C O N S T I T U T I O N

PREAMBLE

In the name of the beneficent God of all, we who have honorably served, or are now honorably serving our country in the United States Marine Corps, for the common good of its Nation, and all 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, to protect and advance the welfare of wounded and disabled Marines and their dependents, and for the further purposes set forth here-in after, do solemnly andfirmly associate ourselves together within the State of Illinois, having organizeda Department in conformity with the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League, do hereby ordain and establish this Constitution.

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ARTICLE I

NAME

SECTION 1: The name of this organization shall be: "Department of Illinois, Marine Corps League".

ARTICLE II

CORPORATE SEAL

SECTION 1: The corporate seal of this organization shall be the official emblem of the Marine Corps League surrounded by an outline of the territorial boundaries of the State of Illinois.

ARTICLE III

PURPOSE

SECTION 1: In addition to the achievement of the aims and purposes of the Marine Corps League, as set forth in the National Charter and Bylaws, it shall be the further purpose of this organization to promote the aims and purposes of the Marine Corps League by striving for the establishment and proper conduct of Detachments in all communities of the State of Illinois where the quantity of Marines residing therein are sufficient to legally constitute a Detachment.

ARTICLE IV

POLICY

SECTION 1: This organization shall never take part in any labor or management dispute or issue, and it shall ever be non-sectarian, non-political, and non-partisan. The name of this organization shall not be used by any Detachment thereof, by any Officer or Member, nor shall membership in this organization be used as a medium for political ambition or preferment. Preferment by reason of present or former civilian or military positions shall not be countenanced.

SECTION 2: Nothing in the preceding section shall prohibit this organization or any Detachment thereof from participating in political issues that may affect the welfare of the United States Marine Corps, the national security of this nation, or any veteran's claim for justice arising out of service in the armed forces of the United States.

ARTICLE V

POWERS

SECTION 1: This organization (a) shall have perpetual successions; (b) may charge and collect membership dues and receive contributions of money or property to be devoted to carrying out the purposes of the organization; (c) may sue or be sued; (d) may adopt a corporate seal and alter it at pleasure; (e) may adopt and alter bylaws not inconsistent with this Constitution or with the Constitution and National Bylaws of the Marine Corps League or with the Constitution and laws of the United States or of the State of Illinois; (f) may establish and maintain offices for the conduct of its business; (g) may elect or appoint Officers and agents; (h) may choose a board of trustees, consisting of not more than fifteen persons nor less than five persons, to conduct the business and exercise the powers of the organization; (i) may acquire by purchase, devise, bequest, gift or otherwise, and hold, encumber, convey, or otherwise dispose of such real and personal property as may be necessary or appropriate for its purposes; and generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the organization is created.

ARTICLE VI

MEMBERSHIP

SECTION 1: All individuals qualified for membership in the Marine Corps League, in accordance with the National Bylaws of the Marine Corps League, who are either members of any Marine Corps League detachment within the State of Illinois or a member-at-large residing in the State of Illinois, are qualified as members in the Department of Illinois, Marine Corps League.

ARTICLE VII

AMENDMENT

SECTION 1: This Constitution may be repealed, revised, or amended at any Department Convention by two-thirds (2/3) vote of the attending registered and certified Delegates voting at a Department Convention, provided the proposed repeal, revision or amendment has been submitted, in triplicate typewritten form, to the Department Judge Advocate for review by the Bylaw Committee by the Department third Staff Conference. Upon completion of the review theDepartment Judge advocate will submit the proposals to the National Judge Advocate for approval. After approval by the National Judge advocate, the Department Judge Advocate will forward the proposals to the Department Adjutant fordistribution of such proposals to the detachments within this department, via direct mail or by publication in the approved Department publication, at least thirty (30) days prior to the opening of the Department Convention at which the repeal, revision or amendment is to be considered. All revisions, amendments or repeals, which do not provide for an effective date, will become effective at the close of the Department Convention at which they are approved.

ARTICLE VIII

REPEAL

SECTION 1: All existing constitutional provisions adopted by the Department of Illinois, Marine Corps League prior to the effective date hereof, are hereby repealed.

SECTION 2: This Constitution shall be in full force and effect from and after its adoption.

B Y L A W S

10.00 GENERAL BYLAWS

10.01 DEFINITIONS. Wherever the following terms or abbreviations are used they shall be given the meaning and construction set forth hereinafter:

(a) DEFUNCT DETACHMENT -- A detachment in the status of “Inactive Detachment” (see definition) which failed to redeem itself from such status as of 1 July.

(b) DELINQUENT MEMBER -- Any member who has not paid his annual membership dues prior to membership expiration date as shown on the member's membership card.

(c) DEPARTMENT -- The Department of Illinois, Marine Corps League, organized and chartered under the authority of the Marine Corps League, under the provisions of its charter and bylaws; incorporated and chartered within the State of Illinois as a not-for-profit corporation under the provisions of "the general not for profit corporation act” of the State of Illinois; the sole statewide representative of the Marine Corps League, for any and all Marine Corps League affairs within the State of Illinois to which all constituent units of the Marine Corps League within the State of Illinois are directly responsible and subordinate thereto.

(d) DEPARTMENT STAFF -- The duly elective and appointive officers entrusted and empowered to execute the administration and mandates of the Department of Illinois, Marine Corps League, (and of its convention), within the provisions of its Constitution and these Bylaws.

(e) DEPT. OF ILL. -- Refers to the Department of Illinois, Marine Corps League, as identified in (c) above, with identical connotation.

(f) DETACHMENT -- A constituent, but subordinate, local unit duly established, organized and chartered within the territorial boundaries of the State of Illinois under the provisions of the National Charter and Bylaws and the Constitution and Bylaws of this Department.

(g) DISTRICT -- A constituent, but subordinate, combine of Detachments within specified geographic boundaries within the State of Illinois, constituted without charter to provide representation of the Department within its district confines for the furtherance of the Marine Corps League and its individual Detachments.

(h) DROPPED MEMBER -- Any member who has been a “Delinquent Member" (see definition) for a period of one (1) year (365 days), or a member who has been dropped from the membership rolls of a Detachment for cause.

(i) INACTIVE DETACHMENT – A Detachment which has not held an official Election of Officers, Installed such Officers by the last day of the month subsequent to the election and/or failed to file the official "Report of Officers and Installation", within fifteen (15) days of the installation; or which has failed to transmit dues for at least fifteen (15) members to Department or National Headquarters as of June 30 of the fiscal year.

(j) LIFE MEMBER/MEMBERSHIP -- Any Member whose membership is guaranteed with all rights for his natural life without payment of additional dues to National, Department or Detachment, providing that the holder of such membership does not resign from membership, or membership is not revoked for cause.

(k) MCL -- Marine Corps League.

(l) MCLA -- Marine Corps League Auxiliary.

(m) MEMBER-AT-LARGE -- Any member in good standing in a Detachment who tenders a written resignation to the Detachment Commandant, with the approval of the Detachment Adjutant/Paymaster will notify National Headquarters on a standard transfer form via the Department Paymaster; and any person eligible for new membership inthe Marine Corps League may make application on a standard application form, accompanied by proof of eligibility andthe fee, as established by National, may become a Member- at-Large.

(n) MEMBER IN GOOD STANDING -- All members shall be considered in good standing in the Marine Corps League when the required dues are paid and transmitted on or before membership expiration date as shown on the member's membership card.

(o) OFFICIAL DEPARTMENT OF ILLINOIS PUBLICATION -- A magazine, newspaper, or bulletin to be known as "The Illinois Marine" published and distributed on a periodical basis, as a minimum, to each Member in good standing of each Detachment and Members-at-Large within this Department.

(p) STAFF -- As associated with the functions of the Department, refers to the Department Staff, as identified within (d) above, with identical connotation.

10.11 COMPONENT GOVERNMENT. The government of the Department shall be composed of its Department Convention, Department Staff, Department Commandant, Districts, and Detachments.

10.20 POWERS. The governing body of this Department shall be the Department Convention, subordinate to the National Convention of the Marine Corps League.

10.21 LEGISLATIVE POWERS. The supreme legislative and regulatory powers of this Department shall be vested in the Department Convention, which shall be composed of several detachments within the Department of Illinois. These powers are subservient only to the laws of the State of Illinois, and laws and Constitution of the United States, theNational Charter and Bylaws of the Marine Corps League, and the provisions of these Bylaws.

10.22 EXECUTIVE POWERS. The supreme executive powers of this department in the interim periods between conventions shall be vested in the Department Commandant and the department staff hereinafter defined. These powers are subservient only to the laws of the State of Illinois, the laws and constitution of the United States, national charter and bylaws of the Marine Corps League, the department convention, and the provisions of these bylaws.

10.31 DEPARTMENT HEADQUARTERS. Pending the establishment of permanent business office and headquarters, the Department Staff shall annually designate the location of Department Headquarters. Should the staff fail to make such designation at its **Department Convention**, the right and duty to do shall devolve upon the Department Commandant.

10.32 DEPARTMENT ORGANIZATION. The organizational structure of this Department shall be, in respective order of declining priority, authority, and supervision, as follows:

(a) The Department Convention.

(b) The Department Staff.

(c) The Districts, eight in number, as hereinafter identified.

(d) Detachments, organized in locales wherein the membership associated.

20.00 DEPARTMENT CONVENTION

20.01 CONVENTION ASSEMBLY. The Department Convention shall assemble once annually unless prevented by national emergency or other unpreventable cause. The assembly shall consist of the Department Staff and certified Delegates and Alternates elected by each Detachment to represent their Detachment and the membership thereof. Each Detachment shall be provided written notification of dates and location of pending Convention at least forty-five (45) days prior to the opening date of the Convention.

20.02 ORDER OF THE CONVENTION. It shall be the duty of the Department Commandant to consult with his staff, immediately preceding the opening of the Convention, as to the business to come before the Convention and to outline the order of same to expedite the proceedings.

20.11 ASSEMBLY DATE. The Department Convention shall normally assemble during the month of June; in no case shall the Convention be assembled no earlier than April 1, nor later than July 31. The time and place for convening the succeeding Department Convention shall be determined at each Convention, but should the Convention fail to make such determination, the right and duty to do so shall devolve upon the Department Staff. Decision on site in the latter case should be made at least eight (8) months prior to the assembly of the Convention. Information regarding the time and place of the forthcoming Convention shall be made available to all members as soon as practical after determinationhas been made.

20.21 CONVENTION DELEGATES. Each Detachment shall be entitled to one (1) Delegate and one (1) Alternate for each block of **ten (10)**, or any fraction thereof, of its membership in good standing as of fifteen (15) days prior to

the opening date of the Convention. Each Delegation shall have an appointed Chairman of its delegation; such Chairman shall be responsible for the order of that delegation, and shall respond for the delegation on a roll call vote.

20.31 CONVENTION CREDENTIALS. Each Delegate and each Alternate to the Convention must have his credentials certified by the Convention Credentials Committee. The Department Adjutant will forward to each Detachment adequate copies of Convention credential forms, with advice of the quantity of Delegates and Alternates such detachment is entitled. These credential forms with necessary instructions will be sent to all detachments at least thirty (30) days prior to the opening date of the convention. Each detachment shall complete the credential forms, authenticate their selection of Delegates and Alternates by affixing signatures of the Detachment Commandant and Adjutant, and forward required copies to the Convention Credentials Chairperson not later than ten (10) days prior tothe opening date of the Convention. The official Convention Registration Badge, furnished to all registrants, shall be worn at all sessions of the Convention.

20.41 CONVENTION REGISTRATION.

(a) Each accredited Delegate, Alternate to the Convention, each Officer of the Department Staff, and each Member of the Department Staff must be registered. All approved and certified Delegates, Alternates and Members will receive from the Convention Registration Committee, a convention program booklet.

(b) P**re-**registration fees **prior to** the Department Convention shall be five ($ 5.00) dollars, at the Convention the registration fees shall be ten ($10.00) dollars.

(c) The total registration fees collected by the convention committee shall be returned to the Department. When the MCLA Convention is held in conjunction with the MCL Convention and registration fees of the MCLA are included in the total fees collected, this Department shall in-turn transfer the appropriate portions of these fees to the MCLA, consistent with the number of MCLA registrants on record.

20.51 CONVENTION QUORUM. The quorum required to convene the Department Convention shall be a majority of the Elective Department Officers (including at least two (2) Department Trustees), the Adjutant and at least five (5) certified Delegates (not including the above). Should a quorum fail to exist at the time of the first call to order, the Department Commandant shall delay the opening of the Convention for one-half (1/2) hour. At the announced hour of the second call to order, if no quorum exists, the Commandant shall have the power to appoint any past Department Commandant, any Detachment Commandant, or any Past Detachment Commandant (of this Department) who are present, to serve pro tempore, in order to achieve a quorum.

20.61 CONVENTION VOTE.

(a) Delegates who have registered, paid their required registration fees, whose credentials are authenticated by their Detachments and approved by the Credentials Committee may vote in the Department Convention.

(b) No Alternate may vote in place of a registered Delegate unless the full complement of Delegates representing the Detachment are not available on the convention floor, then only may the Alternate vote, providing such Alternate is properly registered and certified by the Credentials Committee.

(c) A simple majority vote in Convention will carry any measure or decide any issue, except amendments to the Rules, suspension of the Rules, a motion to reconsider a previous adopted motion, changes, amendments or revision to the Department Constitution or Bylaws; all of which require a two-thirds (2/3) vote to carry.

(d) During a voice vote, standing vote or a show of hands vote, each Delegate (or authorized Alternate in his stead), each Elective Member of the Department Staff, each Past Department Commandant (IL), each Member-at-Large (of this Department), and each Past National Commandant (of this Department), providing all are in good standing and are properly registered, shall be entitled to one (1) vote whenever any of these methods of voting are employed.

(e) During a roll call vote, each Detachment Delegate is entitled to cast a vote for **ten (10)** members, providing the total vote does not exceed the Detachment strength of members in good standing, as of fifteen (15) days prior to the opening date of the Convention. The full complement of a Delegation must be on the Convention floor in order that the full voting strength may be cast. When less than the full quota of Delegates are in the assembly, the delegation is permitted to vote the pro-rated voting strength of the Detachment consistent with the representative ratio of their delegation in the assembly; however, should there be a division of opinion within the delegation, the vote of the Delegates present may be accordingly split, or pro-rated according to the ratio of the Detachment voting strength which each Delegate represents. Following the roll call of Detachments, (except for elections), the roll call of the elective members of the

Department shall occur for their voting, followed further by the roll call of attending Past Department Commandants (IL), Past National Commandants (of this Dept.), and Members-at-Large (of this Dept.), who are in good standing and properly registered, (each entitled to a single vote).

(f) No vote shall be permitted to be cast by proxy.

20.70 DEPARTMENT NOMINATIONS AND ELECTIONS

20.71 NOMINATIONS

(a) All nominations for Elective Office in the Department shall be made annually and shall be made from the floor of the Convention. The nominations shall be solicited from the assembly.

(b) In addition to the officer eligibility provisions hereinafter contained, nominees must be properly registered and must be present to be nominated; or, if attendance is justifiably prevented, a written statement of acceptance, signed by the nominee, will be presented on behalf of the candidate by the person making the nomination.

(c) Any Member, otherwise eligible for nomination to an Office, may be nominated for more than one Office, providing there is at least one other Alternate nominee for each of the offices for which he is nominated.

(d) Any person may decline a nomination during the nomination processes for that specific office.

(e) No nominee for an office shall nominate another person for the same office to which he is already a candidate.

(f) Nominations shall be opened during the last portion of the day's business session on the day preceding the date of the Election. Nominations shall be held open until immediately prior to the Election for each Office.

(g) For the offices of District Commandants, the various districts shall separately meet in caucus to elect their nominee for their District Commandant immediately following the nominations of all other Department Officers. A majority vote of the registered Delegates of the Detachments represented within the District shall be required to elect a nominee for District Commandant. The announcement of such nominations to the entire convention is not necessary until after the **e**lection of the balance of the Department Officers. In the case where one of these District elected nominees are elected to another office, another caucus shall be authorized for the affected District to facilitate election of another candidate.

20.72 ELECTIONS.

(a) Election of Department Officers shall be held annually as the last portion of the last day's business session of the Department Convention. (Installation of these officers shall take place prior to the adjournment of the Convention and the filing of "Report of Officers and Installation" during first order of business by the new Department Staff).

(b) Election of Department Officers shall be by roll call vote whenever there is more than one candidate in contest for an Office.

(c) A majority of the votes cast is required to elect Department Officers. When a majority is not obtained on the first ballot, a second balloting will commence immediately after a caucus (up to ten (10) minutes) is completed. Should a majority vote not be achieved on a second ballot, the candidate with the least votes shall be eliminated as a candidate and a third the above step shall be repeated until a majority vote is realized.

(d) The election of District Commandants shall be held after all other Department Officers have been elected. Each District shall be polled by the Department Adjutant for the announcement of their elected nominee. After such announcement, a voice vote will be solicited from the Convention Assembly to ratify the election of the District Commandants.

20.73 ELECTION SUPERVISORS.

(a) Prior to the Election of Officers, the Department Commandant shall appoint a committee of four (4) Delegates to serve as Election Supervisors; appointments will be subject to approval of the assembly.

(b) The Committee shall be composed of at least two (2) Members who are either past Department Commandants or

current Detachment Commandants (or a mix of the two) plus two other Delegates. No two (2) of these appointed shall be of the same Detachment, nor shall a candidate for any Elective Office be appointed. Two of these supervisors shall act as Tellers and two shall serve as Judges.

(c) These supervisors shall be provided brief but comprehensive instructions prior to their officiating.

20.80 CONVENTION COMMITTEE.

20.81 DEPARTMENT LIAISON COMMITTEE. MERGE 45.19 AND 45.31

The **Departmen**t Time and Place **Liaison** Committee chaired by the Director of Conventions, consisting of three (3) members is charged with the duty:

(a) To encourage and advise all Detachments which are potential bidders for the Department Convention in order that they fully understand the requirements for hosting a Convention, to include bid preparation and responsibilities and associated obligations for Convention preparations as herein contained.

(b) To receive, review, and evaluate all bids submitted for Department Convention; assuring bids conform to the complete requirements stated herein, (returning those not in conformance, with advice); determine and recommend to the Staff (and when possible to the Convention) the bid (s) which is (are) in the best interest of the Department.

(c) To receive and evaluate all bids for staff conferences and present same to the Staff for its consideration.

(d) Shall be constituted to provide for representation of the Department in the planning and conduct of the Department Convention.

(e) This Committee shall act in an advisory capacity to the hosting Detachment Committee, and shall generally review the plans and preparations made for the Convention objectively to assure success of the Convention.

(f) To assure a line of communication is established between the Department and the Department MCLA and all subsidiary organizations during the Convention, in order that all bodies can be kept informed of all activities associated with the convention.

(g) To assist in the resolution of unpredictable problems associated with the conduct of the Convention.

20.82 HOSTING DETACHMENT COMMITTEE.

(a) The hosting Detachment Committee shall be considered as being the total membership of the host Detachment; however, for the purposes of management and administrative controls and record keeping, a Committee shall be appointed by the Detachment, at a minimum, to include a Chairman, a Secretary, a Treasurer, and three (3) Directors.

(b) It shall be the general duties of the hosting Detachment Committee to:

(1) Perform the necessary tasks associated with the preparations for the Department Convention.

(2) Coordinate the proposed Convention program and scheduled activities with the Department CommitteeCommandant, through the Department Liaison.

(3) Keep the Department MCL and MCLA and the Members informed of convention plans.

(4) Perform certain miscellaneous duties during the Convention.

(5) Provide for social and entertainment activities during the Convention.

(6) Maintain separate, complete and accurate records of all moneys received and disbursed during the execution of their actions as host.

(c) The Detachment successful in securing approval of the Department as the next host, shall be contacted by the

Department registered agent who will secure the necessary incorporation under the provisions of “the general not for profit corporation act” of the State of Illinois.

(d) Immediately after receiving copy of above corporation status (from the Department registered agent), and after selection of its Chairman and Treasurer, the hosting Detachment shall secure a bond covering, at minimum, the Chairman and Treasurer for the amount of five thousand ($5,000.00) dollars. This bond is to cover finances handling and the proper performance of duty from time of corporation filing extending through the Convention until acceptanceof the final reports of this Committee by the Department Staff, (generally the second Staff Conference). Proof of havingbeen bonded shall present to the Department Liaison Committee not later than thirty (30) days after receiving corporation status. The costs of the premium for such bond shall be considered as a convention expense and therefore shall be paid out of the gross proceeds of that convention receipts.

(e) The hosting Detachment Committee shall develop a contract with the hotel/motel, establishing the agreement to free Convention meeting halls, prices of rooms for the delegations, and general use of facilities, to be signed by both the hotel/motel management and the local Committee; a copy of which is to be sent to the **Director of Convention** as soon as possible after acceptance of the Detachment's bid.

(f) The hosting Detachment Committee shall establish strip tickets and prices for the various activities and coordinate

same with the Department Liaison Committee.

(g) After conclusion of the Convention, the hosting Detachment Committee shall prepare a signed financial report containing a complete summary of receipts and disbursements to be presented to the Department Staff not later than the second Staff Conference.

(h) The hosting Detachment Committee shall, at the second Staff Conference, show proof that all debts incurred by the Convention have been paid in full.

(i) The hosting Detachment shall, not later than the second Staff Conference, be prepared to receive and accept the Detachment's sixty (60%) percent share of the net proceeds of the Convention (after all bills have been paid and after all registration fees have been deducted), and shall be further prepared to remit the other forty (40%) percent to the Department.

(j) The hosting Detachment shall, not later than the second Staff Conference, be prepared to receive and accept the Detachment's fifty (50%) percent share of the net proceeds of the Convention Program Book (after all bills have been paid and after all registration fees have been deducted), and shall be further prepared to remit the other thirty (30%) percent to the Department with twenty (20%) percent share to be pro-rated by the Detachments who provided commercial advertising (Detachment "Repeat" customers will give the credit is future distribution).

21.00 RULES OF THE CONVENTION.

21.01 RULES. The following Rules shall prevail at each Convention and copies shall be made available to each registered Delegate and Alternate attending each Convention:

(a) The business sessions shall be conducted under the prescribed ritual of the Marine Corps League.

(b) The conduct of business at all business sessions shall be governed by the National Bylaws and Administrative Procedures, and the Department Bylaws. Parliamentary reference shall be Robert's Revised Rules of Order.

(c) No person or persons shall be permitted to attend the business sessions unless they are Members in good standing of the Marine Corps League.

(d) Should the Department Commandant desire to admit any visitor to the business for any purpose, he shall firstdeclare the Convention under the "Good of the Order" and admit the visitor. After the purpose has been completed, he shall dismiss the visitor and declare the Convention open under the business being transpired prior to the time of the admission of the visitor

(e) Delegates, Alternates and Members desiring to leave the hall during business session, shall present themselves to the center and salute the Chair.

(f) Any Member, desiring the privilege of the floor, will rise, address the Chair as Sir Commandant" and when recognized, will state his or her name, and identify the Member's Detachment.

(g) All registered and approved Delegates, registered Department Officers, registered Past Department Commandants and all registered Detachment Commandants, when recognized by the Chair, shall be afforded the privilege of the floor and the right to speak in any discussion or debate in the assembly.

(h) No Alternate shall be granted the privilege of the floor upon a motion or question of a motion when the full complement of his or her Detachment delegation is seated. The Commandant shall question the Chairman of concerned delegation as to whether or not the delegation is complete before giving permission to the Alternate to speak.

(i) No Delegate shall be permitted to speak twice on a question of a motion unless all other speakers have finished, at which time he or she shall be permitted to speak once more on the pending subject. Time limit, three (3) minutes.

(j) When a "point of order" is called, the Department Judge Advocate shall render an opinion on law and procedure to the Chair.

(k) The Chairman of the Credentials Committee shall post in a conspicuous place, and maintain current, a listing of the

Detachments represented and the voting strength of each.

(l) Any three (3) Detachments concurring shall be afforded a roll call vote.

(m) The Commandant shall permit up to a ten (10) minute recess prior to the calling of the roll on a roll call vote to permit the Detachment Chairmen to poll their Delegates and to be ready to cast their vote when polled.

(n) The Adjutant shall call the name of the Detachments and announce voting strength of each on all roll call votes and for the Election of Officers. If a Detachment is called and no Delegate replies at the time of the polling, the vote of that Detachment shall be considered as a pass. If a Detachment should pass the vote, the Detachment shall again be called after all other Detachments have been polled. Two passes maximum will be permitted.

(o) Nomination speeches in behalf of any candidate shall be limited to three (3) minutes by each speaker. Seconding speeches shall be limited to one (1) minute.

22.00 CONVENTION PREPARATION.

22.11 BIDS FOR CONVENTION.

(a) Only formal written bids for a Department Convention shall be considered by the Department of Illinois and it's Time and Place Committee.

(b) Maximum effort shall be made by any Detachment planning to host a Convention to present their formal, written bid to the Time and Place Committee during the early part of the Convention (one year prior to the Convention they plan to host) to facilitate just evaluation of all bids and submission to the Convention for a decision.

(c) The following items, at a minimum, shall be included in each formal bid proposal package:

(1) A letter from the proposed host city's hotel managers association, or from each individual hotel/ motel, setting forth the accommodations available and certifying that their facilities are wheel chair accessible.

(2) A resolution from the proposed host Detachment inviting the Department Convention, together with the declaration that the Detachment shall comply with the prerequisite requirements established in these bylaws, shall cooperate with and subject itself to the requirements and authority of the Department during the period of the Convention and the required follow-on actions and reports.

(d) In case no viable bid is received by the second Staff Conference or if, in the opinion of the Commandant and agreed to by the Members of the Staff assembled, that it would be in the best interest of the Department Staff to conduct the Convention they may do so without a hosting Detachment.

22.21 CONVENTION FACILITIY REQUIREMENTS: Any Detachment desiring to host the Department Convention must be prepared to supply the following without any charges to the Department of Illinois:

(a) A suitable hall of sufficient size to accommodate a joint meeting of the MCL and MCLA Delegates, Alternates and visitors.

(b) A suitable banquet room/ballroom of sufficient size to accommodate a banquet for the climax of the Convention.

(c) One meeting hall for each, the MCL and the MCLA, for business sessions throughout the duration of theConvention.

(d) One room at the Convention hotel/motel, for the duration of the Convention, for the use of the Department Commandant.

(e) One room at the convention hotel/motel, for the duration of the convention, for the use of the MCLA Department President.

(f) One room at the Convention hotel/motel, for the duration of the Convention, for the Department Commandant's guest. (This should be a line item under the Department Commandant for General Fund).

(g) One room at the Convention hotel/motel, for the duration of the Convention, for the MCLA Department President's

guest. (This should be a line item under the Department President for General Fund).

(h) If the National Commandant should be an invited guest, provide one room for the period of his stay along with a Convention strip ticket, at no charge for either.

(i) A suitable souvenir program booklet to be provided to all registered for the Convention.

30.00 DEPARTMENT STAFF

30.01 STAFF COMPOSITION. The Department Staff shall be composed of the following:

(a) All elective Department Officers identified herein as: Commandant, Sr. Vice Commandant, Jr. Vice Commandant, Judge Advocate, Paymaster, Sergeant-at-Arms, Jr. Past Commandant, and all District Commandants.

(b) All Department Trustees, as hereinafter identified.

(c) All appointive Department Officers identified herein as: Adjutant, Service Officer, VAVS Chairman, Historian, Editor of Illinois Marine, Department Scholarship Chairman, Legislative Chairman, State Fair Sales Coordinator, Eagle Scout Award Chairman, POW/MIA Chairman, Director of Conventions, Toys for Tots Coordinator, Young Marines Liaison, Marine for Life Liaison, **War Committee's Chairmen, Homeless Veterans Chairman** and Chaplain**.**

(d) All Detachment Commandants.

(e) All past Department Commandants (this Dept.).

(f) All Past National Commandants (this Dept.).

30.10 STAFF POWERS / AUTHORITY.

30.11 EXECUTIVE.

(a) The Department Staff shall be the official representative of the Marine Corps League within the State of Illinois.

(b) The Department Staff shall have, in the interim periods between Conventions, the direction and control of the affairs of the MCL throughout the State of Illinois, to include supervision of and jurisdiction over all Districts, Detachments, and subsidiary bodies of the MCL.

(c) The Department Staff shall have the power and authority:

(1) To approve issue, to suspend or revoke for cause, a Charter granted to a Detachment in this Department.

(2) To fill any vacancy in any Office on the Department Staff as hereinafter provided.

(3) To determine which Department Officers should be bonded, and to fix the amount of such bonds.

(4) To direct such orders to the subordinate Commandants of constituent units as are not in conflict with the National Bylaws and Administrative Procedures, and the Department Constitution and Bylaws.

(5) To do all things necessary for the best interests of the MCL.

(6) To exercise such other powers and authorities as are granted by these Bylaws.

30.12 SPECIAL. The Department Staff shall have the additional power and authority:

(a) That whenever a Department Member or Department Officer commits an act contrary to the National Bylaws and Administrative Procedures of the Marine Corps League, or an act which is deemed not in the best interest of the Marine Corps League, said Department Member or Department Officer shall be charged as outlined in section 904 of the Administrative Procedures of the Marine Corps League.

(b) To determine (when necessary) and approve the dates of the next Department Convention.

(c) To exercise necessary disciplinary actions as hereinafter provided.

30.31 CONDUCT OF BUSINESS. The business of the Department between Conventions will normally be conducted by the Department Staff at regular or special called Staff Conferences. Department business, requiring actions between Staff Conferences, may be transacted by mail or telephone; however, for the purpose of the record, all actions taken (other than administrative type) will require the approval of the Staff to sustain the action taken.

30.40 STAFF CONFERENCES

30.41 STAFF CONFERENCE SCHEDULE.

(a) The Staff shall meet in conference at two (2) additional conferences, held at four (4) to five (5) month intervals (Oct/Nov) and (Feb/Mar). Bids for these Staff Conferences shall be solicited and received from the various Detachments. In case no viable bid is received or, if in the opinion of the Commandant, and agreed to by the membersof the Department Staff, that it would be in the best interests of the Department for the Department Staff to conduct the conference. They may do so without a hosting Detachment. The acceptance of the location and dates of these conferences is subject to the approval of the Department Staff. Notices of these Staff conferences shall be forwarded bythe Department Adjutant to all Department Officers and Committees and to all Detachments at least thirty (30) days prior to the conduct of such conferences.

(b) The Department Commandant shall have the power to call any special conference of the Staff that he may feel necessary to further the advancement and service of the Department. No other business than that for which the special conference is called may be transacted. Notices concerning time, place and purpose(s) of such special conference shall be sent to all Department Officers and all Detachment Commandants not less than five (5) days prior to such conference.

(c) Upon written request of three (3) or more members of the Department Staff, the Department Commandant is mandated to call a Special Staff Conference under the same conditions as herein above stated.

30.42 STAFF CONFERENCE QUORUM.

(a) The quorum required to convene a conference of the Department Staff shall be: a majority of the Elective Department Officers (including at least two (2) Department Trustees), the Adjutant, and one-fourth (1/4) of the other appointed Department Officers.

(b) Should a quorum fail to exist at the designated time of the first call to order, the Department Commandant shall delay the start of the conference for one-half (1/2) hour. At the announced hour of the second call to order, if no quorum exists, the Commandant shall have the power to appoint any Past Department Commandant, any Detachment Commandant or any Past Detachment Commandant (of this Department) who are present to serve pro tempore, in orderto achieve a quorum.

30.43 STAFF CONFERENCE VOTE.

(a) The following (all in good standing with the MCL) shall be entitled to one (1) vote at any staff conference:

(1) All elective Department Officers.

(2) The Department Adjutant.

(3) The Department Service Officer.

(4) All Detachment Commandants (within this Department).

(5) All Past Department Commandants (of this Department).

(6) All Past National Commandants (of this Department).

(b) No member of the staff shall be permitted to vote on any issue at a staff conference by proxy.

(c) All other members of the staff shall serve in an advisory capacity to the staff, but shall not be entitled to vote in a

staff conference.

30.44 STAFF CONFERENCE VOICE. Any member of the MCL, qualifying to be in attendance at a staff conference, may have the privilege of voice during discussion of issues presented to a staff conference, but shall haveno vote. This privilege is contingent upon receiving proper recognition from the Commandant; however, this privilege shall not be extended when, in the opinion of the Commandant, the privilege is being abused or is unduly delaying the proceedings of the staff conference.

30.45 STAFF REPORTS.

(a) Each Elected and Appointed Department Officer, the Chairman of the Department Trustees, and the Chairman of each committee shall be required to submit a concise written report (on official Department forms) at each staff conference and a concise written annual report to the Department Convention.

(b) Any Department Staff Officer, who fails to submit his periodic or annual reports as herein above required, shall be considered negligent in the performance of his duties and shall be subject to disciplinary action (such as loss of travel pay for the current period) by the Commandant with approval of the Staff. Disciplinary action shall not be exercised providing that the required written report is forwarded to the Adjutant prior to or not later than ten (10) days after the date the report is due.

40.00 DEPARTMENT OFFICERS AND COMMITTEES

40.01 AUTHORITY. Each Department Officer as a member of the Department Staff has the obligation and authority to discharge his individually assigned duties, as hereinafter contained. The propriety in application of this authority shall be consistent with the best interests of the MCL and accountability for all actions taken by the individual Officer shall be retained by each Officer. Unusual or unprecedented requirements for actions or expenditures of funds shall require approval of the Staff prior to action.

40.02 DEPARTMENT OFFICER ELIGIBILITY.

(a) All Elective Officers of this Department are required to be either a resident of the State of Illinois or an actively participating Member of a Detachment within this Department. Candidates for District Commandants must be an actively participating Member of a Detachment with-in the geographic confines of the District concerned.

(b) Any Member of any Detachment within this Department who has been in good standing with the MCL for three (3) or more consecutive years (including current year), and who has honorably and efficiently served, at a minimum, one (1) full term as a Detachment Commandant or as an Elective Department Officer (in this Dept.) is eligible as a candidate for the office of Department Commandant or Sr. Vice Commandant.

(c) No Department Commandant, after serving two (2) consecutive years in that office, can be eligible for that office until after one (1) or more years have elapsed.

(d) Any Member of any Detachment within this Department who has been in good standing with the MCL for two (2) or more consecutive years (including current year) is eligible to any Elective office within this Department with

exception of the positions of Department Commandant, Sr. Vice Commandant, and Junior Past Department Commandant.

(e) In the event that the immediate Past Department Commandant is prevented to serve as Junior Past Department Commandant by reasons of re-election, relocation, incapacitated, or death, any Past Department Commandant of this Department shall be eligible as a candidate for Junior Past Department Commandant.

(f) No member shall hold more than one Elective office concurrently in this Department, except as hereinafter provided for the position as Chairman of the Department Trustees.

40.03 OFFICER TENURE / SUCCESSION.

(a) All Elective and Appointive Department Officers shall be elected or appointed annually, except as hereinafter provided for Trustees. Such Officers shall continue to discharge the duties of their respective offices until their successors have been duly elected or appointed, qualified and installed in office, unless sooner removed for cause by action of the Department Staff.

(b) Tenure of office, for any Elective or Appointive Department Officer, shall be terminated by failure of any of these Officers to pay their dues prior to the expiration date as shown on such Officer's membership card. Should this occur, the Officer shall be removed from office and said office be declared vacant.

(c) All Elective Department Officers may be succeeded through re-election to respective offices; however, the Department Commandant may succeed himself for only one (1) additional term, thereafter he may be eligible only as herein above provided.

(d) Any Appointed Department Officer may be re-appointed to any office at the discretion of the Department Commandant with the approval of the majority of the Staff.

40.04 DEPARTMENT OFFICE VACANCY.

(a) In the event of a vacancy in the office of the Department Commandant should occur, the Department Sr. Vice Commandant shall succeed to that office for the unexpired term.

(b) Vacancy of an Elective Office, other than herein above provided, shall be promptly filled for the unexpired term by appointment of a replacement by the Department Commandant with the approval of the majority of the Staff. Candidates for such appointment shall be qualified under the Department Officer eligibility provisions of these Bylaws.

(c) Vacancy of any Appointive Office shall be promptly filled for the unexpired term by appointment of a replacement by the Department Commandant with approval of the Staff.

41.00 ELECTIVE OFFICERS.

41.01 IDENTIFICATION OF ELECTIVE OFFICERS. The Elective Officers of this Department shall be: Commandant, Sr. Vice Commandant, Jr. Vice Commandant, Judge Advocate, Paymaster, Sergeant-at-Arms, Jr. Past Department Commandant, and one (1) District Commandant for each of the districts, and five (5) Department Trustees.

41.10 OFFICER DUTIES. In addition to the specific duties of the individual Officer, as hereinafter stated, it shall be the duty of each Elective Department Officer:

(a) To acquire a working knowledge of the Constitution and Bylaws of this Department and the National Bylaws and Administrative Procedures of the Marine Corps League.

(b) To forward copies of all correspondence initiated to the Department Adjutant, in order to maintain a complete Department file.

41.11 DEPARTMENT COMMANDANT.

(a) It shall be the duty of the Department Commandant to preside at the Department Convention, at all staff conferences and special meetings; to observe and enforce the observance of the National Bylaws and Administrative Procedures and the Department Constitution and Bylaws; to make and promulgate such orders as may be necessary for the proper

administration of the affairs of the Department; to seek the advice and counsel of the Department Staff; to call such meetings as herein provided; to approve or disapprove all requisitions made to the Department Paymaster for the disbursement of funds; to appoint Officers and Committees as herein required or as deemed necessary; to perform such other duties as these Bylaws impose upon him; and, upon the conclusion of his tour of duty, surrender all records and property of the Department to his duly elected successor.

(b) In addition to the above it shall be the special duty of the retiring Department Commandant and the retiring Department Adjutant to transcribe and clarify the minutes of the immediate past Convention and to assure that copies of same are forwarded to the new Department Commandant and his Adjutant not later than forty-five (45) days after the close of that Convention.

41.12 DEPARTMENT SENIOR VICE COMMANDANT. It shall be the duty of the Department Senior Vice Commandant to develop and execute necessary programs to enhance the economic growth and the stimulation of social and entertainment activities of the Department; to chair the Department Activities Committee. To guide and instruct all Detachment Senior Vice Commandants as to the proper conduct of their normal functions within the Detachment; in the event of the vacancy of the office of the Department Commandant, to assume the duties thereof; to perform such other functions as may be assigned by the Department Commandant; and, upon the conclusion of his tour of duty, surrender all records and property of the Department to his duly elected or appointed successor.

41.13 DEPARTMENT JUNIOR VICE COMMANDANT. It shall be the duty of the Department Junior Vice Commandant to develop and execute necessary programs to enhance the growth of the MCL in both stature and in membership; to chair both the Department Membership Committee and the Awards, Citations and Decorations Committee; in the temporary absence of both the Department Commandant and the Senior Vice Commandant, to assume the duties of the Department Commandant; to perform such other functions as may be assigned by theDepartment Commandant; and, upon the conclusion of his tour of duty, surrender all records and property of the Department to his duly elected or appointed successor.

41.14 DEPARTMENT JUDGE ADVOCATE.

(a) It shall be the duty of the Department Judge Advocate to act as legal counsel of the Department; to advise the Department Staff concerning the laws of the Department and of the Marine Corps League; to construe the Constitution and Bylaws and advise Detachment Commandants, as requested. Nothing in the foregoing shall be construed as being prejudicial to the right of the Department to employ outside counsel if deemed necessary by and with the approval of the Department Staff.

(b) The Department Judge Advocate shall render opinions in all questions of law that may arise concerning any Constitutions and Bylaws of constituent units, upon request of a Detachment Judge Advocate, or when an appeal is made through channels, regarding the opinion of a Detachment Judge Advocate. If requested, he shall reduce his opinion to writing, and file a copy thereof with the Department Commandant and the Department Adjutant. His decision shall not be binding, except as they are accepted and approved by the Department Commandant, the Department Staff or Department Convention.

(c) It shall be the duty of the Department Judge Advocate to guide and instruct all Detachment Judge Advocates as to the proper conduct of their normal functions within the Detachment; to perform such other functions as may be assignedby the Department Commandant; and, upon the conclusion of his tour of duty, surrender all records and property of the Department to his duly elected or appointed successor.

41.15 DEPARTMENT PAYMASTER. It shall be the duty of the Department Paymaster to keep true and accurate books and records of the accounts and properties of the Department; to collect all moneys due the Department; to deposit all moneys and securities in a reputable federally insured financial institution (s), which is (are) approved by the Staff, in the name of the "**Marine Corps League**, Department of Illinois"; to make all approved disbursements by check signed by himself and the Department Commandant; to submit quarterly financial reports to the Department Staff and an annual financial report to the Department Convention; to assure that required Internal Revenue tax forms (IRS form 990) are properly prepared and submitted annually as required by IRS regulations; to maintain true and accurate records of membership of the Department in coordination with the Department Adjutant and Membership Committee; to forward membership transmittals to National Headquarters at least semi-monthly; to guide and instruct all Detachment Paymasters (or Adjutant-Paymasters, as applicable) as to the proper conduct of their normal functions within the Detachment; to close the books for the collection of dues and for determining Detachment voting strength, fifteen (15) days prior to the opening date of the Department Convention; to notify the Convention Credential Committee of any Detachment's indebtedness to the Department; to perform such other functions as may be assigned

by the Department Commandant; and upon the conclusion of his tour of duty, surrender all records, moneys, files and property of the Department to his duly elected or appointed successor.

41.16 (REMOVED)

41.17 DEPARTMENT SERGEANT-AT-ARMS. It shall be the duty of the Department Sergeant-at-Arms to preserve order at all staff conferences, meetings, and at the Department Convention; to deputize such deputy Sergeant-at-Arms as may be necessary for the proper performance of his duties; to be in charge of the Color Guard Competition Committee; to guide and instruct all Detachment Sergeant-at-Arms as to the proper conduct of their normal functions within the Detachment; to perform such other functions as may be assigned by the Department Commandant; and, upon the conclusion of his tour of duty, surrender all records and property of the Department to his duly elected or appointed successor.

41.18 DISTRICT COMMANDANTS. It shall be the duty of each District Commandant to assure the proper administration of the business of the MCL within their respective districts; to institute new detachments within his district; to visit and inspect each detachment, within assigned district, at least twice during his tour of duty; to conduct a district meeting at least thirty (30) days prior to the Department Convention; to perform such other functions as may be assigned by the Department Commandant; and, upon the conclusion of his tour of duty, surrender all files and property of the Department to his duly elected or appointed successor.

41.20 DEPARTMENT JUNIOR PAST COMMANDANT. It shall be the duty of the Department Junior Past Commandant to serve as a special advisor to the Department Commandant and to his staff; to chair the meetings and monitor all activities of the Department Trustees; to perform such other functions as may be assigned by the Department Commandant; and, upon the conclusion of his tour of duty, surrender all files and property of the Department to his duly elected or appointed successor.

42.00 BOARD OF TRUSTEES.

42.01 BOARD COMPOSITION. The Department Trustees shall be composed of five (5) members. Three (3) of these members shall be from the ranks of Past Department Commandants and two (2) shall be from the rank and file members (which may or may not have been Past Department Commandants). One (1) of the three (3) Past Department Commandants shall be the Department Junior Past Commandant.

42.02 BOARD SELECTION. All Department Trustees shall be elected. By virtue that the Department Junior Past Commandant is elected to that post, automatically places him on the Board of Trustees, as its Chairman, for a one (1) year term. One (1) additional Past Department Commandant shall be elected in each Convention for a two (2) year term. (Initially, two (2) will be elected, one (1) for a one year term, the other for a two year term). In addition, one (1) member from the rank and file members (which may or may not have been a Past Department Commandant) shall be elected in each Convention for a two-year term. (initially, two (2) will be elected, one (1) for a one year term, the other for a two year term, thus accumulating the five (5) Department Trustees). Should a vacancy occur between conventions, the Department Commandant shall appoint a replacement, with the approval of the Staff, to serve until the Convention is again assembled. In the event any one of the two-year Trustees cannot serve the second year of his term that position shall be declared vacant and shall be filled for the unexpired term through election in Convention.

42.03 TRUSTEE AUTHORITY / RESPONSIBILITY. The Department Trustees shall be an integral part of the Department Staff. The Board, under the Chairmanship of the Department Junior Past Commandant, shall be afforded the authority, with the associated responsibilities, to continuously review the operations of the Department and serve as a point of stabilization for the Staff.

42.10 DEPARTMENT TRUSTEE DUTIES

42.11 GENERAL DEPARTMENT TRUSTEE DUTIES: It shall be the general duty of the members of the Department Trustees to review all Officer and Committee expense vouchers for correctness and validity and sign those approved; to search out areas of management within the Department which can be improved and develop written proposed corrective actions for recommendation to the Staff; to receive and evaluate suggestions, from constituent unit and from members of the Staff, which are oriented to the improvement of the Department and provide writtenrecommendations based upon such evaluations to the Department Staff; to study and pursue solutions to problems and proposed programs assigned to them by the Department Staff; and, through its Chairman, serve as advisors tothe Department Commandant.

42.12 BUDGET AND AUDIT DUTIES. It shall be the additional duty of the Department Trustees to conduct the development of budgets and perform audits, as hereinafter provided.

43.00 APPOINTIVE OFFICERS.

43.01 IDENTIFICATION OF APPOINTIVE OFFICERS. All appointive Department Officers identified herein as: Adjutant, Service Officer, VAVS Chairman, Historian, Editor of Illinois Marine, Department Scholarship Chairman, Legislative Chairman, State Fair Sales Coordinator, Eagle Scout Award Chairman, POW/MIA Chairman, Director of Conventions, Toys for Tots Coordinator, Young Marines Liaison, Marine for Life Liaison, **War Committee's Chairmen, Homeless Veterans Chairman** and Chaplain**.**

43.02 APPOINTMENT OF APPOINTIVE OFFICERS.

(a) All Appointive Officers are appointed by the Department Commandant, with the concurrence of the individual appointed, and require approval of the majority of the Staff.

(b) Appointment of additional Officers (over and above those hereinafter stated) may be made at the discretion of the Department Commandant whenever deemed necessary, providing such appointment receives approval of the majority of the Staff and further providing that the duties of such office be made a matter of record in the Department files.

43.10 APPOINTIVE OFFICER DUTIES. In addition to the specific duties of the individual Officer, as hereinafter stated, it shall be the duty of each Appointive Department Officer:

(a) To acquire a working knowledge of the Constitution and Bylaws of this Department and the National Bylaws and Administrative Procedures of the Marine Corps League.

(b) To forward copies of all correspondence initiated to the Department Adjutant, in order to maintain a complete Department file.

43.11 DEPARTMENT ADJUTANT.

(a) It shall be the duty of the Department Adjutant to keep true and accurate minutes of all staff conferences, special meetings, and of the Department Convention; to afford all Department Staff Members and Detachment Commandants copies of all minutes, listings of Department Officers, and all notices of staff conferences, special meetings and of the Convention; to answer all correspondence directed to him, and as requested by the Department Commandant; to assure, in coordination with the Department's registered agent, that appropriate State of Illinois corporation report as required by "the general not for profit corporation act" are properly prepared and submitted annually to the Secretary of State ofthis state; to guide and instruct (as necessary) all Detachment Adjutants (or Adjutant/Paymaster, as applicable) as to the proper conduct of their normal functions within the Detachment; to perform such other functions as may be assigned bythe Department Commandant; and, upon the conclusion of his tour of duty, surrender all records, files and property of the Department to his duly appointed successor.

(b) It shall be the duty of the Department Adjutant to maintain a file of the inventory of Department Property exchanged between all Department Officers and their successors.

(c) In addition to the above, it shall be the special duty of the retiring Department Adjutant and the retiring Department Commandant to transcribe and clarify the minutes of the immediate past Convention and forward copies of same to the new Department Commandant and his Adjutant **not** later than forty-five (45) days after the close of that Convention.

43.12 DEPARTMENT SERVICE OFFICER. It shall be the duty of the Department Service Officer:

(a) To acquaint himself with the federal and state laws concerning veterans, with their interpretations and applications, and with the regulations and interpretation and application thereof made by the Veterans Administration and by the Illinois Department of Veterans Affairs. He shall assist Marine veterans and their dependents in securing the benefits provided by such laws and regulations.

(b) To supervise and direct all contacts by the Department with the USMC Rehabilitation Officers, the Veteran's Administration and other facilities where Marines are hospitalized, to assist Marines who contact the Department to prepare and file claims forms with the Veteran's Administration and the Illinois Department of Veterans Affairs.

(c) To supervise all Detachment Service Officers, and guide and instruct all Detachment Service Officers as to the

proper conduct of their normal functions within the Detachment.

(d) To surrender all records and property of the Department to his duly appointed successor upon the conclusion of his tour of duty.

43.13 DEPARTMENT VAVS CHAIRMAN. It shall be the duty of the Veterans Administration Voluntary Service (VAVS) Chairman:

(a) To familiarize himself with the VAVS program promoted by the MCL.

(b) To promulgate the objectives of the program and cultivate the interest of the constituent Detachments in their participation in the VAVS program at hospitals in their locale.

(c) To receive recommendations of Members willing to serve in the VAVS Program from Detachments; passing such recommendations (as appropriate) to the National VAVS Chairman requesting VAVS certifications for all Representatives and Deputies.

(d) To guide and instruct Detachment VAVS Chairmen and VAVS Workers in proper conduct of their functions related to the VAVS Program.

(e) To receive and compile comprehensive VAVS Program reports from the various participating Detachments, and provide copies to the Staff and to the National VAVS Chairman.

43.14 DEPARTMENT HISTORIAN. It shall be the duty of the Department Historian to compile and maintain current the history of the Department; to collect and maintain a historical file of all events and activities of the Department and its constituent units and all publicity items generated there from; to perform such other functions as may be assigned by the Department Commandant; and, upon the conclusion of his tour of duty, surrender all files and property of the Department to his duly appointed successor.

43.15 EDITOR, ILLINOIS MARINE. It shall be the duty of the Editor of The Illinois Marine:

(a) To serve as managing editor of the Department publication.

(b) To edit, prepare all copy (assuring all material is objectively oriented to newsworthy enrichment and in the best interest of the Department, the MCL, and its members) and publish the Illinois Marine. The quantity of issues to be published per year to be determined by the Staff and the budgetary limitations therefore.

(c) To assure distribution of each issue of the Illinois Marine to all Members of the Department MCL and to others as directed by the Staff.

quarterly activities and financial reports at each staff conference and an annual activities and financial report to the Department Convention.

(e) To maintain a close working relationship with the Department Liaison Officer and the Public Relations Director to effectively coordinate all newsworthy items of interest to the Department's membership.

(f) To study and recommend to the Staff ways and means of establishing the publication of the Illinois Marine on a self-sustaining basis.

(g) To surrender all records, files and property of the Department to his duly appointed successor upon the conclusion of his tour of duty.

43.16 DEPARTMENT PUBLIC RELATIONS DIRECTOR. REMOVED.

43.17 DIRECTOR OF CONVENTIONS. It shall be the duty of the **Director of Conventions:**

(a) To chair the Department Time and Place **Liaison** Committee.

(b) To maintain close contact with the National Liaison Officer and inform the Department, through the Commandant, of ways and means by which the Department can render aid and assistance to the Naval and Marine Corps Establishments.

(c) To maintain close contact with the Department MCLA to assist and promote coordination, cooperation and a two-way communication line between the MCL and the MCLA, and to acquaint himself and inform the Department, through the Commandant, ways and means by which the Department can render aid and assistance to the MCLA.

(d) To work closely towards the goal of establishing effective public relations through the continuous liaison with allied veteran's organizations and civic organizations.

(e) To serve the Department Commandant as his Aide-de-Camp upon request.

(f) To perform such other functions as may be assigned by the Department Commandant.

43.18 DEPARTMENT SCHOLARSHIP CHAIRMAN. It shall be the duty of the Department Scholarship Chairman:

(a) To chair the Department Scholarship Committee.

(b) To solicit, receive and present to the Department Scholarship Committee, literature, programs, plans, and ideas, from any source, which are oriented to the education and promulgation of Americanism and the American way of life.

(c) In coordination with the Department Scholarship Committee, to sponsor new programs and promulgate existing programs fostering Americanism; and present methods for generating contagious involvement of the constituent Detachments and local citizenry in Americanism.

(d) To maintain close contact with the National Scholarship Chairman, receiving information related to the National Scholarship program and promulgates the advancement of such programs within the Department and to all constituent Detachments.

43.19 DEPARTMENT LEGISLATIVE CHAIRMAN. It shall be the duty of the Department Legislative Chairman:

(a) To chair the Department Legislative Committee.

(b) To maintain contact with the State Legislature and with the Representative in Congress in regard to legislative matters affecting the interests and welfare of Marines and veterans.

(c) To keep the Department Staff informed of recent and current pending actions related to veterans affairs within the legislature.

(d) To present resolutions, emanating from the Department Legislative Committee, prepared for the Department for submission to the legislature.

43.20 DEPARTMENT QUARTERMASTER. REMOVED

43.21 Young Marine Liaison Officer. It shall be the duty of the Young Marine Liaison Officer to create an informational channel between the Department and the Young Marines of the Marine Corps League units. Additional duties include:

(a) To become familiar with the Young Marines Program, and to assist in starting new Young Marine units within the Department.

43.22 Marine for Life Liaison Officer. It shall be the duty of the Marine for Life Liaison: to represent the Department of Illinois, Marine Corps League by working with the Marine for Life Hometown Link Marine Corps representatives in aiding transitioning Marines.

43.23 WAR COMMITTEES CHAIRMEN. It shall be the duty of the War Committees Chairmen to:

(a) Become familiar with, locate and report on activities of interest to our Members, concerning World War II, Korea, Vietnam and the Middle East Wars (Desert Storm, Iraq and Afghanistan).
(b) Get Detachments involved with these events.
(c) Report in writing or orally at Department Staff Meetings and Convention.

43.24 HOMELESS VETERANS CHAIRMAN. It shall be the duty of the Homeless Veterans Chairman to:

(a) Locate Stand Downs and/or issues that assist homeless veterans. If a Stand Down is scheduled, the local Detachments, District and Department will be informed as to where, when and who to contact for the Stand Down.

(b) Get involved when and where possible and encourage Detachments to get involved.
(c) Report in writing or orally at Department Staff Meetings and Convention.

43.25 DEPARTMENT CHAPLAIN. It shall be the duty of the Department Chaplain to perform such duties of a spiritual nature as are customarily performed by members of the clergy and as required by the Ritual of the MCL; to guide and instruct all Detachment Chaplains as to the proper conduct of their normal functions within the Detachment; tonotify National Headquarters, MCL, and the National Chaplain of all deaths occurring within the membership of the Department; to prepare and conduct a fitting memorial service to departed Marines at each Convention; to perform such other functions as may be assigned by the Department Commandant; and, upon the conclusion of his tour of duty, surrender all records and property of the Department to his duly appointed successor.

44.00 Advisory Council and duties. The Advisory Council and their duties are as follows:

(a) Past Department Commandants' Council - The Past Department Commandants' Council, an integral part of the Department Staff, composed of all Past Department Commandants, chaired by the Junior Past Commandant, as a collective advisory body, is charged with the responsibility of providing assistance to the Department Staff.

(b) District Commandants' Council - The District Commandants' Council, an integral part of the Department Staff, composed of all District Commandants, chaired by the Department Junior Vice Commandant, as a collective advisory body, is charged with the responsibility of providing assistance to the Department Staff.

(c) Detachment Commandant's Council - The Detachment Commandants' Council, an integral part of the Department Staff, composed of all Detachment Commandants, Chaired by the Senior Vice Commandant, as a collectiveadvisory body, is charged with the responsibility of providing assistance to the Department Staff.

(d) It shall be the general duty of this Council to;

(1) As called upon, execute in-depth study tasks as assigned by the Department Commandant or the Department Staff through the Council Chairman.

(2) Study ways and means toward stimulating growth, both in membership and stature. Recognition of the Staff and membership, and the enhancement of administrative and command relations between the Department and the Detachments.

(3) Receive and evaluate suggestions and relationships which are oriented to the improvement of the Department and the Marine Corps League, its growth, the enhancement of Detachments, the Department and Staff.

(4) Pursuant to accomplishing the above responsibilities, they shall develop a proposed plan, policies, procedures and/or system of recommendation to the Department Staff for its consideration.

(5) Meet periodically preceding the Department Convention and all staff meetings, at which Council report be rendered to the Department Staff. (Conduct of interim business between conferences shall be accomplished via mail or telephone.)

45.00 DEPARTMENT COMMITTEES

45.01 IDENTIFICATION OF COMMITTEES. The Committees of this Department are classified as: Standing Committees, Convention Committees, and Special Committees. Special committees are constituted to react to the need for specific but peculiar actions and remain inactive during periods when activation is unwarranted. Convention Committees are associated with the preparation for and the conduct of Conventions. Standing Committees are fully active Committees required to participate in the conduct of the business of the Department in support of the Department Staff. The further identification of these Committees, composition and duties of same are hereinafter contained under the above mentioned classifications.

45.02 APPOINTMENT AND TENURE OF COMMITTEES.

(a) The Department Commandant has the authority to appoint the members of the various Committees within the parameters stated herein for each individual Committee. All appointments are subject to approval of the majority of the Staff.

(b) Appointment of additional Committees (over and above those herein identified) may be made at the discretion of the Department Commandant whenever deemed necessary, providing such appointments receive approval of the majority of the Staff, and further providing that the duties of such Committees are made a matter of record in the Department files.

(c) The tenure of duty for all Committees shall continue from assignment until relieved at the completion of the Department Convention (unless relieved sooner for cause) or unless tour of duty is otherwise provided for herein.

45.03 AUTHORITY / RESPONSIBILITY. The Chairman and Members of each Department Committee has the obligation and authority to discharge the individual duties assigned to the respective Committee. Each Committee shall be responsible to its Chairman and each Chairman is responsible to the Staff and to the Convention. Unusual or unprecedented requirements for actions or expenditures of funds shall require approval of the Staff prior to action.

45.10 STANDING COMMITTEES DUTIES.

45.11 DEPARTMENT SCHOLARSHIP COMMITTEE. The Department Scholarship **C**ommittee, Chaired by the Department Scholarship **C**hairman and consisting of two (2) additional Appointive Members, is charged with the duty:

(a) To study and develop new program(s) embracing all phases of patriotic activity.

(b) To search for new methods for cultivating interest and motivation of Detachments and the local citizenry to enhance the every-day practice of Americanism.

(c) To assist the Department Scholarship Chairman in achieving the ultimate goals assigned within the duties of the Department Scholarship Chairman.

45.12 LEGISLATIVE COMMITTEE. The Department Legislative Committee, Chaired by the Department Legislative Chairman and consisting of two (2) additional Appointive Members, is charged with the duty:

(a) To study all legislation of benefit to the State, the Nation and Veterans.

(b) To arrive at recommendations to be submitted to the Staff, the Department Convention and to Detachments concerning advisability of endorsing support or rejection of pending legislation affecting Veteran's Affairs.

(c) To study and develop solutions, as deemed necessary, sponsoring legislation beneficial to the protection of the USMC, the benefit of the State, the Nation and Veterans.

(d) To prepare such resolutions mandated by the Department Convention requesting specific legislative actions of the State Legislature or of Congress.

45.13 PUBLICITY COMMITTEE. REMOVED

45.14 MEMBERSHIP COMMITTEE. The Department Membership Committee, chaired by the Department Jr. Vice Commandant and consisting of all the District Commandants, is charged with the duty:

(a) To develop and put into operation (subject to approval of the Staff) comprehensive but aggressive program(s) objectively designed to expand the Membership of the MCL.

(b) To study, perfect and initiate necessary competitive Membership acquisition contests on a Department wide basis.

45.15 AWARDS, CITATIONS AND DECORATIONS COMMITTEE. MERGED 45.35, 93.00 AND 93.02 The Department Awards, **Resolution**, Citations and Decorations Committee, chaired by the Department Jr. Vice Commandant and consisting of two District Commandants plus one (1) Member of the Department Trustees (appointed by the Department Commandant) are charged with the duty:

(a) To devise and suggest to the Staff practical awards, resolutions and citations for the membership and the public to stimulate and encourage active participation by Members and favorable reaction from the public.

(b) To seek out fitting acts warranting consideration for recognition; to solicit identification of potential recipients from the Detachments and to review and concur, or non-concur, on all proposals for awards and decorations prior to submission to the Staff or Convention.

(c) To receive, study, evaluate and consider all Resolutions to be presented at the Convention.

(d) To prepare and offer Resolutions on behalf of the Committee as are deemed expedient.

(e) To solicit aid from other Department Committees (as deemed necessary) to assure that Resolutions pertaining to functional areas are within the best interests of the Department and the MCL.

(f) To either approve or disapprove Resolutions; all Resolutions will be presented with recommendations to the Convention by the Committee Chairperson for action of the Convention.

(g) Copy to the Adjutant for the Convention file. Approval of Resolutions by a sponsoring Detachment prior to being submitted to the Department Adjutant is strongly encouraged. All Resolutions sent to the Department Adjutant (for presentation to the Convention) shall be drawn in form so as to provide that the Resolution was adopted by the Department of Illinois, Marine Corps League, in Convention assembled. Any Resolution not drawn in such form shall be returned by the Department Adjutant to the proposer for correction.

45.16 DEPARTMENT COLOR GUARD COMPETITION COMMITTEE: REMOVED

45.17 ACTIVITIES COMMITTEE. The Department Activities Committee, chaired by the Department Sr. Vice Commandant and consisting of two (2) additional appointive members, is charged with the duty:

(a) To study, perfect and initiate (subject to approval of the Staff) plans and programs for wholesome social activities during Department functions.

(b) To study, perfect, and recommend to the Staff aggressive but practical and legitimate methods, ways, or means for raising revenue for the Department.

45.18 RITUAL OBSERVANCE COMMITTEE. The Department Ritual Observance Committee chaired by a Past

Department Commandant (appointed by the Department Commandant) and consisting of all of the District Commandants, is charged with the duty:

(a) To collectively assure that the Ritual of the MCL is observed during all proceedings of the Department and with decorum, advise the Staff of infractions of the Ritual when they occur.

(b) To individually observe the efforts of the various Detachments during their proceedings, in regard to the conformance with the Ritual, and helpfully advise the Detachment Commandants of methods where additional efforts may enhance such proceedings.

(c) To develop, as necessary, guidance material for Detachments, (such as instructional letters, articles or speeches) oriented to simplify understanding of the MCL Ritual and the advantages of its practical application.

(d) To study and determine need for changes to the MCL Ritual and upon approval of the Staff, develop the appropriate resolution(s) to be processed to the Department Convention endorsing resolution(s) recommending changes to the MCL Ritual.

45.19 TIME AND PLACE COMMITTEE. COMBINED WITH 20.81

45.20 DEPARTMENT OF ILLINOIS MARINE OF THE YEAR AWARD SOCIETY. A Standing Committee shall be formed to be known as the "Department of Illinois Marine of the Year Society", to be responsible for choosing the recipient and presenting the annual Marine of the Year award. This Committee shall be formed, similar to the National Marine of the Year Society as provided for in section 300(i) of the National Administrative Procedures.

(a) Composition

(1) The Department Marine of the Year Society shall be composed of all past recipients of the Department of Illinois Marine of the Year Award. The most recent recipient of the award shall serve as Chairman. In the event this person is not able to serve in this capacity, the Committee shall choose another Member of this Committee who is present at the annual Convention of the Department of Illinois to serve in this capacity.

(2) Each Member of this Committee shall be a Member in good standing of the Marine Corps League.

(b) Nominations. All nominations are to be submitted in the following manner in accordance with section 300 (i) of the National Administrative Procedures.

(1) Any Member in good standing of the Department of Illinois may initiate the nomination of any other Member of the Department of Illinois for this award subject to the provisions of the following paragraphs.

(2) Nominations will be accepted only from the nominee's Detachment within the Department of Illinois and must include all of the supporting documents as outlined in the Department of Illinois Marine of the Year Criteria Checklist [see Enclosure **One** (1)]. Nomination presentations are to be in a **letter** format.

(3) All nominations shall include a Statement of Certification signed by the Detachment Commandant and attested to by the Detachment Adjutant stating that the nominee for the Department Marine of the Year was approved by the Detachment by a majority vote of the membership. In the event the nominee is the Detachment Commandant the letter should be signed by the Sr. Vice Commandant and the Adjutant. In the event the nominee is the Adjutant the letter should be signed by the Commandant and the Sr. Vice Commandant. Note: this letter will need to be revised before forwarding the winner's book to the National Marine of the Year society to show that the proposal is for the National

Marine of the Year award.

(4) All nominations must be received by the Committee Chairman by the end of the fourth Staff Conference preceding the annual Department Convention. Nominations may be mailed via Certified Mail/Return Receipt Requested or "hand carried" to the Convention.

(c) Duties and responsibilities of the Marine of the Year Committee Chairman

(1) The Chairman shall be charged with the responsibility to publicize and promote the program.

(1) The Chairman will receive all nomination presentations and keep them in a confidential and safe place until presenting them for judging by the full Committee. The time and place for judging will be determined by the Chairman but must be during the Convention at a place where the full Committee can have privacy for their deliberations and at a time and place where there will be minimum of interference with the proceedings of the Convention. All conversations taking place during the meeting shall be considered on a confidential basis to ensure a free flow of ideas from all present. Voting shall be by a secret, paper ballot.

(2) The Chairman, together with the full Committee, will present the recipient to the entire membership of the Department of Illinois and present him/her with the Department Marine of the Year Medallion at the banquet at the conclusion of the Convention.

(3) The chairman will be responsible for obtaining a suitable Award Certificate and a Department Marine of the Year Ribbon Bar and a Marine of the Year Jacket to be presented to the recipient no later than the Department Second Staff Conference.

45.30 Convention Committee duties. The individual Committees necessary for the proper conduct of a Convention are the: **Department Time and Place Liaison Committee**, Rules Committee, Credential Committee, Bylaws Committee, and **Awards, Resolutions, Citations and Decorations Committee** with duty assignments and composition of such Committees identified below. All above Committees are temporary, tenure for the duration of the Convention, except the **Department Time and Place Committee**, which shall be an active Committee for the entire fiscal year**.**

45.31 CONVENTION LIAISON COMMITTEE. COMBINED WITH 20.81

45.32 RULES COMMITTEE. MERGE 45.34

45.33 CREDENTIALS COMMITTEE. The Department Credentials Committee, consisting of a Chairman and four (4) additional Members, all from separate Districts, shall be appointed by the Credentials Chairman and charged withthe duty:

(a) To examine the credentials of all Delegates and Alternates who have paid their registration fee, to determine that all Delegates and Alternates have been properly sanctioned by their respective Detachments, and to determine the voting strength of the Detachments represented.

(b) To acquaint themselves, in coordination with the Department Paymaster, of any individual Detachment's indebtedness to the Department, disallowing certification of Credentials of affected delegation until resolved by the Staff or upon additional advice from the Department Paymaster.

(c) To develop and maintain a current listing of all Detachments represented and the voting strength of each for posting in a conspicuous location during the Convention.

45.34 BYLAWS COMMITTEE. COMBINE 45.32 The Department Bylaws Committee, chaired by the Department Judge Advocate and consisting of three (3) to five (5) additional appointed Members, is charged with the duty:

(a) To receive, review, evaluate, and consider all resolutions proposing changes or additions to the Department Constitution, Bylaws and **Rules for Convention** which have been presented in accordance with the provisions stated herein.

(b) To determine aforementioned proposals which are a possible asset to the Department; and by majority vote of the Committee, shall either approve or disapprove such proposals; all proposals will be presented with recommendations, by the Committee Chairperson to the Convention for action.

(c) To study existing Bylaws and determine need for changes or additions beneficial to the Department and advise the Convention of such need; the purpose of which is to result in tasking the ensuing Staff to solicit sponsorship of resolutions proposing such changes or additions for presentation at the following Convention under the provisions hereinafter provided.

(d) Charged with the duty to study the rules of the Convention, as herein contained and determine need for any additional rules for recommendation to the Convention for application during that specific Convention.

45.35 RESOLUTIONS COMMITTEE. COMBINED WITH 45.15

45.40 SPECIAL COMMITTEE DUTIES.

50.00 FINANCE.

50.01 FISCAL YEAR. The fiscal year of the Department, for the purpose of accounting, shall begin on the first day of **July** and end on the **thirty** day of **June** of each year.

50.02 BONDING.

(a) The Department Commandant and the Department Paymaster shall be bonded with National Headquarters, MCL, costs for bonding to be borne by the National Organization as a part of National dues payments.

(b) All other Officers charged with handling of Department funds shall be bonded in such amount as shall be fixed by the Staff and costs for such bonding shall be borne by the Department. Bonds may be obtained through the National Organization or with private commercial institutions, providing bond covers finances handled and the proper performance of duties.

51.00 FINANCE AUTHORITY.

51.01 FUNDS DEPOSIT.

(a) Department funds and securities, excluding those associated with the Department Quartermaster operations, shall be deposited in a federally insured financial institution(s), (which has been approved by the Staff) in the name of, **" Marine Corps League Department of Illinois."**

51.02 SIGNATURE AUTHORITY.

(a) All withdrawal of funds deposited in the name of the **"Marine Corps League Department of Illinois",** shall require signature of the Department Paymaster and **expenses approved in the Annual Budget or normal course of business for the Department. Any withdrawals outside the Annual Budget or Special Circumstances requires an e-mail authorization by the Department Commandant identifying expenditure & corresponding check number of Electronic Funds Transfer.**

(b) Any withdrawal of invested reserve funds shall require the signatures of the Department Paymaster, Department Commandant plus the signature of another Member of the Department Staff **or an e-mail authorization by the Department Commandant identifying expenditure & corresponding check number of Electronic Funds Transfer.**

51.03 AUTHORITY FOR CUSTODY. The Department Commandant and the Department Paymaster shall have custody of all funds and other property of the Department, subject to the supervision of the Department Staff, including property devised of trust funds bequeathed to it in trust, or otherwise. They may invest or reinvest reserves, when necessary, with approval of the Staff. Subject to the supervision and control of the Staff, they shall make such accounts and execute such legal documents and other papers as may be required by the provisions of any will, or trust deed, or by the order of any court, or as may be required by the Staff. They shall apply trust funds or income thereof in accordance

with the directions contained in the will or trust deed which creates such fund, and shall give such bond in connection with such trust fund as may be required by the terms of the trust, or by any court of competent jurisdiction. The cost of the premium of such bonds shall be borne by the Department, or as provided by the terms of the trust. They shall take no fees or commissions for handling any moneys, securities, or trust funds, and if the terms of any gift or trust provides for the payment of fees or commissions to any member of the Department, such fees or commissions shall become the property of the Department.

51.04 FINANCIAL OBLIGATION. No Officer or Member of this Department shall obligate the Department in any manner whatsoever without the prior approval of the majority of the Staff during a Staff Conference or a duly called Special Meeting.

51.11 SOLICITATIONS / PROMOTIONS.

(a) Fund raising activities may be entered into by the Department provided:

(1) Entering such activity is approved by the majority of the Staff during a regular staff conference.

(2) All funds raised shall be for the sole benefit of the Department, less such incidental expenses that may be incurred.

(3) The Department shall receive and disburse all funds received and paid out.

(4) A written report of all transactions is made a matter of record within the Department files.

(5) Such fund raising activity does not violate any Federal, State, Municipal Law or Ordinance, or reflect discredit upon the MCL.

(b) No Officer or Member of the Department shall be authorized to enter into any contract or agreement for promotion of League Affairs in this Department. Should the Department desire to handle a promotion through professional promoters, it shall be mandatory to first submit a written notice of such to all Staff Members seven (7) days prior to the date of a Conference at which the promotion is to be acted upon. A favorable vote of two-thirds (2/3) of those present isrequired for approval of such promotion.

(c) The Department shall not conduct any fund raising activity in any city where there are one or more Detachments without consent of such Detachments.

(d) In any solicitation of funds by the Department, Department stationery shall be utilized with the signature of the Department Commandant properly affixed.

e) The National Organization of the MCL shall not conduct any fund raising project within this Department without first obtaining the written permission of the Department Commandant, following the approval of the Department Staff.

51.21 ILLINOIS MARINE OPERATIONS.

(a) The operations of the Illinois Marine shall be under the direct supervision of the Editor of the Illinois Marine, who in turn is accountable to the Department Commandant and the Staff.

(b) The Editor shall be provided an initial advanced operating allowance (determined by the Staff) to defray supplies and mailing expenses. Upon printing and distribution of each issue of the Illinois Marine, an itemized voucher shall be submitted by the Editor to the Department Paymaster for an incremental reimbursement for such expenses. Funds remaining upon the conclusion of the tour of duty of the Editor shall revert to the Department.

(c) The Editor is authorized to assess an annual fee of $50.00 per Detachment, Auxiliary Unit and Devil DogPack/Pound and forward such payments to the Department Paymaster.

(d) - The Editor is authorized to receive payment for business ads placed in the Illinois Marine and shall forward such payments to the Department Paymaster

(e) - The Editor shall maintain an accounting of all funds associated with the operations and have such funds deposited as herein above stated.

(f) - Complete financial reports to the Staff and to the Convention shall be required as herein above stated.

(g) - Audits of the funds and operations of the Illinois Marine shall be periodically made as herein provided.

51.31 Quartermaster Operations. REMOVED

52.00 DEPARTMENT REVENUES.

52.01 DEPARTMENT REVENUE SOURCE.

(a) The revenue of this Department shall be derived from the annual membership dues; from voluntary contributions, donations, bequeaths, or grants; from interests on invested reserve funds, as they may occur; and from such other sources as may be properly established by any Department Convention or approved by the Staff during any Regular called Staff Conference.

(b) No assessments shall be levied by the Department upon any constituent Detachment.

52.02 DEPARTMENT FUND RAISING.

(a) All revenues derived from fund raising efforts, as herein above authorized, shall be deposited in the Department Treasury.

(b) All revenues identified and derived as the Department's share of the net proceeds of each Department Convention shall be deposited in the Department Treasury.

(c) All revenues derived from impromptu fund raising efforts amongst the Members of the Department Staff shall be deposited in the Department Treasury, unless the stated purpose of such effort has been duly announced prior to such engagement.

53.00 DEPARTMENT BUDGET.

53.01 BUDGET ESTABLISHMENT. The budget for the operation of the Department shall be established by the Budget Committee based upon all known needs for expenditures, but shall not exceed the Department's annual income. The budget shall be submitted for approval of the Staff during the **Convention**. (The period between the Convention and the 31st day of August is provided as guidance for the new Staff). Department Officers and Committee Chairmen which are knowledgeable of a requirement for unusual or special expenditure during the ensuing year shall be obligated to appear before or correspond with the Budget Committee, prior to the submission of the budget, in order that due consideration can be afforded such requirements.

53.11 BUDGET COMMITTEE. The Budget Committee shall be the Junior Past Department Commandant asChairman, and the [4] Trustees, [two {2} PDC Trustees and [2] Rank and File Trustees], plus the Department Paymasterto answer any questions.

53.12 The initial Budget Report, after approval by the Staff, shall be filed with the Department Adjutant and the Department Paymaster. Quarterly reports thereafter shall consist of analysis, by the Budget Committee, of the Staff's performance within the budget. The Budget Committee shall advise the Staff of potential areas where the budget is being jeopardized, and make recommendations for resolving such possibilities.

54.00 DEPARTMENT AUDIT.

54.01 AUDIT AUTHORITY. The Audit Authority is vested in the Audit Committee, which shall be responsible for auditing all accounts and records of this Department. The conduct of auditing shall embrace normal accounting practices. The records of the Department property custodianship and transfers shall be audited during the Second Staff Conference.

54.02 REGULAR / SPECIAL AUDITS.

(a) Regular audits of the accounts handled by the Department Paymaster shall be made periodically (prior to each staff conference) and an annual audit during the Department Convention.

(b) Special audits of any of the accounts of the Department may be made at any time as determined in the best interests of the Department, but shall be conducted upon the resignation or otherwise replacement of any Officer who is charged with handling funds.

54.11 AUDIT COMMITTEE. The Audit Committee shall be the Past Junior Commandant as Chairman, and the four [4] trustees [two [2] PDC Trustees and [2] Rank and File Trustees], plus the Department Paymaster to answer questions.

54.21 AUDIT REPORTS. All Audit Reports shall be read and submitted for approval during the staff conference and Convention (as applicable). The audit reports shall contain recommendations to the Staff when such recommendations

are considered in the best interests of the Department.

55.00 DEPARTMENT PROPERTY.

55.01 CUSTODY OF PROPERTY. Each Officer and Committee Chairman who is entrusted as a custodian of Department property is bound by oath of office to be responsible for such property and its protection while in his possession. The Staff shall be kept advised of any need for maintenance of such property or equipment.

55.11 INVENTORY REPORTS.

(a) An inventory shall be made, by each Officer/Committee Chairman entrusted with the custody of Department property and equipment, prior to the Last Staff Conference of each year.

(b) Reports of such individual inventories shall be prepared (in quadruplicate) and submitted to the Department Adjutant during the Last Staff Conference.

(c) At the end of Convention, the retiring Officer/Chairman shall affect the transfer of Department property to his replacement. The replacing Officer/Chairman, upon receipt of property, shall sign all copies of previously prepared report acknowledging such receipt.

(d) The signed copies of the inventory reports shall be distributed, (one copy each), to the Department Adjutant, to the current Officer/Chairman, and to the retiring Officer/Chairman.

56.00 DEPARTMENT STAFF OFFICER AND COMMITTEE EXPENSES.

56.01 SALARIES AND EXPENSES. All Officers and Committeemen shall serve without salary. Reimbursement for expenses incurred in performance of duties may be authorized as hereinafter provided.

56.10 DEPARTMENT OFFICER EXPENSES.

56.11 GENERAL EXPENSE REIMBURSEMENT. All Department Officers shall be reimbursed for incidental administrative expenses incurred in the performance of their duties, providing such expenses are not unusual or without precedence. Unusual expenses or expenses without precedence shall require approval of the Staff prior to incurring such expense.

56.12 TRAVEL EXPENSE REIMBURSEMENT. Travel expense for the performance of the duties of that Office and for travel to staff conferences shall be reimbursable to all Elected Department Officers, to the Department Adjutant, Department Service Officer, Editor of the Illinois Marine, and to the Director of Conventions at the rate of fourteen (.14) cents per mile, but shall not exceed the budgetary limitation for that Office. (All Appointed Officers, other than stated above shall not be entitled to travel expenses). Travel expenses incurred by any Officer as a result of direction by the Department Commandant for a special unpredictable requirement shall be reimbursable from the Commandant's contingency fund, unless otherwise disapproved by the Staff. In the event the Staff directs such special travel, reimbursement shall be drawn from the general fund. Travel expense shall not include expense for lodging. All Travel Expense Vouchers shall be submitted to the Board of Trustees for approval (at each staff conference) prior to authorizing reimbursement.

56.20 DEPARTMENT COMMITTEE EXPENSES.

56.21 GENERAL EXPENSE REIMBURSEMENT. All Department Committeemen shall be reimbursed for incidental administrative expense incurred in the performance of their duties, providing such expenses are not unusualor without precedence. Unusual expenses or expenses without precedence shall require approval of the Staff prior to incurring such expense.

56.22 TRAVEL EXPENSE REIMBURSEMENT. No Committees shall be reimbursed for travel expenses, except when travel is directed by the Department Commandant or by the Department Staff. In the case where the Department Commandant directs the accomplishment of travel, funds for reimbursement shall be drawn from the Commandant's Contingency Fund, unless otherwise disapproved by the Staff. Where the Staff directs travel, reimbursement shall be

drawn from the general fund.

56.30 NATIONAL CONVENTION EXPENSE.

56.31 ENTITLEMENT FOR NATIONAL CONVENTION EXPENSES. The Department Commandant shall be the only person entitled reimbursement for expenses incurred by attending a National Convention. This entitlement shall not be Delegated or transferable by the Commandant or by the Staff.

56.32 GENERAL EXPENSE REIMBURSEMENT. The Department Commandant shall be allowed reimbursement for expenses for Lodging (and) meals. Incidentals are not reimbursable.

56.33 TRAVEL EXPENSE REIMBURSEMENT. The Department Commandant shall be allowed reimbursement for the travel to and from the National Convention at the rate of fourteen (.14) cents per mile (regardless of mode of travel), but the combined travel and general expenses reimbursement shall not exceed the budgetary limitations.

60.00 DEPARTMENT SUBORDINATE / SUBSIDIARY UNITS.

61.00 DISTRICTS.

61.01 IDENTITY OF DISTRICTS. There shall be eight (8) Districts within the Department and shall be known by a numerical identification as the First District" through the "Eighth District".

61.02 GEOGRAPHIC BOUNDARIES OF DISTRICTS. The Districts of this Department shall be geographically defined by the assignment of entire Counties as enumerated below:

(a) First District: Cook south of Interstate 290, Grundy, Kankakee, Kendall and Will Counties.

(b) Second District: Boone, Cook north of Interstate 290, DuPage, Kane, Lake, and McHenry Counties.

(c) Third District: Bureau, Carroll, DeKalb, Henry, Jo Davies, LaSalle, Lee, Marshall, Mercer, Ogle, Putnam, Rock Island, Stark, Stephenson, Whiteside and Winnebago Counties.

(d) Fourth District: Champaign, DeWitt, Douglas, Edgar, Ford, Iroquois, Livingston, Logan, Macon, McLean, Moultrie, Peoria, Piatt, Tazewell, Vermilion and Woodford Counties.

(e) Fifth District: Adams, Brown, Cass, Fulton, Hancock, Henderson, Knox, Mason, McDonough, Menard, Morgan, Pike, Sangamon, Schuyler, Scott and Warren Counties.

(f) Sixth District: Clark, Clay, Coles, Crawford, Cumberland, Edwards, Effingham, Fayette, Jasper, Jefferson, Lawrence, Marion, Richland, Shelby, Wabash and Wayne Counties.

(g) Seventh District: Bond, Calhoun, Christian, Clinton, Greene, Jersey, Macoupin, Madison, Monroe, Montgomery, St. Clair and Washington Counties.

(h) Eighth District: Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Johnson, Massac, Perry, Pope, Pulaski, Randolph, Saline, Union, White and Williamson Counties.

61.03 Powers / Responsibilities.

(a) The powers of the Districts shall be confined to deliberation and study of the problems of the District and the furtherance of the Marine Corps League and the Detachments with-in the District.

(b) The Districts shall not adopt Bylaws or assess any dues.

(c) The District shall have equal responsibilities to the Department and to the constituent Detachments.

61.04 DISTRICT MEETINGS. One or more District Meetings shall be called annually at the discretion of the District Commandant, but not less than thirty (30) days prior to a Department Convention.

62.00 DETACHMENTS.

62.01 DETACHMENT NAME. Reference MCL National Bylaws Article Five Detachment Section 5000 - Name

62.02 FORMATION OF A DETACHMENT. Reference MCL National Bylaws Administrative Procedures Chapter Six Detachments Section 6000-Charter

62.04 DETACHMENT BYLAWS AND ADMINISTRATIVE PROCEDURES.

(a) Each Detachment may adopt Bylaws and Administrative Procedures, incorporating therein, such portions of the National and Department Bylaws and Administrative Procedures as are applicable and pertaining to the Officers, powers, duties and authority of a Detachment, as well as any other provisions thereof which pertain to the business affairs of the Detachment. The identification of the geographic area in which the Detachment has authority shall be included in such Detachment Bylaws.

(b) Each Detachment shall assure that their Bylaws and Administrative Procedures are consistent with the general overall intent and purpose of the National and Department Bylaws and Administrative Procedures.

(c) Any amendment or revision to the National or Department Bylaws and Administrative Procedures, hereafter adopted which affect or pertain to Detachments, shall automatically become a part of the Bylaws and Administrative Procedures of the Detachment.

(d) A copy of the Detachment Bylaws and Administrative Procedures shall be forwarded to both the Department and National Judge Advocate for their information and file. This requirement is also applicable to any amendments or revision of such Bylaws and Administrative Procedures. Approval by the Department Judge Advocate is required.

62.05 DETACHMENT INCORPORATION. Each Detachment within this Department shall incorporate themselves under the provisions of "the General Not for Profit Corporation Act" of the State of Illinois, assuring that:

(a) The purpose of such corporation shall be as set forth within section 2 of the National Charter and membership shall be restricted to those eligible for membership as provided in the National Bylaws of the Marine Corps League.

(b) The application for incorporation shall include statements contained in the following subparagraphs:

(1) "This Corporation shall be a local Detachment of the Marine Corps League, Incorporated by act of Congress August 4, 1937, and shall be subject to the provisions of the National and Department Bylaws and Administrative Procedures, of the Marine Corps League, to whatever extent they are not in conflict with the laws of the State of Illinois".

(2) "The Bylaws of the Corporation shall be adopted and amended by a majority vote of the Members in regular meeting convened, after due and proper notice has been given".

(3) "The Officers of this Detachment shall be elected by the membership and immediately after such election they shall be officially elected by the Board of Directors as Officers of this Corporation all in accordance with provisions of it's Bylaws".

(c) The Board of Directors of such Corporation shall be determined by the membership and in compliance with the State of Illinois Laws.

62.10 DETACHMENT POWERS / RESPONSIBILITIES.

62.11 DETACHMENT AUTHORITY.

(a) Each Detachment may be under the direction and authority of a Detachment Commandant who is directly responsible to his respective District Commandant and the Department Commandant.

(b) Each Detachment shall adopt its own Constitution and Bylaws not inconsistent with the National and Department Bylaws and Administrative Procedures, elect its own Officers, fix and collect its own dues, and are sole judge of its membership.

(c) Detachment may have jurisdiction only within the area defined within its Bylaws. The area may be ascribed in terms of Municipalities, Counties, or an area within a specific radius from a fixed point.

(d) Whenever an Individual Member or Detachment Officer commits an act contrary to the National Bylaws and Administrative Procedures of the Marine Corps League, or an act which is deemed not in the best interest of the Marine Corps League, said Individual Detachment Member or Detachment Officer shall be charged as outlined in section 904 of the Administrative Procedures of the Marine Corps League.

(e) Although the Detachment Commandant and the Detachment Adjutant (or Paymaster, as applicable) are automatically bonded, all other Detachment Officers or Members entrusted with handling Detachment Funds must be bonded, with the cost of such bond premium to be borne by the Detachment. Amount of such bonding shall be fixed by the Detachment.

62.12 DETACHMENT MEETINGS.

(a) Each Detachment shall hold at least one (1) Regular Meeting monthly.

(b) Special Meetings may be called by the Detachment Commandant. Special Meetings shall be called upon receipt of written request signed by not less than five (5) Members of the Detachment, or when such course of action is determined by a majority vote of the Members attending a Regular Meeting. Notice of such Special Meeting shall be mailed not less than five (5) days prior to the proposed Meeting date, containing place, date and time of the Meeting andthe purpose for which called. No action shall be taken at any Special Meeting except the business for which the Special Meeting was called.

(c) Each Detachment shall set the minimum required to be present for the purpose of transacting any business, providing that such quorum is a matter of record in the Detachment Bylaws, and further providing that such quorum has a set minimum of not less than five (5) members; three (3) Officers and two (2) Members.

62.20 DETACHMENT ELECTIONS AND INSTALLATIONS.

62.21 DETACHMENT ELECTION.

(a) Each Detachment shall hold an Annual Election of Officers between October 1 and May 15. Installation must be conducted within thirty (30) days after the Election.

(b) The Elective Officers of a Detachment shall generally be similar to those elected for the Department. The **Adjutant/Paymaster** Office may be divided into two (2) separate offices if it is desired by the Detachment and is so identified within the Detachment Bylaws. Additional Detachment Officers may be elected or appointed in accordance with the Detachment Bylaws.

62.22 Installation Authority. Reference MCL National Bylaws Administrative Procedures Chapter six Detachments section 620-Installation of Detachment Officers.

62.23 OFFICE VACANCY.

(a) In the event of a vacancy in the Office of the Detachment Commandant should occur, the Detachment Sr. Vice Commandant shall succeed to that Office for the unexpired term.

(b) Vacancy of an Elective Office, other than herein above provided, shall be promptly filled for the unexpired term by either Election or Appointment depending upon authority provided within the Detachment Bylaws.

(c) Vacancy of any Appointed Office shall be promptly filled by Appointment of a replacement by the Detachment Commandant.

62.31 DETACHMENT OFFICER RESPONSIBILITIES.

(a) Each Detachment Commandant, in conjunction with his Staff, shall have the responsibility and authority to have direction and control of the affairs of the Marine Corps League within his Detachment.

(b) The responsibility, authority, and duties of Detachment Officers shall be comparable as prescribed for corresponding Department Officers, within the scope of the organization of the Detachment.

62.40 DETACHMENT REPORTS.

62.41 INSTALLATION OF OFFICER REPORTS. The official "Report of Officers and Installation" (a form available from National Headquarters) will be completed and forwarded to National Headquarters, to the Division Vice Commandant, and to the Department Adjutant within fifteen (15) days of the Installation. Failure to file this Report is highly detrimental to effective communications with the Detachment by the National and Department Headquarters. (See Enclosure five, National Administrative Procedures).

62.42 INTERNAL REVENUE REPORTS. Each Detachment must evaluate its own operations to make determination of their obligations to file the annual IRS form 990-N, in compliance with the Internal Revenue Code.The IRS 'threshold' of "gross receipts" (for exemption) is periodically changed by IRS code. Each Detachment whose annual "gross receipts/income" exceeds the IRS 'threshold' for exemption (now $50,000.00) must file an IRS form 990-N annually.

62.43 STATE OF ILLINOIS CORPORATION REPORT. Each Detachment which is incorporated under "the General Not for Profit Organization Act" of the State of Illinois, shall be required to file a Corporation Report annually with the Secretary of State (of the State of Illinois) and pay associated fees to maintain its status as a corporation under such act. The report serves to announce to the State the identification of the current Officers of such Corporation.

62.51 DETACHMENT FUND RAISING.

(a) Fund raising activities may be entered into by Detachments provided:

(1) Entering such activity is approved by the majority of the Members attending a Regular Detachment Meeting; and

(2) All funds raised shall be for the sole benefit of the Detachment, less such incidental expenses that may be incurred; and

(3) The Detachment shall receive and disburse all funds received and paid out; and

(4) A written report of all transactions is made a matter of record within the Detachment files; and

(5) Such fund raising activity does not violate any Federal, State, Municipal Law or Ordinance or reflect discredit upon the MCL.

(b) No Officer or Member of a Detachment shall be authorized to enter into contract or agreement for promotion of League Affairs in any Detachment. Should any Detachment desire to handle a promotion through professional promoters, it shall be mandatory to first submit a written notice to all Members seven (7) days prior to the date of the Meeting at which the question of the promotion is to be acted upon. A favorable vote of two-thirds (2/3) of those present is required for approval of such promotion.

(c) No Detachment shall conduct a fund raising project in any Municipality or Territory other than its own when a Detachment exists in such other Municipality or Territory, without first securing the approval of such other Detachment.

(d) If, in any city where there is more than one Detachment, and it is desired by a Detachment to conduct a particular city-wide fund raising project, such Detachment shall advise all other Detachments in such city of its intentions and request approval. Any Detachment opposing such project shall immediately file objection thereto with the Detachment proposing the project, and with the Department Staff. The decision in the matter, by the Department Staff, shall be final.

(e) In any solicitation of funds by a Detachment, Detachment stationary shall be utilized with the signature of the Detachment Commandant properly affixed.

(f) Any fund raising activity by a Detachment wherein the same community an MCLA Unit exists should be conducted with mutual coordination and cooperation of the two Organizations. The mutual understanding between such two Organizations regarding their financial needs should be an objective; therefore, similar coordination and cooperative atmosphere should exist upon the MCLA Unit's decision to undertake a fundraising activity. In the event a Detachment chooses to suppress a fund raising activity of an MCLA Unit and the Unit feels aggrieved by such decision,the affected Unit may appeal directly to the Department Commandant and his decision shall be final.

62.61 DETACHMENT INDEBTEDNESS. Indebtedness to the Department upon the part of any Detachment shall be cause to disallow such Detachment's representation at Department Conventions and during staff conferences of this Department. Admission of such Detachment's representative at a Convention or staff conference shall be permitted only for the purpose of being heard on the subject of such indebtedness and to provide explanation for consideration of

the Staff.

62.70 INACTIVE / DEFUNCT DETACHMENTS / REVOKED CHARTERS.

62.71 REVOCATION OF A DETACHMENT CHARTER. A Detachment Charter may be revoked in accordance with National Bylaws Article IX - Detachments, under section 945 – Suspension and Revocation of Charter and AP 6-Section 6045-6050.

62.72 REORGANIZATION OF INACTIVE OR DEFUNCT DETACHMENT. The Department Staff may vote to reorganize an Inactive or Defunct Detachment by declaring all Offices of affected Detachment vacant and appoint temporary Officers. The **Department Jr Vice Commandant** and applicable District Commandant shall be empowered to effectuate necessary recruitment activities to secure the minimum of twenty (20) members, and to monitor the initial reorganization process.

62.73 PROPERTY OF REVOKED OR DEFUNCT DETACHMENTS. Upon failure of all attempts to revitalize or reorganize a Defunct Detachment, or a Detachment whose Charter has been revoked, all properties of the affected Detachment shall be taken under custody in accordance with the provisions of the National Bylaws (SECTION 555(c).

63.00 YOUNG MARINES. The Department of Illinois, MCL, recognizes the Young Marines as an official subsidiary group of the Marine Corps League, which shall ever be subject to the authority, supervision, direction, control, and discipline of the Marine Corps League. (Article seven (7), National Bylaws applies).

64.00 MARINE CORPS LEAGUE AUXILIARY.

64.01 RECOGNITION OF MCLA. The Department of Illinois, MCL, in accordance with the National Bylaws, recognizes and adopts the Marine Corps League Auxiliary, Department of Illinois and its constituent Units, as the official women's branch of the MCL, and declares that the MCLA shall be self-governing and financially independent, and shall ever be subject to the control and supervision of the Marine Corps League.

64.11 DUTY OF LEAGUE TO MCLA. It shall be the duty of the Department of Illinois, MCL, and its constituent Detachments to advise, counsel and assist the MCLA, Department of Illinois, and its constituent Units.

65.00 MILITARY ORDER OF DEVIL DOGS & DEVIL DOG FLEAS.

65.01 RECOGNITION OF MODD & FLEAS. The Department of Illinois, MCL, in accordance with the National Bylaws, recognizes the existence of the Military Order of Devil Dogs, Military Order of Devil Dog Fleas, the Pack of Illinois and constituent Pounds, and declares that they shall be self-governing and financially independent, and shall ever be subject to the control and supervision of the Marine Corps League.

70.00 MEMBERSHIP/DUES. Shall be as outlined in Section 600 (b) of the National Bylaws of the Marine Corps League.

72.00 DUES.

72.01 MEMBERSHIP DUES AND FEES.

(a) National annual membership dues are established by National Bylaws (section 610).

Changed 6/7/2025

~~**(b)**~~ Department of Illinois, MCL, annual membership dues shall be eight ($ 8.00) dollars per annum per Member.
~~Dues collected from new members joining between 1 March – 31 July shall be four ($4.00)~~ **dollars**~~.~~

(c) The amount of Detachment annual membership dues shall be fixed by each Detachment in accordance with the procedures established in the Bylaws of the Detachment. The total amount of dues collectible from a Member, by a Detachment, shall be sufficient in amount to cover National, Department, Detachment dues, and National initiation fees, when applicable.

(d) Life membership may be purchased by payment of special dues amount as herein above referenced.

(e) A Member resigning from membership shall not be entitled to any refund for dues paid.

72.11 DUES COLLECTION AND FORWARDING PROCESS.

(a) All dues are payable in advance and become due on the expiration date shown on Member's membership card.

(b) Each Detachment shall be designated and is responsible as the authorized collection agent for the collection of National, Department, and Detachment annual membership dues (plus initiation fees, when applicable) from its Members.

(c) All National and Department membership dues plus initiation fees, when applicable, collected by Detachments, shall be forwarded with **one payment ACH (automated clearing house), Bank E-Check or regular check that combines the Department and National Dues** along with a properly completed official "Membership Dues Transmittal Form" **with applications of New (N) and Reinstatement (R/I) Members** to the Department Paymaster as soon as possible, but not later than thirty (30) days after collection of such dues. (see enclosure 6, National Administrative Procedures).

(d) The Department Paymaster shall receive and collect the dues transmittal forms with Detachment checks, and shall forward **Department Online Transmittal Process** the appropriate portions of the transmittal forms and **transmit an ACH (automated clearing house) payment** to National, to National Headquarters as soon as possible, but at least semi-monthly.

(e) Membership cards shall be sent directly to the Detachments by National Headquarters. It shall be the responsibility of each Detachment to effect membership card distribution to its Members within one (1) week after receipt of the cards.

80.00 DISCIPLINE. Refer to National Bylaws Administrative Procedures Chapter nine Grievance and Discipline.

90.00 MISCELLANEOUS

90.01 BYLAWS INCONSISTENCY.

(a) The National Bylaws shall prevail should there be any inconsistency between these Department Bylaws and those of the Marine Corps League.

(b) Any amendments to or revision of the National Bylaws or Administrative Procedures, hereafter adopted, which may be in conflict with these Bylaws, shall automatically become a part of these Bylaws.

90.02 RULES OF ORDER. The conduct of business during all Department, District, and Detachment Meetings shall be governed by the National Bylaws and Administrative Procedures and the Department Bylaws. Parliamentary reference shall be Robert's Revised Rules of Order.

91.01 RITUAL. The Ritual to be employed during all Proceedings, Ceremonies and Services by this Department and by its constituent Detachments shall conform (in so far as circumstances permit) to the officially adopted Ritual of the Marine Corps League as published by National Headquarters, Marine Corps League. The Department Charter or Detachment Charter (as applicable) should be displayed during all Department and Detachment Business Meetings in order to have a legal Meeting.

92.01 UNIFORM AND REGALIA. The uniform and associated regalia permitted to be worn by the Department Staff and the Members of constituent Detachments of this Department shall conform to the provisions of the "Official Uniform Code of the Marine Corps League" as published in 'enclosure three and four', National Administrative Procedures.

93.00 RESOLUTIONS. COMBINED WITH 45.15

93.01 RESOLUTION SUBMITTAL. A minimum of three (3) copies of each Resolution to be presented to the Department Convention must be filed with the Department Adjutant at least forty-five (45) days prior to the opening date of the Convention. One (1) copy will be forwarded (by the Department Adjutant) to the Editor of the Illinois Marine for publication, one (1) copy to be processed to the Chairman of the Resolutions or Bylaws Committee (as applicable), and one (1) copy is to be retained by the Department Adjutant for the Convention file. Approval of Resolutions by a sponsoring Detachment prior to being submitted to the Department Adjutant is strongly encouraged.

93.02 RESOLUTION FORMAT. COMBINED WITH 45.15

94.01 DEATH OF A MEMBER.

(a) Upon being notified of the demise of a Member, the Detachment Chaplain and the Detachment Commandant shall immediately contact the family of the deceased member for the purposes of offering assistance and expressions of condolences.

(b) The Detachment Chaplain shall without delay report the death of a Member, giving his name, address, next of kin, details regarding funeral arrangements and burial location, to the Department and National Chaplains, and forward a copy of same to the Department, National and Detachment Adjutants. (Standard forms, "Notice of Death", are availablefrom National Headquarters).

(c) Upon request of the family, the Detachment shall provide pall bearer support and/or conduct Military Rites for the deceased Member.

(d) When called upon by the family or by the United States Marine Corps, the Detachment shall provide properly uniformed and equipped funeral escorts.

(e) It shall be the duty of all Members of the Marine Corps League within this Department, who are not prevented by distance or unavoidable cause, to be present at the funeral services of a deceased Member.

95.00 REMOTE ATTENDANCE AT HYBRID STAFF MEETINGS AND THE CONVENTION

95.01 REMOTE ATTENDANCE

(a) A member of the Department of Illinois Marine Corps League may attend meetings by video or audio conference subject to the following conditions:
(1) A quorum of the elective and appointed Staff of the Department of Illinois Marine Corps League must be physically present at the designated meeting/convention location.
(2) A member requesting to attend by audio or video conference must notify the Department Commandant or Department Adjutant a minimum of two days prior to the convention or one hour before the beginning of the staff meeting.
(3) Equipment must be available that will permit the Member to participate in the meeting so that the Member can hear and/or see the other Members of the Department and that the other Members of the elected and appointive Staff of the Department can hear and/or see the Member attending by audio or video conference.
(4) A Member requesting to attend by audio or video conference must submit the following cause to the Department Commandant for remote attendance:
a. Disability
b. Personal illness
c. Employment purposes or business
d. Family emergency
e. Los/lack of transportation
f. Other reason approved by the Department Commandant

(b**)** If a Member of the elective and appointed Staff of the Department of Illinois Marine Corp League attends a meeting by audio or video conference in accordance with this policy, the minutes of that meeting shall reflect that the that the Member was present via audio or video conference.

(c) A Member attending by audio or video conference shall be permitted to participate in the meeting as if the member were physically present subject to Section 1 above to the extent permitted by the equipment used including the right to vote as permitted by membership status on any matter that should come before the Department.

(d) The rules of the conference or convention shall apply as if the Member were physically present.

95.02 STAFF CONFERENCE ATTENDANCE.

(a) Any Member of any Detachment within this Department, any Member-at-Large within this Department, and any visiting Member of the MCL from any Department (all being in good standing with the MCL) are encouraged and may attend any Staff Conference.

(b) Any Elective Department Officer who fails to attend a staff conference without notifying the Department Commandant or Adjutant of his valid excuse (sickness or death in his family or required to work at his occupation) shall automatically be considered inactive and may be replaced by the Department Staff as hereinafter provided.

(c) Refer to section **95.01 REMOTE ATTENDANCE**

97.01 BYLAWS AMENDMENT. These Bylaws may be repealed, revised, or amended at any Department Convention by two-thirds (2/3) vote of the attending registered and certified Delegates voting at a Department Convention, provided the proposed repeal, revision or amendment has been submitted, in triplicate typewritten form, to the Department Judge Advocate for review by the Bylaw Committee by the Department Third Staff Conference. Upon completion of the review the Department Judge Advocate will submit the proposals to the National Judge Advocate for approval. After approval, by the National Judge Advocate, the Department Judge Advocate will forward the proposals to the Department Adjutant for distribution of such proposals to the Detachments within this Department, via direct mail or by publication in the approved Department publication, at least thirty (30) days prior to the opening of the Department Convention at which the repeal, revision or amendment is to be considered. All revisions, amendments or repeals, which do not provide for an effective date, will become effective at the close of the Department Convention at which they are approved.

98.01 CONSTITUTION & BYLAWS DISTRIBUTION.

(a) Each time they are reprinted, one (1) copy to become the property of the Detachment Commandant's office, and one (1) copy the property of the Detachment Judge Advocate's office. These copies must be made available to any Member in good standing, for examination, upon request.

(b) Any member of the Marine Corps League, or any Detachment, may **download copies of the Department Constitution and Bylaws from the Illinois Marine Website.**

99.01 REPEAL.

(a) All existing Bylaws adopted by the Department of Illinois, Marine Corps League, prior to the effective date hereof are hereby repealed.

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