



# Marine Corps League - Two-Eagles Detachment Deatchment Order

DO 1  
15 Feb 2010

## DETACHMENT ORDER 1

From: Detachment Commandant  
To: All Detachment Members

Subj: **MEMBER DUES**

1. The Paymaster is responsible for handling Detachment finances. Therefore, the Paymaster will be the position responsible for receiving dues from new members and existing members.
2. The Junior Vice-Commandant is responsible for member recruiting and retention. In this capacity, the Junior Vice-Commandant will be responsible for notifying each existing member that their anniversary date is approaching, and that annual dues must be paid. This is to be done approximately 30 days before the actual due date (start of the month in which the membership dues are to be paid).
3. The Adjutant will ensure that the detachment officers are provided a revised list of members on a monthly basis with their Marine Corps League anniversary dates indicated. Using this list, anniversary dates for the preceding 30 days and upcoming 60 days will be published in the detachment newsletter with a reminder that if dues have not been yet paid, to please do so. Prior to each meeting, the Adjutant will provide a list of members 60 days past-due or more to the Sergeant-at-arms. It will be the responsibility of the Sergeant-at-Arms to prevent delinquent members from attending detachment business meetings.
4. Members are to ensure their dues are paid not later than 30 days after their anniversary date. If not paid by that time, they will be considered late. The Junior Vice-Commandant will then remind the delinquent member, in writing via email and/or letter delivered via U.S. Mail, their membership dues are past-due and must be brought current within the next 30 days (not later than 60 days after their anniversary date) to avoid suspension of membership privileges.
5. Members that are delinquent at or beyond 60 days will result in a loss of all member privileges, including, but not limited to; voting in detachment elections, voting on detachment business, attending detachment business meetings or holding any detachment office (elected, appointed or voluntary).
6. Privately, the Paymaster will work with any member on a case-by-case basis to make arrangements, if necessary, for the late payment of dues, or payment over time. The Paymaster may also make recommendations in writing to the Board of Trustees for the Detachment to pay a member's fees one-time.
7. In conjunction with the National Bylaws, the Detachment will carry a delinquent member on the membership rolls for up to one-year after the expiration of their membership. After that time, any member no current, will be removed from the membership registry. National and Department will be notified of this action. The member will be advised in writing via 1<sup>st</sup> Class U.S.Mail.

8. In all circumstances dealing with member information and finances, our detachment, officers and members will strive to remain discreet and extend to each member the utmost privacy. No member information or communication will be disclosed, communicated, posted or otherwise disseminated to any person(s) outside the detachment, or, any member within the detachment without a need-to-know. Any member knowingly violating this will be subject to disciplinary action.
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*I certify that I have reviewed this Detachment Order, and find it 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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Kenneth S. Williams  
Judge Advocate  
Two-Eagles Detachment #842  
Marine Corps League

**18 February 2010**  
*Date of Approval*

*I certify this Detachment Order is hereby in effect from this date forward, unless or until it is superceded by revisions or rescinded.*

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

**18 February 2010**  
*Date of Order*