



DEPARTMENT OF SOUTH CAROLINA
MARINE CORPS LEAGUE
BYLAWS

AMENDED AND APPROVED AS OF JUNE 23, 2023

CERTIFICATION

This is to certify the original Bylaws were adopted by the Department of South Carolina, Marine Corps League, at the second Annual Convention on 11 May 1996 in Myrtle Beach, South Carolina. Administrative Procedures were added on 18 May 2002, and the Bylaws were amended on 7 June 2003.

A full rewrite of the Bylaws and Administrative Procedures was adopted on 18 June 2019 in Charleston, South Carolina at the 25th Annual Convention to coincide with National Bylaw changes.

The following Bylaw sections were amended and approved 23 June 2023 at the Annual Department Convention:

- Section 105 – Committees
- Section 120 – Elected Officers
- Section 135 – Term of Office
- Section 200 – Composition
- Section 210 – Board Members & Department Commandant Duties
- Section 220 – Board Meeting & Commandants’ Council
- Section 230 – Voting
- Section 235 – Travel Expense
- Section 310 – District Vice Commandants
- Section 400(b) – Convention Date
- Section 400(f) – Detachment Commandant Attendance



Helen Breen
Department Commandant

Deborah Stone
Department Adjutant

Claude Davis
Department Judge Advocate

Approved: This ____ day of _____, 2023:

David Porter, Jr.
National Judge Advocate

Department of South Carolina Bylaws Table of Contents

CERTIFICATION.....	2
ARTICLE ONE DEPARTMENT OF SOUTH CAROLINA CONVENTION	5
SECTION 100 – AUTHORITY.....	5
SECTION 105 – COMMITTEES – DEPARTMENT CONVENTION	5
SECTION 110 – CREDENTIALS – DELEGATES, ALTERNATES, MEMBERS.....	5
SECTION 115 – VOTING.....	6
SECTION 120 – ELECTIVE OFFICERS.....	6
SECTION 130 – ELECTIONS	7
SECTION 135 – TERM OF OFFICE.....	8
SECTION 140 – QUORUM.....	8
SECTION 145 – RIGHT TO SPEAK.....	8
ARTICLE TWO DEPARTMENT OF SOUTH CAROLINA BOARD OF TRUSTEES.....	8
SECTION 200 – COMPOSITION	8
SECTION 205 – POWERS.....	8
SECTION 210 – DUTIES – BOARD MEMBERS	9
SECTION 215 – VACANCY	11
SECTION 225 – QUORUM.....	12
SECTION 230 – VOTING.....	12
SECTION 235 – TRAVEL EXPENSES	13
ARTICLE THREE DEPARTMENT OF SOUTH CAROLINA STAFF.....	13
SECTION 300 – COMPOSITION	13
SECTION 305 – POWERS.....	13
SECTION 310 – STAFF OFFICERS.....	14
SECTION 315 – VACANCY	16
SECTION 320 – CONTRACTING AUTHORITY	16
ARTICLE FOUR DEPARTMENT OF SOUTH CAROLINA	16
SECTION 400 – MEETINGS.....	16
SECTION 410 – TRUSTEES.....	17
SECTION 415 – BONDING.....	17
ARTICLE FIVE DETACHMENTS	17
ARTICLE SIX MEMBERS.....	18
SECTION 605 – DUES.....	18
SECTION 610 – LIFE MEMBERS	18
SECTION 615 – DUAL MEMBERSHIP	18

ARTICLE SEVEN SUBSIDIARIES AND SUBORDINATE GROUPS 18

ARTICLE EIGHT MISCELLANEOUS 19

SECTION 800 – AMENDMENTS 19

SECTION 805 – EFFECTIVE DATE 19

SECTION 810 – DEPARTMENT BYLAW DISTRIBUTION 19

ARTICLE ONE
DEPARTMENT OF SOUTH CAROLINA CONVENTION

SECTION 100 – AUTHORITY

The supreme legislative and policy making power of the Department of South Carolina, Marine Corps League, shall be vested in a Department Convention composed of properly elected, registered, and approved delegates in good standing.

SECTION 105 – COMMITTEES – DEPARTMENT CONVENTION

The South Carolina Department Convention Administrative Committees shall be: Credentials, Resolutions, Rules, and Standing Committees. The specific duties of the Credentials, Resolutions, and Rules committees are specified under “Conventions Administrative Committees” in the Marine Corps League National Administrative Procedures.

SECTION 110 – CREDENTIALS – DELEGATES, ALTERNATES, MEMBERS

- (a) Delegates, Alternates, and Members of the Department of South Carolina desiring to attend business sessions of a Department Convention must possess a current membership card, plus properly executed and signed credentials, and must be registered with, and approved by, the Convention Credentials Committee.
- (b) Detachment Delegates and Alternates to the Department Convention shall be determined based on the Detachment’s membership on record at National Headquarters as of the March 31st report. The voting strength of each Detachment shall be as follows: for the first ten (10) regular members, one (1) Delegate and one (1) Alternate; for each additional block of ten (10) regular members, one (1) Delegate and one (1) Alternate; for a partial block of ten (10) regular members, one (1) Delegate and one (1) Alternate, however, no Delegate strength of a Detachment shall be computed by including Associate Members or Honorary Members in the Detachment’s total membership.
- (c) Should any Detachment be in default of payments of funds from any source due the Department or the National Headquarters as of March 31st prior to the Department Convention, such fact shall be reported by the Department Adjutant/Paymaster to the affected Detachment, and to the Department Convention Credentials Committee. The Credentials of that Detachment’s Delegates and Alternates shall not be approved unless settlement is made by the Detachment’s Delegates at the Convention site in cash, unless previously resolved.
- (d) A Detachment which, as of March 31st immediately prior to the current Department Convention, fails to report on standard transmittal forms to National Headquarters that it has ten (10) or more members, the Department Adjutant/Paymaster shall report such fact to the Department Convention Credential Committee which shall not approve that Detachment’s Delegate and Alternates.
- (e) Notwithstanding the provisions of Section 5(d) above, no paid Department member in good standing may be deprived of his/her individual vote at a Department Convention. Any individual member may register for the Convention and vote his/her individual vote. This vote will be subtracted from the total voting strength of the Detachment to which the registered member belongs.

- (f) A Delegate / Alternate card of a Detachment may only be claimed by a registered member of that Detachment.

SECTION 115 – VOTING

- (a) Each Detachment is responsible to submit their list of Delegates / Alternates to the Credentials Committee of the host city a minimum of fifteen (15) days prior to the Convention. The Detachment is responsible to see that each Delegate is registered if not registered fifteen (15) days prior to Convention, they shall be charged the late registration fee. As Delegates / Alternates arrive to the Department Convention and check in, they will be recorded as present. The total Delegate and voting strength for each Detachment will be calculated, recorded, and announced prior to the regular business session of the Department Convention by the Convention Credentials Committee.
- (b) Except as otherwise provided in these Bylaws, fifty (50) percent plus one (1) vote by the Delegates shall carry any measure and decide any issue.
- (c) Each Delegate complying with Section 110 is entitled to cast a vote for ten (10) members, providing that the total vote of the Detachment's Delegates does not exceed the Detachment's membership strength. All Delegates, or their alternates, must be on the floor at the time of vote in order to cast the Detachment's votes. A selected Delegate of those Delegates attending and on the floor from a single Detachment may cast the votes of all Delegates present for that Detachment.
- (d) A roll call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates, except as provided for in (e) below.
- (e) In the event of a challenge by a registered Delegate to the stated vote of his Detachment, the roll call vote of each of the Detachments shall be called. Upon the calling of each Delegate so registered, each Delegate shall rise, if not restricted by physical impairment, and identify his/herself as a Registered Delegate, authorized to cast ten (10) votes (or the partial vote, so as not to exceed membership strength) on behalf of his/her Detachment.

SECTION 120 – ELECTIVE OFFICERS

The Department Officers to be elected by each Department Convention shall be: Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Department Judge Advocate as hereinafter provided, and a Department Trustee.

- (a) During the first year of implementing the Department Trustee position, one Trustee will be elected as 1st Year Trustee, and will serve an initial term of three years. Another Trustee will be elected as a 2nd Year Trustee and will serve an initial term of two years. Another Trustee will be elected as a 3rd Year Trustee and will serve an initial term of one year.
- (b) After the initial implementation year, the term of the 3rd Year Trustee will expire, and the 2nd Year Trustee will become the 3rd Year Trustee and the 1st Year Trustee will become the 2nd Year Trustee. The Convention Delegates will elect a new 1st Year Trustee.

If any of the Trustee positions shall become vacant, the Department vacancy shall appoint a new member to the position, with the concurrence of a majority of the Board of Trustees.

SECTION 125 – NOMINATIONS

- (a) Nominations may be made from the floor prior to the elections at the Department Convention.
- (b) All nominees must be present at the Department Convention, or have a letter on their behalf, indicating the reason for their absence and indicating a willingness to serve, if elected. Each nominee, when called upon, shall rise, if not restricted by physical impairment and state to the chair that if elected he/she will accept the office and serve loyally, faithfully, and to the best of his/her ability during the term to which elected.
- (c) A member may not place his/her own name in nomination. Nominations must be made and seconded by other members in good standing of any Detachment in the Department.
- (d) Each nominee shall be a regular member in good standing of the Marine Corps League and the Department of South Carolina at the time of his/her nomination.

SECTION 130 – ELECTIONS

- (a) The election of Department Officers shall be the last order of business of the Department Convention. The election of the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, and Department Judge Advocate shall be conducted in this order by a roll call vote.
- (b) Before voting begins, the Department Commandant shall select two (2) Past Department Commandants and two (2) Past Department Judge Advocates to supervise voting and correctly tally the votes cast. Two (2) shall act as tellers and two (2) as judges. If these Officers are not present at the Department Convention, the current Department Commandant may utilize Past Detachment Commandants, making sure that not more than one (1) representative from any one (1) Detachment is selected.
- (c) The election of officers shall not begin until the appointed election tellers and judges advise the Chair that they are prepared to supervise the election. When it is so advised, the Chair shall then call for the “Election of Officers”. Upon such announcement the Chair shall not accept or entertain any issue, question, or subject which is not strictly related to the roll call being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the convention floor until the roll call vote in progress is concluded.
- (d) A majority of the votes cast is required to elect Department Officers. When a simple majority is not obtained on the first ballot, a second balloting will commence after a caucus (not to exceed five (5) minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a majority is achieved.
- (e) Officers elected and installed shall assume their respective offices immediately following the Department Convention Banquet.
- (f) Selection of the Installing Officer will be the responsibility of the current Department Commandant in office.

SECTION 135 – TERM OF OFFICE

The Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, shall be elected for a term of one (1) year and may be elected to only two (2) subsequent consecutive one (1) year terms in the same office. The Department Judge Advocate may stand for as many years as he/she deems necessary. The Department Trustees terms are described in Section 120.

SECTION 140 – QUORUM

The minimum number required to transact the regular and legal business of the Department Convention shall be fifty-one (51) percent of the registered and approved Delegates and/or Alternates.

SECTION 145 – RIGHT TO SPEAK

All registered Delegates, when recognized by the Chair and not so expressly prohibited by National or Department Bylaws, shall have the right to speak on any subject and all issues brought to the Convention for its consideration. Each registered Department Officer, Past Department Commandant, Detachment Commandant, and member in good standing may be granted the floor by the Chair.

ARTICLE TWO DEPARTMENT OF SOUTH CAROLINA BOARD OF TRUSTEES

SECTION 200 – COMPOSITION

The Department Board of Trustees shall be composed of the following:

- (a) Department Commandant
- (b) Department Senior Vice Commandant
- (c) Department Junior Vice Commandant
- (d) Department Judge Advocate
- (e) Department Junior Past Commandant
- (f) 1st Year Department Trustee
- (g) 2nd Year Department Trustee
- (h) 3rd Year Department Trustee

Qualifications for Department Trustees are that they be Regular members in good standing, nominated and elected by Delegates at the Department Convention.

SECTION 205 – POWERS

In between Department Conventions, in compliance with the provisions of the Congressional Charter, both the Department and National Bylaws and Administrative Procedures and the Directives and Mandates of the National Convention, the powers and authority of the Department Board of Trustees shall be:

To exercise such powers and to do such other actions as are compatible with the National Bylaws

and Administrative Procedures which are in the best interest of the Marine Corps League, and to exercise executive power between Department Conventions. NOTE: Neither the Department Commandant nor the Department Board of Trustees has the authority to suspend or remove an ELECTED officer for cause under Department or National Bylaws. Refer to National Administrative Procedures, Chapter Nine (9), Section 9040 – Discipline.

SECTION 210 – DUTIES – BOARD MEMBERS

In addition to the specific duties of the individual Board Members, as hereinafter stated it shall be the duty of the member of the Board to acquire a working knowledge of the National and Department Bylaws and Administrative Procedures of the Marine Corps League. The specific duties of the members of the Board of Trustees shall be:

(a) Department Commandant:

Shall be the Chief Executive Officer (CEO) of the Department of South Carolina and shall preside at all sessions of the Department Quarterly Meetings, Convention, and at meetings of the Department Board of Trustees. The Department Commandant, together with the Department Board of Trustees shall have direction and control of the executive and administrative affairs of the Department of South Carolina between Quarterly Meetings and Conventions. In addition, the Department Commandant shall:

- (1) Observe and enforce the observance of both the Department and National Bylaws and Administrative Procedures of the Marine Corps League.
- (2) Direct all Officers and Members such orders as are not in conflict with Department or National Bylaws and Administrative Procedures which are necessary for the proper conduct of business.
- (3) Call such meetings of the Board of Trustees as are required by the Department Bylaws and Administrative Procedures.
- (4) Seek the advice of the Department Board of Trustees.
- (5) With the Department Paymaster, be responsible for all funds and property of the Marine Corps League, subject to the supervision of the Board of Trustees.
- (6) With the advice and consent of the Board of Trustees, appoint or replace the following Department Staff Officers:
 - a. Adjutant
 - b. Paymaster
 - c. Chaplain
 - d. Sergeant-at-Arms
 - e. Service Officer
 - f. Historian
 - g. Any other Staff Officer deemed necessary for the operation of the Department of South Carolina
- (7) With the advice and consent of the Board of Trustees, appoint or replace such standing committees as are deemed necessary.

- (8) Approve or disapprove all requisitions in excess of Three Hundred (300) dollars.
 - a. No funds specifically designated in the budget for a specific purpose may be redirected without the express approval of the membership.
 - b. No funds donated by an individual/organization for a specific purpose may be redirected without written approval by the donor and then approval by the membership.
- (9) Represent the Marine Corps League at all social functions and ceremonies in such a manner as will enhance the dignity, honor, and prestige of the League.
- (10) Invite a speaker for the Department Convention Banquet.
- (11) Represent, or appoint an appropriate designee (optimally another Board of Trustees Member as outlined in Section 200) to represent, the Department of South Carolina, at the following National and Division Events: Midwinter Conference, Southeast Division Conference, MCL National Convention. Designee should be chosen in order of precedence: (1) Department Sr. Vice Commandant; (2) Department Junior Vice Commandant; (3) Department Judge Advocate; (4) Department Jr. Past Commandant; (5) Department Paymaster; (6) Department Adjutant; (7) Another Department Appointed Officer. Designee shall be authorized to submit an expense report for hotel and travel as outlined in Section 235 – Travel Expenses.

(b) Department Senior Vice Commandant:

Shall give every assistance to the Department Commandant, and during his/her absence or illness, perform the duties of that office. In addition, shall chair the Awards and Ceremonies Committees for the Convention.

(c) Department Junior Vice Commandant:

Shall create and promulgate such membership incentives and programs as well produce enthusiastic response resulting in continuous membership growth. In the absence or illness of the Commandant and the Senior Vice Commandant, he/she shall perform the duties of the Commandant.

(d) Department Judge Advocate:

Shall interpret the National and Department Bylaws and Administrative Procedures. He/she shall advise, counsel, and render opinions on questions of law and procedure to the Department Commandant, Board of Trustees, and Detachments when so required in the manner outlined hereinafter.

- (1) At the Department Convention, upon the request of an approved Delegate, through the Chair, the Judge Advocate shall render an opinion on law and procedure to the Chair, whereupon the Chair shall rule on the opinion, and the question, which ruling shall be final unless appealed by an approved Delegate, whereupon the Judge Advocate will put the question, "Shall the ruling of the Chair be sustained". A standing vote of approved delegates will be called, and two-thirds (2/3) of the total vote will be required to reverse the ruling of the Chair.
- (2) Shall render an opinion on law and procedure to the Chair, whereupon the Chair will rule

on the opinion, and the question, which ruling shall be final unless appealed by an approved Delegate. A standing vote of approve delegates will be called and two-thirds (2/3) of the total vote will be required to reverse the ruling of the Chair.

- (3) At Department Board Meetings, the same procedure shall apply, and two-thirds (2/3) of the Department Board of Trustees present and voting will be required to reverse the ruling of the Chair.
- (4) On all questions of law and procedure pertaining to the Marine Corps League or any of its subsidiaries referred to this office through channels the Judge Advocate shall rule in writing, mailing copies of the ruling to the parties concerned and to the Department Commandant, and such ruling shall be binding unless and until reversed by the Department Board of Trustees or the Department Convention.

(e) Junior Past Department Commandant:

Shall be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Marine Corps League. This position is to be held until the election of a new Commandant to advise, based on the experience of previously holding the office of Department Commandant.

SECTION 215 – VACANCY

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

SECTION 220 – BOARD MEETINGS

(a) The Department Board shall meet:

- (1) Annually prior to the Department Convention to close out the executive administration of the Department Board of Trustees from the fiscal year, to finalize preparation for the ensuing convention, and to identify pending or unaccomplished executive actions warranting further action by the Convention or by the Department Board of Trustees during the ensuing fiscal year.
- (2) Annually, after adjournment of the Department Convention for the purpose of selecting appointive Department Officers and Standing Committees and for the transaction of such other business as may properly come before it.
- (3) At the call of the Department Commandant, for special emergency reasons, providing that a quorum of the Board is assured through the conduct of polling by the Department Adjutant prior to the issuance of the call for a special Board meeting.

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

(c) In addition to regular business meetings at the Department Convention, a Department Commandants Council meeting **must** be held prior to the close of the final business session. The Department Commandants Council, an integral part of the Department Staff, composed of all Detachment Commandants (or their representative) shall prepare a Detachment report and present a copy of their report to the Department Senior Vice Commandant, who shall chair the Commandants Council meeting.

SECTION 225 – QUORUM

The presence of fifty-one (51) percent of the Department Board of Trustees shall constitute a quorum for the transaction of business. The quorum requires two (2) of the elected Department Officers in Attendance.

SECTION 230 – VOTING

Each Department Board Member shall have one (1) vote. There shall be no proxy voting. The Department Judge Advocate shall abstain from voting on all matters wherein an official opinion has been rendered by the Department Judge Advocate.

(a) Between the Department Annual Convention and Department Quarterly Meetings, the Department Board of Trustees is empowered to conduct business at any regular or special meeting, or by email or virtual (online) meeting.

(b) All business by email requiring a yes or no vote shall be handled routinely by the Department Adjutant who shall email to every Board Member. a copy of the question and a vote submission deadline date.

(c) Upon receipt of an email ballot, each Board of Trustees Member shall cast his/her vote and complete as indicated. The email ballot shall be returned to the Department Adjutant within no more than one (1) week. A Board of Trustee member failing to return his/her ballot within the allotted time, will be recorded as not voting.

(d) The Adjutant shall keep a record of all ballots emailed with the date of emailing, a record of the date of return ballot, and shall email to each Board Member tallies reflecting results of the balloting by showing the vote of each Board Member and the total of yes and no votes.

(e) The results of each email balloting shall be made available to the Department Board of Trustees within five (5) business days after compiling the vote. Following each balloting by the Department Board of Trustees, the results of such vote, in detail for the information of the membership, shall be sent to Detachment Commandants in a letter for release.

SECTION 235 – TRAVEL EXPENSES

- (a) Department Officers may be reimbursed for auto travel expenses at the current published IRS rate for charity travel, when such expense is incurred in the performance of official scheduled Department Training, official visitations, and Board Meetings and service on a Grievance Hearing Board, providing such expenses are requested and approved by the Department Board of Trustees.
- (b) Department reimbursement vouchers are to be obtained from the Department Paymaster and submitted with receipts within thirty (30) days of the expenditure, providing said expenditures do not exceed the amount in the Department budget.
- (c) Should the Department Commandant be required, in the performance of his/her duties, to attend a Marine Corps League Conference / Convention at a location more than a 12-hour drive from his/her home, air fare for a coach or economy ticket may be reimbursed versus auto travel expenses.
- (d) Expenses for meals or rental vehicles are not reimbursable, but ride-sharing services (Uber, etc.), taxi, etc. is reimbursable to and from airport.
- (e) Additionally, the Commandant or his/her authorized designated representative is authorized reimbursement, as appropriated in the annual budget, for hotel expenses to the Division / National Events listed below, when satisfactory proof of expense is presented to the Paymaster. Payment shall not exceed amount approved in the Department budget approved by the membership at Annual Department Convention.
 - (1) Southeast Division Conference
 - (2) National Mid-Winter Conference
 - (3) Department Annual Convention
 - (4) National Convention

ARTICLE THREE DEPARTMENT OF SOUTH CAROLINA STAFF

SECTION 300 – COMPOSITION

The Department Staff shall be comprised of the Department Board of Trustees, Appointed Department Staff Officers, and Committee Chairpersons.

SECTION 305 – POWERS

The power an authority of the Department Staff Officers shall be the same as that of the Department Board of Trustees, except that the Staff Officers and Committee Chairpersons shall have no vote and shall not be considered in determining a quorum for the Department Board of Trustees meetings.

SECTION 310 – STAFF OFFICERS

The Department Staff Officers shall acquire a working knowledge of the Department and National Bylaws and Administrative Procedures of the Marine Corps League and shall act as assistants to the Department Board of Trustees with individual specific duties.

(a) Department Adjutant:

- (1) Shall keep and maintain records of all the Department proceedings and all meetings of the Board of Trustees.
- (2) Shall administer the correspondence of the Department.
- (3) Shall maintain and update membership rosters.
- (4) Notify Department Officers and Detachment Commandants of meetings.
- (5) Perform such other duties as may be required in the administration of Department business.
- (6) Perform additional duties assigned by the Department Commandant or the Board of Trustees.

(b) Department Paymaster:

- (1) Shall receive all monies, keeping a record of their source and purpose, and shall deposit said monies in approved and federally insured accounts, including checking and savings accounts. All monies deposited shall be in the name of the Marine Corps League, Inc., Department of South Carolina.
- (2) Shall retain and produce at all Department meetings or upon request, all records, vouchers, and papers necessary for the proper maintenance of the financial affairs of the Department.
- (3) Shall cause the agency or firm that conduct the annual audit to include a statement or comment advising of deficient procedures based on the experience of other business practices, include such recommendations for improvement in techniques, practices, or general management as may be appropriate.
- (4) Be accountable for all monies received by the office of Paymaster and issue receipts for the same. Maintain the bank books and ledgers of the Department and have them available at all meetings for verification.
- (5) Prepare a report of the Department financial condition for presentation at each meeting of the Board of Trustees and written report of at each Department Convention.
- (6) Perform additional duties assigned by the Department Commandant or the Board of Trustees.

(c) Department Chaplain:

- (1) Conduct all devotional exercises for the Department.
- (2) Render assistance to the Detachment Chaplains as requested.
- (3) Perform additional duties assigned by the Department Commandant or the Board of Trustees.

(d) Department Sergeant-at-Arms:

- (1) Preserve order at Department Meetings / Conventions.
- (2) Ensure only Marine Corps League Members in good standing are admitted to Department Meetings.
- (3) Assume personal control of all Department property.
- (4) Be responsible for the proper arrangement of the meeting area.
- (5) Supervise the balloting in Department elections.
- (6) Perform additional duties assigned by the Department Commandant or the Board of Trustees.

(e) Department Service Officer:

- (1) Be responsible for bringing to the attention of all Marines and their dependents the rights and benefits granted them by law.
- (2) Utilize the services available through the government and national publications, Veterans Affairs, and Rehabilitation Bulletins and VA pamphlets.
- (3) Provide an oral report which shall be a standard part of every meeting.

(f) Department Historian:

- (1) Maintain contact with the National Historian.
- (2) An annual report should be made for presentation at the Department Convention.
- (3) Copies of whatever is printed concerning the Marine Corps League should be deposited in the local and state Libraries, as well as Detachment and Department history files.
- (4) Advise Detachment Historians on Department and National history contests and materials available from these organizations.
- (5) Prepare an annual scrapbook for recording Department history.

(g) Junior Past Department Commandant:

Shall be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Marine Corps League. This position is to be held until the election of a new Commandant to advise, based on the experience of previously holding the office of Department Commandant.

(h) District Vice Commandants:

- (1) Be appointed by the Department Commandant, with the advice and consent of the Department Board of Trustees.
- (2) Be held accountable to the Department Board of Trustees for the care and proper administration of their respective District; arrange for, convene, and supervise not less than one (1) District Meeting each year for the purpose of discussing District challenges, planning, and executing means and methods of strengthening and increasing the effectiveness of the District.
- (3) make every continuing effort to establish new Detachments within their District.
- (4) The operations of the District Vice Commandants shall be overseen by the Department Senior Vice Commandant.

SECTION 315 – VACANCY

Should a vacancy occur in an appointed office, a committee chairmanship or as a committee member, such vacancy shall be filled as soon as practical, by the Department Commandant. All such appointments are subject to the subsequent approval by the Department Board of Trustees.

SECTION 320 – CONTRACTING AUTHORITY

No Department Officer, Committee Chairperson, or Member of the Marine Corps League shall enter into or sign any contractor agreement, for the purpose of binding the Department or National Organization of the Marine Corps League without first submitting such contract to the Department Judge Advocate for consideration and the forwarding of recommendations to the Department Board of Trustees for review and approval / disapproval.

**ARTICLE FOUR
DEPARTMENT OF SOUTH CAROLINA**

All powers, authorities, and responsibilities of the Department originate with National Bylaws Article VIII (Eight), Sections 800, 810, 820, 825, 820, 825, 840, 845, 850, 855, 860, and 865. No actions may be taken by the Department which conflict with the National Bylaws or Administrative Procedures.

SECTION 400 – MEETINGS

- (a) Department Convention minutes are to be approved or disapproved the following year at the next Department Convention only to the degree of correction of errors or omissions.
- (b) The Department shall hold an annual Convention each year between 1 April and 30 June.

- (c) Meetings of this Department shall be conducted in accordance with National and Department Bylaws and parliamentary procedures as established by Roberts Rules of Order Revised.
- (d) The Department Convention shall be held annually at a time and place appointed at the previous annual Department Convention. At this time the Officers shall be elected for the ensuing year. All business as may be brought before the Department shall be conducted at this meeting.
- (e) During a Department Convention, a minimum of fifty-one (51) percent of the Delegates and/or Alternates must be present to constitute a quorum. With the exception of Bylaw amendments, replacements, or alterations, a majority of those present at any meeting shall be required for the passage of any proposal voted upon at that meeting. For Bylaw voting see Article One, Section 115.
- (f) Regular meetings of the Department shall be held quarterly. One of the four meetings will be the Department Convention. All Department meetings for the year following the Department Convention will be scheduled at the convention. **All Detachment Commandants, or his/her designee, should attend these four meetings.** This designee should be (in order of precedence) an elected officer from the Detachment, appointed officer from the Detachment, or general member of the Detachment. In the event changes or additions to the schedule become necessary, such changes shall be communicated by telephone or e-mail to the Detachment Commandants by the Department Commandant or his/her designee, at least two (2) weeks prior to such meeting.
- (g) All meetings of the Department shall be open to all members in good standing in the Marine Corps League.
- (h) The Department Charter or copy, the National Colors, and the Bible will be displayed at all business meetings.

SECTION 410 – TRUSTEES

The elected officers, and the Detachment Commandants, shall be the Department Board of Trustees; however, a Department Convention is authorized to appoint the outgoing Department Commandant or a Past Department Commandant to serve as a member of the Board of Trustees.

SECTION 415 – BONDING

All Department Officers handling Department funds are bonded as outlined in National Bylaws Chapter Five, Section 5030 of the Administrative Procedures.

ARTICLE FIVE DETACHMENTS

All powers, authorities, and responsibilities of the Detachment originate with National Bylaws Article IX (Nine), Sections 900, 905, 910, 920, 925, 930, 935, 940, 945, 950, 955, 960, 965. No action may be taken by the Detachment which conflict with National or Department Bylaws or Administrative Procedures.

ARTICLE SIX MEMBERS

(a) Regular Membership:

(1) Regular membership in the Marine Corps League shall be defined in Article Five, Section 500 to 535, of the National Bylaws, as amended, and shall be amended from time to time. The effective date of this amendment shall be the effective date of any National Bylaw amendment referring to Regular Membership. All aspects of membership are addressed by National Bylaws Article Five, Section 500 to 535.

(2) Applications for membership shall be accepted and processed in accordance with the provisions set forth in the National Bylaws (MCL application, verified proof of service, signed by a sponsor, including cash or check for the full amount required).

(b) Associate Membership:

As prescribed in Article Five, Section 515 (b), National Bylaws.

(c) Honorary Membership:

As prescribed in Article Five, Section 515 (c), National Bylaws.

SECTION 605 – DUES

(a) The payment of annual membership dues entitles all members in good standing a subscription to the Marine Corps League publication, and enrollment privileges in any National Group Insurance Program that may be in effect.

(b) The Department annual dues and fees shall be established by the Department Board of Trustees and require approval by the delegates at the Department Convention.

(c) The membership year and the annual dues shall expire on the 31st day of August each year.

SECTION 610 – LIFE MEMBERS

As prescribed in Chapter VII, Section 7050 of the National Administrative Procedures.

SECTION 615 – DUAL MEMBERSHIP

As prescribed in Chapter VII, Section 7060 of the National Administrative Procedures.

ARTICLE SEVEN SUBSIDIARIES AND SUBORDINATE GROUPS

National Bylaws, Article X shall be applied as needed by the Department of South Carolina. This section refers to authority, incorporation, and Employee Identification Numbers (EIN).

ARTICLE EIGHT MISCELLANEOUS

SECTION 800 – AMENDMENTS

(a) Department Bylaws and Administrative Procedures may be revised, amended, or repealed by a majority vote of the properly registered and approved Delegates voting at a Department Convention, provided that the proposed revision, amendment, or repeal is submitted to the Department Adjutant no later than ninety (90) days prior to the Department Convention opening date. Submission of the proposed revisions, amendments, or repeals shall be typewritten and in the exact wording intended. A sample blank form for submitting a Department Bylaw change is attached as Enclosure (1).

(b) The Department Judge Advocate will be responsible to distribute copies of each proposal to each existing Detachment Commandant, each Detachment Judge Advocate, and each member of the Department Board of Trustees no later than sixty (60) days prior to the Department Convention.

(c) Each submission will address only one (1) Bylaw Section. However, if the proposal incorporates a revision, amendment, or repeal that will interact with any other Sections, the changed or corrected wording of those sections will be included in the single submission.

SECTION 805 – EFFECTIVE DATE

Each revision, amendment, or repeal of a provision of the Department Bylaws and/or Administrative Procedures which are approved at a Department Convention, as outlined in Section 800, and does not provide for an effective date, will become effective upon the close of the Department Convention at which it is approved, subject to final approval by the National Judge Advocate.

SECTION 810 – DEPARTMENT BYLAW DISTRIBUTION

(a) Each Detachment Commandant, Judge Advocate, and Member of the Department Board of Trustees will be notified by mail or email as soon as updates to these Bylaws are posted on the Department Web Site for printing. The Department Bylaws and Administrative Procedures are to be made available for examination to any member in good standing, upon request.

(b) An original copy will be sent to the National Judge Advocate for approval and the Department Judge Advocate will maintain the original signed copy to be passed down to each successive Department Judge Advocate.