

**DEPARTMENT
OF
NEW JERSEY**



BY-LAWS

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BYLAWS
ARTICLE I
DEPARTMENT CONVENTION

SECTION 1 - AUTHORITY - The Supreme legislative and policy making power of this Convention shall be vested in a Department Convention composed of the properly elected; registered and approved delegates in good standing.

SECTION 2 - COMMITTEES - DEPARTMENT CONVENTION - The Department Convention Administrative Committees shall be; Credentials, Bylaws, Resolutions, Rules and Standing Committee.

SECTION 3 - DUTY - It shall be the responsibility of the Department Executive Committee to see that the decisions of the Department Convention are enforced. The Department Executive Committee shall meet bi-monthly, beginning with the first meeting following the Department Convention, to determine how best to carry out such mandates of the membership.

SECTION 4 - TIME AND PLACE - DEPARTMENT CONVENTION - The Department Convention shall be held between May 1st and July 15th each year. The Convention Committee will present bids for the Convention at the first staff meeting in September following the Convention. At that time ass Hotels may make their presentation. If no Hotel representatives are present the Chairman of the Convention Committee will make the presentations.

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

SECTION 5 - CONVENTION PROCEDURE - Immediately preceding the convening of each Department-Convention, the Department Commandant and the Department Executive Committee shall determine and establish the sequence and procedure with which the business of the Convention shall be conducted in conformity with the National Bylaws and the Department Bylaws.

SECTION 6 - CREDENTIALS - DELEGATES, ALTERNATES, and MEMBERS -

- (a) Delegates, Alternates and Members desiring to attend business sessions of the Department Convention must possess a paid-up membership card, plus properly executed and signed credentials and must be registered with and approved by the Convention Credentials Committee

- (b) Delegates and Alternates to the Department Convention shall be determined on the basis of Detachment membership strength reported to and on record with the Department Paymaster as of fifteen (15) days prior to the opening of the Department Convention. The Delegate voting strength of each Detachment shall be as follows: for the first ten (10) Marine members one (1) Delegate and one (1) Alternate; for each additional full block of ten (10) Marine members, one (1) Delegate and one (1) Alternate; for a partial number of ten (10) Marine members; one (1) Delegate and one (1) Alternate. However, no Delegate strength of a Detachment shall be computed by including associate members or honorary members in such Detachment's membership.
- (c) Registration Fees at the Department Convention shall be seven (\$7.00) dollars. Advance registration fees shall be five (\$5.00) provided that such fees accompanied by official credentials forms are received by the Department Adjutant not later than fifteen (15) days prior to the opening of the Department Convention.
- (d) Delegate/Alternate credentials of a Detachment may be claimed only by a registered member of that Detachment.

SECTION 7 - VOTING -

- (a) Except as otherwise provided in these Bylaws, a fifty (50%) percent plus one (1) vote by the Delegates voting shall carry any measure and decide any issue.
- (b) Each Delegate complying with Section 6 is entitled to cast a vote for ten (10) members, providing that the total vote of the Detachment Delegates does not exceed the Detachment's membership strength. Such Delegate, or Alternate in the absence of a Delegate present at the time of voting may, on behalf of registered and approved absent Delegates, cast the vote of the Detachment's full voting strength.
- (c) A roll call vote may be required and recorded upon the request of any five (5) registered and approved Delegates, except as provided for in (e) below.
- (d) A Detachment Commandant, being a registered and approved Delegate, or his registered and approved designee in the Detachment Commandant's absence, may cast the full voting strength of the Detachment, subject to the will of, and in the manner specified by the registered and approved Delegates present from the Detachment.
- (e) In the event of a challenge by a registered Delegate to the stated vote of his Detachment, the roll of that Detachment shall be called. The Detachment Delegate shall rise, if not restricted by physical impairment, and be identified as an approved Delegate before casting the Detachment's vote.

NOTE: For Clarification Only. Section 7 (d) Delegates must be present on the floor of the convention at the time of the Election in order for their voting strength ten (10) to be counted.

SECTION 8 - ELECTIVE OFFICERS - The Department Officers to be elected by each Department Convention shall be: Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Department Judge Advocate and District Vice Commandants as hereinafter provided.

SECTION 9 - NOMINATIONS -

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

SECTION 10 - ELECTIONS -

- (a) All elections shall be conducted and supervised by an Election Committee composed of a Judge and one (1) teller per candidate. The Election Committee shall be appointed by the Commandant with the approval of the Convention delegates.
- (b) Questions as to the eligibility of a candidate for Department Office shall be referred to a committee of three (3) members who shall be appointed by the Department Commandant, who is hereby empowered to verify such eligibility when necessary. Membership in good standing in the Marine Corps League is defined in Section 615 of the National Bylaws, and is mandatory for eligibility.
- (c) The election of officers shall not begin until the appointed election tellers and judges advise the Chair that they are prepared to supervise the election. When it is so advised, the Chair shall then call for the "Election of Officers." Upon such announcement, the Chair shall not accept or entertain any issue, question or subject 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. Ballot, until a simple majority is achieved. (Must be enforced)

- (d) The election of District Vice Commandants shall be done by a caucus of each Detachments registered delegates, or alternate in the absence of a delegate. The majority shall then cast one (1) vote for their Detachment in the caucus of Detachments in each district. ie: in the caucus of the district Detachments, each Detachment shall have one (1) vote for District Vice Commandant. In the event of a tie vote, the election shall then go to the nominee who has the majority of registered delegate or alternate in the absence of a delegate, votes. In the event of a tie vote, the Department Commandant shall appoint the District Vice Commandant for that respective district. Said nominee for District Vice Commandant must be on the floor at the time of elections, must be a member in good standing and be a member of that district.

SECTION 11 - TERM OF OFFICE -

- (a) The Department Commandant shall be elected for one (1) term of office and shall be eligible to succeed himself for one (1) additional term. Said terms of office shall be from the Annual Department Convention of his election until the installation of his duly elected successor at the next Annual Department Convention.
- (b) All other elective officers shall be elected for one (1) term and may succeed themselves by *one (1) additional term*. Said term of office shall be from the Annual Department Convention of their election until the installation of their duly elected successors at the next Annual Department Convention.
- (c) In the event of a vacancy in the Office of Department Commandant, the order of succession to that office shall be; the Senior Vice Commandant, the Junior Vice Commandant, and Judge Advocate.
- (d) At the next scheduled regular meeting, the Department Commandant will hold an election to fill the remaining' unexpired term of office.
- (e) In the event of elected or appointed vacancies, the Department Commandant, with the advice and consent of the remaining Department Staff, shall fill the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur through failure to attend two (2) consecutive officially called meetings of the Department, or in the case of removal from office far cause.

SECTION 12 - QUORUM - The minimum number required to transact the regular and legal business of a Department Convention shall be the registered and approved delegates in good standing from a majority of all Detachments.

SECTION 13 - RIGHT TO SPEAK - All registered Delegates, when recognize (by the Chair and not so expressly prohibited by the Department Bylaws, shall have the right to speak on any subject and all issues brought to the Convention for its consideration. Each registered Department Officer, Past Department Commandant, Detachment Commandant and member may be granted the floor by the Chair.

NOTE: For Clarification Only. Section 7 (d) Delegates must be present on the floor of the convention at the time of the Election in-order for their voting strength ten (10) to be counted.

BYLAWS
ARTICLE II
OFFICERS

SECTION 1 - ELECTIVE OFFICERS - The Elective Officers of the Department of New Jersey at the Department Convention shall include:

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

SECTION 3 - TRUSTEES - The elected officers of the Department shall be the Department Board of Trustees.

SECTION 4 - OFFICERS - The Commandant shall appoint the qualified officers, with the advice of the Department Board of Trustees, to serve the Department of New Jersey during the Convention Session. They shall include, but not be limited to, the following:

- (a) Adjutant
- (b) Paymaster
- (c) Chaplain
- (d) Sergeant-At-Arms
- (e) Chief of Staff
- (f) Legislative Officer
- (g) Service Officer
- (h) Historian
- (j) Aide-de-camp
- (k) Quartermaster

He shall also appoint, with the advice of the Department Board of Trustees, such standing committees and other such qualified officers as may be authorized by Department Bylaws. The standard report of Officers and Installation of Department Officers must be filed with National Headquarters NOT LATER THAN JULY 31 ANNUALLY. The Department Commandant and the Department Adjutant/Paymaster (or Department Paymaster, as applicable) are covered under a blanket bond held and paid for by National Headquarters. (Article 8, Section 815 applies)

SECTION 5 - HONORARY PAST DEPARTMENT COMMANDANT - Nomination to the office of Honorary Past Department Commandant must be made ninety (90) days prior to the Department Convention, and will be referred to a committee of five (5) Past Department Commandants for their recommendations, which will be presented at the Department Convention for a final vote.

BYLAWS
ARTICLE III
DUTIES OF OFFICERS

SECTION 1 - COMMANDANT - It shall be the duty of the Commandant to call and to preside at the Department Convention and at all regular and special meetings of the Department Executive Committee, to enforce observance of the National Bylaws and Administrative Procedures and the Department Bylaws and Administrative Procedures, to appoint all Committees, to carry on such other functions as the good of the Organization may require.

SECTION 2 - SENIOR VICE COMMANDANT - It shall be the duty of the Senior Vice Commandant to give assistance to the Commandant, and during the absence or illness of the Commandant to perform the duties of that office; to preside over all District Vice Commandant's conferences and meetings and with their assistance initiate and implement such programs as will increase the effectiveness of the Department of New Jersey.

SECTION 3 - JUNIOR VICE COMMANDANT - It shall be the duty of the Junior Vice Commandant to create and promulgate such membership incentives and programs as will engender enthusiastic response resulting in continuous membership growth. In the absence and/or illness of the Commandant and Senior Vice Commandant to perform the duties of that office.

SECTION 4 - JUDGE ADVOCATE - It shall be the duty of the Judge Advocate to act as legal advisor to the Department, interpreting the National Bylaws and Administrative Procedures, the Department Bylaws and Administrative Procedures and Detachment Bylaws and advising on regulations and procedures to govern Department and Detachment activities and to perform such other functions within the category of *that* office as may be assigned to him by the Commandant.

SECTION 5 - DISTRICT VICE COMMANDANT - It shall be the duty of each District Vice Commandant generally to further Marine Corps League Activities within the geographical districts for which he is elected, to assist the Detachments within such districts in developing membership, and to perform such other functions within the category of that office as may be assigned to him by the Commandant.

SECTION 6 - PAYMASTER - It shall be the duty of the Paymaster to act as financial secretary to the Department, to receive and disburse all funds and valuable property of the Department, to deposit all funds in the name of this organization in a reputable bank having the approval of the Department Staff, to keep complete and accurate records of all membership accounts, to report at every regular meeting on all receipts and disbursements since the last previous meeting, to present at the Department Conventions a comprehensive report on the finances of the Department, he shall make available to the Credentials Committee at Department Convention the membership account records and to surrender to his duly appointed and qualified successor in the office all records and property entrusted to his care.

SECTION 7 - ADJUTANT - It shall be the duty of the Adjutant to act as recording secretary of the Department, to issue notices of all regular and special meetings and of the Department Convention and other functions of interest to the membership, to keep complete and accurate minutes of the Department Convention and of all regular and special meetings, to have charge of all records and documents not otherwise specifically entrusted to other officers, to surrender to his or her duly appointed and qualified successor in office all records and property entrusted to his or her care.

SECTION 8 - CHAPLAIN - It shall be the duty of the Chaplain to perform such functions of spiritual nature as the activities of the Marine Corps League may require, including the duties specifically assigned to him or her in the Ritual and such other functions within the category of that office as may be assigned to him or her by the Commandant.

SECTION 9 - SERGEANT-AT-ARMS - It shall be the duty of the Sergeant-at-Arms to preserve order at the Department Convention and at all meetings, to keep an attendance roster of all meetings to be made available at the Department Convention and to perform such other functions within the category of that office as may be assigned to him or her by the Commandant.

SECTION 10 - CHIEF OF STAFF - It shall be the duty of the Chief of Staff to aid and assist the Commandant and to perform such other functions within the category of that office as may be assigned to him or her by the Commandant.

SECTION 11 - LEGISLATIVE OFFICER - It shall be the duty of the Legislative Officer to maintain contact with the State Legislature and with the State Representatives in Congress in regard to legislative matters affecting the interests and welfare of Marines and to keep the Department Staff informed on this subject by means of reports at meetings.

SECTION 12 - AUDITING COMMITTEE - It shall be the duty of the Commandant to appoint a Committee of three (3) members to audit the financial records and accounts of this organization not less than thirty (30) days prior to the forthcoming Department Convention.

SECTION 13 - SERVICE OFFICE - It shall be the duty of the Service Officer to supervise and direct all contacts by the Department with the United States rehabilitation Office, the Veterans Administration and other facilities where Marines are hospitalized, to assist Marines who contact the Department to prepare and file Government claims forms with the Veterans Administration and to perform such other functions within the category of that office as may be assigned to him or her by the Commandant, and to surrender to his duly appointed and qualified successor in office all records and property entrusted to his or her care.

SECTION 14 - HISTORIAN - It shall be the duty of the Historian to collect and file of items having special significance of historical value to the Marine Corps League. To perform such other functions as may be assigned him or her by the Commandant, and to surrender to his or her appointed successor in office all material entrusted to his or her care.

SECTION 15 - COLOR GUARD OFFICER - It shall be the duty of the Color Guard Officer to form and direct the Color Guard, to assume responsibility for the proper handling and storage of the Department Colors arms and related equipment, to perform such other functions within the category of that office as may be assigned to him or her by the Commandant, and to surrender to his or her duly appointed and qualified successor in office all property entrusted to his or her carte.

SECTION 16 - AIDE-DE-CAMP - It shall be the duty of the Aide-de-Camp to aide the Commandant and to perform such functions as may be assigned him or her by the Commandant.

SECTION 17 - PUBLIC RELATIONS - It shall be the duty of the Public Relations Officer to disseminate information of the Marine Corps League to all the media and to perform such other functions within the category of that office as may be assigned to him or her by the Commandant.

SECTION 18 - VAVS OFFICER - It shall be the duty of the VAVS Officer to maintain close contact with the Veterans Administration Staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS Program, promulgate the objectives of the VAVS Program and cultivate interest of constituent Detachments and subsidiary units in their participation in the VAVS Program at hospitals within their locale, receive recommendations from Detachments of members willing to serve in the VAVS Program, and as appropriate request VAVS certification for required representatives and deputies, and to perform such other functions within the category of that office as may be assigned to him or her by the Commandant.

Section 19 - QUARTERMASTER - It shall be the duty of the Quartermaster to be the custodian of all Department PX type items which are sold at meetings, fund raisers and other functions. He will make available at meetings various type Marine Corps and Marine Corps League items, which may be of interest to members, at a nominal profit to the Department. He will maintain an accurate inventory of items and turn in all monies to the Paymaster at the end of each event. Prior to making purchases to replenish or to expand stock, with the approval of the Department Commandant, he will verify with the Department Paymaster that the required funds are within the Department budget.

SECTION 20 - VACANCY - Should a vacancy occur in the appointed office, Committee Chairmanship or as a Committee Member such vacancy shall be filled, as soon as practical by the Commandant with the approval of the Department Board of Trustees.

BYLAWS
ARTICLE IV
DETACHMENTS

SECTION 1 - NAME - No Detachment shall be named in honor of a living person. No Detachment shall adopt a name previously adopted by any other Detachment unless such other Detachment has surrendered or by revocation lost it's Charter.

SECTION 2 - BYLAWS - Each Detachment may adopt Bylaws and Administrative Procedures "which are not inconsistent with the Department and National Bylaws and Administrative Procedures and shall be subject to approval by the Department Judge Advocate. Each Detachments Bylaws and Administrative Procedures shall be filed with the Department Judge Advocate or the Department Adjutant.

SECTION 3 - OFFICERS - Officers, both elected and appointed, may be selected by the Detachment Members as they desire. Each Detachment must elect a Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate. They shall elect or appoint a Chaplain, Sergeant at-Arms, Adjutant/Paymaster and other such officers as is deemed necessary.

SECTION 4 - MEETINGS - The Detachment Charter or copy, the National Colors and a Bible should be displayed at all business meetings.

SECTION 5 - QUORUM - Each Detachment may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the Detachment Bylaws.

SECTION 6 - TRUSTEES - The elected Officers of the Detachment shall be the Detachment Board of Trustees.

SECTION 7 - INSTALLATION OF OFFICERS - Each Detachment shall hold an Annual Election of Officers between October 1 and May 1 installation must be conducted within thirty (30) days subsequent of the election Report of Officers and Installation will be forwarded to National Headquarters, the Division Vice Commandant and the Department Adjutant within fifteen (15) days of the Installation. Notwithstanding the above, report of Officers and Installation must be received at National Headquarters no later than 30 June each year. (Administrative Procedures Chapter 6, Section 620 applies to this section.)

SECTION 8 - DEFAULT - A Detachment which is in default of payment of monies from any source due the Department or National and such debt has not been satisfied as required by Section 225(c) or fails to report it's Detachment's Report of Officers and Installation as of June 30 prior to the National Convention such fact shall be reported to the National Contention Credentials Committee, such Detachment and it's Officers will not be recognized on the floor of the National Convention.

SECTION 9 - MEMBERS - Each Detachment shall be the sole judge of its membership, No Detachment however, may accept a member any person whose name has been stricken from the rolls of the Marine Corps League by a Department or the National Organization. (National Bylaws apply)

SECTION 10 - BONDING - All Detachment Officers handling Detachment monies shall be bonded. The Detachment Commandant and Detachment Adjutant/Paymaster (or Detachment Paymaster, as applicable) are covered under a "blanket" bond held and paid for by National Headquarters. The bonding of other Detachment Officers, who handle Detachment monies, shall be arranged for by the Detachment at the expense of that Detachment. (Article 8, Section 815 of National Bylaws applies).

SECTION 11 - ADDITIONAL DETACHMENTS - When a charter is sought for a Detachment which is to be located within the limits of any municipality wherein another Detachment already exists, the written consent of the existing Detachment shall accompany the application. Should such existing Detachment disregard a request for consent, or refuse consent, the Commandant, employing discretion, may approve and recommend the granting of such Charter. In the event the Department Commandant fails to act or refuses approval of the proposed new Detachment, an appeal may be made to the National Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

SECTION 12 - CHARTER SUSPENSION REVOCATION -

- (a) The Charter of a Detachment may be suspended or revoked for:
- (1) The persistent failure to maintain a minimum of fifteen (15) members in good standing.
 - (2) The persistent failure to promptly forward funds due to the National Body.
 - (3) Acts and conduct bringing the Marine Corps League into public disrespect.
 - (4) Willful violations of National Bylaws and Administrative Procedures
 - (5) The violation of Federal, State or Municipal laws or ordinances.
 - (6) Other activities detrimental to the good name of the Marine Corps League.
- (b) The Suspension or Revocation of charters may be consummated by a Department Board of Trustees and/or National Board of Trustees and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures in a manner considerate of the well being and good name of all concerned.

- (c) When a Detachment Charter is suspended or revoked the Board of Trustees of the Jurisdictional Department, or where a Department is non-existent the Jurisdictional National Vice Commandant shall upon written authorization of the National Commandant, certified by the National Adjutant/Paymaster, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Detachment in question. However, if a Jurisdictional Department is non-existent the responsibility for satisfying the outstanding liabilities shall evolve to the National Board of Trustees upon receiving, from the Jurisdictional National Division Vice Commandant, such assets and liabilities which are in custody.

SECTION 13 - CHARTER - Any twenty (20) Marines who are eligible for membership in the Marine Corps League and who desire to form a Detachment within this Department may make application to the National Division Vice Commandant on the forms and in the manner provided for in Chapter 6, Section 600 of the National Administrative Procedures. Under special consideration a Charter may be issued to fifteen (15) members if such number is approved by National Headquarters.

SECTION 14 - INSTALLING OFFICER - The installing officer must be the Department Commandant, or an elected Department Officer, Past Department Commandant, National Commandant, Past National Commandant, Past Detachment Commandant, or other elected Marine Corps League Officers. Installation of Detachment Officers shall be recognized provided that all officers to be installed are members in good standing and that there are at least fifteen (15) paid up members in good standing on the Detachment roster.

SECTION 15 - JURISDICTION - Detachments bearing a County Designation in the Detachment name shall have jurisdiction only within the municipality in which the Detachment is chartered.

SECTION 16 - CORPORATION - No Detachment shall form an organization or Corporation with exception as follows: "To acquire by purchase, devise, bequest, gift or otherwise, and hold encumber, convey or otherwise dispose of such real and personal property as may be necessary or appropriate for its corporate purposes and generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the corporation is created." Any Fund raising activities shall be in compliance with Chapter ten (10) Section 1000, subsection (a) of the National Administrative Procedures.

BYLAWS
ARTICLE V
PER CAPITA DUES

SECTION 1 - ANNUAL - The annual per capita dues shall be as provided for by the National Bylaws and Administrative Procedures plus additional Department per capita dues as determined by the Department Convention. The sum of these two amounts shall be forwarded with every membership application or renewal thereof by each Detachment Paymaster directly to the Department Paymaster who will remit the National per capita dues in each instance to the National Paymaster.

SECTION 2 - REFUNDS - A member resigning from membership shall not be entitled to any refund of per capita dues paid.

SECTION 3 - MEMBERSHIP RIGHTS - No member shall be deprived of any rights and privileges in the Marine Corps League except for nonpayment of dues, unless he shall first be charged, tried and convicted in accordance with the provisions of the National Bylaws and Administrative Procedures dealing with offenses and penalties, or unless that member is convicted of a felony.

SECTION 4 - DEPARTMENT LIFE MEMBERS - All Past Department Commandants, Past Department Adjutant/Paymasters and all persons who have been awarded the Congressional Medal of Honor and who remain as members in good standing in the Department of New Jersey shall be carried on the rolls as paid up Life Members of the Department of New Jersey, Marine Corps League.

BYLAWS
ARTICLE VI
MEMBERS

SECTION I - MEMBERSHIP ELIGIBILITY -

- (a) **REGULAR MEMBERSHIP** - Only persons who are serving or who have served honorably in the United States Marine Corps, "**ON ACTIVE DUTY**" for not less than ninety (90) days and persons who are serving or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points and U. S. Navy Corpsmen who have trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) worn on the Service Ribbon and those who earn the Warfare Device authorized for FMF Corpsmen shall be eligible for regular membership in the Marine Corps League. Additionally, some Korean War Era Marines who were ordered to active duty prior to completion of Recruit Training or Officers Training and subsequently received an Honorable Discharge prior to completion of ninety (90) days active or Reserve duty, shall be deemed eligible for Regular Membership. Nothing in Section 600(a) shall be deemed to be retroactive prior to August 10, 2002, to affect current Regular Members. "Honorable Service" will be defined by the last DD-214 or Certificate of Discharge that the applicant received.
- (b) **ASSOCIATE MEMBER** - Those individuals not qualified for membership in the Marine Corps League or Marine Corps League Auxiliary who espouse the principals and purposes of the Marine Corps League as contained in the Congressional Charter may upon application to a Detachment, or National Headquarters, be accepted for Associate Membership in the Marine Corps League. Associate Members upon acceptance will pay dues in the same amounts as prescribed for regular members, including initiation fees. A membership pin and membership card indicating "Associate Member" will be issued by National Headquarters. Uniform and cover, including ornamental device and lettering will be established by the National Uniform Committee. An Associate Member shall be entitled to all the rights, Privileges and benefits of a regular member, except as provided herein such member may not vote nor hold elective office within the Marine Corps League. Detachments and Departments may, by provision in their Bylaws and/or Administrative Procedures, allow an Associate Member to vote on the internal affairs of the Detachment or department on matters not affecting Marine Corps League Policy, nor may they vote on any membership application or in any election (**National Bylaws prevail**)
- (1) Individuals who are serving or have served in other branches of the Armed Forces of the United States must have served honorably.
- (2) Individuals, applying for Associate Membership subsequent to August 11, 1995, must have reached the statutory minimum age for enlistment into the United States Marine Corps or United States Marine Corps Reserve prior to being enrolled as an Associate Member.

- (c) **HONORARY MEMBER** - Detachments, Departments and the National Headquarters may, at the discretion of the respective Commandant, issue Honorary Membership to those persons who have been of extraordinary service to the Nation, to the Community, to the United States Marine Corps, or the Marine Corps League. The Honorary Member will not be entitled to the rights, privileges and benefits available to a regular or Associate Member. A suitable certificate will be issued to honor the occasion. Payment of dues or initiation fees is not required; however, such membership will not be entitled to the official publication of the Marine Corps League, except as may be directed by the National Board of Trustees, or by paid subscription. Membership card and certificate will be available from National Headquarters.
- (d) Article 5, Section 540 of National Bylaws applies to Article VI of Department of New Jersey Bylaws.

SECTION 2 - DEFINITIONS - All matters pertaining to the definitions of membership application, initiation, dues, fees, good standing, delinquency, proof of eligibility, transfer and rights of members shall be in accordance with the provisions of Article 6 of the National Bylaws and Administrative Procedures. The exception that under Article 5, Section 540-MEMBERS which states "Each Detachment shall be the sole judge of its membership".

The Department of New Jersey, Marine Corps League thus stipulates that a member of any Detachment who is PAST DUE for 90 days will be dropped from the roles of the Department\Detachment. The status of NOT IN GOOD STANDING applies to those affected.

Should the person renew after the ninety (90) days, they will be responsible for paying ALL back dues as well as the initiation fee of a new member as stipulated by the Department\Detachment if that member desires their membership be continuous. If not, then new membership fees apply.

BYLAWS
ARTICLE VII
MISCELLANEOUS

SECTION 1 - SUBSIDIARIES - In accordance with Article 7 of the National Bylaws and Chapter 8 Administrative Procedures, Sections 810, 820, 830 and 840 the Department of New Jersey recognizes such subsidiary organizations.

SECTION 2 - AMENDMENTS - The Department Bylaws and Administrative Procedures may be revised, amended or repealed by a majority vote of; the properly registered and approved delegates present and voting at a Department Convention, provided the proposed revision, amendment or repeal is submitted in triplicate typewritten form in the exact wording to Department Headquarters, not less than ninety (90) days prior to the opening date of the Department Convention at which said proposal is to be considered, and further provided that the Department Adjutant shall distribute copies of each proposal, without personal comment, to all legally existing Detachments no later than thirty (30) days prior to the opening day of the Department Convention at which the proposal is to be considered.

SECTION 3 - EFFECTIVE DATE - Each revision, amendment or repeal of a provision of the Department Bylaws which is approved at a Department Convention, as outlined in Article VII, Section 2, shall become effective upon the close of the Department Convention at which it is approved.

SECTION 4 - BYLAWS DISTRIBUTION - Each Detachment, Department Board of Trustees, National Headquarters and Auxiliary shall be provided, without charge, two (2) copies of the Department Bylaws and Administrative Procedures or published changes thereafter, each time they are printed. The Department Bylaws and Administrative Procedures are to be made available for examination to any member in good standing upon request.

SECTION 5 - BLANKET BOND - The following Officers are included under a blanket bond paid for by the National Organization, the Department Commandant, the Department Adjutant/Paymaster or Paymaster as applicable to the Detachment Commandant and the Detachment Adjutant/Paymaster or Paymaster as applicable.

SECTION 6 - JURISDICTION - In the event of a conflict between the National Bylaws and Administrative Procedures and the Department Bylaws and Administrative Procedures, the National Bylaws and Administrative Procedures shall take precedence.

BYLAWS
ARTICLE VII
FINANCE

SECTION 1 - REVENUE - The revenue of this Department shall be derived from the per capita Dues as provided for in Article V of these Bylaws and from such other sources as may be properly established at the Annual Department Convention or at regular meetings of the Department Executive Committee.

SECTION 2 - BUDGET - It shall be the responsibility of the Department Paymaster to submit annual Department operating budget at the Department Convention for the approval of the Delegates.

SECTION 3 - FISCAL YEAR - The Fiscal Year shall end at the close of business on June 30th of each year.

SECTION 4 - DISBURSEMENT OF FUNDS - Disbursement of Department funds shall be made only in accordance with specific authorization of the Department Convention or a Department Executive Committee Meeting.

SECTION 5 - VALIDITY - Checks drawn against Department funds shall be valid only if they cover disbursements authorized as provided in Section 4 hereof and shall bear jointly the signatures of the Commandant and the Paymaster.

SECTION 6 - ASSESSMENTS - No assessments shall be levied by this Department upon any Detachment.

SECTION 7 - FINANCIAL OBLIGATION - No Officer or member of the Department of New Jersey, Marine Corps League shall obligate this Department financially in any manner whatsoever without the prior consent of the Department Convention or the Department Executive Committee given only after the Department Convention or Department Executive Committee has approved such obligation by majority vote at the Department Convention or at a regular or special meeting of the Department Executive Committee.

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

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1946 June 29 and 30

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1984 June 22, 23 and 24

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2009 June 18, 19, and 20

**DEPARTMENT
OF
NEW JERSEY**



**ADMINISTRATIVE
PROCEDURES**

Reprinted: September 2009

ADMINISTRATIVE PROCEDURES
CHAPTER ONE
GENERAL

SECTION 1 - NAME AND PURPOSE - The name of the body corporate is the Department of New Jersey, Marine Corps League. The purpose of which the corporation is formed is:

- (a) To preserve the tradition and to promote the interests of the United States Marine Corps;
- (b) To band those who are now serving in the United States Marine Corps and those who been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- (c) To fit its members for duties of citizenship and to encourage them to serve ably as citizens as they have served the Nation under arms;
- (d) To hold sacred the history and memory of the men who have given their lives to The Nation;
- (e) To foster love for the principals, which they have supported by blood;
- (f) To maintain true allegiance to American Institutions;
- (g) To create a bond of comradeship between those in the service and those who have returned to civilian life;
- (h) To aid voluntarily and to render assistance to all Marines and former Marines as well as to their widows and orphans;
- (i) To perpetuate the history of the United States Marine Corps, and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

SECTION 2 - LOCATION - The Department Headquarters and Business Office of this organization shall be established by the Department Executive Committee.

SECTION 3 - AUTHORIZED SEAL - The seal of this organization shall be round in shape, containing the center thereof an accurate replica of the Official Emblem of the United States Marine Corps surrounded by the words: "Marine Corps League - Semper Fidelis" and having beneath it the words: "Department of New Jersey".

SECTION 4 - POLICY –

- (a) The supreme power of the Department of New Jersey, Marine Corps League shall be vested always in its membership functioning through Delegates at all Department Conventions; Executive and Administrative powers only will be delegated to its Board of Trustees or to individual members of the Department of New Jersey' Marine Corps League.

- (b) The Department of New Jersey, Marine Corps League shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political and non-partisan; nor shall it be biased on the grounds of race, color, creed, nationality or sex, nor shall it be used as a medium of political ambitions or preferment's; nor shall former or present Military rank or former or present civilian position be used as the basis for special consideration or preference.
- (b) Nothing in the preceding subsection shall prohibit the Department of New Jersey, Marine Corps League or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the National Security of our nation, or any veterans claims for justice arising from service in the Armed Forces of the United States of America.

SECTION 5 - ORGANIZATIONS - The constituted bodies of the organization shall be:

- (a) A State Organization to be known as the Department Convention, Marine Corps League;
- (b) Subordinate Area organizations to be known as Districts;
- (c) Subordinate local organizations located in the State to be known as Detachments;
- (d) Such subsidiary organizations as the National Organization may create, establish or recognize.

**ADMINISTRATIVE PROCEDURE
CHAPTER 2
DEPARTMENT CONVENTIONS**

SECTION 1 - MEETINGS - The Department Convention shall be convened between May First (1st) and July Fifteenth (15th) each calendar year unless prevented by national emergency or other unpreventable cause.

SECTION 2 - TIME AND PLACE - The Convention Committee will present bids for the Convention, at the first staff meeting in September following the Department Convention, At that time all Hotels may make their **PRESENTATION**. If no hotel representatives are present the Chairman of the Convention Committee will make the presentation. After all **PRESENTATIONS** are made the body present at that staff meeting will vote on the next Convention.

- (a) In the absence of satisfactory bids the Convention Committee shall determine the date and location of the next Department Convention. In the event that the Convention Committee reaches no decision, the final decision will be left to the Department Executive Committee. This final decision shall be made no later than the January meeting of the Department Executive Committee.
- (b) Beginning with the 2006 convention, the convention site shall be considered permanent.
- (c) The convention site shall be voted on at the first staff meeting following the convention
- (d) Contracts between the permanent convention site and the Department shall become void if there is a valid reason, by either party of the contract.
- (e) The permanent convention site may be reviewed every three (3) years.

SECTION 3 - CONVENTION COMMITTEE - The Department Commandant will appoint a Convention Chairman and the Convention Chairman will appoint his or her committee consisting of not less than (3) members whose duties it shall be to run the Department Convention. No member of this Committee shall be from the Executive Board except for the Department Commandant.

- (a) **DUTIES OF CONVENTION COMMITTEE** -
 - (1) To check out all bids and hotels
 - (2) Will run the Awards Night on Friday
 - (3) Will run the Banquet on Saturday Night
 - (4) Will be in charge of the Ad Book.
 - (5) Will run the Thursday night affair when applicable.

(b) **BIDS FOR CONVENTION -**

- (1) All bids for the Department Convention shall be in the hands of the Convention Committee (1) year in advance prior to the convention.
- (2) Any Detachment may make a formal written bid for a Department Convention provided that such a bid is in detailed form, and is in the hands of the Convention Committee prior to that Convention meeting at which consideration is desired.
- (3) Each Detachment shall be provided written notification by the Department Adjutant of date and location of each pending Convention at least sixty (60) 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 4 - RULES OF ORDER - The National Bylaws and Administrative Procedures and the latest edition of Robert's Revised Rules of Order shall govern the procedure and conduct of each Department Convention.

SECTION 5 - REGISTRATION -

- (a) All approved and certified Delegates, Alternates and Members will receive from the Convention Registration Committee, a Convention Program and such Activities Admittance Tickets as they desire upon payment of the amount indicated on the Convention Activities Ticket.
- (b) In the process of registration, should a member's credentials as a Detachment Delegate or Alternate be challenged by the Credentials Committee, the member's Detachment Commandant (or duly appointed representative in the absence of the member's Detachment Commandant) may authenticate the credentials-of the member in question, providing that such action does not authorize more Delegates and Alternates than the Detachment is allowed under provisions of the Department Bylaws and Administrative Procedures.

SECTION 6 - CONVENTION ADMINISTRATIVE COMMITTEES - The Department Administrative Committees shall be: Credentials, Bylaws and Administrative Procedures, Resolutions and Rules. The Commandant with the consent and approval of the Board of Trustees shall appoint the members of these Committees.

SECTION 7 - DUTIES -

(a) **CREDENTIALS COMMITTEE -**

- (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;

- (b) **BYLAWS AND ADMINISTRATIVE PROCEDURES COMMITTEE** - Shall receive and consider all proposed changes of the Department Bylaws and Administrative Procedures properly submitted in accordance with the requirements of Department Bylaws and Administrative Procedures. The Committee, by majority vote, shall either approve or disapprove all properly registered Department Bylaws and Administrative Procedures revisions considered by the Committee. The Committee Chairman will report the Committee's recommendations to the Department Convention for its consideration and action.
- (c) **RESOLUTIONS COMMITTEE** - Shall receive and consider all properly submitted resolutions (not Bylaws proposals) complying with the requirements of the Department Bylaws and Administrative Procedures and may offer resolutions on behalf of the Committee deemed by the Committee to be advisable and necessary. The Committee, by a majority vote, shall either approve or disapprove all properly registered resolutions considered by the Committee. The Committee Chairman will report the Committee's recommendations upon such resolutions to the Department Convention for its consideration and action.
- (d) **RULES COMMITTEE** - Shall study the Rules of the Convention employed at prior Convention(s) and determine the need for any additional rules or revisions thereof, for recommendation to the Convention for application during that specific Convention.

ADMINISTRATIVE PROCEDURES
CHAPTER 3
DEPARTMENT STAFF

SECTION 1 - EXECUTIVE COMMITTEE - The administration and conduct of business shall be vested in the Department Executive Committee, which shall consist of the following: the Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate and District Vice Commandants. The elected officers (as provided in Article II, Section 3 of the Bylaws) of the Department shall also be known as the Department Board of Trustees

SECTION 2 - VOTING - Each Detachment shall have only one (1) vote and all Past National Commandants and all Past Department Commandants in good standing in this Department shall be members exofficio of this Department Executive Committee with the power to cast one (1) vote.

SECTION 3 - REGULAR MEETING - A regular meeting of the Department Executive Committee shall be held not later than three (3) calendar months after the closing of the Department Convention and at that meeting the time, date and place of the next regular meeting shall be announced by the Commandant. Regular meetings of the Department Executive Committee shall be held at intervals of not more than two (2) calendar months after the first meeting set forth above.

SECTION 4 - SPECIAL MEETING - A special meeting of the Department Executive Committee called by the Commandant, or by any Officer authorized temporarily to perform his duties, upon not less than ten (10) days notice in writing to the members and ex-officio member thereof, the time, place and purpose of such meeting to be clearly stated in such notice.

SECTION 5 - REQUEST FOR SPECIAL MEETING - In the case of refusal by the Commandant, or any officer authorized temporarily to perform his duties to call a special meeting within ten (10) calendar days after receiving a request in writing by a majority of the members of the Department Executive Committee, any member of the Executive Committee may call such a meeting as outlined in Section 5 above.

SECTION 6 - DEPARTMENT STAFF - The Department Staff shall consist of the Commandant, the Senior Vice Commandant, the Junior vice Commandant, the District vice Commandants, the Adjutant, the Paymaster, the Judge Advocate, the Chaplain, the Sergeant-at-Arms and the Chief of Staff. The duties of the Department Staff shall be administrative, to carry out and enforce the decisions of both the Department Convention and the Department Executive Committee.

ADMINISTRATIVE PROCEDURES

CHAPTER 4

DISTRICTS

SECTION 1 - FORMATION - To obtain more effective administrative functions, the State of New Jersey is divided into geographical units called Districts.

SECTION 2 - POWERS - The function of Districts is administrative only. No District will adopt Bylaws or assess dues. The Department will pay only expenses authorized in advance by the Department Board of Trustees for a District.

SECTION 3 - DISTRICT VICE COMMANDANTS - A District Vice Commandant shall be designated to represent each of the Districts hereinafter defined. Nomination and Election to such office shall be limited to members assigned to a District. Each Detachment shall be entitled to cast one (1) vote each for the District Vice Commandant,

Chartered Detachments will be assigned to a designated District. As a new Detachment is chartered, the Department Commandant will assign that Detachment to a Division.

District 1: Avenel, Central Jersey Leathernecks, Danowski, Gardner, Hlas

District 2: Gooney, Birds, Lakeland, Passaic

District 3: Air-Land-Sea, Bayonne, West Hudson

District 4: Basilone, Four Seasons, Middlesex, Reynolds, Paige, Jersey Shore Leathernecks

District 5: Cape Atlantic, Dramis, Smith

District 6: Sherman, Toms River, Dorn, Jersey Shore Marines

District 7: Bridgeton, Salem County, Semper Marine, Franklinville

District 8: Burlington, Trenton, Hunterdon County

District 9: Patterson, Slattery, Warren County

District 10: 1775, Giordano, Semper Fidelis

(a) **DISTRICT VICE COMMANDANTS** - A District Vice Commandant shall be designated to represent each of the Districts as defined in the Administrative Procedures. Nomination and Election to such office shall be limited to members assigned to a District. Each Detachment shall be entitled to cast one (1) vote each for the District Vice Commandant.

(b) **ASSISTANT DISTRICT VICE COMMANDANTS** - An Assistant District Vice Commandant shall be appointed by the District Vice Commandant. Appointment to such office shall be limited to members assigned to a District. Tour of duty shall run concurrent with the tour of duty of the District Vice Commandant.

ADMINISTRATIVE PROCEDURES
CHAPTER 5
DEPARTMENT

SECTION 1 - POWERS - Whatever power is vested in the National Organization, the same shall be vested in the Department.

SECTION 2 - AUTHORITY - Each Department shall be governed by a Department Convention subordinate to the National Convention.

SECTION 3 - DEPARTMENT DUES - The Department Convention shall determine the amount of Department per capita dues. All per capita dues and monies, which are due, National Headquarters from the Department shall be forwarded, without delay.

SECTION 4 - INSTALLATION OF DEPARTMENT OFFICERS - The installing officer must be the National Commandant, and elected National Officer, a Past National Commandant or a Past Department Commandant. It shall be the responsibility of the installing officer to sign, date and forward the installation form within the time frame as specified in Article 4, Section 405 of the National Bylaws.

ADMINISTRATIVE PROCEDURES
CHAPTER 6
DETACHMENTS

SECTION 1 - CHARTER - A Detachment may be organized, chartered and instituted in the following manner:

- (a) A standard application form shall be signed by no less than twenty (20) persons who are eligible for regular membership in the Marine Corps League; however, no application for a charter shall include as transferred the name of a member of an existing Detachment who has not received the approval of transfer as is required by Chapter Seven: (7), Section 710 of the Administrative Procedures, or a person who is not eligible for a regular membership as is required in Article Six (6), Section 600 (a) of the National Bylaws. The form shall be accompanied by the required Department and National per capita dues and fees and the organizing officer shall sign it.
- (b) Upon receipt of an application the National Commandant shall review the application and accompanying recommendations and may approve the application and grant such Charter. The Charter shall be signed by the National Commandant, countersigned by the National Adjutant/Paymaster; the National Division vice Commandant of; the Division and the Department Commandant. There also shall be affixed to each Charter the official seal and ribbon of the Marine Corps League.
- (c) The Charter shall be presented with an appropriate ceremony at an open public meeting.
- (d) Each new Charter, before framing, shall be signed by each member who signed the Charter application.
- (e) Department Commandant or the National Division Vice Commandant to act with promptness in processing and forwarding an application for a Charter, or signing a Charter as outlined above in; this section, and such failure is brought to the attention of the National Board of Trustees, they shall make such Officer liable to disciplinary action.
- (f) Under special consideration a Detachment Charter may be issued to less than twenty (20) applicants. Charter issued under this provision is subject to all requirements of Chapter 6, Section 600 National Bylaws.

SECTION 2 - AUTHORITY - Each Detachment shall be governed by its elected Officers (Board of Trustees) subordinate to the Department and National Convention and the Bylaws and Administrative Procedures of such bodies.

SECTION 3 - DUES - Each Detachment shall fix the amount of the membership dues, which shall include the Department and National per capita dues and fees. All per capita dues and fees, which are due the Department and National Headquarters, shall be forwarded with a standard transmittal form each month to the Department Paymaster for processing. The Department Paymaster shall without delay remit to the National Adjutant/Paymaster those transmitted forms and such funds, which are due National Headquarters.

SECTION 4 - INSTALLATION OF DETACHMENT OFFICERS - The Detachment must request from the Department Commandant an installing officer. The installing officer must be the Department Commandant, or an elected Department Officer, Past Department Commandant, National Commandant, Past National Commandant, Past Detachment Commandant, or other elected Marine Corps League Officers. It shall be the responsibility of the installing officer to sign, date and forward the installation form, within the time frame as specified in Article Five (5), Section 530 of the National Bylaws.

ADMINISTRATIVE PROCEDURES
CHAPTER 7
MEMBERS

SECTION 1 - INITIATION - All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with the Ritual and be presented the official lapel pin of the Marine Corps League.

SECTION 2 - MEMBERSHIP TRANSFER - Any member in good standing may transfer from one Detachment to another without payment of additional dues or transfer fees, upon his application to and approval of the gaining Detachment and the losing Detachment.

SECTION 3 - MEMBER'S DEATH - Upon notification of the demise of any member:

- (a) The Detachment Chaplain shall:
 - (1) Immediately/contact the family of the deceased member for the purpose of offering assistance and presenting expressions of condolence.
 - (2) Without delay, report the death of the member (citing deceased full name, next of kin and known funeral arrangements) to the National and Department Chaplains with a copy furnished to the National/Adjutant Paymaster.
- (b) It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to be at the funeral services of a deceased member.

ADMINISTRATIVE PROCEDURES
CHAPTER 8
SUBSIDIARIES AND SUBORDINATES

SECTION 1 - MARINE CORPS LEAGUE AUXILIARY - The Department of New Jersey recognizes and adopts the Marine Corps League Auxiliary, Department of New Jersey as the official Women's Branch of the Marine Corps League and declares that the Marine Corps League Auxiliary, Department of New Jersey shall ever be subject to the control and supervision of National Headquarters, Marine Corps League. (Section 700, National Bylaws applies.)

SECTION 2 - MILITARY ORDER OF DEVIL DOGS - The Department of New Jersey, Marine Corps League recognizes the Military Order of Devil Dogs as an official subsidiary organization of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the National Headquarters, Marine Corps League. Membership in the Military Order of Devil Dogs shall be limited to regular members of the Marine Corps League. (Article 7, Section 700 National Bylaws applies.)

SECTION 3 - MILITARY ORDER OF DEVIL DOG FLEAS - The Department of New Jersey, Marine Corps League recognizes the Military Order of Devil Dog Fleas as an official subsidiary organization of the Marine Corps League, Marine Corps League Auxiliary which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League. Membership in the Military Order of Devil Dog Fleas shall be limited to members of the Marine Corps League Auxiliary. (Article 7, Section 700 National Bylaws applies.)

SECTION 4 - SUBSIDIARIES YOUNG MARINES OF THE MARINE CORPS LEAGUE - The Department of New Jersey, Marine Corps League recognizes the Young Marines of the Marine Corps League as an official subsidiary organization of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League. (Article 7, Section 700 National bylaws applies).

ADMINISTRATIVE PROCEDURES
CHAPTER 9
GRIEVANCE AND DISCIPLINE

SECTION 1 - GRIEVANCE AND DISCIPLINE - All matters pertaining to the resolving of grievances and/or discipline against any member, Detachment or Department shall be processed in accordance with Section 900, 901, 902, 903, 904, 905 and 909, 910, 912 and 913 of Chapter Nine, National Administrative Procedures.

ADMINISTRATIVE PROCEDURES
CHAPTER 10
MISCELLANEOUS

SECTION 1 - FUND RAISING -

- (a) **FUND RAISING** - Fund raising activities may be entered into by Marine Corps League organizations:
- (1) Provided all funds raised shall be for the sole benefit of such organization less such expenses incurred.
 - (2) Provided such Marine Corps League organization shall receive and disburse all funds.
 - (3) Provided such funding activity does not violate any Federal, State, Marine Corps League.
 - (4) Nothing in the foregoing section shall prevent the National Convention Committee, or a Department Convention Committee from selling ads or soliciting funds for their annual Convention Book.
- (b) **FUND RAISING IF MORE THAN ONE (1) DETACHMENT IN CITY** - If a Detachment desires to conduct a particular city-wide finance raising project in a city wherein more than one (1) Detachment exists such Detachment shall advise all other Detachments in such city of its intentions and request approval. Any Detachment opposing such project shall immediately file objection thereto with the Detachment proposing the project, and with the Department. The Decision of the matter by the Department shall be final.
- (c) **LIMITATIONS OF FUND RAISING BY DETACHMENT OR AUXILIARY** - No Detachment of the Marine Corps League or Unit of the Auxiliary shall conduct a fund raising project in any municipality or territory other than its own territory without first securing the approval of such Detachments or Units, as herein before provided
- (d) **LIMITATIONS OF FUND RAISING BY NATIONAL** - The National Organization of the Marine Corps League shall not conduct any fund raising project in any Department without first obtaining the permission of said Department.
- (e) **SOLICITATION** - Any individual or committee soliciting funds for the Department, using the name of the Marine Corps League, whether selling advertising or merchandise of any sort, or soliciting donations, must submit a complete, signed written report to the Department Convention as to the amount and source of all funds disbursed, and summary of final disposition of any and all net profits.
- (f) **FUND RAISING BY DEPARTMENT** - The Department shall-conduct any finance raising project in any city where there is one or more Detachments without the consent of such Detachment or Detachment Any Detachment opposing the project shall file immediate objection with the National Division Vice Commandant of that Division, and his decision in the matter shall be final.

SECTION 2 - RESPECT - The Bible shall be opened, placed on an altar, which is covered with a clean and attractive altar cloth, during all the meetings of the Marine Corps League. No disrespect to the Bible, by act or word, shall be tolerated- No one shall use the Altar for physical support, and shall not, under any circumstances, use the Altar or Bible as a resting place for any item or material. All space between the Altar and the Chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open. The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

SECTION 3 - RESOLUTIONS, SUBMITTING AND PROCESSING - Resolutions may be submitted by a member in good standing or a Detachment for consideration by the Department Convention provided said resolutions are in proper form and in compliance with Chapter 10, Section i010 of the National Administrative Procedures.

SECTION 4 - AMENDMENTS - The Administrative Procedures may be amended revised or repealed by a majority vote of the Department Executive Committee provided that the amendment, revision or repeal does not in any manner violate the provisions of the National Bylaws of the Marine Corps League.

SECTION 5 - EFFECTIVE DATE - The effective date of any change to the Administrative Procedures must be stated in the proposed change.

SECTION 6 - VAVS Fund - The "Special Fund" is hereby designated as the VAVS Fund and will be administered by the Special Fund Chairman, as appointed by the Commandant, for VAVS programs only. The funds will be distributed to the appointed VAVS Representatives who will submit an itemized request at the Convention Meeting for the funds required to conduct their yearly VAVS program. After approval by the Delegates to the Convention, the Special Fund Chairman will issue the funds to the VAVS Representatives as required. These funds will not be available to the Detachments and/or their Auxiliary for their Ward Parties at various hospitals and nursing homes.

SECTION 7 - DISTRIBUTION OF CONVENTION FUNDS - With the publishing of the 2004 Department Convention financial report, and continuing each year, the Executive Committee will decide what percentage of the profits should be allocated to the Department of New Jersey, Marine Corps League Auxiliary. This decision will be based on the convention profit, current financial situation and projected financial situation.

ADMINISTRATIVE PROCEDURES
CHAPTER 11
MARINE OF THE YEAR SELECTION COMMITTEE

SECTION 1 - A Department Marine of the Year Selection Committee, comprised of all of the former Department Marines of the Year in attendance at the annual Department Convention, shall be appointed by the Department Commandant. With the senior living former Department Marine of the Year present serving as the Chairman.

SECTION 2 - The criteria to be observed by the Department Marine of the Year Selection Committee shall be: consideration of letters of nomination by a Detachment, chartered in the Department of New Jersey and currently in good standing in the Department; nominations shall be made of a regular member or members (there shall be no limit on the number of its members that any one Detachment may submit) who are members in good standing of the nominating Detachment. Any Marine nominated must hold primary membership in the nominating Detachment, should that Marine hold dual membership in more than one Detachment situated within the Department of New Jersey.

NOMINATIONS SHALL BE TYPEWRITTEN AND IN THE FORM OF A RESUME, DESCRIBING ACTIONS AND ACCOMPLISHMENTS OF THE NOMINEE FOR THAT YEAR. THE MARINE OF THE YEAR SELECTION COMMITTEE WOULD PREFER TO HAVE A MINIMUM OF THREE (3) NOMINATIONS TO REVIEW. IF THERE ARE LESS THAN THREE (3) NOMINATIONS THEY RESERVE THE RIGHT TO HAVE NO MARINE OF THE YEAR FOR THAT YEAR.

SECTION 3 - The Department Marine of the Year Selection Committee shall hold its deliberations in the strictest confidentiality. The Committee shall also be charged with ensuring that a suitable plaque be engraved and presented to the selectee at the Grand Banquet of the Department Convention at which the nominee is considered.

SECTION 4 - All nominations shall be submitted to the Department Commandant via CERTIFIED MAIL RETURN RECEIPT REQUESTED. CLEARLY MARKED "MARINE OF THE YEAR" NO LATER THAN JUNE 1ST. NO HAND-DELIVERED SUBMISSIONS SHALL BE PERMITTED AT THE DEPARTMENT CONVENTION AND NO SUBMISSIONS RECEIVED AFTER THE DEADLINE SHALL BE ACCEPTED BY THE DEPARTMENT COMMANDANT. Submissions received beyond the established deadline shall be returned to the submitting Detachment, UNOPENED by the Department Commandant.

SECTION 5 - It shall be the duty of the Department Commandant to properly advise all Detachments that all nominations for NATIONAL MARINE OF THE YEAR AWARD considerations are to be submitted, by a Detachment ONLY in accordance with the National Administrative Procedures, Section 300 (1) through (5).

ADMINISTRATIVE PROCEDURES
CHAPTER 12
MARINE CORPS LEAGUE LICENSE PLATES

SECTION 1 - QUALIFICATIONS -

- (a) You must belong to a Marine Corps League Detachment within the state of New Jersey, or be a life member at large. You must have a New Jersey address.
- (b) All vehicles must be registered in the Marine Corps League member's name. You can apply for more than one set of plates, as long as the vehicle is registered in the member's name.
- (c) You must continue to renew your membership in the Marine Corps League Detachment each year on your anniversary date to retain your plates.
- (d) You may obtain replacement plates at a fee to be determined by the New Jersey Motor Vehicle Commission. You can retain your current plate number as long as you did not return your current Marine Corps League license plates to the Motor Vehicle Commission.

SECTION 2 - DENIAL -

- (a) If you have been convicted of Driving While Intoxicated (DWI) in the last 10 years and that conviction appears on your New Jersey Drivers Abstract, your application will be DENIED by the New Jersey Motor Vehicle Commission. Motor Vehicle Commission does check all records on requests for plates. Decision of Motor Vehicle Commission is final.

SECTION 3 - APPLICATION - To obtain Marine Corps League organizational plates, fill out the organization special plate application form. (Available from the Department License Plate Chairman) Photocopy your vehicle registration and your National Marine Corps League Membership Identification Card. Make checks payable to MARINE CORPS LEAGUE DEPARTMENT of NEW JERSEY (MCL Dept of NJ) for \$35.00. (Each set of plates are \$35.00) and mail to the Department License Plate Chairman. Paperwork will be returned if not filled out properly.

SECTION 4 – SUSPENSION, DELINQUENCY -

- (a) If a member is suspended from the Marine Corps League, the Department Judge Advocate will notify the Department License Plate Chairman. If the member is removed from the League roster by National for non payment of dues, the Department Membership Chairman, or Detachment Commandant will notify the Department License Plate Chairman. Detachments are asked to keep a list of all their members with Marine Corps League plates.
- (b) The Department License Plate Chairman, upon receiving notice will notify the Motor Vehicle Commission to have the license plates recalled.