



BYLAWS

ADMINISTRATIVE PROCEDURES AND ENCLOSURES

January 1, 2012

Revised: 8/2026

**NATIONAL BYLAWS AND
ADMINISTRATIVE PROCEDURES
APPROVAL**

The National Bylaws and Administrative Procedures and amendments as hereinafter contained were presented to the 89th National Convention of the Marine Corps League Auxiliary in Indianapolis, Indiana 10 – 15 August 2026, for ratification by the Delegates in Convention, to become effective immediately after approval by the National Judge Advocate of the Marine Corps League and no later than 01 January 2027.

Bylaws Committee:

Ruth Moyse, PNP, Chairman
Evelyn Joppa, PNP, Member
Janice Hartley, National Judge Advocate

CERTIFICATION

I, Dorothy L. Sanning, National President of the Marine Corps League Auxiliary, do hereby certify that the Bylaws and Administrative Procedures and amendments as hereinafter contained were presented and approved by a majority of the delegates present and voting at the 89th National Convention of the Marine Corps League Auxiliary in Indianapolis, Indiana 10 – 15 August 2026.

Dorothy L. Sanning
National President

Approved _____ Date _____

Robert Ziltz
National Judge Advocate
Marine Corps League

(Signatures on record at National Headquarters)

PREAMBLE

In the name of the Beneficent God of all, we, the Wives, Widows, Mothers, Sisters, Daughters, Grandmothers, Granddaughters, Stepmothers, Stepdaughters, Daughters-in-Law, Aunts, Nieces, Mothers-in-Law, and Sisters-in-Law of those men and women who are eligible for Regular Membership in the Marine Corps League, and Women Marines and Associate Members, for the common good of this Nation, and all the Nations and people of our World, and, in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Marine Corps and the Marine Corps League, Incorporated, to protect and advance the welfare of the wounded and disabled Marines and their dependents, and for the further purpose set forth hereinafter, do solemnly and firmly associate ourselves together in a nonprofit corporation known as the "Marine Corps League Auxiliary," and ordain and establish these Bylaws under authority to a Charter duly granted by the National Headquarters of the Marine Corps League, Incorporated. (08/14) (Rev 8/25)

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**MARINE CORPS LEAGUE AUXILIARY
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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) All Units and/or Departments must obtain and maintain their own EIN under the MCL's Group Exemption Code 0955 under IRS Code 501(c)4. Each Unit/Department must be incorporated within its state or commonwealth. Both the IRS and incorporation must be maintained and in good standing. If Unit/Department receives a letter of revocation, all operations as a non-profit shall cease and the Unit/Department shall lose voting privileges at National Conferences and Conventions until such time its status is returned to good standing. (8/26)
- (B) 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 to 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.
- (C) 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.
- (D) Should a Department or Unit be in default of payments or funds from any source due to National Headquarters as of July 1, prior to the National Convention, such fact shall be

reported by the National 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.

- (E) 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 Secretary shall report such fact to the National Convention Credentials Committee which shall not approve that Unit's Delegates and Alternate.
- (F) 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.
- (G) Delegate/Alternate badges of a Unit may only be claimed by a registered member of that Unit.

SECTION 110 - VOTING -

- (A) All Units and/or Departments must obtain and maintain their own EIN under the MCL's Group Exemption Code 0955 under IRS Code 501(c)4. Each Unit/Department must be incorporated within its state or commonwealth. Both the IRS and incorporation must be maintained and in good standing. If Unit/Department receives a letter of Revocation all operations as a non-profit shall cease and the Unit/Department shall lose voting privileges at National Conferences and Conventions until such time its status is returned to good standing. (8/26)
- (B) Except as otherwise provided in these Bylaws, a majority vote by the delegates voting shall carry any measure and decide any issue.
- (C) 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 may, on behalf of registered, approved and pre-paid absent Delegates, cast the Unit's full voting strength. (Rev. 08/11)
 - (1) If a Unit's only Delegate present at the National Convention is a Woman Marine who is also a member of the Marine Corps League and is required by her elected or appointed National Office to be on the floor for the Marine Corps League Meeting, she may give her properly registered and approved credentials (badge/badges) to another registered member from her Department so the other registered member may then cast the vote for the Unit the Woman Marine represents, thus preventing an entire Unit from losing their voting privileges. (Rev. 08/21)
- (D) A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates. (Rev. 08/14)

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).

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 a member of the National Board of Trustees and shall have an endorsement from her Unit and Department members. (Rev. 08/23)
- (B) NATIONAL SENIOR VICE PRESIDENT - Should have served as a Past Department President and have served or be serving as a member of the National Board of Trustees. (Rev. 08/23)
- (C) NATIONAL JUNIOR VICE PRESIDENT - Should have served as a Past Department President and have served or be serving as a member of the National Board of Trustees. (Rev. 08/23)
- (D) NATIONAL JUDGE ADVOCATE – Should have served as a Department or Unit Judge Advocate and be familiar with the Bylaws. Should have served at the National Level on a committee or appointed position; may be a member of the Board of Trustees. (Rev. 08/11), (Rev. 08/23), (Rev 8/24)
- (E) NATIONAL VICE PRESIDENTS OF DIVISIONS - Should be a Past Department President and have served or be serving as a member of the National Staff from their Division. ASSISTANT VICE PRESIDENTS OF DIVISIONS should have served or be serving as a Department President.
- (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 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. (Rev. 08/23)

SECTION 120 - NOMINATIONS -

- (A) Each nomination for an elective National Office shall be made from the floor no later than the day preceding 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 number 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 the Secretary casting a unanimous vote for the office/offices of unopposed candidates. When there are two (2) or more nominees for the same office, the voting process for that office shall be by
- (a) Roll Call Vote requested by any ten (10) registered and approved Delegates. The vote will be cast by a unit's duly credentialed delegate, who will vote their Unit's membership strength as determined by National Headquarters and the Credentials Committee Chair.
 - (b) If no Roll Call vote is requested, there will be a Ballot Vote. All duly credentialed members shall receive either a slated ballot, where they will place a check mark next to the name of the candidate of choice or a blank piece of paper where they will print the entire name of their candidate of choice. Completed ballots will be placed in a sealed container to be counted and documented by the election Tellers and Judges.
 - (c) The motion for a Roll Call vote must be made prior to the start of the election process for the office(s) where there are two (2) or more candidates.
 - (d) Voting for officers when there are two or more candidates for the same position can only be done by one of the means as indicated above. **Voting options for the same position can never be combined. (8/26)**
- (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. There shall be one (1) Past National President and one (1) Department President as Judges and one (1) Past National President and one (1) Department President as Tellers. Upon completion of the vote the Tally sheets shall be initialed and dated by each Judge and Teller. All Tally sheets and secret ballots shall be placed in an envelope. The envelope will be sealed with each Judge & Teller placing their initials across the seal. The envelope will then be given to the National Secretary who will place tape over the seal. The envelope will be dated and marked as "Tally Sheets or Secret Ballots "00/00/0000, National Convention, City & State where convention was held and taken back to National Headquarters where the envelope will be kept in a file for a period of one (1) year. (8/26)
- (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 and Assistant Division Vice Presidents, 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 (1) additional term. Assistant Division Vice Presidents shall be elected for a term of two (2) years and may succeed themselves in office for one (1) additional term. (Rev. 08/11)

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.

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**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. Part - time employees may be hired to fulfill the responsibilities at National Headquarters with hours, wages, duties and priorities recommended by the President and Comptroller. Wages are to be reviewed and included in the budget at each National Convention. (Rev. 08/11)
- (B) To issue, suspend or revoke for cause a charter granted to a Department or Unit.
- (C) To implement 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. (8/26)
- (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) The National 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 Center for Development and Civic Engagement Representative

(CDCE) (8/25)

- (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 CDCE Deputy (8/25)
 - (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 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 distribution. (Rev. 08/21)
- (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 Presidents' Council Workshops and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the Marine Corps League Auxiliary. (Rev. 08/23)
- (C) NATIONAL JUNIOR VICE PRESIDENT shall create and implement such membership incentives and programs resulting in continuous membership growth. She shall distribute Members-at-large application requests to appropriate Units for membership or to Departments as Member-at-Large. Shall maintain all communication with Members-at-Large which remain at National. In the absence or illness of the National President and the National Senior Vice President, she shall perform the duties of that office. (Rev 8/24) (8/26)
- (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 Division.
- (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. Where a department has been established, the Division Vice President will share the responsibility of organization of new units with the Department President. In a state that has two (2) Units but no Department, the Division Vice President may institute a Department and appoint an acting President and Officers until such time a Department elections can be held. (Rev. 08/23)
- (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, after the first of the year (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. (Rev. 08/17), (Rev 8/24)
- (4) In the event that it is unsafe for our members to meet and conduct regular business and/or elections due to a national threat of health and welfare, the National President and Board of Trustees will release an approved Emergency policy and procedure for continued operations. (Rev. 08/21)

- (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 email, text, postal mail, telephone or virtual meeting. (Rev. 08/14) (8/26)
- (B) All business by any of the means stated in (A) requiring a YES or NO vote shall be handled routinely by the National Secretary or, when necessary, by the National President, who shall send to every Board Member an identical copy of the question asking for a response. If on a printed ballot being sent via postal mail, it shall contain spaces for the YES or NO vote, a space for the voter's signature, and a space for entry of date. (Rev. 08/14)
- (C) Upon receipt of a postal 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 Secretary or, when necessary, the National President, will be recorded as not voting. A reasonable period in this case shall be determined by the postal mail delivery time required between the mailing address of the member of the National Board of Trustees and the National Headquarters. (Rev. 08/14)
- (D) The National Secretary or, when necessary, the National President, shall keep a record of all ballots sent by the afore mentioned means with the date of mailing, a record of the date of the return ballot, and shall send 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. (Rev. 08/14)
- (E) All business by telephone requiring a YES or NO vote shall be handled routinely by the National Secretary, or when necessary, the National President, calling each Board Member, identically stating the question to be considered, and asking for a YES or NO vote. Each call and vote may be recorded. Failure to respond with a vote upon telephone request shall be recorded as NOT voting. (Rev. 08/14)
- (F) Upon request by a National Board of Trustee Member, a specific time extension may be granted within which the member must respond to cast her vote, such time extension not to exceed twenty- four (24) hours. (Rev. 08/14)

- (G) The results of each email, text, postal 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. (Rev. 08/14)

SECTION 240 – EXPENSES -

- (A) The Marine Corps League Auxiliary shall reimburse the National Board Members (and others as determined by the Board) for travel expenses incurred in attending the Midwinter Conference, provided said expenses do not exceed the amount budgeted in the National Budget, and provided that written reports are submitted.
- (B) Those Board Members (and others as determined by the Board) who drive to the Midwinter Conference may also be reimbursed up to fifty dollars (\$50.00) round trip for tolls, with receipts, in addition to the amount they receive for mileage.
- (C) Board Members (and others as determined by the Board) traveling with another MCL/MCLA Member who is reimbursed in full for the same travel expense incurred for the Midwinter Conference will not be reimbursed (8/24).

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**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 Presidents Council, being identified collectively as staff officers and individually as a staff officer. (Rev. 08/23)

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 Presidents Council shall have no vote and shall not be considered in determining a quorum for National Board of Trustees Meetings. (Rev. 08/23)

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 SECRETARY** shall:

(A) Be employed by the National Board of Trustees and shall be directly responsible to that body and shall be the operating officer of the Marine Corps League Auxiliary National Headquarters; duties as specified in the Administrative Procedures. (Rev. 08/11)

(B) **NATIONAL COMPTROLLER** shall: (Rev 8/24)

- (1) Have knowledge of all funds, securities and properties belonging to National Headquarters, and all other expenditures included in the National Budget approved by the body at each 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) Review and electronically Initial all invoices signed by the National 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) 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 approved by the body at each National Convention and shall refer such proposed excessive expenditures to the attention of the National President to be referred to

the National Board of Trustees for approval. If such proposed expenditures 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 expenditures may be made.

- (5) 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.
- (6) Initiate the fiscal year of the Marine Corps League Auxiliary on the first day of July for accounting purposes only.
- (7) Record her signature, together with the signatures of the National President and the National Secretary, at the financial institution designated by the National Board of Trustees or by mandate of a National Convention. Ensure oversight of all monetary funds and investments and monitor the checking and payroll account.
- (8) Submit reports to the Board of Trustees at the Mid-Winter Conference and National Convention.
- (9) Be given an allowance to be determined by the Budget Committee at the National Convention for necessary expenses with proper receipts.
- (10) Be a member of the National Marine Corps League Auxiliary Investment Committee and the Budget Committee.
- (11) Be able to read, understand and explain financial reports.

(C) NATIONAL AUDITOR shall:

- (1) Review the audit made by the National 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) Provide the names of deceased members since the last Convention for the Final Roll Call. This list will be presented to the Board of Trustees and Members at the Midwinter Conference and National Convention. (Rev 8/24)
- (4) Notify the National 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 the 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

- (A) The following LEGAL, CORPORATE, and FINANCIAL files shall be kept PERMANENTLY and NOT TO BE DESTROYED, regardless of who may assume they are obsolete and of no value -LEGAL: IRS Determination Letter; IRS 990, IRS990 EZ or IRS 990N tax returns; Articles of Incorporation; annual reports to Secretary of State/Attorney General; sales tax exemption letter. CORPORATE: charter; bylaws; board policies/resolutions; board and committee minutes; as well as ALL membership applications. FINANCIAL: annual audits; financial statements, general ledgers and check registers.
- (B) Financial files, not listed in (A) above, as well as regular meeting minutes shall be kept for SEVEN (7) years. Oldest file shall be shredded each year.
- (C) All other files not listed in (A) or (B) above shall be kept for FIVE (5) years – past FOUR (4) and Current year. Oldest file shall be shredded each year.
- (D) Electronic record files may be used/kept as long as they are saved and backed-up to a device or platform that will allow them to be accessible at all times, present and future. (8/25)

**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, Senior Vice President, Junior Vice President and Judge Advocate. The Department shall elect or appoint a Chaplain, Guard, Secretary and Treasurer. 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. The standard Report of Election and Installed Officers (See Enclosure #6) must be filed with National Headquarters NOT LATER THAN 31 JULY ANNUALLY. (8/26)

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 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 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 Department bank account shall be in the name of the Auxiliary with two (2) authorized signers (President and Treasurer) required on all checking and/or savings accounts. The Department(s) may individually decide if they require one (1) or two (2) signatures on all checks and/or savings withdrawals. Accurate records must be kept for all receipts and disbursements. The records must show a detailed account of the expenditure of all funds such as: general expense, hospital, rehabilitation, fund raising project, etc. (8/26)

- (A) 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. Printed copies of the digital records are accepted for use in the permanent book. These financial records are never to be destroyed. (8/25)
- (B) An Audit by the Auditing Committee is required annually prior to the election and installation of new officers, or a change of treasurer. An auditor will relay the results of the audit to the membership at the meeting immediately following with a verbal statement of their findings. It is recommended that two (2) additional audits of the treasurer's book occur during the fiscal year (01 July to 30 June) or at the call of the President. (8/26)

SECTION 446 – TREASURER'S RESPONSIBILITIES – 990/990N AND ANNUAL FILINGS

- (A) The Department Treasurer shall be responsible for the filing of the Department's annual 990/990N to the Internal Revenue Service (IRS) and the Annual Department of State (Incorporation) filings as mandated by the state in which the Department is located.

- (B) It shall be the responsibility of the Department Treasurer to ensure all the Units in the Department have filed 990/990N and Annual Department of State (Incorporation) filings as mandated by the state in which the unit is located.
- (C) Upon receipt of the 990/990N filing acceptance and the filing confirmation from the Department of State and/or other regulatory agencies, the Department Treasurer shall forward a copy (either electronically or via USPS) to National Headquarters and the National Insurance, EIN & Incorporation Compliance Chair.
(8/26)

SECTION 450 - FILES

- (A) The following LEGAL, CORPORATE, and FINANCIAL files shall be kept PERMANENTLY and NOT TO BE DESTROYED, regardless of who may assume they are obsolete and of no value -LEGAL: IRS Determination Letter; IRS 990, IRS990 EZ or IRS 990N tax returns; Articles of Incorporation; annual reports to Secretary of State/Attorney General; sales tax exemption letter. CORPORATE: charter; bylaws; board policies/resolutions; board and committee minutes; as well as ALL membership applications. FINANCIAL: annual audits; financial statements, general ledgers and check registers.
- (B) Financial files, not listed in (A) above, as well as regular meeting minutes shall be kept for SEVEN (7) years. Oldest file shall be shredded each year.
- (C) All other files not listed in (A) or (B) above shall be kept for FIVE (5) years – past FOUR (4) and Current year. Oldest file shall be shredded each year.
- (D) Electronic record files may be used/kept as long as they are saved and backed-up to a device or platform that will allow them to be accessible at all times, present and future.
(8/25)

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.

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**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 – TREASURER’S FINANCIAL RECORDS - The Unit bank account shall be in the name of the Auxiliary with two (2) authorized signers (President and Treasurer) required on all checking and/or savings accounts. The Unit(s) may individually decide if they require one (1) or two (2) signatures on all checks and/or savings withdrawals. Accurate records must be kept for all receipts and disbursements. The records must show a detailed account of the expenditure of all funds such as: general expense, hospital, rehabilitation, fund raising project, etc. (Rev. 08/23)

- (A) 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. Printed copies of the digital records are accepted for use in the permanent book. These financial records are never to be destroyed. (8/25)
 - (1) An Audit by the Auditing Committee is required annually prior to the election and installation of new officers, or a change of treasurer. An auditor will relay the results of the audit to the membership at the meeting immediately following with a verbal statement of their findings. It is recommended that two (2) additional audits of the treasurer’s books occur during the fiscal year (01 July to 30 June) or at the call of the President. (Rev. 08/23)
- (B) Files shall be kept for FIVE (5) years - past FOUR (4) and current year.
 - (1) Oldest file is to be shredded each new year. (Rev. 08/11)
 - (2) ALL LEGAL RECORDS are to be retained in proper files, not to be destroyed.
 - (3) Applications for membership should never be destroyed.
 - (4) Electronic record files may be used/kept as long as they are backed up to a device or platform that will allow them to be accessible at all times, present/future. (8/25)

SECTION 504 – TREASURER’S RESPONSIBILITIES – 990/990N AND ANNUAL FILINGS

- (A) The Unit Treasurer shall be responsible for the filing of the Unit’s annual 990/990N to the Internal Revenue Service (IRS) and the Annual Department of State (Incorporation) filings as mandated by the state in which the Unit is located.
- (B) Upon receipt of the 990/990N filing acceptance and the filing confirmation from the Department of State and/or other regulatory agencies, the Unit Treasurer shall forward a copy (either electronically or via USPS) to the Department Treasurer who will retain a copy for the Department files and forward a copy to National Headquarters, the Division Vice, and the National Insurance, EIN & Incorporation Compliance Chair. (8/26)

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 – The quorum for Unit meetings may be set by the Unit Bylaws. (8/26)

SECTION 525 - TRUSTEES - The elected Officers of a Unit shall be its Unit Board of Trustees; however, a Unit is authorized to appoint the outgoing Unit President or a Past Unit President to serve a one (1) year term as a member of the Board of Trustees. (8/26)

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, the report of Officers and Installation must be received at National Headquarters no later than 30 June each year. (Administrative Procedures, Chapter Six, 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 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, provided it does not conflict with criteria listed below.

- (A) No unit may accept as a member any person who is currently:
- (1) Incarcerated or on supervised probation for any felony conviction
 - (2) Convicted of a misdemeanor which has resulted in incarceration of more than two years and who is currently incarcerated or serving active probation as a result of a sentence imposed by any court of competent jurisdiction.
 - (3) Any person who has been convicted of a crime where the victim is a child.
 - (4) 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.
- (B) 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 Nine, Administrative Procedures) or by that member requesting transfer. (Rev. 08/18)

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) Municipality - from Black's Law Dictionary: "A municipality is a legally incorporated association of inhabitants of limited area for local governmental or other public purposes. It has to have publicly designated boundaries." (Added 08/18)
- (B) A municipality refers to a self-governing city or town, not a county. (Added 08/18)
- (C) 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 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.

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**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, Sisters, Daughters, Grandmothers, Granddaughters, Stepmothers, Stepdaughters, Daughters-in-Law, Aunts, Nieces, Mothers-in-Law, and Sisters-in-Law of a Marine who is serving or has served honorably in the United States Marine Corps or the United States Marine Corps Reserve; US Navy Personnel who are serving or have served honorably in the United States Navy and who have trained with Marine FMF units in excess of ninety (90) days and earned the Marine Corps device (clasp) worn on the service ribbon or earned the Fleet Marine Force Enlisted Warfare Specialist Device (FMFEWS) (1 Oct 2006 to present) or the Fleet Marine Force Qualified Officer (FMFQO) Insignia (1 Jan 2006 to present) which must be noted on the DD214 form and eligible to belong to the Marine Corps League, Inc. (not less than sixteen [16] years of age) and Women Marines. (08/14) (8/25)
- (1) MEMBER-AT-LARGE (See Section 640)
 - (2) LIFE MEMBER - (See Section 645)
 - (3) DUAL MEMBER (See Section 646) (Rev. 08/14)
- (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 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). (Rev. 08/21)
 - (4) Each individual Unit will decide whether to include Associate Members in their individual Unit. For Units submitting a Charter Application, they may decide before receiving their Charter to accept Associate Members, thus allowing the Associate Members to be Charter Members. Each individual Unit choosing to accept Associate Members may also choose to allow the Associate Members to vote on Unit issues, other than applications and elections. No Unit shall grant any rights and privileges to Associate Members that would be in conflict with the National Bylaws. (Rev. 08/23)

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

(6) Dual Member (See Section 646) (Rev. 08/14)

(C) CHANGES TO ELIGIBILITY – Effective with the close of the 2018 National Convention, the eligibility criteria, as stated in Article Six, Section 600 (A) & (B) of the National Bylaws for this organization, will be open to change every year during the Bylaw change period. (Rev 08/18)

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. (Enclosures #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, 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,

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 Nine, 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 and received at National Headquarters no later than 15 November of the current year. In the case of a new member who wishes to begin her membership after the yearly renewal period, the transmittal must be transmitted within ten (10) days after the meeting at which the membership was accepted.

(Rev 8/25)

- (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 or for an Associate member, who has been an Associate member for at least one year in good standing, whose membership status has changed to a Regular Auxiliary member. (Rev. 08/14)
- (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 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 out of the Unit into the Department. If a Department does not exist National Headquarters would be the direct contact for the Member-at-Large. (Rev 8/24)
- (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 the Department or National Headquarters. (Rev 8/24)

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 Seven, 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, Chapter Seven, Section 735 [B]).
- (C) Interest only derived therefrom 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.
 - (4) Life Member Checks
 - (a) Are sent to the Department and Unit Treasurers for eligible members between October 15th and November 30th each year unless prevented by unforeseen circumstances.
 - (b) Checks are good for a period of ninety (90) days from the date on the check and are considered void after that point and will not be honored.
 - (c) Checks will not be processed for Departments or Units that do not have a current Installation of Officers report on file at National Headquarters.
 - (d) It is the responsibility of the Department or Unit Secretary to notify National Headquarters of any change in Treasurer or a change in the Treasurers address after the Installation of Officers report has been sent to ensure checks are mailed to the correct person and address.

- (e) It is the responsibility of the Department or Unit Treasurer to notify National Headquarters if their Life Members Check is not received by December 15th.
 - (f) Should a Department or Unit wish to donate their Life Member Check back to the Marine Corps League Auxiliary, they need to write VOID on the check and return it to National Headquarters with a note advising the National Secretary they do not wish to claim their Life Member Check for the current year. (8/25)
- (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.
- (E) A Department or Unit which awards Life membership and wishes for the Awarded 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.
- (F) 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 646 – DUAL MEMBERSHIP – (Membership in more than one Unit by the same individual.)

- (A) Any Member of the Marine Corps League Auxiliary who is in good standing may apply for membership as a Dual Member in one or more additional Units. (Added 08/14)
- (B) For Dual Associate Members, the same rules and requirements would apply as for Associate Members (See Section 600 Membership Eligibility (B).) (Added 08/14)
- (C) A Regular Dual Member would have to state which Unit would be her primary Unit for voting privileges on the Department and National level. In order to change one's voting privileges to a different Unit, a signed, approved, written request to transfer voting rights to the receiving Unit, with copies to the Department Secretary or Secretary/Treasurer (if one exists) and to the National Secretary, must be filed. (Added 08/14)
- (D) Each Regular Member may have only one (1) vote at the National and Department level with her primary Unit. (Added 08/14)
- (E) Dual Members shall have the same rights at this Unit as her original membership eligibility allows, including the ability to hold office in each Unit. (Added 08/14 & Rev 08/19)
- (F) Dues (National, Department and Unit) and Initiation Fees will have to be paid for each additional Unit into which a Member is accepted. (Added 08/14)
- (G) Nothing in Section 646 can or will supersede the Bylaws and Administrative Procedures or Standing Rules of a Unit, Department or National in regard to acceptance of an application or in regard to a change in the current membership status of a member. (Added 08/14)

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.

(B) 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) 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. (Rev 8/17)

(B) Article Seven (7) applies to Chapter Eight (8), Administrative Procedures, Sections 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 year by a majority vote of the properly registered and approved Delegates present and voting at a National Convention. The proposed revision, amendment or repeal is submitted in typewritten form in the exact wording to National Headquarters, no later than **April 1st**. Within three (3) days of receipt of the proposed documents, the National Secretary shall send an email confirmation to the maker and post them on the National website in the order they were received, to allow members and units time to review and discuss prior to the National Convention. Submissions may be sent via email or may be sent via certified U.S. Mail or by other carriers where Certified Delivery may be verified, and a Return Receipt may be requested. The Bylaws Committee and Judge Advocate will review and present the proposed amendments to the body at the National Convention for rejection or acceptance. Copies of each proposal will be published by National Headquarters in the national newsletter no later than thirty (30) days prior to the opening day of the National Convention at which the proposal is to be considered. (08/14), (8/17), (08/23) (8/25)

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 National Board of Trustees, 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 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.