

LEHIGH VALLEY DETACHMENT #296, Inc.  
MARINE CORPS LEAGUE

BY-LAWS

Revised: 4 December 2023

ARTICLE 1 ORGANIZATION

101 NAME

A. The name of this Detachment shall be "LEHIGH VALLEY DETACHMENT #296, Inc., MARINE CORPS LEAGUE".

102 CORPORATE SEAL

A. "The corporate seal shall be round in shape containing in the center thereof, a replica of the United States Marine Corps emblem surrounded by the words "Semper Fidelis, Marine Corps League" within a border of two narrow rings, with a star between the words "Marine" and "Semper" and a star between the words "Fidelis" and "League". The corporate seal will be in the possession of the Adjutant.

103 POLICY

A. The Detachment shall not take part in any labor or management dispute or issue, and it shall be non-sectarian, non-political, and non-partisan. Nor shall it be used as a medium of political ambition or preferment. Preferment by reason of present or former military rank or by reason of former or present civilian position shall not be countenanced.

ARTICLE 2 MEMBERS

201 ELIGIBILITY

Refer to National By-Laws Article Six

202 MEETINGS

A. The legislative power of the Detachment shall be vested in the meetings of the membership. Regular meetings shall be held on the 4<sup>th</sup> Wednesday of each month at 7:30 P.M., unless cancelled or rescheduled by announcement at a preceding meeting. Special meetings may be called by the Commandant as deemed necessary, or by five (5) or more members in good standing, upon written request to the Commandant or to the membership by mail.

203 QUORUM

A. A minimum of three (3) elected or appointed officers and with a minimum of ten (10) percent of the paid-up membership as certified by the membership chairman shall constitute a quorum. A majority vote of the eligible members present will carry any measure or decide any issue not inconsistent with the National, Department, and Detachment By-laws.

204 RULES

A. Roberts Revised Rules of Order Newly Revised, the Detachment By-Laws, Department By-Laws and the National By-Laws shall govern the meeting procedures of the Detachment.

205 DUES

A. The membership shall annually determine the amount of each member's dues. This determination shall be made after the Department Convention and become effective immediately.

ARTICLE 3 ELECTIONS

301 ELECTED OFFICERS

A. Elected officers, to be considered the "Staff", shall be:

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

B. Duties of the elected officers are found in Appendix A of these By-laws.

302 ANNUAL ELECTION

A. Nominations of officers will take place on the fourth Wednesday of October and November.

B. Election of officers shall be held on the fourth Wednesday of December. Newly elected officers will be installed on the fourth Wednesday of January provided an authorized installing officer is present.

C. All officers vacating an elective office shall surrender all books, records and other property with which he is charged to his successor in office within sixty (60) days unless extenuating circumstances interfere.

303 VACANCIES IN ELECTIVE OFFICES

A. In the event a vacancy exists in any elective office except Commandant, more than ninety (90) days prior to the annual election, such vacated office shall be filled by a special election to be held at the next regular meeting of the Detachment. A vacancy within ninety (90) days of the annual election shall be filled through appointment by the Commandant subject to approval of a majority of the Staff.

B. A vacancy in the office of Commandant shall be filled in the following succession as originally elected at the annual election.

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

304 REMOVAL FROM OFFICE

A. Subject to approval of the Detachment during a regular or special meeting, any officer may be removed from office by virtue of:

- 1 Misconduct or malfeasance in office.
- 2 Conduct to the prejudice of the League or Detachment.
- 3 Failure to attend three (3) successive regular meetings.
- 4 Failure to pay dues or other indebtedness to the League or Detachment.

B. Reason must be presented in writing to the Judge Advocate, or to an Investigative Committee appointed by the Commandant. Fact-finding must be completed within ten (10) days and results presented to the membership. A two-thirds (2/3) majority of members present must concur with the recommendation of the Judge Advocate or Investigative Committee.

305 APPOINTED OFFICERS

A. The Commandant shall appoint members to such offices as are deemed necessary to accomplish the objectives of the Detachment. These offices are not limited in number, but should include the following:

1. Paymaster
2. Adjutant
3. Historian
4. Color Guard Commander
5. Chaplain
6. Public Relations
7. Sergeant At Arms
8. Web Sergeant

B. Duties of the appointed officers are found in Appendix B of these By-laws.

306 PERMANENT COMMITTEES

A. There shall be established the following permanent committees. The Chairman of each committee shall recommend to the Commandant at least two additional members for appointment.

1. Membership
2. Ways & Means
3. Audit

B. Duties of these committees are found in Appendix C of these By-laws.



ARTICLE 4 DISCIPLINE

Refer to Administrative Procedures Chapter 9

ARTICLE 5 DISBURSEMENT OF FUNDS

501 All disbursements of Detachment funds shall be by check signed by both of the following officers:

- A. Commandant
- B. Paymaster

502 The Commandant may authorize the expenditure of funds up to two hundred fifty (\$250.00) dollars. Expenditure in excess of two hundred fifty (\$250.00) dollars requires the prior approval of the membership.

A. Any measure committing, or having the potential to commit, an expenditure of Two Hundred Fifty Dollars (\$250.00) or more, shall be decided only with a roll call vote of the membership present. The members shall be polled by the Membership Chairman or supernumerary and their votes recorded as "Yea", "Nay", or "Abstain".

ARTICLE 6 AMENDMENTS

601 These By-laws, or any provision therein, may be revised, repealed, or amended, by a majority vote of the membership at two (2) successive meetings following publication in the Detachment Meeting Minutes.

ARTICLE 7 PRECEDENT

All matters not specifically addressed herein, shall be subject to the By-laws of the National Marine Corps League and/or Department of Pennsylvania, Marine Corps League.

ADOPTED: William H. Stouck Jr. 12/20/2023  
 Detachment Commandant Date  
 By the membership of the  
 Lehigh Valley Detachment #296, Inc.  
 Marine Corps League

APPROVED: Paul S. [unclear] 2/11/24  
 Judge Advocate Date  
 Department of Pennsylvania  
 Marine Corps League

APPENDIX A to the By-laws of the Lehigh Valley Detachment #296, Inc., Marine Corps League

DUTIES of ELECTED OFFICERS

A. COMMANDANT

1. Preside at all Detachment meetings.
2. Observe and enforce the League and Detachment By-laws.
3. Make and promulgate such orders as may be necessary for the proper administration of the Detachment.
4. Call such meetings of the Staff as deemed necessary.
5. Approve all disbursement of funds.
6. Serve as an ex-officio member of all committees. (Marine of the Year Society is not a committee.)
7. Perform such duties as are identified by the National, Department or Detachment By-laws, Administrative Procedures or Ritual.
8. Ensure that a Detachment newsletter is released prior to each monthly meeting

B SENIOR VICE COMMANDANT

1. Serve as Chairman of the permanent Membership Committee.
2. Perform such other duties as the Commandant may direct.
3. Perform such duties as are identified by the National, Department or Detachment By-laws, Administrative Procedures or Ritual.

C JUNIOR VICE COMMANDANT

1. Serve as Chairman of the Ways & Means Committee.
2. Perform such other duties as the Commandant may direct.

D JUDGE ADVOCATE

1. Serve as parliamentarian and advise the membership of the correct interpretation of the By-laws and the utilization of parliamentary procedure as prescribed by Roberts Rules of Order.
2. Advise all members of the By-laws, regulations and policy of the League and Detachment.
3. Perform such other duties as the Commandant may direct.

APPENDIX B to the By-laws of the Lehigh Valley Detachment #296, Inc., Marine Corps League

DUTIES of APPOINTED OFFICERS

A ADJUTANT

1. Keep the minutes of the meetings of Detachment and Staff meetings.
2. Perform such duties as are normally assigned to recording and corresponding secretaries such as preparation and posting of Detachment meetings and correspondence.
3. Publish the name(s) of those members who have been indebted to the Detachment for more than ninety (90) days. Publication shall consist of reading these name(s) at two (2) successive Detachment meetings.
4. Perform such duties as are identified by the National, Department or Detachment By-laws, Administrative Procedures or Ritual.
5. Have possession of the Detachment Corporate Seal.

B PAYMASTER

1. Keep proper and necessary books for the recording of all business of the Detachment.
2. Hold all monies and financial property of the Detachment and maintain a proper record thereof.
3. Disburse monies as provided in these By-laws.
4. Deposit all monies of the Detachment in a local bank in the name of the Lehigh Valley Detachment #296, Inc., Marine Corps League.
5. Serve as an ex-officio member of the Ways and Means Committee.

C CHAPLAIN

1. Perform such duties of a spiritual nature as are customarily performed by members of the clergy.
2. Send a message of sympathy to the next of kin upon the death, while on active duty, of any Marine from the Lehigh Valley area.
3. Make at least one visit to a hospitalized member.
4. Conduct appropriate services on Memorial Day and other Veterans memorial observances. Such services should be closely coordinated with the Color Guard Commander.
5. Upon the death of a member, ensure the Department Chaplain and National Headquarters MCL are officially notified.
6. Perform such duties as are identified by the National, Department or Detachment By-laws, Administrative Procedures or Ritual.

D SERGEANT-AT-ARMS

1. Preserve order at all meetings.
2. Maintain inventory of all Detachment property. This requirement does not include property normally required to operate a club or dining establishment.



E HISTORIAN

1. Shall maintain an historical record (scrapbook, etc.) of Detachment activities and memorabilia.

F PUBLIC RELATIONS

1. Keep the membership informed of current and future League (Detachment, Department, and National) activities to assure full membership support.
2. To effectively accomplish this assignment, this officer shall be an ex-officio member of the Home Operations Committee.
3. Maintain amiable relations with media representatives to enhance the reputation of the Detachment and the League.
4. Shall be responsible for the timely collection of the "non-League publicity fee" that may be assessed upon a Detachment member from time to time.

G COLOR GUARD COMMANDER

1. Responsible for recruiting, organizing, training, equipping and overall direction of a Color Guard. Opportunities for the Color Guard to appear in appropriate public ceremonies will be actively pursued.
2. Color Guard participation in services that are the responsibility of the Chaplain will be under the overall direction of the Chaplain with command remaining with the Color Guard Commander.

G WEB SERGEANT

1. Responsible for maintaining Detachment information on the Detachment website.

APPENDIX C to the By-laws of the Lehigh Valley Detachment #296, Inc., Marine Corps League

PERMANENT COMMITTEES

A MEMBERSHIP

1. Vigorously pursue the objective of total enrollment, as members, all eligible personnel, within the Lehigh Valley area.
2. Investigate all applicants for membership, reporting their recommendations to the general membership within thirty (30) days of application receipt.
3. Be responsible for the prompt transmittal of dues to the Department and National Headquarters, MCL of all initial and renewed members.
4. Publish a current roster of Detachment membership with last known address no less frequently than quarterly.
5. Assure that membership applications are continuously available to all members.

B WAYS & MEANS

1. Responsible for originating, organizing, encouraging, conducting and final reporting of fund raising projects.

C AUDIT

1. Conduct audits of the financial records of the Detachment on a regular basis. This requirement is not limited to the records of the Paymaster, but shall include records of any project involving custody of funds no matter how temporary.
2. Audit of the Paymaster records should be done on a monthly basis, but no less frequent than quarterly. Audit of project records should be accomplished within thirty (30) days of project completion.
3. A written report will be presented to the Staff at its next meeting following completion of the audit and to the membership at the next regular meeting. Its report shall also be prominently posted for a thirty (30) day period at the Detachment Home.
4. The Commandant or the general membership may request a special audit at any time.