

**MARINE CORPS LEAGUE AUXILIARY
NATIONAL BYLAWS
ARTICLE ONE
NATIONAL CONVENTIONS**

SECTION 100 - AUTHORITY - The supreme legislative and policymaking power of the Marine Corps League Auxiliary shall be vested in a National Convention composed of the properly elected, registered and approved Delegates in good standing.

SECTION 101 - COMMITTEES - NATIONAL CONVENTION - The National Convention Administrative Committees shall be: Credentials, Bylaws, Resolutions, Rules and Standing Committees.

SECTION 105 - CREDENTIALS - DELEGATES, ALTERNATES, MEMBERS -

- (A) Delegates and Alternates desiring to attend business sessions of a National Convention must possess paid up membership cards, plus properly executed, signed and prepaid credentials, and must be registered with, and approved by, the Convention Credentials Committee. No recognition will be given Delegates and Alternates by the Committee unless the approved National Credentials Form, with names thereon, is on file at National Headquarters. (See Enclosure #1) Every Member in good standing is entitled to her one (1) vote and need not have a Credentials Form on file at National Headquarters, but must possess a current membership card.
 - (1) Associate members in good standing must possess a current Associate membership card and must register in order to be able to attend business sessions of a National Convention. Associate members may not vote as per Section 600 (B) (2) on any issue but may attend and speak if properly registered and recognized by the Chair as per Section 140.
- (B) Delegates and Alternates to the National Convention shall be determined on the basis of said Unit's membership on record at National Headquarters as of July 1, immediately preceding the National Convention. For the first fifteen (15) Regular members, one (1) Delegate and one (1) Alternate; for each additional full block of fifteen (15) Regular members, one (1) Delegate and one (1) Alternate; for a partial number of fifteen (15) Regular members, one (1) Delegate and one (1) Alternate. Only members in good standing are eligible for election as a Delegate or Alternate Delegate.
- (C) Should a Department or Unit be in default of payments or funds from any source due the National Headquarters as of July 1, prior to the National Convention, such fact shall be reported by the National Executive Secretary to the affected Unit and to the National Convention Credentials Committee. The Credentials of that Unit's Delegates and Alternates shall not be approved unless settlement is made by the Unit's Delegates at the Convention site in cash, unless previously resolved.
- (D) A Unit which, as of July 1st immediately prior to the current National Convention, fails to report on standard transmittal forms to National Headquarters that it has five (5) or more members, the National Executive Secretary shall report such fact to the National Convention Credentials Committee which shall not approve that Unit's Delegates and Alternate.
- (E) Notwithstanding the provisions of Section 105(D) above, no paid member in good standing may be deprived of her individual vote at a National Convention.
- (F) Delegate/Alternate badges of a Unit may only be claimed by a registered member of that Unit.

SECTION 110 - VOTING -

- (A) Except as otherwise provided in these Bylaws, a majority vote by the delegates voting shall carry any measure and decide any issue.

- (B) Each Delegate complying with Section 105 is entitled to cast a vote for fifteen (15) members, providing that the total vote of the Unit's delegates does not exceed the Unit's membership strength. Such Delegate or Alternate (in the absence of a Delegate present at the time of voting) may, on behalf of registered, approved and prepaid absent Delegates, cast the vote of the Unit's full voting strength.
- (C) A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates, except as provided for in (E) below.
- (D) A Department President, being a registered and approved Delegate, or her registered and approved designee, in the Department President's absence, may cast the full voting strength of the Department, subject to the will of, and in the manner specified by the registered and approved Delegates present from the Department.
- (E) In the event of a challenge by a registered Delegate to the stated vote of her Department, the roll call vote of each Unit of said Department shall be called. Upon the calling of each Unit so registered, a Delegate of each Unit shall rise, if not restricted by physical impairment, and identify herself as a registered Delegate, authorized to cast the vote on behalf of that Unit.

SECTION 115 - ELECTIVE OFFICERS - The National Officers to be elected by each National Convention shall be: National President, National Senior Vice President, National Junior Vice President, and National Judge Advocate as hereinafter provided. For election of National Vice Presidents and Assistant Vice Presidents of Divisions, refer to Article One, Section 120 (B) and (C).

- (A) No person shall occupy more than one seat on the National Board of Trustees.

SECTION 115A - QUALIFICATIONS FOR NATIONAL BOARD OF TRUSTEES MEMBERS

- (A) NATIONAL PRESIDENT - Before a member may be nominated for the Office of National President; she should have served as Department President and have served or be serving as National Senior Vice President and shall have an endorsement from her Unit and Department members.
- (B) NATIONAL SENIOR VICE PRESIDENT - Should have served as a Past Department President and have served or be serving as National Vice President of her Division.
- (C) NATIONAL JUNIOR VICE PRESIDENT - Should have served as a Past Department President and have served or be serving as National Vice President of her Division.
- (D) NATIONAL JUDGE ADVOCATE - May be a Past National President who is a National Staff Member.
- (E) NATIONAL VICE PRESIDENTS OF DIVISIONS - Should be Past Department Presidents and have served or be serving as members of the National Staff from their Division. ASSISTANT VICE PRESIDENTS OF DIVISIONS should have served or be serving as Department Presidents.
- (F) JUNIOR PAST NATIONAL PRESIDENT - Should be the immediate Past National President who has completed her term of office as National President.
- (G) In the event a member in good standing has served as Unit President and has served as an appointed National Staff Officer in a state where no Department exists, the National Board of Trustees may use standing good service records to qualify her for election to the National Board of Trustees.

SECTION 120 - NOMINATIONS -

- (A) Each nomination for an elective national office shall be made from the floor no later than the day proceeding 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 Auxiliary at the time of her nomination. Each nominee, when called upon, shall rise, if not restricted by a physical impairment, and state to the Chair that if elected she will accept the office and serve loyally, faithfully and to the best of her ability during the term to which elected.

- (B) The Divisional Vice Presidents and Assistant Vice Presidents, having been nominated and elected at a Division meeting prior to National Convention, will be announced to convention body at time of nominations. They are not elected by the National body.
- (C) Each Unit, when electing a Division Vice President and Assistant Vice President, shall receive only one (1) vote; this gives small Units the same opportunity as Units carrying a large amount of members.

SECTION 125 - ELECTION -

- (A) The election of the National Officers shall be the last order of business of the National Convention. The election of the National President, National Senior Vice President, National Junior Vice President and National Judge Advocate shall be by Roll Call vote, in this order, properly recorded. If only one nomination is made for the office, the Secretary may cast a unanimous vote for the office. When two or more nominations are made for the same office, the election may be by Roll Call vote or secret ballot. Motion must be made prior to starting election of officers.
- (B) Before voting begins, the National President shall select two (2) Past National Presidents and two (2) Department Presidents (may be past or present) to supervise voting and correctly tally the votes cast. Two shall act as Tellers and two as Judges.
- (C) The election of officers shall not begin until the appointed election Judges and Tellers 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 that 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. Anyone leaving the Convention Hall cannot reenter.
- (D) A majority of the votes cast is required to elect National Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed five [5] minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

SECTION 130 - TERM OF OFFICE - The National Officers, except National Vice Presidents of Divisions, shall be elected for one (1) year, and may succeed themselves in office one (1) additional year if reelected by the Delegates. Division Vice Presidents shall be elected for a term of two (2) years and may succeed themselves in office for one additional term. Assistant Division Vice Presidents shall be elected for a term of one (1) year and may succeed themselves in office for up to three (3) consecutive additional terms.

SECTION 135 - QUORUM - The minimum number required to transact the regular and legal business of a National Convention shall be the registered and approved Delegates.

SECTION 140 - RIGHT TO SPEAK - All registered Delegates, when recognized by the Chair and not so expressly prohibited by the National Bylaws, shall have the right to speak on any subject and all issues brought to the convention for its consideration. Each registered National Officer, Past National President, Department President and member may be granted the floor by the Chair.

**MARINE CORPS LEAGUE AUXILIARY
NATIONAL BYLAWS
ARTICLE TWO
NATIONAL BOARD OF TRUSTEES**

SECTION 200 - COMPOSITION - The National Board of Trustees shall be composed of the following:

- (A) National President
- (B) National Senior Vice President
- (C) National Junior Vice President
- (D) National Judge Advocate
- (E) National Vice Presidents of Divisions
- (F) Junior Past National President

SECTION 205 – POWERS - In between Conventions, in compliance with the provisions of the National Charter issued by the National Headquarters of the Marine Corps League, the National Bylaws and Administrative Procedures and the directives and mandates of National Conventions, the Powers and Authority of the National Board of Trustees shall be:

- (A) To authorize the employment of personnel and approve their compensation.
- (B) To issue, suspend or revoke for cause a charter granted to a Department or Unit.
- (C) To promulgate a Marine Corps League Auxiliary Manual interpreting these Bylaws and Administrative Procedures and a Ritual for the proper conduct of official meetings and ceremonies, and such other information as is deemed advisable, for the establishment of uniform procedures throughout the organization.
- (D) To suspend or remove from office for cause any National, Department or Unit Officer and to suspend or expel any Member for cause. (See Chapter Nine, Sections 909 and 912 of the Administrative Procedures.)
- (E) To determine which National, Department and Unit Officers shall be bonded, and to fix the amount of such bond.
- (F) To establish and be responsible for official publications in the Marine Corps League Magazine pertaining to the Marine Corps League Auxiliary.
- (G) To exercise such other power and to do such other things as are compatible with these Bylaws in the best interest of the Marine Corps League Auxiliary, and to exercise executive power between National Conventions.
- (H) To approve or disapprove the minutes of the National Convention at the next regularly scheduled Mid-Winter Staff Meeting of the Marine Corps League Auxiliary, following the Convention, only to the degree of correcting errors or omissions.

SECTION 210 - DUTIES - BOARD MEMBERS - In addition to the specific duties of the individual Board Members, as hereinafter stated, it shall be the duty of each member of the Board to acquire a working knowledge of these Bylaws and Administrative Procedures of the Marine Corps League Auxiliary. Each Board Member will provide every Trustee with a copy of her Mid-Winter and Annual report. To qualify for an allowance each member of the National Staff is required to be in attendance at the Mid-Winter Staff Conference and the National Convention. The specific duties of the members of the National Board of Trustees shall be:

- (A) THE NATIONAL PRESIDENT shall preside at all sessions of the National Convention and all meetings of the National Board of Trustees. The National President together with the National Board shall have direction and control of the executive and administrative affairs of the Marine Corps League Auxiliary between National Conventions. In addition, the National President shall:
- (1) Observe and enforce the observance of the National Charter and the National Bylaws and Administrative Procedures of the Marine Corps League Auxiliary.
 - (2) Direct to all Officers and Members such orders as are not in conflict with the National Bylaws and Administrative Procedures that are necessary for the proper conduct of business.
 - (3) Call such meetings of the National Board of Trustees as are required by the National Bylaws and Administrative Procedures.
 - (4) Seek the advice of the National Board of Trustees and Staff.
 - (5) With the National Executive Secretary and the National Comptroller, have custody of all funds and property of the Marine Corps League Auxiliary, subject to the supervision of the National Board of Trustees.
 - (6) With the advice and consent of the National Board of Trustees, appoint the following National Staff Officers:
 - (a) National Guard
 - (b) National Comptroller
 - (c) National Auditor
 - (d) National Chaplain
 - (e) National Convention Liaison Chairman
 - (f) National Publicity Chairman
 - (g) National Youth and Child Welfare Chairman
 - (h) National Historian
 - (i) National Liaison Chairman
 - (j) National Veterans Administration Volunteer Service Representative (VAVS)
 - (k) National Captain of the Guard
 - (l) National Color Bearer
 - (m) National Banner Bearer
 - (n) National Rehabilitation Chairman
 - (o) National Americanism Chairman
 - (p) National Civic Chairman
 - (q) National VAVS Deputy
 - (r) Any other Staff Officers as are deemed necessary.
 - (7) With the advice and consent of the National Board of Trustees appoint such Standing Committees as are necessary.
 - (8) Approve or disapprove all requisitions of the National Executive Secretary.
 - (9) Represent the Marine Corps League Auxiliary at all social functions and ceremonies in such manner as will enhance the dignity, honor and prestige of this organization.
 - (10) Shall be responsible to see that the proceedings of the National Convention are ready for mailing.
 - (11) Shall author monthly newsletters to the membership and be responsible for articles in the Marine Corps League Magazine.
 - (12) Perform such other duties as are directed from time to time.
 - (13) Be a member of the National Marine Corps League Auxiliary Investment Committee.

(B) NATIONAL SENIOR VICE PRESIDENT shall give every assistance to the National President, and during the absence or illness of the National President, perform the duties of that office. She shall preside over all Department Presidents' Council Conferences and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the Marine Corps League Auxiliary.

(C) NATIONAL JUNIOR VICE PRESIDENT shall create and promulgate such membership incentives and programs as will produce enthusiastic response resulting in continuous membership growth. In the absence or illness of the National President and the National Senior Vice President, she shall perform the duties of that office.

(D) NATIONAL JUDGE ADVOCATE shall interpret the National Bylaws and Administrative Procedures. She shall advise, construe, counsel and render opinions on questions of Law and Procedure to the National President, National Board of Trustees, National Staff, Departments and Units when so requested in the manner outlined hereafter.

(1) At the National Convention, upon request of an approved Delegate, through the Chair, the National Judge Advocate shall render an opinion on Law and Procedure to the CHAIR, whereupon the CHAIR will RULE on the opinion and the question, which ruling shall be FINAL unless appealed by an approved Delegate, whereupon the National Judge Advocate will put the question, "Shall the ruling of the Chair be sustained?" A standing vote of the delegates in attendance and voting will be called and TWO-THIRDS (2/3rds) of the total vote will be required to reverse the ruling of the Chair.

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

(3) On all questions of Law and Procedure pertaining to the Marine Corps League Auxiliary or any of its subsidiaries referred to this officer through channels, the National Judge Advocate shall RULE in writing, mailing copies of the ruling to the parties concerned and to the National President, and such ruling shall be binding unless and until reversed by the National Board of Trustees or the National Convention.

(4) The National Judge Advocate may not hold office of Judge Advocate in either her Department or Unit. If this be the case, then the resignation from the lower office shall be required upon being sworn into the National Office.

(5) The National Judge Advocate may advise a Unit Judge Advocate direct, where no Department exists, with all copies forwarded to the jurisdictional Divisional Vice President.

(E) NATIONAL VICE PRESIDENTS OF DIVISIONS shall:

(1) Be held accountable to the National Board of Trustees for the care and proper administration of their Divisions.

(2) Arrange for, convene and supervise not less than one (1) Division Conference each year for the purpose of discussing Division problems, planning and executing means and methods of strengthening and increasing the effectiveness of the Division.

(3) Arrange for detailed schools of instruction.

(4) Make every effort to establish new Units and Departments within their Division. An instruction sheet and a copy of "What is the Marine Corps League Auxiliary" will be sent to persons interested in starting a Unit. The remainder of the Starter Kit is to be sent when the group is ready to organize the Unit. A list of temporary officers is to be included with the application. The Department President should be asked to assist with the organization of the new Unit. The National Vice Presidents may institute a PROVISIONAL Department in any State having two legally established Units and appoint a PROVISIONAL President and Aides from within those Unit(s), assigning the appointee and such Unit(s), the task of organizing sufficient additional Unit(s) to create a permanent Department within one (1) year of the date from the creation of the Provisional Department.

- (5) Elect a Division Assistant, appoint a Division Aide, a Division Guard and any other officers, when in the opinion of this officer, such action is necessary to assist in the constructive growth and enhancement of the Division.
- (6) The National Division Assistant Vice President will represent her Division in the absence of the National Division Vice President.
 - (a) Perform additional duties as directed by the National Division Vice President.
 - (b) All authorized expenses of the National Assistant Division Vice President, approved by the National Division Vice President, will be charged against the allocated budgeted amount for that National Division Vice President.
- (F) JUNIOR PAST NATIONAL PRESIDENT shall be a full voting member of the National Board of Trustees, contributing generously and impartially from past experience to the best interest of the Marine Corps League Auxiliary. The Junior Past National President shall preside at all Past National Presidents Council Conferences, seeking therein to build membership strength.

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

SECTION 220 - BOARD MEETINGS -

- (A) The National Board shall meet:
 - (1) Annually, immediately prior to each National Convention to close out the executive administration of the National Board of Trustees for that fiscal year; to finalize preparation for the ensuing convention (Administrative Procedures Chapter Two [2] Section 210); and to identify pending and unaccomplished executive actions warranting further action by the Convention or by the National Board of Trustees during the ensuing fiscal year.
 - (2) Annually, immediately after adjournment of each National Convention for the purpose of selecting appointive National Officers and Standing Committees and for the transaction of such other business as may properly come before it.
 - (3) Annually, during the month of January or February (to be known as the Mid-Winter National Staff Meeting) at a location and time chosen by the Board of Trustees of the Marine Corps League.
 - (4) At the call of the National President, for special emergency reasons, providing that a quorum of the Board is assured through the conduct of a polling by the National Executive Secretary of the National Board of Trustees prior to the issuance of the call for a special Board meeting.
- (B) The conduct of business at all National Board Meetings shall be governed by the National Bylaws and Administrative Procedures; parliamentary reference shall be Robert's Revised Rules of Order.

SECTION 225 - QUORUM - The presence of a majority of the National Board of Trustees shall constitute a quorum for the transaction of business.

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

SECTION 235 - CONDUCT OF BUSINESS -

- (A) Between National Conventions the National Board of Trustees is empowered to conduct business at any regular or special meeting, or by mail or telephone.
- (B) All business by mail requiring a YES or NO vote shall be handled routinely by the National Executive Secretary who shall mail to every Board Member an identical copy of the question on a printed ballot containing spaces for the YES or NO vote, a space for the voter's signature, and a space for entry of date.
- (C) Upon receipt of a mail ballot forwarded by certified mail return receipt requested, each Board of Trustee member shall cast her vote and complete as indicated. The ballot shall be returned to National Headquarters as soon as practicable. A Board of Trustee member failing to return her ballot within a reasonable period, as determined by the National Executive Secretary, will be recorded as not voting. A reasonable period in this case shall be determined by the mail delivery time required between the mailing address of the member of the National Board of Trustees and the National Headquarters.
- (D) The National Executive Secretary shall keep a record of all ballots mailed with the date of mailing, a record of the date of the return ballot, and shall mail to each Board member identical tallies reflecting results of the balloting by showing the vote of each Board Member and the total YES and NO votes.
- (E) All business by telephone requiring a YES or NO vote shall be handled routinely by the National Executive Secretary, calling each Board Member, identically stating the question to be considered, and asking for a YES or NO vote. The National Executive Secretary may tape record each call and vote. Failure to respond with a vote upon telephone request shall be recorded as NOT voting.
- (F) Upon request by a National Board of Trustee Member, a specific time extension may be granted within which the member must call back to cast the telephone vote, such time extension not to exceed twenty-four (24) hours.
- (G) The National Executive Secretary shall make tallies of the telephone balloting, reflecting results as prescribed for those used in reporting results of mail balloting, and shall mail identical copies of the tallies to each National Board of Trustees Member.
- (H) The results of each mail and telephone balloting shall be made available to the National Board of Trustees within five (5) business days after compiling of the vote. Following each balloting by the National Board of Trustees, the results of such vote, in detail for the information of the membership shall be published in the next monthly Newsletter distributed by National Headquarters, Marine Corps League Auxiliary.

SECTION 240 - EXPENSES - The Marine Corps League Auxiliary shall reimburse the National Board Members (and others as determined by the Board) for expenses incurred in attending the Mid-Winter Staff Meeting, provided said expenses do not exceed the amount budgeted in the National Budget, and provided that written reports are submitted.

**MARINE CORPS LEAGUE AUXILIARY
NATIONAL BYLAWS
ARTICLE THREE
NATIONAL STAFF**

SECTION 300 - COMPOSITION - The National Staff shall be comprised of the National Board of Trustees, appointed National Staff Officers, Assistant Division Vice Presidents, Committee Chairmen, Liaison Officers, the Past National Presidents Council and the Department Presidents Council, being identified collectively as staff officers and individually as a staff officer.

SECTION 305- POWERS - The power and authority of the National Staff shall be the same as that of The National Board of Trustees, except that Assistant Division Vice Presidents, appointed National Staff Officers, Committee Chairmen, Liaison Officers, the Past National Presidents Council and the Department Presidents Council shall have no vote and shall not be considered in determining a quorum for National Board of Trustees Meetings.

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

(A) **NATIONAL EXECUTIVE SECRETARY** shall:

- (1) Be employed by the National Board of Trustees and shall be directly responsible to that body, be the chief executive and operating officer of the Marine Corps League Auxiliary.
- (2) Keep proper and necessary books for recording of all of the business of Marine Corps League Auxiliary, including a correct record of all membership accounts, in the manner and form required by the Auxiliary.
- (3) Perform all of the ordinary and necessary business of the Marine Corps League Auxiliary, including the approval of purchase orders for materials and services attendant to normal business operations within the bounds of budgetary limitations and guidance as provided by the National Board of Trustees.
- (4) Bring to the attention of the National President and/or National Board of Trustees all matters of extraordinary expense, significance, or importance, and, where appropriate or otherwise required by other provisions of the National Bylaws and Administrative Procedures, obtain approvals through mail or telephone vote of a majority of the National Board of Trustees, prior to the execution of such matters.
- (5) Supervise the Auxiliary's National Headquarters.
- (6) Keep on file the minutes of all National Conventions, all National Board Meetings and perform such other duties as are usually assigned to recording secretaries, including taking and transcribing the minutes of the entire National Mid-Winter Staff Meeting.
- (7) Mail to each Unit and Department within sixty (60) days following each National Convention the Proceedings of the National Convention and after each meeting of the Board of Trustees, a brief summary showing actions and decisions affecting National Bylaws, Administrative Procedures and Policy.
- (8) Maintain adequate inventories of supplies and merchandise, order all materials to be used by National Headquarters; have approval by the National President before ordering materials and quantity necessary; shall certify all invoices for services and materials received and notify the National Comptroller of the amount to be paid; shall

keep the National President and National Comptroller aware of expenditures in keeping within the budget and with the remaining balance.

- (9) Publish and distribute to each Department and Unit Judge Advocate the opinions and rulings of the National Judge Advocate filed with National Headquarters.
- (10) Be a member of the National Marine Corps League Auxiliary Investment Committee.
- (11) With the National President, cause to be prepared and transmitted to the National Commandant and National Headquarters of the Marine Corps League for submission to Congress, on or before 15 November in each year, a report of the proceedings and activities of the Marine Corps League Auxiliary for the preceding year, including a full and complete statement of receipts and disbursements during said calendar year, the report to contain a copy of the audit by an Auditor (Accountant) of National Headquarters, and all subsidiary organizations as approved by the National Convention for the preceding year.
- (12) Furnish complete records, accounts, supplies, office equipment and assist the Auditor in any manner which may be requested in making the annual report of National Headquarters. Inventory the merchandise for resale and office supplies, unit cost and extend June 30 of each year. Must be available in the office during the designated hours the Auditor is doing the audit.
- (13) Answer all correspondence under the direction of the National Board of Trustees.
- (14) Send additional transmittal forms for future dues to the Units.
- (15) Send Bond forms to each Unit and Department; Unit and Department will complete and return to National Headquarters with bonding fee whereupon it will be receipted and returned. (See Enclosure #2)
- (16) Send MONTHLY the transmittal form and fee for the Marine Corps League Magazine to National Headquarters of the Marine Corps League from Units and Departments.
- (17) Pay all expenditures by check signed by the National Comptroller and National Executive Secretary or in the case of an emergency, the National President may sign for either the National Comptroller or National Executive Secretary. Two (2) signatures are required on each check. Copies of all checks will be forwarded monthly to the National President for her records.
- (18) Notify each Unit or Department of any indebtedness owed to National Headquarters.
- (19) Make a report covering the period from July 1st (start of the fiscal year) until the date that the new administration takes office (close of each National Convention), copies to be sent to the National President and National Comptroller.
- (20) Perform such other duties as may be assigned by the National President and the National Board of Trustees.

(B) NATIONAL COMPTROLLER shall:

- (1) Have the knowledge of all funds, securities and properties belonging to National Headquarters, the National Convention Committees, National Programs, and all other expenditures included in the National budget approved by the National Convention.
- (2) Assure that all funds received by National Headquarters are deposited in the General Fund Account and identified for specific use by the accounting procedures on the general ledger of the Marine Corps League Auxiliary.

- (3) Initial all invoices signed by the National Executive Secretary for the distribution of all funds of the Marine Corps League Auxiliary. She may require money to be placed in Certificates of Deposit or into investments approved by the National Board of Trustees or by mandate of a National Convention, funds determined to be in excess of the current operating needs of the organization.
- (4) At the opening of each National Convention with the assistance of the National Executive Secretary, acquaint the National Convention Credentials Committee with any indebtedness owed by any Unit or Department of the Marine Corps League Auxiliary when such indebtedness is in default of payment for more than thirty (30) days as of 31 July of each year.
- (5) Not make nor permit to be made any expenditure of the Marine Corps League Auxiliary funds in excess of those specifically provided by the annual budget by each National Convention, but shall refer such proposed expenditure to the attention of the National Board of Trustees. If such proposed expenditure of the Marine Corps League Auxiliary funds are approved by a two thirds (2/3) vote of the full membership of the National Board, such expenditure may be made.
- (6) Notify any officer making such expenditure in violation of this provision who shall be subject to disciplinary action in accordance with the provisions of these Bylaws.
- (7) Initiate the fiscal year of the Marine Corps League Auxiliary on the first day of July for accounting purposes only.
- (8) Record her signature, together with the signatures of the National President and the National Executive Secretary, at the bank designated by the National Board of Trustees or by mandate of a National Convention.
- (9) Submit reports to the Board of Trustees at the Mid-Winter Conference and National Convention.
- (10) Be given an allowance to be determined by the Budget Committee at National Convention for necessary expenses with proper receipts.
- (11) Be a member of the National Marine Corps League Auxiliary Investment Committee.

(C) NATIONAL AUDITOR shall:

- (1) Review the audit made by the National Executive Secretary of the books, records and affairs of the Marine Corps League Auxiliary.
- (2) As directed by the National Board of Trustees, audit the books, records and affairs of the Marine Corps League Auxiliary.
- (3) Appoint such Audit Committee Members, with the approval of the National Board of Trustees, as may be deemed necessary to perform the duties and tasks assigned.
- (4) Audit to be completed prior to National Convention.
- (5) Fee to be set by the Budget Committee each year.

(D) NATIONAL CHAPLAIN shall:

- (1) Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the National Bylaws and Administrative Procedures of the Marine Corps League Auxiliary.
- (2) Assist the National Chaplain of the Marine Corps League in arranging and conducting an impressive and inspiring joint Memorial Service, at the time and place designated by the League.

- (3) Include in such ceremonies, the representatives of those subsidiaries that are appropriate, and include the reading of the Golden Scroll containing the names and Units of the Marine Corps League Auxiliary members deceased during the past year. This list is to be given to the Editor of organization periodical(s) for publication in the issue following each National Convention.
- (4) Notify the National Executive Secretary of news of illness or death of members who will send notification in the newsletter from Headquarters. Chaplain is to provide a message for the newsletter. Appropriate cards are to be sent to the National Staff whenever possible.
- (5) Perform such other duties as may be assigned by the National President and the National Board of Trustees.
- (6) Submit annual report at National Convention.

(E) NATIONAL GUARD shall:

- (1) Preserve order at the National Convention and shall be in command of the door at all National Conventions.
- (2) Admit no one when a speaker is on the floor, or during election of officers, nor allow anyone to leave at such times.
- (3) Allow no one to enter the National Convention sessions without proper and approved credentials.
- (4) Report to the National President all who are waiting to enter the National Convention sessions.
- (5) Oversee the signing of the attendance register on the first day of attendance by all members upon entering National Convention session. Attendance record to be in care of National Guard and to be at door at least thirty (30) minutes prior to session opening. She shall have attendance chart and assign each member the number of her registration which she will use for the duration of the convention. All members entering any of the sessions for the first time must sign the attendance register.

(F) NATIONAL CAPTAIN OF THE GUARD shall:

- (1) Assist the National President in performing duties as are prescribed in the Bylaws, Ritual and Administrative Procedures.
- (2) Be custodian of all ritualistic property of the Auxiliary, such as colors, Bible, gavel, Altar cloth, Charter and any other items that may be used in ceremonies prescribed in the Bylaws, Ritual and Administrative Procedures.
- (3) Arrange the proper seating arrangements for the National Convention officers, delegates, alternates, members and guests, and maintain the proper seating arrangements at all times. (See Enclosure #3)
- (4) Allow NO ONE to pass between the Altar and the National President's station when the Bible is open, except in ritualistic ceremonies. (See Enclosure #4)
- (5) See that the Altar is properly placed and no articles other than Altar cloth and Bible be placed on the Altar, except in ritualistic ceremonies.
- (6) Direct Color and Banner Bearer to post the colors properly. The National Flag is to be placed on the right of the National President. (See Enclosure #3)
- (7) Alone, escorts all guests who wish to be admitted to the National Convention room when ordered by the National President.
- (8) Surrender all property of the Marine Corps League Auxiliary, with which the office is charged, to the National President at the close of the National Convention.

(9) Shall supervise the National Color Bearer, National Banner Bearer and Color Escort Team. (See Enclosure #5)

SECTION 315 - VACANCY - In the event of a vacancy in any appointive office, any committee chairmanship or any committee member for cause, the vacancy shall be filled immediately by the National President subject to subsequent approval by the National Board of Trustees.

SECTION 320 - CONTRACTING AUTHORITY - No National Officer or Committee of the Marine Corps League Auxiliary shall enter into or sign any contract or agreement for the purpose of binding the National Organization of the Marine Corps League Auxiliary without first submitting said contract or agreement to the National Judge Advocate for consideration and written recommendation to the entire National Board. The National Board of Trustees thereafter by majority vote may accept or reject in whole or in part, the contract or agreement submitted to it.

SECTION 325 - NATIONAL STAFF OFFICERS (ELECTED AND APPOINTED) shall, unless specified to the contrary in the National Bylaws and Administrative Procedures, surrender to their successor all Marine Corps League Auxiliary books, records, and other property with which the office or person is charged.

SECTION 330 - FILES - Files shall be kept for FIVE (5) years - past FOUR (4) and current year. ALL LEGAL RECORDS are to be retained in proper files, NOT TO BE DESTROYED, regardless of who may assume they are obsolete and of no value. Oldest file is to be shredded each year. Applications for membership should never be destroyed.

**MARINE CORPS LEAGUE AUXILIARY
NATIONAL BYLAWS
ARTICLE FOUR
DEPARTMENTS**

SECTION 400 - BYLAWS - A Department Convention may adopt Department Bylaws and Administrative Procedures which are not inconsistent with the National Charter or the National Bylaws and Administrative Procedures, provided they have been approved by the National Judge Advocate and provided further that a copy of such approved Bylaws and Administrative Procedures shall be on file at National Headquarters.

SECTION 405 - OFFICERS - A Department may have such elected and appointed officers as required by its Department Bylaws or in the absence of Department Bylaws as its Department Convention desires. Each Department, however, must elect a President, a Senior Vice President, a Junior Vice President, and a Judge Advocate. The Department shall elect or appoint a Chaplain, Guard, Secretary and Treasurer. The standard report of Officers and Installation of Department Officers (See Enclosure #6) must be filed with National Headquarters NOT LATER THAN 31 July ANNUALLY.

SECTION 410 - MEETINGS - Each Department shall hold one convention each year between 1 May and 15 July. Department Staff Meetings may be held as desired. The Department Charter or copy, the National colors and a Bible should be displayed at all business meetings. Non-members are permitted to attend Department meetings when sponsored by a member in good standing. Regular business may be conducted during their presence, however NO Treasurer's report should be read unless approved by the vote of the members. Non-members have no voice during the meetings.

SECTION 415 - TRUSTEES - The elected Officers of the Department shall be the Department Board of Trustees, however, a Department Convention is authorized to appoint the outgoing Department President or a Past Department President to serve a one (1) year term as a member of the Board of Trustees.

SECTION 420 - DEFAULT - A Department, which is in default of payment of monies from any source due National Headquarters or fails to submit its Department Officers Installation Report as of 31 July prior to the ensuing National Convention, such fact shall be reported to the National Convention Credentials Committee. The Department and its officers who do not comply with Article One, Section 105(C) will not be recognized at the National Convention.

SECTION 425 - FREEDOM OF ACTION - Unless expressly forbidden by any section of the National Bylaws and Administrative Procedures, a Department Convention and/or a Department Staff meeting shall be free to take such action and engage in such activities as are not in violation with Federal, State, County or Municipal Law or Ordinances.

SECTION 430 - CHARTER SUSPENSION, REVOCATION or VOLUNTARILY SURRENDERED - When a Department Charter is suspended, revoked or voluntarily surrendered, the National Board of Trustees upon written authorization by the National President, certified by the National Executive Secretary, shall have the authority to assume the custody of all of the affected Department assets, both real and personal. These properties and assets shall be turned over to the National Executive Secretary. The affected properties and assets will evolve to the control of the National Board of Trustees until a new Department is formed, at which time the affected properties and assets revert to the newly formed Department. If after a two-year period a new Department has not been formed the properties and assets of said Department will become the property of National Headquarters to be disposed of at the discretion of the National Board of Trustees.

SECTION 435 - QUORUM - The quorum for Department Conventions and for Department Staff Meetings may be set by the Department Bylaws or in the absence thereof, by the Department Convention.

SECTION 440 - BONDING - All Department Officers handling Department monies shall be bonded. The Department President and the Department Treasurer are covered under a blanket bond held by National Headquarters. The bonding of additional Department Officers, when necessary in compliance with this section, shall be arranged for by the Department.

SECTION 445 - TREASURER'S FINANCIAL RECORDS – The Treasurer may keep records using a computer, but must transfer all records to permanent book which would be available for auditing and historical purposes. These financial records are never to be destroyed.

SECTION 450 - FILES - Files shall be kept for FIVE (5) YEARS - past FOUR (4) and current year. ALL LEGAL RECORDS are to be retained in proper files, NOT TO BE DESTROYED, regardless of who may assume they are obsolete and of no value. Applications for membership should never be destroyed.

SECTION 455 - SEAL - The Seal of all subordinate Departments shall be identical with that of National Headquarters, excepting the legend for Department Seals shall read "Department of (insert name of Department)" and the date of the institution of the Department.

**MARINE CORPS LEAGUE AUXILIARY
NATIONAL BYLAWS
ARTICLE FIVE
UNITS**

SECTION 500 - NAME - No Unit shall be named in honor of a living person. No Unit shall adopt a name previously adopted by another Unit unless such other Unit has surrendered or by revocation lost its charter. The name of the Unit can be the same as that of a sponsoring Detachment (sponsor not necessary).

SECTION 503 – TREASURERS FINANCIAL RECORDS

- (A) The Unit bank account shall be in the name of the Auxiliary and two signatures (President and Treasurer) are required on all checks and/or savings withdrawals. Accurate records must be kept for all receipts and disbursements. The records must show a detailed account on the expenditure of all funds such as: general expense, hospital, rehabilitation, fund raising project, etc. Treasurer's books are to be audited every three months by the Auditing Committee.
- (B) The Treasurer may keep records using a computer, but must transfer all records to a permanent book which would be available for auditing and historical purposes. These financial records are never to be destroyed.
- (C) Files shall be kept for FIVE (5) years - past FOUR (4) and current year.
 - (1) Oldest file is to be shredded each new.
 - (2) ALL LEGAL RECORDS are to be retained in proper files, not to be destroyed.
 - (3) Applications for membership should never be destroyed.

SECTION 505 - BYLAWS - Each Unit 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. In the absence of a jurisdictional Department, the National Judge Advocate shall be the approving authority for Unit Bylaws and Administrative Procedures.

SECTION 510 - OFFICERS - A new Unit must elect officers prior to receiving its charter.

- (A) Each Unit must elect a President, a Senior Vice President, a Junior Vice President and a Judge Advocate. The Unit shall elect or appoint a Chaplain, Guard, Secretary, Treasurer and such other officers as necessary. The office of Secretary and Treasurer may be combined. Elected officers of President and Judge Advocate may not hold two elected offices and may not hold the elected or appointed office of Secretary or Treasurer or Secretary/Treasurer.
- (B) New Units shall be instituted and installed by the National President, National Division Vice President, other elected National Officer of the Auxiliary, Past National President, Department President, Past Department President, Department Vice President or other elected Department Officer.

SECTION 515 - MEETINGS - The Unit Charter or copy, the National colors and a Bible should be displayed at all business meetings. Each Unit should hold monthly meetings, if possible, but should hold no less than nine (9) meetings per year. Non-members are permitted to attend Unit meetings when sponsored by a member in good standing. Regular business may be conducted during their presence, however, NO Treasurer's report should be read unless approved by the vote of the members present. Non-members have no voice during the meetings.

SECTION 520 - QUORUM - Each Unit may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in Unit Bylaws.

SECTION 525 - TRUSTEES - The elected Officers of a Unit shall be its Unit Board of Trustees.

SECTION 530 - ELECTION, INSTALLATION OF OFFICERS - Each Unit shall hold an ANNUAL ELECTION of Officers after 1 September and no later than 15 May.

- (A) Installation must be conducted within thirty (30) days subsequent of the election or by the next regularly scheduled meeting.
- (B) Report of Officers and Installation must be forwarded to National Headquarters, the Division Vice President and the Department Secretary within fifteen (15) days of the installation. (See Enclosure #6) This is the responsibility of the Installing Officer.
- (C) 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 535 - DEFAULT

- (A) A Unit which is in default of monies from any source due National and such debt has not been satisfied as required by Section 105(C) or fails to report its Unit's Report of Officers and Installation as of 1 July prior to National Convention, such fact shall be reported to the National Convention Credentials Committee, and such Unit's Delegates and Alternates shall not be approved and not recognized on the floor of the National Convention.
- (B) Should a Unit fail to report five (5) or more Regular members on standard transmittals to National Headquarters as of 1 July, prior to any National Convention, such fact shall be reported by the National Executive Secretary to the National Convention Credentials Committee and the Delegates and Alternates of that Unit shall not be approved.

SECTION 540 - MEMBERS - Each Unit shall be the sole judge of its membership. No Unit, however, may accept as a member any person whose name has been stricken from the rolls of the Marine Corps League Auxiliary or the Marine Corps League by a Department or the National Organizations. National Headquarters shall maintain said list. Proposed members of a forming Unit may attend a meeting of another Unit if invited by the Unit President.

- (A) Once accepted as a member in good standing by the Unit membership, that member may not be removed from the Unit roll except for cause (Chapter 9, Administrative Procedures) or by that member requesting transfer.
- (B) 100% membership certificates prepared and presented by the National Junior Vice President on behalf of the National President must show the membership of 31 December as of the closing of the prior year. If a member dies between the closing of the prior year and 31 December, the Unit should be allowed to receive the 100% certificate for that year only.

SECTION 545 - BONDING - All Unit Officers handling Unit monies shall be bonded by the Unit. The Unit President and Unit Treasurer are covered under a "blanket" bond held in National Headquarters. The bonding of additional Unit Officers, when necessary in compliance with this Section, shall be arranged by the Unit. The amount the blanket bond covers is on file at National Headquarters.

SECTION 550 - ADDITIONAL UNIT - When a Charter is sought for a Unit which is to be located within the limits of any municipality wherein another Unit exists, the written consent of the existing Unit shall accompany the application. Should such existing Unit disregard a request for consent, or refuse consent, the Department President, employing discretion, may approve and recommend the granting of such Charter. In the event the Department President fails to act or refuses approval of the proposed new Unit, 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.

- (A) If two Units want to merge as one Unit, a letter of consent from both Unit Presidents must accompany an application for charter. No new applications for membership or transfer forms are needed. The charter application should have the new name of the Unit as agreed upon by both Units. Regular procedure for new charter application should be followed.

SECTION 555 - CHARTER SUSPENSION, REVOCATION -

- (A) The Charter of a Unit may be suspended, revoked or voluntarily surrendered for:
- (1) The persistent failure to maintain a minimum of five (5) Regular members in good standing;
 - (2) The persistent failure to promptly forward funds to the National body;
 - (3) Acts and conduct bringing the Marine Corps League Auxiliary 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 Auxiliary.
- (B) The suspension or revocation of charters may be consummated by the 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 Unit Charter is suspended, revoked or voluntarily surrendered, the Board of Trustees of the Jurisdictional Department, or where a Department is non-existent, the Jurisdictional National Division Vice President shall upon written authorization of the National President, certified by the National Executive Secretary, assume custody of such Unit's assets, both real and personal. The Board of Trustees of the Jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Unit 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 President, such assets and liabilities which are in her custody.
- (D) A Unit whose Charter has been suspended, revoked or voluntarily surrendered, has a two year period in which to reorganize and be reissued the Charter and claim its remaining assets.
- (E) Since the National Headquarters, Marine Corps League Auxiliary, alone grants a Charter, then the Auxiliary ONLY has the authority to withdraw the Charter of the Unit.

**MARINE CORPS LEAGUE AUXILIARY
NATIONAL BYLAWS
ARTICLE SIX
MEMBERS**

SECTION 600 - MEMBERSHIP ELIGIBILITY

- (A) Regular membership in this Auxiliary shall be open to Wives, Widows, Mothers, Grandmothers, Sisters, Daughters, Granddaughters, Stepmothers, Stepdaughters, Daughters-in-Law and Aunts of a Marine or a US Navy Corpsman currently serving or who has trained with the Marines FMF Units in excess of Ninety (90) days and earned the Marine Corps Device or Warfare device worn on the Service Ribbon Authorized for FMF Corpsmen, eligible to belong to the Marine Corps League, Inc. (not less than sixteen [16] years of age) and Women Marines, former, active and Reserves. (Rev. 8/09)

(1) MEMBER-AT-LARGE - (See Section 640)

(2) LIFE MEMBER - (See Section 645)

- (B) ASSOCIATE MEMBER - Associate Members will be women (not less than sixteen [16] years of age) not meeting any of the relationship requirements of Regular membership, but desiring to further the ideals, principles, purposes and efforts of the Marine Corps League Auxiliary.

(1) Associate Members will never hold an elected Unit, Department or National Office.

(2) Associate Members will have no voting privileges at any Department or National meeting or convention or on any Department or National issue, nor shall they be counted toward Unit voting strength. Associate Members will not vote on membership applications or for Unit Officers.

(3) Associate Members, upon submitting an application with the words "Associate Member" across the top and supplying only that information which applies to them and upon acceptance by a Unit, will pay dues in the same amounts as prescribed for Regular members, including initiation fees. A membership pin and a membership card indicating "Associate Member" will be issued. Associate Members may wear the uniform as set forth in the Uniform and Regalia Code (Enclosure #20).

(4) Each individual Unit will decide whether to include Associate Members in their individual Unit. Each individual Unit choosing to accept Associate Members will decide the requirements for membership of such Associate Members, as well as the rights and privileges of Associate Members within their own Unit and concerning their own Unit issues. No Unit shall grant any rights and privileges to Associate Members that would be in conflict with the National Bylaws.

(5) An Associate member shall be entitled to the rights, privileges and benefits of a Regular member except for those prohibited by Section 600 (B)(1) and 600 (B)(2).

SECTION 605 - MEMBERSHIP APPLICATION - Any person eligible for membership in the Marine Corps League Auxiliary under the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League Auxiliary may initiate application for membership by completing three (3) copies of the standard application form to include the signature, and presenting the application to a sponsoring member of the Auxiliary with all required dues and fees. (Enclosure #7 and #30)

- (A) The Recruiter shall inspect the proof of eligibility of applicants for Regular membership (whether it be a DD214, Honorable Discharge or proof of active duty) and verify the

accuracy of all data supplied and shall present the application at the next regular meeting accompanied with all required dues and fees. If the person being used as the basis of eligibility is a Regular member of the Marine Corps League, the further proof of eligibility is not necessary.

- (B) The Junior Vice President shall read and record the application at the proper time stating all pertinent data including name of recruiter, and clearly state that the required dues and fees have been verified and are in the possession of the Unit Treasurer. (No applicant shall be present for that portion of the meeting in which the application is being considered.)
- (C) The acceptance of applicants for membership in a Unit is the sole province of the Unit as set forth in Article 5, Section 540 of the National Bylaws, except as therein provided.
- (D) When a new member joins a Unit during the months of June or July, she is classified as a member for the following fiscal year unless so specified on the transmittal form. If the Unit desires to use the member in its current voting strength, she must be considered as a member for the present year and pay dues again in August.
- (E) In cases where an applicant is rejected for membership, all monies received from the affected applicant shall be returned to such applicant by the sponsoring member.

SECTION 610 - MEMBERSHIP DUES AND FEES - The payment of annual National membership dues entitles all members in good standing to subscribe to the Marine Corps League publication, and enrollment privileges in any National Group Insurance Programs that may be in effect.

- (A) The national annual per capita dues shall be recommended by the Budget Committee at the Mid-Winter National Staff Meeting and require approval by the delegates at the National Convention.
- (B) An initiation fee shall be recommended by the Budget Committee at the Mid-Winter National Staff Meeting. The initiation fee shall be as is approved by the delegates at the National Convention. The fee shall be collected for each new member in addition to the annual National dues. Each new member shall be provided an official membership pin, which shall be provided by National Headquarters.
- (C) All the National membership dues and fees which are due National Headquarters are in addition to the dues of the Unit and a Department which are authorized under the provisions of the Administrative Procedures, Chapter Five, Section 520 and Chapter Six, Section 615. No other mandatory National fees or assessments shall be levied or collected unless notification to levy the specific assessment or fee is provided to each member at her address on record at National Headquarters. The notification shall be provided no less than ninety (90) days prior to the opening of the Convention at which the question is to be considered.
- (D) The membership year and the annual dues shall expire annually on the 31st day of August of each year. (Date shown on membership card.)

SECTION 615 - GOOD STANDING - All members shall be considered in good standing in the Marine Corps League Auxiliary,

- (A) Except when:
 - (1) Required dues are not paid and transmitted within ninety (90) days after membership expiration date shown on member's membership card.
 - (2) A member is improperly indebted to a member's Unit, Department or to National Headquarters.
 - (3) Under suspension as punishment the adjudication of guilt as is provided in Chapter 9, Section 910, of the Administrative Procedures.

SECTION 620 - DELINQUENT MEMBER - A member shall be identified as delinquent whenever the member's required dues are not paid and transmitted to National Headquarters within ninety (90) days after membership expiration date as shown on member's membership card.

(A) A member, having been delinquent one or more years and desiring to renew her membership, may do so by paying all arrear dues or by joining as a new member.

(1) Retaining Seniority - Any back dues owed by a member wishing to regain and retain her seniority must be paid, otherwise she will be a new member and files a new application form, as of the rejoining date. In the event a member has been a Past Officer, loss of seniority cannot erase the fact of that office, merely the years as a member.

(B) No delinquent member may be transferred.

SECTION 625 - INELIGIBLE MEMBER - Any member may be required to prove membership eligibility qualifications at any time. Should it be determined after careful investigation that a member does not have the required qualifications for membership, in accordance with the Charter and the National Bylaws of the Marine Corps League Auxiliary, such member shall be dropped from the rolls immediately. Proper notice of such action and the reasons therefore shall be expedited to the jurisdictional Department and National Headquarters.

SECTION 630 - RIGHTS OF MEMBERS - No member shall be deprived of any rights and privileges in the Marine Corps League Auxiliary, except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried and found guilty in accordance with the provisions of the National Bylaws and Administrative Procedures dealing with offenses and penalties.

(A) A new or reinstated Regular member must be a member for one (1) year before holding an elected office except for a newly chartered Unit.

(B) A new or reinstated member must be a member three (3) months before holding an appointed office except for a newly chartered unit.

SECTION 635 - RIGHT OF APPEAL - The right of appeal under the provisions of the National Bylaws and Administrative Procedures shall not be denied.

SECTION 640 – MEMBER-AT-LARGE

(A) Any person eligible for new Regular membership in the Marine Corps League Auxiliary may make application on a standard application form accompanied by proof of eligibility and the fee, including an initiation fee for new members, as established by the delegates at a National Convention, direct to National Headquarters. Upon receipt of such application, the National Executive Secretary shall forward a copy of the application to the National Junior Vice President. In all cases, the National Junior Vice President shall endeavor to assign the applicant to a Department and Unit of the applicant's choosing, provided such Department and Unit is willing to accept the applicant as a member. In such event that the assignment of an applicant to an existing Department and Unit cannot be made, and having made the necessary assurances that the applicant is eligible to become a Regular member of the Marine Corps League Auxiliary, then the National Junior Vice President shall approve the applicant's membership and such applicant will be carried as a Member-at-Large by the National Headquarters.

(B) A member in good standing may, with good cause, become a Member-at-Large by requesting a transfer from her Unit with the understanding that she attempts to join a Unit of her choice.

- (C) Regular members, Life or those who pay annually, belonging to a defunct Unit may become Members-at-Large. Those who are not Regular Life Members must pay dues annually to National Headquarters.

SECTION 645 - LIFE MEMBERS - Any member of the Marine Corps League Auxiliary who is in good standing may become a Life Member, upon proper payment of the fee, as is required herein. A Life Member shall be subject to the payment of NO further dues of a Unit, Department or National; such members shall have all the privileges, rights and benefits enjoyed as a member so long as that Life member shall live. The Life membership fee shall be as established by the National Convention. Date of birth must be submitted when applying for Life Membership. The name must be shown on the transmittal exactly as it should appear on the card. (For current fees, see Administrative Procedures, Chapter 7 Section 735)

- (A) The full Life membership fee shall be paid to National Headquarters, with no discounts, no rebates and no installment plan, whether such fee is paid by the individual or awarded by a Department or Unit.
- (B) National Headquarters shall place fees in a blocked interest-bearing account which will produce maximum security. (See Administrative Procedures, Section 735 [B])
- (C) Interest only derived there from to be distributed as follows:
 - (1) Commencing with the beginning of the fiscal year of the second anniversary year, and each subsequent July 1st anniversary of all participating Life Members on the active rolls of the Marine Corps League Auxiliary, the Life Members will share interest proceeds based on the distribution ratio of 1/3 to Unit, 1/3 to Department, and 1/3 to National Headquarters (general fund). If the Life member does not belong to a Unit or Department, the interest amount due will accrue to the National Headquarters in its entirety.
 - (2) Prior to the above stated second anniversary year of a Life Member's participation, no interest will be distributed for that Life Member. During the period, accumulated interest will be added to the principal of the blocked Life Member account to augment its growth.
 - (3) Should a participating Life Member die, her quota of interest division shall terminate.
- (D) When a participating Life Member dies, the "unused" portion of member's investment shall remain in the blocked fund. NO REFUND shall be made to survivors or to her Department or Unit.
 - (A) A Department or Unit which awards Life Membership and wishes for the Awardee to become a National Life Member, it is necessary for the Unit or Department to pay to National Headquarters the participating fee stated herein and the Life Member and the Unit and Department would be participants.
 - (B) All Past National Presidents shall be carried on the rolls of the National, Department and Units as paid up Life Members of the Marine Corps League Auxiliary. No money is put in the fund. This is a courtesy.

SECTION 650 - CHANGE OF STATUS - A member who has joined the Auxiliary under any other status, or has had a change in status, may remain a member so long as her dues are paid. Should she become delinquent (ninety [90] days) or dropped for nonpayment of dues, she may NOT be reinstated or join as a new member at any future date unless eligible to join in another qualified status.

**MARINE CORPS LEAGUE AUXILIARY
NATIONAL BYLAWS
ARTICLE SEVEN
SUBSIDIARIES and SUBORDINATE GROUPS**

SECTION 700 - AUTHORITY - All subsidiary organizations and subordinate groups which, and in the future shall, function and operate directly or indirectly under the Congressional Charter and name of the Marine Corps League Auxiliary are and shall ever be subject to the authority, supervision, direction, control and discipline of the National Headquarters, Marine Corps League Auxiliary. Any and all complaints, grievances and/or charges against such subsidiary organizations or subordinate groups must be referred in writing to the National Judge Advocate for appropriate action.

- (A) Such organizations and groups may:
 - (1) Adopt Bylaws not incompatible or inconsistent with the Bylaws and Administrative Procedures of the Marine Corps League Auxiliary.
 - (2) Incorporate, providing such incorporation identifies them by name with the Marine Corps League Auxiliary and acknowledges their accountability to the Marine Corps League Auxiliary. Such organizations and groups which are NOT incorporated in this manner, shall immediately implement the amending of their incorporation and submit the proposed amended incorporation to the National Judge Advocate of the Marine Corps League Auxiliary for review, consideration and approval.

- (C) Such subsidiary organizations and subordinate groups shall conduct their business in such a manner as will demonstrate a cheerful cooperation with all units and levels of the Marine Corps League Auxiliary and the general public. All levels and units of the Marine Corps League Auxiliary shall reciprocate in a like manner.

SECTION 710 - INCORPORATIONS - Any of the foregoing, including Departments and Units, which engages in services or business, either profit or non-profit, or which uses the name of the Marine Corps League Auxiliary will be incorporated in accordance with Section 700 of this Article. Each Department, which has not provided Headquarters, National Marine Corps League Auxiliary, Inc., with proof of its incorporation may be billed annually until such proof of incorporation is on file with National Headquarters. A Department which fails to remit its payment to National Headquarters shall be in default as is provided in Article Four, Section 420 Default.

- (A) Article Seven (7) applies to Chapter Eight (8), Administrative Procedures, Section 830 and 840.

**MARINE CORPS LEAGUE AUXILIARY
NATIONAL BYLAWS
ARTICLE EIGHT
MISCELLANEOUS**

SECTION 800 - AMENDMENTS - The National Bylaws may be revised, amended or repealed every three (3) years by a majority vote of the properly registered and approved Delegates present and voting at a National Convention, provided the proposed revision, amendment or repeal is submitted in triplicate typewritten form in the exact wording to National Headquarters, not less than ninety (90) days prior to the opening date of the National Convention at which said proposal is to be considered, and further provided that the National Executive Secretary shall distribute copies of each proposal, without personal comment, to all legally existing Units no later than thirty (30) days prior to the opening day of the National Convention at which the proposal is to be considered. (The Bylaw Committee and Judge Advocate will review and present the proposed amendments to the body at the National Convention for rejection or acceptance of the Committee's recommendation.)

SECTION 805 - EFFECTIVE DATE - Each revision, amendment or repeal of a provision of the National Bylaws which is approved at a National Convention, as outlined in Section 800, shall become effective after the approval of the National Judge Advocate of the Marine Corps League but no later than 01 January of the following year.

SECTION 810 - NATIONAL BYLAWS DISTRIBUTION

- (A) Each Unit and Department of the Marine Corps League Auxiliary shall be provided, without charge, with two (2) copies of the National Bylaws and Administrative Procedures of the Marine Corps League Auxiliary or published changes thereafter each time they are printed for the use of the President and Judge Advocate. One courtesy copy is to be sent to every member of the Marine Corps League Auxiliary Executive Board, each Past National President, and to the National Marine Corps League Judge Advocate. The National Bylaws and Administrative Procedures are to be made available for examination by any member in good standing from the Unit or Department, upon request.
- (B) Any member of the Marine Corps League Auxiliary may purchase copies of the National Bylaws and Administrative Procedures from the National Executive Secretary. (See Price List)

SECTION 820 - DISSOLUTION - Should this Organization be dissolved, all funds, property and assets of the Marine Corps League Auxiliary shall be given to a non-profit organization of choice as determined by the National Board of Trustees, provided said choice is tax exempt under the provisions of the Internal Revenue Code.

SECTION 830 - VIOLATION - Each member who violates the precepts of the NATIONAL BYLAWS or the ADMINISTRATIVE PROCEDURES of THE MARINE CORPS LEAGUE AUXILIARY is subject to the provisions of Chapter Nine (9) Grievance and Discipline, as stated in the Administrative Procedures.