

**Cpl. Walter L. Mann
Detachment 1065**

**Department of West Virginia
Marine Corps League**

Bylaws



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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 this nation, and all the nations and people of our world, and in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Marine Corps, to protect and advance the welfare of wounded and disabled Marines and their dependents, as well as orphans, widows and widowers of deceased Marines, and for the further purposes set forth hereinafter, do solemnly and firmly associate ourselves together in a non-profit corporation known as "Cpl. Walter L. Mann Detachment 1065, Marine Corps League" and ordain and establish these bylaws.

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Article I - General

100 - Name This Marine Corps League Detachment is named the Cpl. Walter L. Mann Detachment 1065 in honor of World War II Marine Corps Veteran, charter member and first Detachment Commandant Walter L. Mann. This Detachment is affiliated under the nationally chartered Marine Corps League in the Department of West Virginia. The charter was signed on **5 December 2000** by National Commandant **Diana Dils**. The charter members of Detachment 1065 are as follows: **Walter L. Mann, Randall L. Bare, Christopher E. Bare, Brian E. Wood, James P. McHugh, David W. Shockey, James C. Kibble, Erwin L. Barr, Cecil E. Jarrell, Ben F McCauley, Forrest D. Kinder, Rolland Burton, Betty Parker, Kevin B. Crickard, Earl J. Poorman, John W. Thompson, Delbert R. Smith and Gareth R. Smith.**

101 - Corporate Seal The corporate seal of the Cpl. Walter L. Mann Detachment 1065 shall be round in shape. There is a color version and a black and white version. The seal will contain an outer rope ring, an inner ring with the words "CPL. WALTER L. MANN" on top, a star on each side in the middle and the words "DETACHMENT 1065" on the bottom. The center circle will show the words "DEPARTMENT OF WEST VIRGINIA" on the top, the words "MARINE CORPS LEAGUE" on the bottom and in the center will be displayed an outline map of West Virginia with a replica of the United States Marine Corps Eagle, Globe and Anchor overlaying it. See Appendix A for a sample of both versions.

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Article II - Meetings**

200 - Location The principal meeting location of the Cpl. Walter L. Mann Detachment 1065 Marine Corps League shall be the American Legion Post #107, Ripley, WV. Or such other place or places as the membership may select in the best interest of the membership.

201 - Meeting Date/Time The Cpl. Walter L. Mann Detachment 1065 Marine Corps League shall meet every second Thursday of each month at 1900 or such other date and time as the membership may select in the best interest of the membership. If a regular meeting is canceled because of a lack of quorum then a makeup meeting will be held the third Thursday of the month at the same time and location.

202 - Quorum A quorum of the Cpl. Walter L. Mann Detachment 1065 Marine Corps League shall be no less than five (5) members in good standing and of that number, two (2) must be duly elected officers.

203 - Membership

a) Refer to the National Marine Corps League Bylaws and Administrative Procedures for Membership Eligibility.

b) The Cpl. Walter L. Mann Detachment 1065 Marine Corps League shall be the sole judge of its membership. It may not accept as members any person whose name has been knowingly stricken from the rolls of the Marine Corps League by the Department or National Organization.

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c) Any person can become an Associate member if recommended by a Detachment member in good standing and approved by a majority of the members present at a scheduled meeting provided they meet all regulations pertaining to Associate Membership in accordance with the National Marine Corps League Bylaws and Administrative Procedures for Associate Membership Eligibility.

204 - Rules of Order The National and Department of West Virginia Marine Corps League Bylaws and Administrative Procedures and the latest edition of Robert's Rules of Order Newly Revised shall govern the procedure and conduct of each meeting.

205 - Respect The Bible should be placed and opened on the altar which is covered with a clean and attractive altar cloth, during all of the meetings of the Marine Corps League. No disrespect to the Bible, by act or word shall be tolerated. No one shall use the altar for physical support and shall not, under any circumstances, use the altar or Bible as a resting place for any item or material. All space between the altar and the chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open.

206 - Decorum All Cpl. Walter L. Mann Detachment 1065 Marine Corps League meetings must be alcohol and tobacco free.

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Article III - Organization

300 - Elected Officers

a) Elected officers of the Cpl. Walter L. Mann Detachment 1065 Marine Corps League shall be:

- 1) Detachment Commandant
- 2) Detachment Senior Vice Commandant
- 3) Detachment Junior Vice Commandant
- 4) Detachment Adjutant/Paymaster
- 5) Detachment Judge Advocate

b) All elective officers shall serve for a period of one (1) year and may succeed themselves.

301 - Appointed Officers

a) Appointed officers of the Cpl. Walter L. Mann Detachment 1065 Marine Corps League shall be:

- 1) Detachment Sergeant-at-Arms
- 2) Detachment Chaplain
- 3) Detachment Chief of Staff
- 4) Detachment Service Officer
- 5) Detachment Armorer
- 6) Detachment Junior Past Commandant

302 - Executive Board

- a) Detachment Commandant
- b) Detachment Senior Vice Commandant
- c) Detachment Junior Vice Commandant
- d) Detachment Judge Advocate
- e) Detachment Adjutant/Paymaster
- f) Detachment Junior Past Commandant

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303 - Elections

a) Nominations from the floor will be accepted at the April regularly scheduled meeting at the end of New Business.

b) After opening the nominations up from the floor, nominations shall be voted upon during the April regularly scheduled meeting.

304 - Installation of Officers

a) Cpl. Walter L. Mann Detachment 1065 Marine Corps League shall install newly elected officers at the April regularly scheduled meeting.

b) The Detachment Commandant Elect shall have the option of selecting the installing officer who shall meet the criteria listed in the National Bylaws and Administrative Procedures.

c) Installing officer is responsible for signing, dating and forwarding the "Report of Officer Installation" to the Department of West Virginia Marine Corps League Adjutant within the time frame specified in the National Marine Corps League Bylaws and Administrative Procedures.

305 - Vacancy in Office

a) In the event of a vacancy in the office of Commandant or Senior Vice Commandant, the Officer next in line shall automatically succeed to the office vacated.

b) In the event of a vacancy in any other elected office, the Detachment Commandant shall appoint a regular member from the membership roster of the Detachment for the remainder of the term of officer vacated. The Commandant selection must be a member whose dues are current.

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c) An elected officer may submit his or her resignation in writing to the Detachment Commandant at any time without prejudice.

306 - Authority The Cpl. Walter L. Mann Detachment 1065 Marine Corps League shall be governed by its elected officers, subordinate to the Department of West Virginia and National Conventions and the Constitution and Bylaws and Administrative Procedures of those bodies.

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Article IV - Duties of Officers

400 - Commandant It shall be the duty of the Detachment Commandant to preside at all Detachment and Executive Board meetings, to observe and enforce the observance of the rules and regulations of the Constitution and Bylaws and Administrative Procedures of the National and Department of West Virginia, they make and promulgate all orders and regulations necessary for the proper administration of the affairs of the Cpl. Walter L. Mann Detachment 1065 Marine Corps League, and to seek advice and counsel of the Detachment Executive Board as may be necessary.

401 - Senior Vice Commandant In the absence of the Detachment Commandant, the Detachment Senior Vice Commandant shall assume the duties of the office of Detachment Commandant. The Detachment Senior Vice Commandant shall initiate and implement such programs as will increase the effectiveness of the Detachment, and shall perform such other duties as may be assigned by the Detachment Commandant.

402 - Junior Vice Commandant In the absence of the Detachment Commandant and the Detachment Senior Vice Commandant, the Detachment Junior Vice Commandant shall assume the duties of the office of Detachment Commandant. The Detachment Junior Vice Commandant shall create and promulgate such membership incentives and programs, resulting in continuous membership growth of the Detachment.

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403 - Judge Advocate This officer shall act as legal counsel of the Cpl. Walter L. Mann Detachment 1065 Marine Corps League, shall interpret the Detachment, Department and National Bylaws and Administrative Procedures, shall advise, construe, counsel, and render opinions on questions of law and procedure to the Detachment Commandant, Executive Committee, and members of the Detachment, must be knowledgeable of "Robert's Rules of Order Newly Revised" and rule on conflicts of order at Detachment meetings, shall serve as Chair of the Bylaws Committee.

404 - Adjutant/Paymaster

- a) As Paymaster this officer shall be holder of monies, properties, and securities of the Cpl. Walter L. Mann Detachment 1065 Marine Corps League, keeping a correct record of all financial transactions. The Paymaster shall notify all members of their indebtedness to the Detachment. The Detachment Paymaster shall deposit all monies and securities in a bank designated by the membership and in the name of the Cpl. Walter L. Mann Detachment 1065 Marine Corps League. Expenditures shall be made by check, signed by the Paymaster and the Detachment Commandant as previously identified by the bank signature card.

- b) As Adjutant this officer shall keep proper and necessary books for the recording of all business and minutes of the Cpl. Walter L. Mann Detachment 1065 Marine Corps League, also minutes of all meetings and perform all duties of a corresponding and recording secretary.

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405 - Chief-of-Staff Shall perform as a Staff Officer, coordinating staff functions and planning for the Department Commandant and assuming other administrative tasks as assigned to him or her by the Commandant.

406 - Sergeant-at-Arms Shall preserve order at all Cpl. Walter L. Mann Detachment 1065 Marine Corps League assemblies and perform such duties as required by the Detachment Commandant. Shall deputize such Deputy Sergeant-at-Arms as may be necessary for the performance of the duties of the office. Will present and retire flags at the membership meetings.

407 - Chaplain Shall perform such duties in a spiritual nature as are required by the Bylaws and Administrative Procedures and rituals of the Marine Corps League. Shall notify the officers of the Detachment in the event of a death of a member. Shall submit a "notice of death" form to the Department Chaplain within 30 days of the death of the member.

408 - Junior Past Commandant The most recent past Detachment Commandant or other past Detachment Commandant shall serve as the Junior Past Commandant, shall serve on the Executive Board; contribute generously and impartially from past experiences to the best interest of the Marine Corps League.

409 - Appointive Officers The Detachment Commandant may appoint additional officers, such as Service Officer and Public Relations Officer as needed, but not limited to:

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- a) Service Officer - it shall be the duty of the Detachment Service Office to supervise and direct all contacts by the Detachment with the U.S. Rehab Office, Veteran's Administration, and other facilities where Marines are hospitalized.

- b) Public Relations - Shall disseminate information of the Marine Corps League to all forms of media and to perform such other functions as may be assigned by the Detachment Commandant.

410 - All Officers All officers duties shall include:

- a) Read and understand the National Marine Corps League Bylaws and Administrative Procedures.
- b) Read and understand the Department of West Virginia Marine Corps League Bylaws and Administrative Procedures.
- c) Read and understand the Cpl Walter L. Mann Detachment 1065 Bylaws and Administrative Procedures.
- d) Be familiar with Robert's Rules of Order Newly Revised.
- e) Read and understand the Guidebook for Detachment officers.
- f) Shall endeavor to attend all Detachment meetings and events as possible.
- g) Shall seek to increase the membership in Cpl Walter L. Mann Detachment 1065.

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Article V - Committees**

500 - Committees The Commandant may appoint additional committees and the members of the Cpl. Walter L. Mann Detachment 1065 Marine Corps League, to serve on committees at his pleasure. All committees will consist of a Chair and 2 or more members.

501 - Bylaws Committee Shall review all proposed changes to the Detachment Bylaws and ensure such changes are in compliance with the Department of West Virginia and National Bylaws and Administrative Procedures. The committee chair will report the committee's recommendations annually to the membership for consideration and appropriate action.

502 - Fundraiser Committee Shall plan, organize and execute the fundraisers for the Cpl. Walter L. Mann Detachment 1065 Marine Corps League.

503 - Toys-for-Tots Committee Shall plan, organize and execute the annual collection of funds and toys for distribution for needy children in Jackson County during the Christmas season.

504 - Audit Committee This Committee will conduct an annual audit of Detachment funds prior to installation of officers.

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Article VI - Finances

600 - Finances The Fiscal Year shall end at the close of business on June 30th of each year. The revenue of the Detachment shall be derived from membership dues and such other sources as may be properly established at regular meetings or by the Executive Board. Disbursement of Detachment funds shall be established for payment of Nationals Membership per capita and Department per capita Dues, annual application to change or appoint officers, corporate annual report, WV state tax, Department business registration certificate, and Detachment annual postal box rental. Donations to non-profit organizations or members in distress can be made by approval of a simple majority of members present during regularly scheduled meetings. A budget will be established if needed.

601 - Disbursements The maximum amount of funds that the Commandant is authorized to disburse without getting general membership approval is \$500.00 to assist a Detachment member in distress and \$200.00 for other Detachment business. These disbursements must be approved by 2/3rd vote of the Detachment Board of Trustees via a phone poll by the Detachment Adjutant/Paymaster. These votes must be reported at the next regular Detachment meeting by the Adjutant/Paymaster under the Adjutant report. If for some reason the Adjutant/Paymaster cannot make the phone poll then the Commandant may make the poll and report the results to the Adjutant/Paymaster in writing or via email prior to the next meeting. The Adjutant/Paymaster will reimburse members for approved items upon receipt of paid receipts.

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602 - Checking Account The Detachment will maintain a checking account and all funds received will be deposited. The Paymaster will draw all checks and ensure proper signatures are obtained. This account will be audited with the monthly bank statement and a report will be given during the general membership meeting by the Paymaster. An annual audit will be conducted by the Audit Committee prior to installation of officers or any other time at the discretion of the Detachment Commandant.

603 - Savings Account/Certificate of Deposit The Detachment may; at the discretion of the membership; establish and maintain savings account(s) and/or certificates of deposit at a banking institution or investment firm. The Paymaster will ensure proper signatures are obtained. These accounts will be audited with the monthly statements and a report will be given during the general membership meeting by the Paymaster. An annual audit will be conducted by the Audit Committee prior to installation of officers or any other time at the discretion of the Detachment Commandant.

604 - Dues The annual per capita dues shall be provided for the National Bylaws and Administrative Procedures plus an additional Department Convention. The sum of these two accounts shall be forwarded with every membership application or renewal thereof by the Detachment Paymaster directly to the Department Paymaster who will remit the National Paymaster. A member resigning from membership shall not be entitled to any refund of per capita paid.

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605 - Bonding The Detachment Commandant and Detachment Adjutant/Paymaster will be bonded by a commercial crime policy paid for and administered by National Headquarters Marine Corps League.

606 - Financial Records Checks drawn against Detachment funds shall be valid only if they cover disbursements authorized and jointly bear the signatures of the Commandant and the Adjutant/Paymaster. Two (2) signatures will be required on all accounts. The Detachment financial records will include the Detachment corporate name, address, telephone and employer identification number (EIN).

607 - Contracts No officer or member of the Detachment shall obligate the Detachment financially in any manner whatsoever without prior consent of the membership.

608 - Donations To assure the financial integrity and credibility of the Detachment, any funds received for a charitable purpose or for a specific purpose will be deposited into the Detachment funds and will be reserved for that particular charity or specific purpose.

609 - IRS Filing The Paymaster will complete and file the annual IRS form 990-N after the fiscal year ending 30 June and ensure National Headquarters receives a true complete copy.

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Article VII - Ceremonial US Rifles
Caliber .30 M1

700 - Ceremonial US Rifles Caliber .30 M1

The Detachment has been issued eight (8) US Rifles Caliber .30 M1 by TACOM, a division of the US Army, on a loan basis, to be used as ceremonial rifles. These rifles are equipped with blank adapters, making them inert rifles suitable only for ceremonial purposes.

Said rifles will be stored in a double-locked arms cabinet owned by the Cpl. Walter L. Mann Detachment 1065 Marine Corps League, and located in the American Legion Post 107 building in Ripley, WV. The Commandant and the Armorer will each maintain a set of keys to said locker.

These rifles are under the custodial care of the Cpl. Walter L. Mann Detachment 1065 Commandant who will appoint an Armorer to clean and maintain said rifles. These ceremonial rifles will be used by the Color Guard and Honor Guard for military rites, funerals and other appropriate ceremonies. These arms are US Government property on loan only to the Detachment and are to be returned to TACOM or other designated US Government location either upon demand or surrendered when the Detachment no longer has need for ceremonial rifles.

An inventory control sheet will be maintained listing the serial numbers and manufacturer of these ceremonial rifles and will be posted inside the arms cabinet. The Commandant and Armorer will maintain backup copies of the inventory control sheet.

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Article VIII - Ceremonial Color
Guard/Honor Guard

800 - Ceremonial Color Guard/Honor Guard

The Detachment will, at the will and pleasure of the members, have an Honor Guard for the purpose of holding military rites funerals for deceased Marines and other veterans. It will also, at the will and pleasure of the members, have a Color Guard for the purpose of providing color bearers and riflemen for various ceremonies in the community or where requested and approved by the Detachment Commandant or his designate. Both the Honor Guard and Color Guard will be clothed and equipped according to National Bylaws and Administrative Procedures, and where necessary, be permitted use of ceremonial rifles on loan to the Detachment.

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Article IX - Miscellaneous

900 - Miscellaneous For sub articles not covered, refer to the Department of West Virginia Bylaws and Administrative Procedures or National Bylaws and Administrative Procedures.

901 - Uniform Code Refer to National Bylaws and Administrative Procedures.

902 - Grievances Refer to National Bylaws and Administrative Procedures.

903 - Discipline Refer to National Bylaws and Administrative Procedures.

904 - Suspension Pending Hearing Refer to National Bylaws and Administrative Procedures.

905 - Punishment Refer to National Bylaws and Administrative Procedures.

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Article X - Amendments

1000 - Amendments, Changes/Additions

a) The bylaws may be revised, amended, or repealed by a simple majority vote of the membership in attendance at regularly scheduled March meeting.

b) Proposed amendments, changes or additions must be submitted in writing to the Bylaws Committee. The proposed amendments, changes or additions must be received by the last day of December to be included in the following regularly scheduled March meeting for vote. The Bylaws Committee will review all proposed amendments, changes or additions to insure such proposals do not conflict with Department of West Virginia and National Marine Corps League Bylaws and Administrative Procedures. Once the proposed amendments, changes or additions have been approved by the Detachment Bylaws Committee, the proposal will be printed and mailed to all members in good standing of the Detachment before the last day of January. All proposed amendments, changes or additions that were received, approved and mailed out by the Bylaws Committee shall be voted upon at the regularly scheduled March meeting.

c) After approval, all changes will be made to the Detachment Bylaws and a copy to the Department of West Virginia League Judge Advocate for approval. After approval, mail a copy to every Detachment member in good standing.

Note: Any item not covered by the Detachment Bylaws will revert to the Department of West Virginia and National Marine Corps League Bylaws and Administrative Procedures for further discussion.

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Corporate Seal



Appendix A