

**TAR HEEL DETACHMENT  
DEPARTMENT OF NORTH CAROLINA  
MARINE CORPS LEAGUE**

**BY-LAWS**      **3/5/2009 Draft after committee review**

**PREAMBLE**

**WE THE TAR HEEL MARINES**, having all honorably served in the UNITED STATES MARINE CORPS, on active duty for not less than 90 days, and in keeping with all of the high principles of that corps do formally establish by adoption of this document, the TAR HEEL DETACHMENT of the MARINE CORPS LEAGUE. Be it known that the purpose of this Detachment will be that of preserving for all posterity the history and tradition of the MARINE CORPS and the mutual benefit of all MARINES and their families. This document of rules and procedures is hereby provided as the framework for the conduct of the members of this detachment.

**ARTICLES**

1.      **ORGANIZATION AND MEMBERSHIP:** The name of this organization shall be known as the TAR HEEL Detachment of the MARINE CORPS LEAGUE, Department of North Carolina (hereafter referred to as “the detachment”).

I.1      **INCORPORATION:** The detachment will perform the necessary requirements as set forth in the National charter, the Department of North Carolina Charter, and the Laws of the State of North Carolina to become a legal entity known as The TAR HEEL MARINES INCORPORATED. Further the Detachment hereby subscribes to all of the regulations as set forth by those governing bodies. No rule contained in this document will have the effect of voiding or superseding any regulations duly passed by any of the previously mentioned bodies.

1.2      **MEMBERSHIP:** Membership in this Detachment is limited to those charter Members and applicants who are qualified for membership as established by the National By-laws and is generally open to active duty, reserve, retired and former Marines who served a minimum of 90 days on active duty under honorable conditions. This would include navy corpsmen who served with the FMF. Membership will be further limited contingent upon the performance of members as it relates to dues, attendance and other conduct.

2.      **GOVERNMENT:** The principles of democracy will provide the framework for all activities of the Detachment. The members will provide leadership through elected officers for the day-to-day business of the Detachment.

2.1.      **POWERS:** The supreme legislative power is vested in the members of this Detachment and by the duly elected officers of the Detachment.

2.2.      **VOTE:** The majority vote of members present at any scheduled meeting will be sufficient to pass any matter of Detachment business consistent with this and all higher directives.

2.3. **SPECIAL VOTES:** As may be required between regularly scheduled meetings, business may be transacted by a two-thirds majority of the elected officers. Any business to be conducted shall be presented to the members at the next regular meeting for their information. Special care shall be executed by the Officers regarding business of such a nature that every attempt is made to either defer to the next scheduled meeting or that a special meeting is called with the membership-at-large being informed.

2.4. **ELECTED OFFICERS:** The officers that shall be elected by the members are the Commandant, Sr.-Vice Commandant, Jr.-Vice Commandant and the Judge Advocate. Nomination of Officers will be at the January meeting. Election of Officers will be at the February meeting, Installation of Officers will be at the March meeting and the Terms of Office will commence on the date of installation. This list of officers will also compose the Board of Trustees for the Incorporated Entity.

2.5. **APPOINTED OFFICERS:** The Commandant shall appoint the following officers: Adjutant, Paymaster, Sergeant at Arms, Chaplain, and other such officers as he might determine as supporting the best interest of the Detachment.

2.6. **DETACHMENT STAFF:** The Detachment Staff will be constituted of the current elected officers and the immediate past Detachment Commandant and the Adjutant/Paymaster)

2.7. **VACANCIES:** With the approval of the members as expressed by a confirmation vote the Commandant may appoint any member to fill the remaining term of an officer removed from office by reason of death, resignation, or Cause. (Cause may be, but is not limited to, the failure to attend three consecutive meetings without sufficient and approved reason.)

3. **MEETINGS:** All regular meetings will be held on the First Thursday of every month unless some alternate time is agreed to by members.

3.1. **CONDUCT OF BUSINESS:** All meetings will follow the general guidelines as established by the manual provided by the national organization. Although strict compliance to Roberts Rules of Order is not required, these standards will generally provide guidance for the orderly conduct of business. If, in the opinion of the Commandant, debate on any issue has proceeded beyond that useful for the good order of the Detachment, he may with agreement of the Judge Advocate limit further debate to a prescribed time limit or cut off debate and either call a vote or table the item, whichever is appropriate. Once this section of this article is announced by the chair and confirmed by the Judge Advocate, members persisting in debate may be removed by action of the Sgt. at Arms.

3.2. **QUORUM:** A Quorum will be said to exist at any gathering when at least two Officers and two other members have gathered at a regularly scheduled meeting place and time. All business conducted by a quorum is binding consistent with law and higher directives. Quorum for special meetings is defined in Article 2.3 (Special Votes).

3.3. **MONIES:** All Detachment monies will be handled as prescribed in higher directives and at a minimum will be deposited in appropriate banking instruments bearing the name of the Detachment. All checks over \$50 will require two (2) signatures of the following officers:

Commandant, Sr. Vice Commandant, Jr. Vice Commandant and/or Adjutant Paymaster. Electronic payments not requiring a check will be audited and signed by two of the above officers monthly. The expenditure of all monies will be reported to and approved by the members at regular business meetings. At least annually an audit of all funds will be conducted and reported in writing to the membership. In the event the detachment is lost, all monies will be transferred to the Department of North Carolina, Marine Corps League.

3.4. **CONDUCT AT MEETINGS:** All members will adhere to the highest degree of Marine demeanor during the conduct of all business. At no time will the use of alcoholic beverages be allowed during a meeting. In the event business is conducted at a social event for expedient reasons, the Sgt at Arms will satisfy himself, and so report to the Commandant, that all present are in full capacity to conduct business.

4. **DUTIES:** The following is a brief and general description of the Duties of Elected Officers and Appointed Officers of the Detachment. It is in no way to be considered as complete description of the duties of any particular Officer. Any duties not specifically outlined that become necessary to affix to a particular Office will be done so by voice proclamation of the Commandant at a regular meeting and will be read into the minutes and penned in the Judge Advocate's copy of the Bylaws.

4.1. **COMMANDANT:** The Commandant shall preside over all meetings and all business of the Detachment. He will have the power to appoint all appointed officers and any committees as is required in the regular course of business. He is entrusted with the responsibility to ensure that the Detachment is guided in a direction consistent with this document and all higher directives. He is further empowered to sign and countersign checks pursuant to Detachment business. He will be required to surrender any and all Detachment property in his charge at the termination of his office and as required in connection with an audit of property and records.

4.2. **SR-VICE COMMANDANT:** Will act in the absence of the Commandant in his behalf. He will serve as the permanent membership chairman; share with the Commandant all responsibilities as to the execution of monies and the care of Detachment property. He will be the Public Relations Officer, responsible for publicizing events, stories of interest about the detachment, members, the Marine Corps, etc.

4.3. **JR-VICE COMMANDANT:** Will act as the direct assistant to the Sr. Vice Commandant in all matters. He will conduct business in the absence of both the Commandant and his Sr. Vice; assist in the maintenance of membership and any other duties as directed. He will share with the other officers all responsibilities as to the execution of monies and the care of Detachment property.

4.4 **ADJUTANT/PAYMASTER:** The Adjutant/Paymaster will keep all necessary records required of the Detachment and will provide all accounting procedures for detachment monies. He will be guided in the performance of these duties by information provided by the DEPARTMENT OF NORTH CAROLINA of the MARINE CORPS LEAGUE. He will prepare all books, reports and property for annual audits and any other required audit of monies and property as directed by the Commandant or higher authorities.

- 4.5. **JUDGE ADVOCATE:** Will act as the Detachment legal expert as pertaining to matters of the Bylaws of the Detachment and higher directives. He will render opinions as to the concurrence and non-concurrence with all governing regulations. He will be the custodian of the Official Copy of the Constitution and Bylaws and will ensure that all changes made will be accurately reflected on both the written copy and the electronic backup. As required by the Commandant he will surrender all property and records in his care.
- 4.6. **CHAPLAIN:** The duties of the Chaplain will be to provide for the spiritual needs of the members according to the guidelines set forth in the rituals of the National Bylaws.
- 4.7. **SERGEANT at ARMS:** The Sgt at Arms will preserve order and conduct other such duties as directed by the Commandant.
- 4.8. **HISTORIAN:** The historian shall ensure that the history of all Detachment achievements is properly recorded. He is further charged to pass all property and records to the duly appointed successor at the end of his term or at such time as prescribed by the Commandant.
5. **DUES:** The membership shall set the rate of annual dues at the March meeting prior to the beginning of the fiscal year. If no change in the amount is required, this matter will carry over from the current year.
  - 5.1. **LIFE MEMBERSHIP:** Life membership will be available as set forth by the National Bylaws.
  - 5.2. **DELINQUENT MEMBERS:** Although it is envisioned that all members will remain in good standing, if after the deadline for membership renewal has elapsed, a member has failed to renew his status as a paid-up member and no hardship to dues is believed to exist, he will be considered as having resigned from the Detachment. All efforts will be made to ensure that this action is taken in the best interest of the member and the membership.
6. **FUND RAISING:** All funds raised for the general account must be expended in the best interest of the Detachment and for the good of the order. All funds raised for a specific charity must be deposited in a special account for that charity until passed in the full to the charity.
7. **AUDIT:** An audit will be conducted at any time that the Commandant deems it appropriate and necessary but at a minimum an audit will occur one month prior to the installation of officers and for any occurrence where the handling of Detachment funds is in question. An audit committee will be appointed by the Commandant of at least three members who are not in any capacity handlers of Detachment monies.
8. **FISCAL YEAR:** For the purposes of this Detachment the fiscal year will be April 1 through March 31.
9. **AMENDMENTS:** Consistent with higher directives these Bylaws may be changed in

any manner by majority vote of the members with the stipulation that a specific length of time is provided for inquiry prior to vote. This period of discovery will be determined by the Commandant with the time between meetings as a guideline. Changes of a minor nature such as spelling corrections may be made by the Judge Advocate.

**CERTIFICATION**

These Bylaws were certified, voted upon and passed on April 2, 2009.

\_\_\_\_\_ Date\_\_\_\_\_

Commandant

**AMMENDANTS & CERTIFICATION**

These Bylaws were amended, certified, voted upon and passed on \_\_\_\_\_.

\_\_\_\_\_ Date\_\_\_\_\_

Commandant