

**BY LAWS  
MISSOURI DEPARTMENT  
MARINE CORPS LEAGUE AUXILIARY**

**PREAMBLE**

In the name of the Beneficent God of all, we the Wives, Widows, Mothers, Grandmothers, Sisters, Daughters, Granddaughters, Stepmothers, Stepdaughters, Daughters-In-Law, Aunts, Nieces, Mothers-In-Law, and Sisters-In-Law of the men and women who have honorably served, or are serving our Country in the United States Marine Corps or a United States Navy Corpsman currently serving or who has trained with the Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device or Warfare Device worn on the Service Ribbon authorized for FMF Corpsmen, and Women Marines (former, active and Reserves), and Associate Members, for the common good of this Nation, and all the Nations and people of our World, and in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Marine Corps and the Marine Corps League, Incorporated, to protect and advance the welfare of the wounded and disabled Marines and their dependents, and for the further purpose set forth hereinafter, do solemnly and firmly associate ourselves together in a nonprofit corporation known as the "Marine Corps League Auxiliary", and ordain and establish these Bylaws under authority to a Charter duly granted by the National Headquarters of the Marine Corps League Incorporated. (Rev. 08/11)

**BYLAWS** - A Department Convention may adopt Department Bylaws and Administrative Procedures which are not inconsistent with the National Charter or the National Bylaws and Administrative Procedures, provided they have been approved by the National Judge Advocate and provided further that a copy of such approved Bylaws and Administrative Procedures shall be on file at National Headquarters. The Missouri Department of the Marine Corps League Auxiliary will follow all rules and guidelines as presented in the National Bylaws and Administrative Procedures.

**ARTICLE I**

**MEETINGS**

- a) The Missouri Department of the Marine Corps League Auxiliary meets at 0900 hours on the first Saturday in the months of **September, December, and March** at the Samuel F. Gearhart Detachment located in Jefferson City, Missouri. The **4th** meeting date and location is to be determined by the Detachment hosting the Marine Corps League Annual Convention. This meeting to be held at the Missouri Department Convention held each year between May 1 and July 15.

- b) The time and location of the Department Meetings can be changed by a simple majority vote by the Board of Trustees.
- c) An emergency meeting may be called by the President and to take place at a location of her choice. Also, emergency votes can be made outside the regular meeting by way of telephone or internet.
- d) While meetings are in session the Missouri Department of the Marine Corps League Auxiliary shall be a smoke free environment and the consumption of alcohol forbidden.

## ARTICLE II

### OFFICERS & ELECTIONS

- a) The Department shall hold an annual election of officers between the dates of May 1 and July 15 of the current year at the Department Convention.
- b) Each December the President will appoint a Nominating Committee. This committee will be chaired by the Junior Past Department President and will consist of two other Past Department Presidents. They shall present a potential slate of nominees at the March meeting. Each nominee shall be a regular member in good standing.
- c) The final slate of officers will be presented at the Department Convention. At that time nominations can be made from the floor as long as said nominee has agreed to this nomination prior to the meeting. Nominees must be present at the time of nomination unless previously excused due to illness and/or an emergency situation. Verbal acceptance to the Chairman of the Nominating Committee or President will be accepted.
- d) Election of Officers will follow the nominations.
- e) Installation of Officers will take place at the Department Convention.
- f) The officers to be elected shall be President, Senior Vice President, Junior Vice President and Judge Advocate, Secretary/Treasurer, Chaplain and Captain of the Guard.
- g) A vacancy of any elected office may be filled by the Board of Trustees for the unexpired term of office and be approved by the members present at current meeting.
- h) Elected officers of this Department shall be the **Board of Trustees**. All offices with the exception of the Secretary/Treasurer shall have a term limit not to exceed two (2) consecutive years. The office of Secretary/Treasurer shall have a term limit of three (3) years.
- i) The standard report of officers must be filed with National Headquarters not later than July 31 annually.

- j) The elected Officers of the Department shall be the Department Board of Trustees. However, the Department Convention is authorized to appoint the outgoing Department President or a Past President to serve a one (1) year term as a member of the Board of Trustees.

### **ARTICLE III**

**FUNDRAISING** - In order to raise funds to operate, the Department may hold fundraising events. Should this fundraiser take place in the territory of a Unit hosting the event a request must be made in writing at least 30 days prior to the event asking for permission to operate a sale or raffle in said area. Agreement must be made in advance that this sale or raffle will in no way conflict with what said Unit is planning to do.

### **ARTICLE IV**

**BYLAWS AMENDMENTS** - A Bylaws change, when not in conflict with National Bylaws, may be presented by a member in good standing at a regular meeting, and then presented by the Department Judge Advocate to be voted upon at the next regular meeting.

### **ARTICLE V**

**UNITS** - When a new Unit is formed in the Department of Missouri startup funds in the amount of \$200.00 will be given to the Unit by the Department as long as said funds are available.

### **DISSOLUTION OF A UNIT**

- a) When a Unit becomes dissolved the assets, both real and personal, are to be turned over to the Jurisdiction of the Missouri Department to be held separately from the Department General Fund for a period of two years. If within that period the Unit is reactivated all assets are returned to the Unit. If the Unit remains dissolved the Department follows the rules as stated in the National Bylaws page 18, section 555, and the assets will be used accordingly.
- b) If a Unit charter has been suspended, revoked or voluntarily surrendered, they have a two year period in which to reorganize and be reissued the charter and claim its remaining assets.

**ARTICLE VI**

**FREEDOM OF ACTION** - Unless expressly forbidden by any section of the National Bylaws and Administrative Procedures, a Department Convention and/or a Department Staff meeting shall be free to take such action and engage in such activities as are not in violation with Federal, State, County or Municipal Law or Ordinance.

**ARTICLE VII**

**QUORUM** - A quorum of eight (8) must be present to conduct a Department Convention and Department Staff Meetings.

**ARTICLE VIII**

**BONDING** - All Department Officers handling Department monies shall be bonded. The Department President and the Department Treasurer are covered by a blanket bond held by the National Headquarters. The bonding of additional Department Officers, if necessary in compliance with this section, shall be arranged for by the Department.

**ARTICLE IX**

**TREASURER'S FINANCIAL RECORDS** - All records must be kept in a permanent book which would be available for auditing and historical purposes. These financial records are never to be destroyed.

**ARTICLE X**

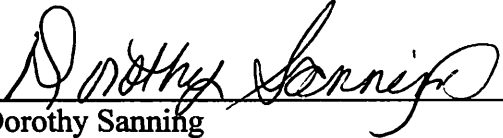
**FILES** - Files shall be kept for five (5) years – past four (4) and current year. **ALL FINANCIAL RECORDS AND MEMBERSHIP APPLICATIONS** are to be retained in proper files, **NOT TO BE DESTROYED** regardless of who may assume they are obsolete and of no value. Applications for membership should never be destroyed.

**ARTICLE XI**

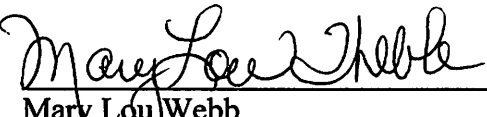
**AUDITING & BUDGETING** - The Treasurer's books are to be audited by a panel of two (2) annually.

**BYLAWS APPROVED BY THE  
MISSOURI DEPARTMENT OF THE MARINE CORPS LEAGUE AUXILIARY**

These Bylaws were approved by a majority vote of the membership on Dec 1, 2012.

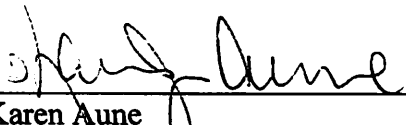
  
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Dorothy Sanning  
Department Judge Advocate

Dec 1, 2012  
Date

  
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Mary Lou Webb  
Department President

Dec 1, 2012  
Date

I certify that I have reviewed the above Bylaws of the Missouri Department of the Marine Corps League auxiliary and find them to be not inconsistent with or in conflict with the National Bylaws of the Marine Corps League Auxiliary.

  
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Karen Aune  
National Judge Advocate

1-14-13  
Date