

BYLAWS
TOWNSEND DETACHMENT #920,
MARINE CORPS LEAGUE INC.

ARTICLE ONE
NAME AND INCORPORATION

SECTION 100 – NAME AND INCORPORATION. Following National Bylaws, Articles Five and Seven, the name of this corporation shall be the Townsend Detachment #920, Marine Corps League, Inc. (hereinafter referred to as the “Detachment”) as incorporated in State of Alabama, as a **non-profit 501(c)(19) corporation** on August 5, 2002. The Detachment is also **recognized as a 501(c)(4) non-profit organization under National MCL Group Exemption number 0955** as defined under the Internal Revenue Code. Further, the Detachment is also a subsidiary organization of the federally chartered MCL, and a member of the Department of Alabama MCL. The Detachment was officially chartered on 23 May 1995.

ARTICLE TWO
GENERAL

SECTION 200 – Purpose. The purpose of this Detachment shall be to preserve the traditions and to promote the interests of the United States Marine Corps; to band those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy; to fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they served the Nation under arms; to hold sacred the history and memory of the men and women who have given their lives to the Nation; to foster love for the principles which they have supported by blood and valor since the founding of the Republic; to maintain true allegiance to American institutions; to create a bond of comradeship between those in service and those who have returned to civilian life; and to aid voluntarily and to render assistance to all Marines, FMF Corpsmen, and FMF Chaplains as well as to their widows, widowers, and orphans; to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interests to Marines.

SECTION 205 – Specified Tasks. The specified tasks of the Detachment include:
(The Specified tasks below are derived from Section 200 using the Marine Corps Planning Process.)

1. Aid voluntarily and render assistance to all Marines, FMF Corpsman, FMF Chaplains and to their widows, widowers, and orphans.
2. Promote the interests of the United States Marine Corps.
3. Preserve the traditions of the United States Marine Corps.
4. Perpetuate the history of the United States Marine Corps.
5. Observe the anniversaries of historical occasions of particular interest to Marines.

6. Promote the ideals of American freedom and democracy.
7. Fit the members for duties of citizenship and to encourage them to serve as ably as citizens as they served the Nation under arms.
8. Encourage members to serve as ably as citizens as they served under arms.
9. Hold sacred the history and memory of the men and women who have given their lives to the Nation.
10. Foster love for the principles, which they have supported by blood and valor since the founding of the Republic.
11. Maintain true allegiance to American institutions.
12. Create a bond of comradeship between those in service and those who have returned to civilian life.
13. Join together in camaraderie and fellowship.

SECTION 210 – Implied Tasks. The implied tasks of the Detachment shall include, but are not limited to the following:
(The Implied tasks below are derived from Section 200 using the Marine Corps Planning Process.)

1. Demonstrate the highest standards of integrity, loyalty, and commitment inherent to the Marine Corps and the mottos, principles, and purposes of the Marine Corps League.
2. Foster Esprit De Corps.
3. Encourage, inspire, and recruit qualified Marines, FMF Corpsmen, FMF Chaplains, and Associate Members into the Detachment.
4. Retain Detachment members.
5. Promote Life Membership applications.
6. Promote and maintain relationships with local Active Duty, Reserve, and Individual Ready Reserve Marines assigned to the River Region.
7. Promote and maintain relationships with HQMC sponsored programs (MCJROTC) in the River Region.
8. Engage and coordinate with the Military Order of the Devil Dog Pound #363.
9. Execute the Eagle Scout Citizenship Award Program.
10. Participate in local / State veterans events.
11. Visit Marines, FMF Corpsman, and FMF Navy Chaplains and other Veterans at local VA / Veterans facilities / homes.
12. Establish and maintain an Awards program.
13. Establish and maintain a Historical Program.
14. Conduct funeral support.
15. Conduct fund raising.
16. Conduct community outreach.

17. Conduct professional development.
18. Maintain uniform standards in accordance with the MCL uniform code.

SECTION 215 – STATUS. The Detachment is not formed for profit, but it is formed for promoting the ideals and purposes enumerated herein. The net earnings shall be devoted exclusively to the operations, charitable, education, and recreational purposes of the Detachment as defined by state and local statutes. It is properly incorporated in accordance with the laws of the State of Alabama and has the required EIN number in accordance with the National Bylaws.

SECTION 220 – ADHERENCE TO NATIONAL STANDARDS. The Detachment shall adhere to the Department of Alabama MCL Bylaws and the National Bylaws and Administrative Procedures.

ARTICLE THREE **MEMBERSHIP**

SECTION 300 – Membership. The Detachment shall be comprised primarily of members from South Central Alabama.

- a) All prospective members must fill out the appropriate application form and pay all fees and dues required by the National Marine Corps League, the Department of Alabama MCL and this Detachment. A Detachment member shall sponsor Marines, FMF Corpsmen, and FMF Chaplains seeking membership. The sponsor must be a member in good standing. The sponsor is responsible to ensure the prospective new member is fully qualified. A properly executed DD-214, or other Honorable Discharge document, must be reviewed by the sponsor and shall accompany the application form for review by the Jr. Vice Commandant. Once the review of the DD-214, or other Honorable Discharge documents, by the Jr. Vice Commandant is completed all documents must be returned to the prospective member. The application form shall have both the prospective member and sponsor's signatures. The prospective member shall read and sign the oath on the backside of the application form. Additionally, the Detachment shall vote on the prospective member's application. If the membership vote is not approved the prospective member is told only that his or her application was not approved.
- b) Regular members are those individuals who are serving or who have served honorably in the United States Marine Corps, "On Active Duty," for not less than (90) days and earned the Eagle, Globe, and Anchor or the United States Marine Corps Reserve with an accumulation of at least (90) reserve points and received an Honorable Discharge. As well as, Fleet Marine Force Navy Corpsman and Fleet Marine Force Navy Chaplains who received an Honorable Discharge. (For additional information on regular members see the National Bylaws, Article Six, Section 600.)
- c) Associate members are individuals not qualified for regular membership in the Marine Corps League who espouse the principles and purposes of the Marine Corps League and that the Townsend Detachment has deemed "worthy of trust". Regular members shall submit names and recommendations for any potential Associate member to the Jr. Vice Commandant for review and subsequent membership present vote for acceptance. Associate members shall be entitled to the rights, privileges, and the benefits of a regular member, unless otherwise prohibited. Such member shall not vote on any regular or

associate membership applications, cannot participate in the nomination process and/or election of officers; or hold an elective office. Associate members are allowed to vote on all internal affairs of the Detachment except for those items noted above and votes that affect policy of the Marine Corps League, such as Bylaws or Bylaw changes. (For additional information on Associate members see the National Bylaws, Article Six, Section 600 with amendment.)

- d) Dual members are those individuals who desire to maintain membership in two or more Detachments. (For additional information on dual members see the National Bylaws, Article Six, Section 650.)
- e) Life membership is available to any regular or associate member in good standing. Life membership may be applied for immediately after a new member becomes a member in good standing. (For additional information on life members see the National Bylaws, Article Six, Section 645.)
- f) Honorary members are those individuals who at the discretion of the Detachment Commandant are conferred honorary membership in the MCL. (For additional information on Honorary members see the National Bylaws, Article Six, Section 600.)
- g) Membership dues are renewed annually and are due on the 31st of August. All dues are paid via cash or check to the Detachment Paymaster.
- h) Members shall be considered in “good standing” when required dues are paid and transmitted on or before 31 August of every year, are not indebted or in arrears to the Detachment, Department or to the National Headquarters, or are under suspension as punishment upon adjudication of guilt as is provided in the National Administrative Procedures Chapter Nine, Section 910.

ARTICLE FOUR **MEETINGS AND SOCIAL EVENTS**

SECTION 400 – REGULAR MEETINGS. Regular meetings of the Detachment shall be held once per month or as directed by the Detachment Commandant and approved by the Board of Trustees. The Detachment Adjutant shall notify members via the website, email, mail, or telephone at least one week in advance of any meeting.

- a) The Detachment Bylaws, Department Bylaws and the National Bylaws / Administrative Procedures shall govern the procedure and conduct of the Detachment meetings. Parliamentary reference for all meetings of the Detachment shall be Robert’s Rules of Order Revised.
- b) The Detachment Charter or copy, the National Colors, and a Bible should be displayed at all monthly general membership / business meetings.
- c) Meetings of the Detachment shall be open to all members, invited prospective members, and guests. Any member who invites a guest or guest speaker must request attendance from the Detachment Commandant prior to the conduct of the meeting.
- d) The general membership / business meeting shall be conducted in accordance with official protocol, decorum, and business rules outlined in the National Bylaws and Administrative Procedures.

SECTION 405 – SPECIAL MEETINGS. Special meetings are called at the discretion of the Detachment Commandant or the Senior Vice Commandant in the absence of the Commandant. It shall be the duty of the Commandant to call a special meeting whenever he or she is requested in writing to do so by three (3) or more Detachment members showing good cause. Notice of a special meeting shall be announced to the membership via website, email, mail, or telephone with a minimum of 10 days advance notice.

SECTION 410 – STAFF / OFFICER MEETINGS. Staff / Officer meetings are conducted monthly or at the discretion of the Detachment Commandant or the Senior Vice Commandant in the absence of the Commandant.

SECTION 415 – QUORUM. During the regular business meeting, fifty (50) percent of the elected officers of the Detachment and fifteen (15) percent of the membership must be present to constitute a quorum.

SECTION 420 – VOTING. During the regular business meeting a simple majority (51%) of the members present is required for the adoption of any matter voted upon except for amendments to these bylaws, which require a 2/3rds vote of Regular members present. **In order to vote on any motion a member must be in good standing.**

SECTION 425 – SOCIAL EVENTS. The Detachment gathers once per month for a fellowship / social event. The Detachment may schedule additional social events during the month if desired. No official business shall be conducted at social events, except when directed by the Commandant.

ARTICLE FIVE **OFFICERS**

SECTION 500 – OFFICERS. The Detachment shall have elected and appointed officers as required by Article Five of the National Bylaws. The Detachment shall elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate. The Detachment can choose to elect or appoint other officers as desired. Each of the aforesaid officers shall be a Regular member in good standing. The Detachment Commandant normally appoints a Chaplain, Sergeant at Arms, Adjutant, Webmaster, Paymaster, Historical Officer and any other officers that are needed to fulfill the needs of the Detachment. Appointed officers may be regular members or associate members in good standing. Appointed officers serve at the pleasure of the Detachment Commandant.

- a) **ELECTIONS.** The election of Detachment Officers should be conducted at the January regular business meeting each year. The Jr. Past Commandant shall conduct the election process.
 1. Any Regular member, who is in good standing and has been a member for a minimum of one full year, shall be eligible to hold any elected office in the Detachment.
 2. Any Regular member desiring to be considered for an elected office should be aware of the Marine Corps League's custom of Elected Officers' accepting greater

responsibility (fleeting up) upon completion of their current term; however, this is custom and not a binding policy.

3. Nominees for elected office (slate or floor) must state that they are willing and able to accept the duties of office, if elected. Nominees shall be made known to the membership either by the Nominating Committee or by Regular member nomination from the floor at the November business meeting. Nominees from the floor must be present when nominated. In compliance with Article One of the MCL National Bylaws, Section 120, there being no business meeting of the Townsend Detachment in December, no nominations will be accepted from the floor after the end of the November business meeting.
4. All nominations shall be presented to the membership at least ten days in advance of the January business meeting by means outlined in Article Four above.
5. Election of officers will take place during the regularly scheduled January business meeting.
6. If two or more members are nominated to a position, these members will be excused from the room. Voting may be by hand count or by written ballot. The nominated member will be notified that he or she was selected and elected for the position without giving specific voting results.
7. A simple majority rules in all elections. If a majority is not obtained on the first ballot, only the two nominees with the most votes will be voted on a second time.
8. Elected and appointed officers shall assume their respective duties immediately after the Installation of Officers Ritual is concluded. Elected officers are limited to two consecutive terms after which they are not eligible for the same position until one year has passed. However, appointed officers may succeed themselves at the pleasure of the Detachment Commandant.
9. Elected Department Officers, Past Department Commandants, as well as Past Detachment Commandants can act as Installing Officer and administer the Oath of Office in compliance with the Ritual of the Marine Corps League for newly elected and appointed Detachment Officers.
10. The standard report of Officers Installation of Detachment Officers shall be submitted to National Headquarters no later than last day of February annually.

b) **VACANCY OR REMOVAL OF ELECTED DETACHMENT OFFICERS.**

1. If for any reason the Detachment Commandant is unable to fulfill his / her duties, the Detachment Senior Vice Commandant (if he / she chooses) shall assume the duties of the Detachment Commandant for the remaining term with the approval of the Board of Trustees. If the Senior Vice Commandant chooses not to advance, the Detachment Junior Vice Commandant (if he / she chooses) shall assume the duties of the Detachment Commandant for the remaining term, with the approval of the Board of Trustees. If both the Senior Vice Commandant and Junior Vice Commandants choose not to advance, the Board of Trustees shall select a member who is eligible to hold elected office to fill the vacancy in the office of Commandant for the remaining term.

2. If for any reason the Detachment Senior Vice Commandant is unable to fulfill his/her duties, the Detachment Junior Vice Commandant (if he / she chooses) shall assume the duties of the Detachment Senior Vice Commandant for the remaining term, with the approval of the Board of Trustees. If the Junior Vice Commandant chooses not to advance, the Detachment Commandant shall with the approval of the Board of Trustees select a member who is eligible to hold elected office to fill the vacancy in the office of Senior Vice Commandant for the remaining term.
3. If for any reason the Detachment Junior Vice Commandant is unable to fulfill his/her duties, the Detachment Commandant with the approval of the Board of Trustees shall select a member who is eligible to hold elected office to fill the vacancy in the office of Junior Vice Commandant for the remaining term.
4. If for any reason the Detachment Judge Advocate is unable to fulfill his/her duties, the Detachment Commandant with the approval of the Board of Trustees shall select a member who is eligible to hold elected office to fill the vacancy in the office of Judge Advocate for the remaining term.
5. Vacancy can occur due to death, resignation, or incapacitation. In addition, failure of any Elected Officer to attend three (3) consecutive regular or special business meetings unless excused by the Detachment Commandant constitute grounds for action by the Board of Trustees under National Administrative Procedures Chapter 9.
6. An Elected Officer cannot be removed from office unless the member is charged, suspended, judged and found guilty in accordance with the provisions of the National Administrative Procedures Chapter 9.

SECTION 505 - DUTIES OF ELECTED AND APPOINTED OFFICERS. In addition to the specific duties of the individual Officers, as hereinafter stated, it shall be the duty of each Officer to acquire a working knowledge of the Detachment Bylaws, the Guidebook for Detachment Officers and review the MCL Professional Development PowerPoint presentations. The specific duties of the Detachment Officers shall be:

SECTION 510 – ELECTED OFFICERS.

(a) DETACHMENT COMMANDANT

1. Direct the affairs of the Detachment as prescribed by the National Bylaws and Administrative Procedures.
2. Act as the Chief Executive Officer (CEO) of the Detachment / Corporation.
3. Preside at all Detachment Business, Staff and Board of Trustees meetings.
4. Observe and enforce compliance of the Detachment Bylaws, Department Bylaws, and the National Bylaws/Administrative Procedures including the current version of the Uniform Code.
5. Direct all Officers and members of the Detachment so that such orders are not in conflict with the Detachment Bylaws, Department Bylaws and/or the National Bylaws / Administrative Procedures; including the current version of the Uniform Code.

6. Decide on all questions of order subject to an appeal to the Detachment Judge Advocate. Ensure all matters of discipline or grievance are handled in accordance with the National Bylaws/Administrative Procedures Manual.
7. Call meetings of the Detachment, Staff and Board of Trustees as required by these Bylaws.
8. Appoint committees, Committee Chairs, Liaison Officers, and Project Officers as required, subject to the approval of the Board of Trustees, unless otherwise specified herein.
9. The Commandant shall be a member of all committees, ex-officio.
10. Ensure preparation and submission of the Townsend Detachment article for inclusion in the Department of Alabama quarterly newsletter.
11. Maintain any files and a turnover binder (containing contact lists and best practices) for executing the duties of Detachment Commandant.

(b) **SENIOR VICE-COMMANDANT** shall provide assistance to the Detachment Commandant and shall, in the absence or illness of the Detachment Commandant, perform the duties of the Commandant. He or she is charged with the implementation of a training program of Detachment Officers for the proper performance of their duties in order to increase the effective and efficient conduct of the Detachment. He or she shall also perform additional duties as directed / delegated by the Detachment Commandant or the Board of Trustees. The Senior Vice Commandant shall maintain any files and a turnover binder (containing contact lists and best practices) for executing the duties of Detachment Senior Vice Commandant.

(c) **JUNIOR VICE-COMMANDANT** shall assist the Commandant in the discharge of his or her official duties and shall assume the duties of the Commandant in the absence or illness of the Commandant and Senior Vice Commandant. He or she shall create and promulgate such membership incentives and programs as to produce continuous and enthusiastic membership growth. He or she shall be responsible for establishing a meeting place for the regular business meeting, monthly luncheon and for entertainment / party venues (like the annual Christmas Party). The Junior Vice Commandant shall maintain any files and a turnover binder (containing contact lists and best practices) for executing the duties of Detachment Junior Vice Commandant.

(d) **JUDGE ADVOCATE** shall interpret the Bylaws of this Detachment, the Department and the National Bylaws / Administrative Procedures. He or she shall advise, construe, counsel, and render opinions of Law and Procedure to the Detachment Commandant and the Board of Trustees. He or she shall be available to all Detachment officers and committees for advice and counsel pertaining to their duties and responsibilities within the scope of the Bylaws of this Detachment, the Department and the National Bylaws / Administrative Procedures. The Judge Advocate shall maintain any files and a turnover binder (containing contact lists and best practices) for executing the duties of Detachment Judge Advocate.

SECTION 515 – APPOINTED OFFICERS.

(a) **ADJUTANT** shall keep complete records/minutes of the proceedings of the Detachment regular business meetings. He or she shall conduct correspondence and keep records of the Detachment, including lists of names, addresses, and previous records of members. He or she

shall notify all Regular members and Associate members of meetings. He or she shall read or make available copies of all communication and documents and construct a proper record of the same and perform such duties that may be necessary for the proper handling of the business incident to his or her office. He or she shall record and maintain for posterity a full and complete account of all Detachment business pertaining to his or her duties as Adjutant. The Adjutant shall perform other duties directed / delegated by the Detachment Commandant or as required by the Board of Trustees. The adjutant shall maintain any files and a turnover binder (containing contact lists and best practices) for executing the duties of Detachment Adjutant.

(b) **PAYMASTER** shall receive and deposit all funds of the Detachment in the bank / credit union designated by the Board of Trustees. He or she shall produce all books, vouchers, and papers called for or required for the proper review of the Detachment's accounts. He or she shall answer for all money received by him or her belonging to the Detachment, and give his or her receipts for the same. He or she shall have the bankbook and ledger at all regular business meetings for verification and submit a report of the Detachment's current assets and debts. The Paymaster shall perform other duties directed / delegated by the Detachment Commandant or as required by the Board of Trustees. The Board of Trustees shall conduct an annual review of all books, vouchers, and papers. The Paymaster shall surrender to their duly appointed successor all Detachment books, records, codes, passwords, or other property with which their office is charged. He or she shall ensure that the Detachment's non-profit status is maintained with the Internal Revenue Service. The Paymaster shall maintain any files and a turnover binder (containing contact lists and best practices) for executing the duties of Detachment Paymaster.

(c) **CHAPLAIN** shall conduct all devotional exercises at Detachment meetings and shall contact all Detachment members and family and friends sick or in distress and maintain a roster of such. He or she shall be responsible for the timely submission of Death Notices for Detachment members to the Department Chaplain and providing notice to the Department Commandant of the same. He or she shall perform such other duties as may be required of him or her, including the visiting of the sick, distressed, and homebound. The Chaplain shall maintain any files and a turnover binder (containing contact lists and best practices) for executing the duties of Detachment Chaplain.

(d) **SERGEANT-AT-ARMS** shall assist the Detachment Commandant in keeping order during Detachment meetings. He or she shall see that none but members of the Marine Corps League and authorized guests are admitted to the meetings of the Detachment. He or she shall be responsible for the proper arrangement of the Detachment quarters for regular business meetings and securing the "ritual" property of the Detachment. The Sergeant-at-Arms is responsible for the National colors, the Detachment colors, and charter and / or official plaques required for display at Detachment meetings or official displays. In addition, the Sergeant-at-Arms will be assigned the additional duty of Detachment Responsible Officer (RO): The RO will take account of all Detachment property and by the use of custody cards maintain the location of all Detachment property. At a minimum he or she shall reconcile the Detachment Property account once every six months and report any losses or inconsistencies to the Board of Trustees. The Sergeant at Arms shall perform other duties as directed / delegated by the Detachment Commandant or the Board of Trustees. The Sergeant-at-Arms shall maintain any files and a turnover binder (containing contact lists and best practices) for executing the duties of Detachment Sergeant-at-Arms.

(e) **WEBMASTER** shall assist the Detachment Commandant in updating the Detachment website monthly. He or she shall ensure that information contained on the website meets privacy and security standards. The Webmaster shall maintain any files and a turnover binder (containing contact lists and best practices) for executing the duties of Detachment Webmaster.

(f) **SERVICE OFFICER** – The Detachment Commandant shall appoint a Service Officer to become acquainted with Federal and local laws and with their interpretation and application within the framework of service to Veterans. He or she shall assist Marine Veterans, and all military Veterans upon request, and their dependents, widows and widowers in locating an accredited Veterans Service Officer (VSO). The Service Officer shall maintain any files and a turnover binder (containing contact lists and best practices) for executing the duties of Detachment Service Officer. He or she shall be the Detachment point of contact and lead for all Veterans Administration activities within the River Region.

(g) **HISTORICAL OFFICER** – The Detachment Commandant shall appoint a Historical Officer to maintain the Detachment’s chronology, charter, documents and records. The Historical Officer shall maintain any files and a turnover binder (containing contact lists and best practices) for executing the duties of Detachment Historical Officer.

(h) **OTHER APPOINTED OFFICERS** not specifically outlined herein shall have duties as directed by the Detachment Commandant or Board of Trustees.

SECTION 520 – OTHER.

(a) **JUNIOR PAST COMMANDANT** shall be the immediate past Commandant of the Detachment and shall be a full voting member of the Board of Trustees, contributing generously and impartially from past experience as to the best interests of the Detachment.

ARTICLE SIX
BOARD OF TRUSTEES

SECTION 600 – POWERS AND AUTHORITY. A Board of Trustees shall exercise the powers of the Detachment in the best interest of the Detachment, Department and the National MCL. The control and management of Detachment business and or affairs shall be vested in the Board of Trustees by these bylaws and the Articles of Incorporation in the State of Alabama. The Board of Trustees shall control all property of the Corporation.

(a) Exercising their oversight responsibilities, the Board of Trustees is responsible for Detachment policy and direction and shall be the final authority for all matters except grievances and disciplinary charges, whose authority resides with the Department or National in accordance with Chapter Nine of the National Administrative Procedures.

(b) The Board of Trustees shall have the authority to examine the conduct of all members, officers, and committees. Chargeable offenses under National Administrative Procedures Chapter 9 are as follows: Violation of oath of membership, Violation of oath of office, Conduct unbecoming a member of the Marine Corps League, Any action detrimental to the League and Conviction of any crime which constitutes a felony in a County, City, State or Federal Court in the United States of America.

SECTION 605 – COMPOSITION. The Board of Trustees shall consist of the following elected officers of the Detachment: Commandant, Senior Vice Commandant, Junior Vice Commandant,

Judge Advocate plus the Jr. Past Commandant. In addition, the Paymaster will be a non-voting member of the Board of Trustees.

SECTION 610 – MEETINGS. The Board of Trustees shall meet twice a year at a minimum. Any 2 members of the Board may call for a special meeting. At the discretion of the Detachment Commandant, the Board meeting may take place on the same day as the regular business meeting or staff meeting. There must be eighty (80) percent or 4 out of 5 voting members of the Board present to constitute a quorum and conduct business.

SECTION 615 – ANNUAL BUDGET SUBMISSION. The Board of Trustees shall develop a fiscal year budget submission for the Detachment. The Detachment’s fiscal year will align with the submission of the Detachment’s Form 990 to the IRS (July-July). The fiscal year budget submission shall be presented, discussed and voted upon by members present at the July regular meeting. Upon approval by majority vote of members present the budget submission with amendments becomes the Detachment’s annual budget.

SECTION 620 – EXPENSES. In the annual budget submission, the Board of Trustees shall set the general expenditure limitations and authorization for the Board of Trustees and Detachment Officers for conducting Detachment business; any amount exceeding set limitations in the budget shall require the approval of members present at the next regular meeting. Expenditures exceeding \$400.00 dollars whether in the budget or not; shall be presented, discussed and approved by majority vote. In an emergency, the Detachment Commandant may solicit the Board of Trustees for authorization by telephone.

ARTICLE SEVEN **CONTRACTS**

SECTION 700 – CONTRACTING AUTHORITY. No officer, committee chair, or member of the Detachment shall enter into or sign any contract or agreement, for the purpose of binding the Detachment without first submitting such contract or agreement to the Detachment Judge Advocate for his consideration and with the Detachment Commandant’s approval. All documents shall then be forwarded to the Board of Trustees. The Board of Trustees thereafter, by a majority vote, may accept or reject, in whole or in part, the contract or agreement submitted to it. All contracts or agreements consummated in the name of the Detachment shall require the signature of the Detachment Commandant and Detachment Judge Advocate.

ARTICLE EIGHT **AWARDS**

SECTION 800 – PURPOSE. A vital implied task of this Detachment is to recognize deserving members. The National Administrative Procedures outline various awards and criteria for eligibility.

SECTION 805 – AWARDS COMMITTEE. The Detachment Commandant shall establish an awards committee and this committee shall have the responsibility of recommending deserving

Detachment members, with the Detachment Commandant's approval. The committee shall be charged with recommending nominees for awards as necessary throughout the year.

(a) The Detachment Sr. Vice Commandant is designated as the chair of the Awards Committee. The committee shall be comprised of the current and past Marine Corps Leaguer of the Year, plus the Sr. Vice Commandant. The Sr. Vice Commandant has the discretion and authority to draft, print and award routine awards like Letters of Appreciation, Certificates of Appreciation, and Eagle Scout Citizenship Awards. The committee shall meet as required.

(b) Any member in good standing can submit a written award recommendation. The Awards Committee will forward the award recommendation along with a written citation to the Detachment Commandant.

(c) The Townsend Detachment Marine Corps Leaguer of the Year award. This award may be presented at the regular business meeting in conjunction with the Installation of Officers Ritual. The selected Detachment Leaguer of the Year written citation and write-up shall be forwarded to the Department of Alabama in May for consideration for the Department Marine of the Year (MOY) award.

(d) The Townsend Detachment Associate Member of the Year award. This award may be presented at the regular business meeting in conjunction with the installation of Officers ceremony. The selected Detachment Associate Member of the Year written citation and write-up shall be forwarded to the Department of Alabama in May for consideration for the Department Associate Member of the Year award.

(e) The National Americanism Award. The entry book should include events over an entire 12-month period and may be submitted as a bound book, a scrapbook or an album (see Enclosure 2 of the National Administrative Procedures Manual).

(f) Recommendations for awards that are awarded at the Department, Southeast Division or National level shall be forwarded through proper channels.

(g) Recommendations for individuals or organizations outside of the Detachment to receive recognition shall be forwarded to the Sr. Vice Commandant. Such awards may be Letters of Appreciation, Certificates of Appreciation, Honorary member, etc.

ARTICLE NINE

COMMITTEES, LIAISON & PROJECT OFFICERS

SECTION 900 – COMMITTEES: All committees (Standing and Special) shall serve at the pleasure of the Detachment Commandant with approval from the Board of Trustees. All committees shall consist of the Committee Chair and a minimum of two (2) additional members. The need for activating committees shall be determined by the Detachment Commandant and / or Board of Trustees. All members of any committee shall be members in good standing. The Commandant shall provide guidance, direction and establish priorities for each committee.

(a) **AWARDS COMMITTEE** (See Article 8 of these Bylaws)

(b) **RECRUITING & RETENTION COMMITTEE.** A Recruiting & Retention committee shall be appointed by the Detachment Commandant and consist of a chair (Junior Vice Commandant), and two members in good standing. The committee shall develop and implement

plans and procedures necessary to grow and sustain the Detachment's membership. Their plans and procedures shall be reported to the Board of Trustees and submitted to the membership for approval.

SECTION 905 – SPECIAL COMMITTEES:

(a) **NOMINATING COMMITTEE** - A nominating committee shall be designated by the Detachment Commandant at least three (3) months prior to the January business meeting for the purpose of presenting a proposed slate of elected officers to the membership. The findings of the committee shall be presented to the Detachment Commandant and the Board of Trustees no later than two weeks prior to the November business meeting. Additional nominations from the floor may be made at the November business meeting. Each nominee shall be a Regular member in good standing at the time of the nomination.

(b) **BYLAWS COMMITTEE** – A Bylaws committee shall be designated by the Detachment Commandant as required. The Judge Advocate shall be the chair with the Senior Vice Commandant and two additional members. The draft version of the new or revised Bylaws shall be presented to the Detachment Commandant for his or her review and then to the Board of Trustees for approval. Once approved the draft Bylaws shall be presented to the Detachment members for consideration and adoption via a two-thirds vote of the Regular members present.

SECTION 910 – LIAISON / PROJECT OFFICERS

(a) Military Order of the Devil Dog Liaison Officer – The Detachment Commandant shall designate a Military Order of the Devil Dog Liaison Officer to coordinate support and de-conflict River Region Pound 363 activities with Detachment activities.

(b) Toys for Tots Liaison Officer – The Detachment Commandant shall designate a Toys for Tots Liaison Officer to coordinate all Detachment Toys for Tots activities with Lima Co. 23rd Marines.

(c) MCJROTC Liaison Officer – The Detachment Commandant shall designate a MCJROTC Liaison Officer. He or she shall assist the MCJROTC Instructors at Jefferson Davis High School as required. He or she shall be the Detachment point of contact and lead for all MCJROTC activities.

(d) Bill Nichols Veteran's Home Liaison Officer – The Detachment Commandant shall designate a Bill Nichols Veteran's Home Liaison Officer. He or she shall be the Detachment point of contact and lead for all Bill Nichols Veteran's Home activities.

(e) Eagle Scout Liaison Officer – The Detachment Commandant shall designate an Eagle Scout Liaison Officer. He or she shall coordinate development and presentation of MCL Eagle Scout "Citizenship" awards within the Tukabahatchee Area Council. He or she shall be the Detachment point of contact and lead for all Boy Scouts of America activities within the River Region.

(f) Project Officers shall be assigned at the discretion of the Detachment Commandant as required.

ARTICLE TEN
AMENDMENTS

SECTION 1000 – EFFECTIVE DATE. The Detachment Bylaw approval process is a two-step process. First the Bylaws must be approved by a two-thirds vote of Detachment Regular members present at a regular business meeting. Second, once approved, the Bylaws must pass a content and compliance review conducted by the Department of Alabama Judge Advocate. Once approved at the Department level the Bylaws become effective.

SECTION 1005 – AMENDMENTS. These Bylaws may be amended, revised, replaced, or altered in whole or in part by any regular or special meeting of the Detachment where a quorum is present by a two-thirds vote of the Regular members present, provided such action has been announced in the calling and notice of such meeting via website, email, mail or telephone with a minimum of 21 days advance notice.

BYLAWS COMMITTEE
2017

Todd Kemper, Chairman
Chuck Moore, Judge Advocate
Larry Tuggle, Regular Member
Larry Weltin, Regular Member

CERTIFICATIONS

We, the undersigned Officers of the Townsend Detachment #920, Marine Corps League Inc., do certify that the Board of Trustees and the members present at the regular business meeting of May 20, 2017 as contained herein, approved the Bylaws.



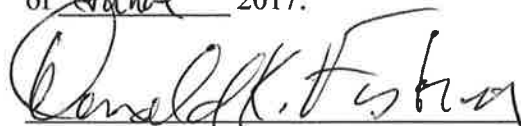
Nancy Burtron, Detachment Commandant



Charles Moore, Detachment Judge Advocate

Department of Alabama Approval

The Townsend Detachment, Inc. #920, Marine Corps League, Montgomery, Alabama Bylaws, dated May 20, 2017 has been reviewed and are hereby approved this 9th day of June 2017.



Donald K. Fisher, Department Judge Advocate