure (2) – Member Information Form). This information will include, but not be limited to the Member's;

- Full name; First, middle initial/name, last name.
- Day/Month of birth (no year).

- Current address.
- Current telephone number(s).
- Personal email address.
- Date of membership
- Type of Membership

At no time will member information be released to anyone outside of the need to conduct Marine Corps League business, and not without advance approval by the member. Likewise, member information and meetings will not be used by detachment members in the transaction or solicitation of their personal business not related to the Marine Corps League.

### ***5.2 – Member Directory***

The Detachment Adjutant will at least annually, or as needed, publish a member directory. This directory will be available and given only to detachment members in good standing. This directory will include, at a minimum, member name and contact information and a list of the current Detachment Officers. It may be published on the Detachment Web Site, but only if access is restricted to members in good standing, and not available to the general public.

### ***5.3 – Dues***

Annual Detachment dues will be determined and set prior to the start of the fiscal year. If there is no change in the amount of the dues, this will carry over from the current fiscal year.

### ***5.4 – Delinquent Members***

It is anticipated that all members will remain in good standing when the deadline for annual dues arrives. Any member failing to pay their annual dues on or before their membership anniversary date, will be carried on the Detachment rolls for a period of one (1) year from their anniversary date with a status of 'Delinquent'. Any Detachment member in a delinquent status will not:

- Vote in Officer elections, on bills or other issues submitted to membership for a vote at Detachment meetings.
- Attend the Business Meeting portion of Detachment meetings.
- Receive Detachment publications, documents, reports, or other types of Detachment business communications.
- Hold elected or non-elected office, serve as a delegate, participate in ceremonies as a member of the Detachment or serve on Detachment committees.

At any time before the expiration of one (1) year from their anniversary date, the delinquent member may pay their past-due membership dues in full, then be reinstated as a member in good standing. Should a member fail to renew their status as a paid-up member in good standing within one (1) year of the expiration of their annual membership, and further there is no hardship existing preventing the member from paying annual dues, such member will be considered as having resigned from the Detachment. Accordingly, the Commandant shall sign a letter to this effect and cause to mail the letter to the delinquent member's last know address. A copy will be forwarded also to the National and Department in order to report the member's status transition. Ultimately, all efforts will be made to ensure this action is in keeping with the best interests of the Member, the Detachment and the Marine Corps League.

## Article 6 – Committees

### **6.0 – Standing Committees.**

The Standing Committees defined below are permanent committees formed through the declaration and structure of the Detachment Bylaws. Additional standing committees may be formed and staffed at the direction of the Detachment Commandant, and approval of the Board of Trustees. All Standing Committees will have a declared and documented purpose and parameters of operation. Each Standing Committee will not have a defined date of dissolution, but will serve until dissolved by a vote of the Board of Trustees. Though a Standing Committee may exist, it may effectively hibernate when no business is pending within their respective scope of operation. Membership of each standing committee may be approved as a group by the Board of Trustees, provided each prospective member conforms to the committee membership requirements as stated.

Except where noted otherwise within the Bylaws, the business of the Standing Committees may be conducted through the most effective and expeditious means available, such as; email, voicemail, telephone, an in person, to name a few. The committee Chairs are responsible for retaining copies of committee meeting minutes; however, recording the minutes may be delegated to another committee member. However, it is the responsibility of the Chair of each Standing Committee to complete a report to the Detachment at the monthly Detachment meeting. The Chair of each Standing Committee will serve as the Keeper of the Records for their committee, ensuring all appropriate and necessary documentation is retained and filed in an organized manner, and be able to produce such documentation as requested or necessary.

#### **6.0.1 – Bylaws Committee.**

This committee will review all proposed changes to the Detachment Bylaws to ensure they are in compliance with the National Bylaws and the Bylaws of the Department of Minnesota. The committee chair will report the committee's recommendations to the Board of Trustees for consideration and appropriate action.

- (a) Bylaws Committee Chair: The Chair of the Bylaws Committee will be the Detachment Judge Advocate.
- (b) Bylaws Committee Membership: In addition to the Committee Chair, the Bylaws Committee will have at least two other members appointed by the Commandant, and approved by the Board of Trustees. Committee members will serve a period of one (1) term, consisting of two years.

#### **6.0.2 – Fundraising Committee.**

This committee is responsible for reviewing, monitoring and managing all approved fundraising initiatives. All proposals for fundraising must first be submitted to the Fundraising Committee for review, revisions and approval. The Fundraising Committee will complete a formal written proposal and submit it to the Board of Trustees, with recommendations, for approval. The Chair of the Fundraising Committee will maintain all necessary and appropriate files and documentation related to past and proposed fundraising activity. All fundraising proposals must have a named sponsor, responsible for managing and executing that fundraiser.

- (a) Fundraising Committee Chair: Senior Vice-Commandant.
- (b) Fundraising Committee Membership: In addition to the Committee Chair, the Fundraising Committee will have at least two other members appointed by the Commandant, and approved by the Board of Trustees. Committee members will serve a period of one (1) term, consisting of two years.

### **6.0.3 – Finance Committee**

The Finance Committee is responsible for managing, administering and reporting the general financial health and activity of the Detachment. It is also responsible for, under the leadership of the Chair, the Detachment receipts and expenditures and their proper documentation. The Finance Committee shall, from time-to-time, offer recommendations relative to the disposition of Detachment funds and finances, as-well-as accounting procedures.

- (a) Finance Committee Chair: Detachment Paymaster
- (b) Finance Committee Membership: In addition to the Finance Committee Chair, the committee will have at least two other members appointed by the Commandant, and approved by the Board of Trustees. Members will serve one (1) term, consisting of one (1) year.

### **6.0.3 – Outreach Committee**

The Outreach Committee shall be responsible for managing, administering, recommending and reviewing the charitable and benevolent activities and initiatives of this Detachment. The Chair of the Outreach Committee will initiate or receive all Outreach proposals for review and comment. A formal and complete write-up of all Outreach proposals will be forwarded to the Board of Trustees for review and approval.

- (a) Outreach Committee Chair: Junior Past Commandant
- (b) Outreach Committee Membership: In addition to the Outreach Committee Chair, at least two other members appointed by the Commandant, and approved by the Board of Trustees. Members serve one (1) term, consisting of two (2) years.

### **6.0.4 – Recruiting/Growth Committee**

The Recruiting/Growth Committee shall be responsible for the development, recommendation and implementation of strategies, programs, incentives, activities and material intended to promote Detachment membership retention and growth.

- (a) Recruiting/Growth Chair: Junior Vice Commandant
- (b) Recruiting/Growth Membership: At least two members in addition to the Chair, appointed by the Commandant, and approved by the Board of Trustees. Committee members will serve one (1) term, consisting of two years.

### **6.0.5 – Audit Committee**

The Audit Committee is appointed by the Commandant in January each year. The committee will consist of three (3) members in good standing. The Paymaster and Commandant, nor any member with signatory authority, may not serve on this committee, nor provide any advice or direction. The purpose of this committee will be to complete a thorough and comprehensive audit of the Detachments finances over the preceding year, and to report the results of the audit, with documentation, to the Commandant and Board of Trustees at the March meetings. This committee is active for a short period, but may be called upon by the Commandant or a majority of the Board of Trustees, or a majority of the Detachment Members in good standing, to complete an audit at any point during the year they serve.

- (a) Audit Committee Chairperson: Decided by audit committee
- (b) Audit Committee Membership: Any Regular Detachment member in good standing not associated with the Finance Committee or the collection, disbursement, banking or investment of Detachment funds.

### **6.0.6 – Nominating Committee**

The Commandant shall appoint a three (3) member nominating/election committee in January each calendar year. The Nominating Committee shall interview and determine the eligibility of each member who may desire to seek a Detachment office, or a delegate seat at the National and/or State convention. The committee will place the

name(s) in nomination during the February Detachment meeting. The Nominating Committee will be responsible for conducting all phases of the Detachment election(s), including ballot distribution, collection and counting for contested offices. Members of the Nominating Committee cannot be a candidate for office while serving on the committee.

- (a) Nominating Committee Chairperson: Sergeant-at-Arms
- (b) Nominating Committee Membership: Any Detachment member in good standing as appointed by the Commandant.

#### **6.0.7 – Detachment Marine-of-the-Year Committee**

This committee shall receive and review Detachment Marine-of-the-Year nominations. From the nominations, they shall select one Regular Detachment Member they determine to merit this honor. This committee shall consist of no less than three (3) members. The sitting Detachment Junior Past Commandant shall serve as a non-voting advisor to this committee. Detachment Officers having received this honor may serve on this committee.

- (a) Detachment Marine-of-the-Year Committee Chairperson: Selected by the Committee once convened. After the first year, this must be a past recipient.
- (b) Detachment Marine-of-the-Year Committee Membership: All past recipients of this award
- (c) Until there are at least three (3) past recipients of this award, the membership of this committee shall consist of the following:
  - (1) First Selection Year: Detachment Commandant, Detachment Senior Vice-Commandant, Detachment Junior Vice-Commandant and Junior Past Commandant.
  - (2) Second Selection Year: Detachment Marine-of-the-Year from the first selection year, Detachment Commandant, Detachment Senior Vice-Commandant, and Junior Past Commandant.
  - (3) Third Selection Year: Detachment Marine-of-the-Year from the first two selection years, Detachment Commandant, Junior Past Commandant.
  - (4) Subsequent Years: All past recipients and the Junior Past Commandant. Should there be fewer than three (3) past recipients to form the committee, additional committee membership shall be comprised of the officers identified herein in reverse order as listed above.
- (d) Nominating Process: All nominations for Detachment Marine-of-the-Year must be submitted in writing, identifying both the nominee and the person nominating them. Nominations must be received not later than 30 September of the year being considered. Each nomination shall include supporting information and documentation clearly indicating why the nominee is being recommended and is deserving. Consideration will be given by the committee to the member's contribution to the Detachment and mission, the Community and the Marine Corps League.
- (e) Selection Process: The Detachment Marine-of-the-Year Committee will meet during October of the selection year. They will review each nomination for completeness then will consider each nominee for merit.
- (f) Presentation: The selection of the recipient will remain confidential until such time as it is announced. Announcement and presentation of the award will be at the annual Marine Corps Birthday Ball, unless this proves impractical. Alternatively, the committee may determine the appropriate setting and venue.
- (g) Award: In addition to the Detachment Marine-of-the-Year Medallion, as detailed in the National Bylaws and Administrative Procedures, Enclosure Four (4) Marine Corps League Awards, the Detachment Marine-of-the-Year shall receive a Certificate appropriate for the occasion. Additionally, the

committee will determine an award worthy of the occasion. It shall be provided by the detachment and included in the annual Detachment budget.

- (h) National Marine-of-the-Year: As part of the selection process for Detachment Marine-of-the-Year, consideration will be given to the recipient for submission to the National Marine Corps League for consideration as National Marine-of-the-Year. If so determined, the committee will be responsible for ensuring the appropriate action is taken and information is forwarded as needed.

#### **6.0.8 – Awards Committee**

The Awards Committee shall receive and review all Detachment-level Awards and Commendation recommendations and nominations, excluding Detachment Marine-of-the-Year. This committee shall also recommend appropriate awards for deserving Detachment Members that are not contained in the National Bylaws, including the creation of new detachment-level awards. Nothing in this section, except for a conflict with National Bylaws, shall be construed to prevent the Detachment from creating and awarding purely Detachment-level awards not contained within the National Bylaws and Administrative Procedures.

- (a) Definitions. Awards and Commendations shall be any Ribbon, medal, Commendation, Certificate, Letter, Service or other means of observing and/or recognizing a Detachment Member's service or achievement(s).
- (b) Awarded by Detachment Commandant. For awards Awarded by the Detachment Commandant, as indicated in the National Bylaws and Administrative Procedures, Enclosure Four (4) Marine Corps League Awards, nominations will be forwarded to the Detachment Commandant with the Committee's recommendation to present or decline the award nomination. The Detachment Commandant will then make the final determination based upon the nomination and relying heavily upon the recommendation of the Awards Committee.
- (c) Recommended by Detachment Commandant. For awards Recommended by the Detachment Commandant, as indicated in the reference cited above, the nomination will be forwarded to the Detachment Commandant accompanied by the committee's recommendation. The Detachment Commandant will then make the final determination based upon the nomination and relying heavily upon the recommendation of the Awards Committee. If approved, the Commandant will then forward the Award Recommendation to Department for consideration and action.
- (d) The Awards Committee shall provide in writing, as part of their recommendation to the Detachment Commandant, the specific recommended verbiage for any and all awards.
- (e) Awards Nominees. Any Detachment Regular or Associate member may be nominated by any other Detachment Regular or Associate member for an award, except as indicated in the National Bylaws.
- (f) Nominations. All award nominations must be made in writing, addressed to the Detachment Awards Committee. The nomination must be for a specific award and include specific reasons and documentation for the award being recommended. The Awards Committee may create a uniform award nomination form for use by the Detachment. Nominations may also be made by the Committee corporate, provided all documentation requirements are met.
- (g) Awards Committee Chair. The Awards Committee shall be chaired by the Junior Past Commandant. It will be the responsibility of the Chair to maintain all records related to award nominations and recipients.
- (h) Awards Committee Membership. The Awards Committee shall consist of the Chair plus two Detachment Members in good standing. The Detachment members may be officers. Committee members may be Regular or Associate Detachment Members. The Detachment Members will be appointed by the



Commandant and served staggered two-year terms. Committee Member 1 will be appointed odd-numbered years, Committee Member 2 will be appointed even-numbered years.

- (i) Awards Committee Meetings. The Awards Committee will meet quarterly to receive, review and consider nominations/recommendations.

## ***6.1 – Temporary Committees***

The Detachment Commandant may create and staff such temporary committees as necessary to address a specific task, issue or need of the Detachment that is limited in scope, purpose and duration. The Board of Trustees must approve all such temporary committees. Temporary Committees will exist and serve for a clearly defined period of time and/or date range, not to exceed 90-days. The committee chair is responsible for retaining and reporting minutes of committee meetings; however, recording minutes of committee meetings may be delegated to another committee member. Temporary committee Chairs must make reports regarding committee activity and progress to the Detachment and monthly Detachment Business Meetings.

### **6.1.1 – Temporary Committee Membership**

There is no restriction to the membership or makeup of a temporary committee other than it must consist of Detachment members in good standing. The Chair of each standing committee will be determined by the committee.

### **6.1.2 – Extensions**

If the committee's objective has not been accomplished within that time, they may solicit the Commandant for an extension. Extensions will be in 30-day increments. Temporary committees may receive no more than two extensions. The Commandant must then submit the extension request to the Board of Trustees for approval. The business of a temporary committee must not conflict or contend with that of any Standing Committee, and the business of a Standing Committee may not be delegated, actively or tacitly, to a temporary committee.

## ***6.2 – Temporary Committee Tasks***

As indicated, Temporary Committees may be created to address specific tasks, issues or needs of the Detachment that have limited scope, purpose and duration. Some examples of Temporary Committees may include, but not be limited to;

- Marine Corps Birthday Ball Committee.
- Toys-for-Tots Committee
- Event or ceremony planning committees
- Detachment History and Tradition Committee
- Convention Committee

## Article 7 – Fundraising

The Two-Eagles Detachment of the Marine Corps league advocates and embraces a proactive strategy to reaching-out to Marines and Marine families in need. To do this, a regular and reliable source of income through fundraising is a necessity. In accordance with the Detachment's status as a non-profit group, the net revenues from the Detachment's fundraising efforts shall be devoted exclusively to charitable, educational, operational and recreational purposes, as outlined below and in Article 8 – Finances. The Detachment's fundraising activities will not violate Federal, State or local ordinance, nor reflect discredit upon the United States Marine Corps or the Marine Corps League.

### **7.1 – Fundraiser Process**

Any Detachment Member may make a proposal for a fundraiser. Such members will be directed to the Chair of the Fundraising Committee to review and refine the proposal. Proposals for fundraising activities will be submitted in writing by the Chair of the Fundraising Committee to the Board of Trustees sufficiently in advance of the proposed date(s) to allow for effective review and approval. Each proposal must include, at a minimum;

- Name/Title of the Fundraiser.
- Planned Date(s), Time(s) and Location.
- Sponsor.
- Summary of the planned fundraiser.
- A listing or summary of the material, financial or personnel support needed from the Detachment.
- An estimate of the expected monetary proceeds from the fundraiser.
- Third-party involvement and/or support, and names and contact information for the third-party.

The Chair of the Fundraising Committee will review the proposal to ensure all required information is provided and complete. The Chair of the Fundraising Committee will then submit the proposal to the Board of Trustees for consideration and approval. The Board of Trustees may, at their desire, require the appearance of the Sponsor in front of the Board of Trustees to answer questions and provide additional information. Once approved, the Chair of the Fundraising Committee will monitor and review the progress of active fundraisers. They will also report at the Detachment Business Meeting regarding all proposed and active fundraisers.

### **7.2 – Fundraiser Funds Disposition**

Other than noted below, all net proceeds from fundraising activity will be given to the custody of the Detachment Paymaster by the fundraiser sponsor. The Paymaster will give the sponsor a written receipt detailing the date, source of funds, amount received and the Paymaster's signature. The sponsor will retain this receipt as part of the fundraiser documentation. The Detachment Paymaster will deposit proceeds into the Detachment General Fund, and provide a copy of the validated deposit slip to the sponsor for inclusion in the fundraiser documentation.

#### **7.2.1 – Good of the Corps**

Two-Eagles detachment will earmark and reserve 15% of all net fundraising revenue to support Minnesota Marines deployed overseas in combat zones. The support will be in the form of a 'care package' containing comfort, entertainment and necessity items. No more than \$50 is to be spent, including postage, for each incident of support. No more

than one (1) incident of support (care package, etc...) will be provided to the same Marine within an 8-week period.

If no Minnesota Marines are deployed overseas in combat zones, at their discretion, the Chair of the Outreach Committee may choose to direct benevolence to Minnesota Marines deployed overseas in a hardship or remote posting. The form of the benevolence may include, but not be limited to;

- A care package consisting of comfort, entertainment and necessity items
- Subscription to a magazine, newspaper or journal.
- Phone card(s) to be used for calling home.
- Unique equipment or supply needs not readily available through unit logistics channels.

### **7.2.2 – Community Outreach**

Two-Eagles Detachment will earmark and reserve 15% of all net fundraising revenue to fund efforts to assist and support Marines, retired Marines, No-LOAD Marines and/or their families. These funds may also be used to direct support a cause or need deemed worthy within the community at large. Proposals must be submitted in writing by any Detachment Member in good standing to the Chair of the Outreach Committee.

Proposals must include the following information at a minimum:

- Sponsor (Member's) name
- Recipient name and contact information to include address and phone number. If this is an organization, the organization's name and contact person.
- Recipient's association with the Detachment, the Marine Corps League or the Marine Corps.
- Clearly stated material and/or financial need(s).
- Statement of the Chair's efforts to validate the recipient and the recipient's need.
- Recommendation from the Chair for the Detachment's response to the proposal. The recommendation may include a specific financial amount, specific material or physical support, or a recommendation to reject the proposal.

The Chair of the Outreach Committee will complete an initial assessment of the recipient and need, add their comments and recommendation(s), then forward the request to the Board of Trustees for consideration and approval. Upon approval, the Board of Trustees will determine the amount granted, indicate this on the proposal, and return the proposal to the Chair of the Outreach Committee with directions to the Paymaster to disburse the requested funds payable to the recipient.

## Article 8 – Finances

This Detachment is formed not for profit, but for promoting the ideals and purposes enumerated throughout these Bylaws. The net earnings or revenue of the Two-Eagles Detachment shall be devoted exclusively to charitable, educational, operational and recreational purposes, and not be inconsistent with those set forth in the National Bylaws and Administrative procedures, nor state and local statutes. Our guiding financial goals will be to, through a Detachment participatory process, do the most good with the Detachment funds available while preventing misuse and squandering of Detachment funds through an effective system of checks and balances.

### **8.0 – Fiscal Year**

The fiscal year for this Detachment, for financial accounting purposes, is established as 1 July – 30 June, following. This coincides with the Marine Corps League National fiscal year.

### **8.1 – Detachment Funds**

The Detachment Paymaster is responsible for the collection and disbursement of all Detachment funds. Further, the Paymaster will also be responsible for depositing all Detachment funds into the appropriate account(s) or other banking instrument(s). The Paymaster shall prepare a complete and accurate Finance Report for presentation at each Detachment meeting. This report will be a true and accurate representation of all Detachment financial activity year-to-date and since the last Detachment Meeting. The statement will be presented to the Detachment at each Detachment Meeting. Copies of finance statements will be made available at each Detachment meeting for Regular and Associate members in good standing only.

### **8.2 – Detachment Account(s)**

All Detachment funds shall be placed in the bank. The account type(s) shall be determined and approved by the Board of Trustees. Each account shall require a minimum of two signatories (Commandant and Paymaster) to withdraw funds, write or endorse checks or other instruments, transfer funds or invest funds. Other member(s) of the Board of Trustees may be added as alternates for the necessary two signatures in the event of the absence or incapacitation of the primary signatories. Alternates may be proposed or nominated by any member of the Board of Trustees with approval required of the majority of the Board of Trustees.

#### **8.2.2 – Checking Account(s)**

At a minimum, the Detachment shall open and operate at least one checking account to accommodate necessary financial transactions for the Detachment. The type, check design and other necessary features of the checking account will be reviewed and approved by the Board of Trustees prior to obtaining the account(s). All blank check stock will be retained and accounted-for by the Detachment Paymaster upon demand by the Board of Trustees and/or at the annual audit of Detachment finances. No more than 25% of Detachment funds will be retained in the checking account.

#### **8.2.3 – Other Interest-Bearing Account(s)**

Any funds in excess of 25% of the Detachment's total, will be retained in a savings account or other interest-bearing account(s), such as a money market account or other. The requirements found in 8.2 – Detachment Account(s) apply.

### ***8.3 – Financial Obligation.***

The Detachment Commandant may financially obligate the Detachment for up to \$50.00 (one-time or cumulative obligation) without requiring prior approval from the Board of Trustees. The Board of Trustees may financially obligate the Detachment for up to \$250.00 (one-time or cumulative obligation) without requiring prior approval from the Detachment membership. All financial obligations greater than or equal to \$250.00 require consideration and approval by the entire detachment membership present at the Detachment meeting where the obligation is discussed and voted upon.

### ***8.4 – Annual Audit***

The Detachment Commandant will ensure an Audit Committee is appointed (as contained in these bylaws section 6.0.5) for the purposes of auditing the financial activity and health of the Detachment on an annual basis. The results of the annual audit will be reported by the Audit Committee to the Commandant, the Board of Trustees and Detachment members as defined in that section.

### ***8.5 – Good of the Corps Funds.***

Two-Eagles detachment will earmark and reserve 15% of all net fundraising revenue to support Minnesota Marines deployed overseas in combat zones. These funds will be segregated and accounted as a separate line-item within Detachment Funds. If possible, a separate account will be used for these funds, otherwise, these funds will be earmarked in the Detachment checking account as separate from the general fund. This fund will be replenished only from fundraisers, with no special allotment being provided from the general fund, unless specifically requested by the Chair of the Outreach Committee to the Paymaster and approved by 2/3 or more of the Board of Trustees. Receipts for all expenditures must be provided to the Paymaster prior to disbursement for reimbursement, or, within seven (7) days of disbursement for purchase. Article 7.2.1 – Good of the Corps contains guidelines for identifying recipients.

### ***8.6 – Community Outreach Funds.***

Two-Eagles Detachment will earmark and reserve 10% of all net fundraising revenue to fund efforts to assist and support Marines, retired Marines, No-LOAD Marines and/or their families. These funds may also be used to direct support a cause or need deemed worthy within the community at large. These funds will be segregated and accounted as a separate line-item within Detachment Funds. If possible, a separate account will be used for these funds, otherwise, these funds will be earmarked in the Detachment checking account as separate from the general fund. This fund will be replenished only from fundraisers, with no special allotment being provided from the general fund, unless specifically requested by the Chair of the Outreach Committee to the Paymaster and approved by 2/3 or more of the Board of Trustees. Receipts for all expenditures must be provided to the Paymaster prior to disbursement for reimbursement, or, within seven (7) days of disbursement for purchase. Article 7.2.2 – Community Outreach contains guidelines for identifying recipients.

## Article 9 – Detachment Property

The Board of Trustees is vested with the sole authority to approve the acquisition and disposal of Detachment property. Purchases by any Detachment Member of items for use by the Detachment must have prior approval of the Board of Trustees, or, authority to make such purchases delegated prior to the purchase(s). Purchases lacking this approval or authority will not be reimbursed by the Detachment, nor accepted as Detachment property.

### ***9.1 – Property Storage***

The proper storage and maintenance of Detachment property will be the responsibility of the Sergeant-at-Arms primarily, with support from the Adjutant and Board of Trustees. Every effort will be made to provide for consolidated storage of Detachment property in one site, preferably the same site used for Detachment meetings. Regardless of the storage site, the Sergeant-at-Arms will ensure the site is secure.

### ***9.2 – Property Inventory***

The Sergeant-at-Arms will conduct an annual inventory of Detachment property during March, reporting the results at the next Detachment Business Meeting. The property inventory will include for each item;

1. Description
2. Date of acquisition (if known)
3. Source (if known)
4. Cost (if known)
5. Condition
6. Physical location
7. Custodian

The Adjutant and Board of Trustees will provide all necessary support in conducting and completing the inventory.

### ***9.3 – Property Disposal***

No Detachment property will be disposed without approval of the Board of Trustees. The Sergeant-at-Arms will evaluate Detachment property on an ongoing basis to determine if replacement and/or disposal is appropriate. Recommendations for each piece of property, including the recommended disposition (throw away, destroy, sell, et...) will be forwarded to the Board of Trustees for determination in the form of a vote. Once approved, the Sergeant-at-Arms will be responsible for the proper disposal.

### ***9.3 – Property Sale***

The sale of any Detachment property will be through a method likely to provide both the optimum sale price as determined by the Sergeant-at-Arms. A minimum sale amount may be fixed by the Board of Trustees. Funds generated from the sale of Detachment property will be given immediately to the Paymaster for which a signed and dated receipt will be provided. The sale of Detachment property will be documented on a unique bill of sale containing;

- Detachment Information
- Date of Sale
- Total Amount of Sale
- Method of payment.
- A list of each individual item sold including the price for each item.

- Signatures of the Detachment Agent (typically the Sergeant-at-Arms) and the buyer.

Complete sale documentation will be provided to the Adjutant and retained on file as part of the Detachment records. The Sergeant-at-Arms will record the sale information as part of property records and the disposition of specific property items.

## Article 10 – Revisions to Bylaws

Any amendment or revision to the Detachment and Bylaws must first be submitted in writing by the sponsor to the Detachment Judge Advocate. Any Detachment member in good standing may offer a revision or amendment. The Detachment Judge Advocate will ensure the proposed revision is not in contention with the National or Department Bylaws and Administrative Procedures, or with existing portions of the Detachment Bylaws. Only one revision may be proposed in any one proposal.

If conflict is detected or suspected, the Judge Advocate will prepare a written response to the sponsor outlining the conflict. A copy of the response will be forwarded to the sponsor, and the Board of Trustees. The response will provide the specific citations and opinion causing the conflict. This response will have the same weight as a ruling by the Judge Advocate.

### ***10.1 – Written Proposal***

If no conflict is detected or perceived, the Detachment Judge Advocate will prepare a written proposal to revise the bylaws. The written proposal will provide the following information:

1. Date of the proposal
2. Sponsor's name and, if appropriate, office held.
3. Section name/number being revised. If this is a completely new amendment to the Bylaws, this will be the proposed section name/number followed in parenthesis by the word 'New'.
4. The current, or unrevised, verbiage of the affected section. If this is a completely new amendment, the statement "New Section" will be displayed.
5. The proposed revision or amendment verbiage.
6. A statement by the Detachment Judge Advocate that the proposed revision or amendment has been researched and found to not be in contention with existing National, Department or Detachment Bylaws or Administrative Procedures.

### ***10.2 – Submission to Board of Trustees***

The proposed revision or amendment must then be submitted to the Detachment Board of Trustees for review and consideration. A quorum, including the Detachment Judge Advocate, must be present for the discussion of all revisions or amendments to the Detachment Bylaws.

The Board of Trustees will discuss the proposal at one or more Board meetings. The Board may alter the proposal without affecting the underlying spirit and meaning of the proposal. The Detachment Judge Advocate will keep record of the Board discussions, including dates, content and participants in the discussion, and any revisions to the proposal (including pre and post revisions verbiage). The sponsor of the revision will be required to appear before the Board of Trustees for any discussion or information.

### ***10.3 – Rejection by Board of Trustees***

After discussion and voting, should the Board of Trustees reject the proposed revision to the bylaws, the Judge Advocate must report back to the sponsor the result along with an official copy of the Written Proposal, inclusive of revisions by the Board. The



specific vote will not be disclosed. The sponsor may modify their proposal and resubmit as a new proposed revision.

#### ***10.4 – Approval by Board of Trustees***

Approval by the Board of Trustees requires a simple majority of the Board. Once approved by the Board the proposal, inclusive of revisions by the Board, must be submitted to the Detachment for discussion and approval. The Judge Advocate will prepare a draft of the proposed revision, inclusive of all changes made by the Board of Trustees, for Detachment Consideration.

#### ***10.5 – Approval by the Detachment***

Prior to being discussed and voted upon by the Detachment as a body, the Detachment Judge Advocate, with the assistance of the Detachment Adjutant, must publish and disseminate the proposed change to all members in good standing at least 60 days prior to the Detachment Meeting at which the revision will be discussed, in order to allow sufficient time for inquiry and discovery. The proposed change will be emailed/mailed to all members for information, along with the date, time and location of the meeting at which it will be discussed and voted upon. This information will also be published in the Detachment newsletter each volume up to the scheduled meeting.

At the meeting, the Detachment Judge Advocate will introduce the proposal with a summary of the content. No information in favor of or against the proposal will be provided. Copies of the proposal will be printed beforehand and made available to Detachment members for reference. No time will be dedicated to informing Detachment members of the content other than the introduction. It will be the responsibility of each Detachment member to familiarize themselves with the proposal before the meeting.

Approval of the revision will require  $\frac{3}{4}$  of the Detachment membership.

Discussion of the proposed revision will be at a scheduled Detachment Meeting. All members, Regular and Associate, may participate in the discussion and vote on the proposal.

The Detachment Judge Advocate may limit the number of speakers pro and con, and may also limit the time for each speaker. No amendments/revisions to the proposal will be entertained at the Detachment discussion/voting.

If approved, the Detachment Judge Advocate will incorporate the approved changes into the master copy of the Detachment Bylaws, noting in the Revision Log the necessary information.

#### ***10.6 – Spelling and Grammatical Edits***

Obvious spelling or grammatical errors may be corrected by the Judge Advocate without a formal revision process, provided the Judge Advocate informs the Board of Trustees in advance of the planned correction(s), the Board of Trustees approves the edit(s) and the change(s) do not alter the fundamental meaning and intent of the article in question. All spelling and/or grammatical edits will be recorded in the Revisions Log at the front of the Bylaws.

### **10.7 – Bylaws Suspension**

The Board of Trustees, by majority vote, may suspend any part of the Detachment Bylaws to facilitate the operational needs of the Detachment. To do so, the specific section(s) being suspended, and the period they are being suspended, must be clearly stated, as-well-as the specific reason(s) and purpose, in writing and published at the two Detachment Meetings prior to the meeting at which the suspension will be voted. Bylaws Suspensions must be approved by a 2/3 majority of the Board of Trustees. It must then be approved by a 2/3 majority of the Detachment Members present at the detachment meeting when it is put to a vote. Suspensions may last no more than one year, but may be renewed upon expiration of the suspension period by a majority vote of the Board of Trustees and a 2/3 majority of Detachment membership present at the vote. During the period of suspension, the Board of Trustees becomes responsible for the requirements of the section(s) being suspended. Prior to expiration of the suspension period, any member in good standing may move for a vote to revoke the suspension at a Detachment Business Meeting. If the motion is approved, the vote for revocation will be scheduled for the next regularly scheduled Detachment Business Meeting. The suspension will be revoked upon receiving a 2/3 majority vote of Detachment Members in good standing present.

Enclosure (1): Detachment Seal – Image



Enclosure (2): Member Information Form



Marine Corps League  
Two-Eagles Detachment  
Savage/Prior Lake, Minnesota  
www.marineleague-swmetro.giving.officelive.com



**Member Information**

To be completed by Detachment Member upon approval of membership application.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Month/Day Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Email is the preferred mode of communication for detachment business*

Verified DD214:  Date: \_\_\_\_\_ By: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Date of Enlistment/Induction

Date of Discharge/Retirement

Type Discharge: \_\_\_\_\_

Member Notes:

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*"Marines Helping Marines"*