



**DEPARTMENT OF INDIANA**

**BYLAWS**

## PREAMBLE

In the name of the Beneficent God of all, we the Wives, Widows, Mothers, Grandmothers, Sisters, Daughters, Granddaughters, Stepmothers, Stepdaughters, Daughters-in-Law, and Aunts 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 Marine FMF Units in excess of ninety (90) days 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. 8/09)

BYLAWS AND ADMINISTRATIVE PROCEDURES APPROVAL

The Department Bylaws and Administrative Procedures were presented to the body at the Spring meeting of the department of Indiana, Marine Corps League Auxiliary, in Indianapolis, Indiana, 05 March 1995, and were accepted to become effective immediately, having been approved by the National Judge Advocate of the Marine Corps League Auxiliary.

Bylaws Committee:

Doris Hartman Chairman  
Marjorie Carter, Judge Advocate  
Margaret Fultz, Member  
Margaret Haas, Member  
Virginia Hanson, Member

CERTIFICATION

I, Virginia Hanson, Department President of the Department of Indiana, Marine Corps League Auxiliary, do hereby certify that the Bylaws and Administrative Procedures as hereinafter contained, were approved by a two-thirds majority of the members present and voting at the Department Spring meeting of the Marine Corps League Auxiliary in Indianapolis, Indiana, on 05 March 1995.

Virginia Hanson  
Department President

Attest:

Margaret Haas  
Department Secretary

Approved:

Maryellen Berling  
National Judge Advocate  
Marine Corps League Auxiliary

**BYLAWS  
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**BYLAWS**  
**ARTICLE ONE**  
**DEPARTMENT CONVENTION**

SECTION 100 - AUTHORITY - The supreme legislative and policy making power of the Department of Indiana, Marine Corps League Auxiliary, shall be vested in a Department Convention composed of the properly elected, registered and approved delegates in good standing.

SECTION 105 - CREDENTIALS - DELEGATES - ALTERNATES - MEMBERS -

- (A) Delegates and Alternates desiring to attend business sessions of a Department Convention must possess paid up membership cards, plus properly executed, signed and pre-paid credentials, and must be registered with, and approved by, the Department Treasurer. No recognition will be given Delegates and Alternates unless the approved Credentials Form, with names thereon, is on file with the Department Treasurer (Enclosure #1). Every member in good standing is entitled to her one (1) vote and need not have a Credentials Form on file, but must possess a current membership card.
- (B) Delegates and Alternates to the Department Convention shall be determined on the basis of said Unit's membership on record as of 15 April, immediately preceding the Department Convention. For the first five (5) Regular members, one (1) Delegate and one (1) Alternate; or each additional full block of five (5) Regular members, one (1) Delegate and one (1) Alternate; for a partial number of five (5) Regular members, one (1) Delegate and one (1) Alternate. Only members in good standing are eligible for election as a Delegate or Alternate Delegate.
- (C) Should a Unit be in default of payments or funds from any source due the Department as of 15 April, prior to the Department Convention, such fact shall be reported by the Department Treasurer to the affected Unit. The Credentials of that Unit's Delegates and Alternates shall not be approved unless settlement is made by the Unit's Delegates at the Convention site in cash, unless previously resolved.

SECTION 10 - VOTING -

- (A) Except as otherwise provided in these Bylaws, a majority vote by the Delegates voting shall carry any measure and decide any issue.
- (B) Each Delegate complying with Section 105 is entitled to cast a vote for five (5) members, providing that the total vote of the Unit's Delegates does not exceed the Unit's membership strength. Such Delegate or Alternate (in the absence of a Delegate present at the time of voting) may, on behalf of registered, approved and prepaid absent Delegates, cast the vote of the Unit's full voting strength.

SECTION 115 - ELECTIVE OFFICERS - The Department Officers to be elected shall be: Department President, Department Senior Vice President, Department Junior Vice President, Department Judge Advocate, and Department Treasurer.

SECTION 115A - QUALIFICATIONS FOR DEPARTMENT OFFICERS -

- (A) Must be a member in good standing.
- (B) President shall have been a past Unit President and served or serving as Department Senior Vice President, and shall have the written endorsement of her Unit.
- (C) Senior Vice President shall have served as a Department officer for two years and have served as an elected Unit officer.

- (D) Junior Vice President shall have served as a Department officer and shall have been a Unit officer.
- (E) Judge Advocate shall be a Past Department President; immediate past Department President is recommended.
- (F) Treasurer shall have served as a Unit Treasurer.
- (G) Nominee must be present to seek the office except in dire emergency, then verbal or letter of consent shall be given.
- (H) Appointed officers should be present to accept the position.
- (I) Each Unit should be represented on Department staff.
- (J) An elected Department officer cannot miss three (3) consecutive Unit meetings (with un-excused absence). It is the responsibility of the Unit President to report such absence to the Department President for her action. (Rev. 6/97)

SECTION 120 - NOMINATIONS - Nominations of Department officers shall be held on Saturday during the Department Convention. Each nominee shall be a regular member in good standing in the Marine Corps League Auxiliary at the time of her nomination. Each nominee, when called upon, shall rise, if not restricted by a physical impairment, and state to the Chair that if elected she will accept the office and serve loyally, faithfully and to the best of her ability during the term to which elected.

SECTION 125 - ELECTION AND INSTALLATION - Election shall be held on Saturday of the Department Convention. If only one nomination is made for the office, the Secretary may cast a unanimous vote for the office. When two or more nominations are made for the same office, the election may be by Roll Call vote or secret ballot. Motion must be made prior to starting election of officers (Rev. 6/97)

Before voting begins, the Department President shall select two (2) Past Department Presidents and two (2) Unit Presidents to supervise voting and correctly tally the votes cast. Two shall act as Tellers and two as Judges. 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 immediately commence after a Unit caucus (not to exceed five (5) minutes).

Installation shall be held jointly with the Department of Indiana, Marine Corps League, at the designated time and place. (Rev. 6/97)

SECTION 130 - TERM OF OFFICE - The Department Officers shall be elected for one (1) year, and may succeed themselves in office one (1) additional year if reelected by the Delegates, with the exception of the office of Treasurer.

SECTION 135 - QUORUM - The minimum number required to transact the regular and legal business of a Department Convention shall be the registered and approved Delegates.

SECTION 140 - RIGHT TO SPEAK - All members in good standing, when recognized by the Chair and not so expressly prohibited by the Department Bylaws, shall have the right to speak no more than twice, maximum three minutes each, on any subject and all issues brought to the convention for its consideration.

**BYLAWS**  
**ARTICLE TWO**  
**BOARD OF TRUSTEES**

SECTION 200 - COMPOSITION - The Department Board of Trustees shall be composed of the following:

- (A) Department President
- (B) Department Senior Vice President
- (C) Department Junior Vice President
- (D) Department Judge Advocate
- (E) Junior Past Department President

SECTION 205 - DUTIES OF OFFICERS - The specific duties of the Members of the Department Board of Trustees shall be:

Department President shall correspond with Units and see that all orders from superior officers are carried out. Conduct State and/or Staff meetings as set up in State Bylaws. If unable to attend, must notify the Senior Vice President and Secretary. Review Units' work, both business and ceremonial. Be prepared to answer questions, give advice and promote good will. See that copy of Department Assembly Proceedings are sent annually to each retiring officer, each Past Department President, Units, Central Division Vice President and National Headquarters of the Marine Corps League Auxiliary. Complete the standard report of officers form which must be filed with National Headquarters NO LATER than 31 July. Shall be responsible for properties accepted and signed for by her at installation and shall in turn relinquish properties to the incoming President.

Senior Vice President shall give every assistance to the Department President. During the absence or illness of the Department President, perform the duties of that office. Do all she can, working with the Units, to increase the effectiveness of the Auxiliary. She shall work with the Department President and other interested parties in forming new Units.

Junior Vice President shall act as membership chairman. In the absence or illness of the Department President and the Department Senior Vice President shall perform the duties of that office. Report membership at the Department meetings as compiled by the Department Treasurer. The Junior Vice President, who has been in office for the major portion of the fiscal year, shall be responsible for submitting reports (Americanism, Civics, Rehabilitation, Youth Activities/Child Welfare, VAVS) to the appropriate National Chairman immediately following the Department Convention.

Judge Advocate shall act as legal counsel of the Department, and when necessary, in proper chain of command, the Units. Shall interpret the Department Bylaws; and shall advise, counsel and render opinions on questions of law and procedure to the Department President, Department Board of Trustees, and Units when requested to do so. The Department Judge Advocate shall not hold the same office in her Unit. She shall ascertain that all proper procedures have been followed at the Unit level before making interpretation of the Unit and/or Department Bylaws, making certain they are in agreement with the National Bylaws.

Junior Past Department President 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 Auxiliary.

SECTION 215 - VACANCY - The order of succession to the office of Department President shall be (1) Department Senior Vice President and (2) Department Junior Vice President. In the event none of the above (3) can serve, the Secretary shall declare the office vacated and call for an immediate nomination and election to complete the term. In the event of other vacancies on the Department Board of Trustees, the Department President, with the advice and consent of the remaining Board Members, shall appoint a successor to fill 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.

**BYLAWS**  
**ARTICLE THREE**  
**DEPARTMENT STAFF**

SECTION 300 - STAFF OFFICERS - The Department Staff Officers shall acquire a working knowledge of the Department Bylaws and Administrative Procedures of the Marine Corps League Auxiliary, and shall act as assistants to the Department Board of Trustees with individual specific duties:

Secretary shall record minutes of all meetings in a permanent Record Book. Shall read bills presented for payment to be approved by the Auditors. Department minutes and notices of meetings are to be sent to all elected and appointed Department Officers and to each Unit President, Past Department Presidents, and Past National Presidents from Indiana. If unable to attend a meeting, records must be delivered to the President prior to the meeting.

Treasurer must forward Unit dues immediately upon receipt to National Headquarters. She is to record full amount of money received and disbursed so that books will show payment of State and National dues. Department Treasurer shall keep Department President informed as to membership. Total receipts, disbursements, and balance is to be given at each meeting. Each bill is to be approved by the Auditors before it will be accepted. All checks must have two signatures (the Treasurer, President or third approved officer, not being the Judge Advocate). If unable to attend a meeting, records must be delivered to the President prior to the meeting.

Chaplain shall perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the Bylaws and Ritual of the Marine Corps League Auxiliary. Upon receiving report of death of a member, or family of a member from the Units, shall immediately send a card and in turn immediately notify National Chaplain. The Chaplain Cross is to be worn on the Chaplain cap and passed on to each incoming Chaplain. In the case of a member's death, the Department Charter is to be draped at meetings.

Historian shall compile information from all Units, as well as the Department, and put into the History Book which should be entered at the National Convention for competition.

Outer Guard shall be in command of the door at all Department meetings and shall admit no one when a speaker is on the floor, or during elections, nor allow anyone to leave at such time, except in emergency or absolute necessity. She shall oversee the signing of the attendance register by members at each meeting.

Captain of the Guard shall be responsible to see that all ritualistic property of the Auxiliary, such as Bible, colors, gavel, Charter and Altar cloth, are present at meetings and returned to President after meetings. She shall arrange the room for meetings as instructed in the Bylaws and Ritual, when possible.

Auditors shall audit the Treasurer's books at the Department Conferences and the State Convention. They shall go over all bills presented to them and move to accept or reject payment.

SECTION 325 - DEPARTMENT STAFF OFFICERS (ELECTED AND APPOINTED) - shall, unless specified to the contrary in the Department Bylaws and Administrative Procedures, surrender to the successor all Marine Corps League Auxiliary books, records, and other property with which the office or person is charged.

SECTION 330 - FILES - Files shall be kept for five (5) years - past four (4) years and current year. ALL LEGAL RECORDS are to be retained in proper files, NOT TO BE DESTROYED, regardless of whom may assume they are obsolete and of no value. Oldest file is to be shredded each year. Applications for membership, Secretary's, and Treasurer's records should never be destroyed.

**BYLAWS  
ARTICLE FOUR  
DEPARTMENT**

SECTION 400 - BYLAWS - Department Bylaws and Administrative Procedures which are not inconsistent with the National Bylaws and Administrative Procedures are to be adopted at a Department Convention, provided they have been approved by the National Judge Advocate and provided that a copy of such approved Bylaws and Administrative Procedures shall be on file at National Headquarters.

SECTION 405 - OFFICERS - The Department must elect a President, a Senior Vice President, Junior Vice President, Judge Advocate and Treasurer. The Department shall appoint a Chaplain, Guard, Secretary, Captain of Guard, and Auditors. The standard report of Officers and Installation of Department Officers must be filed with National Headquarters NOT LATER THAN 31 JULY ANNUALLY.

SECTION 410 - MEETINGS - The Department shall hold one convention each year in June except in time of National emergency. There shall be at least two conferences per year - one following the Department Convention and one shortly before the next Convention. The Charter or copy, the National colors and a Bible should be displayed at all business meetings. Non-members are permitted to attend meetings when sponsored by a member in good standing. Regular business may be conducted during their presence, however NO Treasurer's report should be read unless approved by the vote of the members. Non-members have no voice during the meetings.

SECTION 420 - DEFAULT - The Department and its officers who default in payment of monies from any source due National Headquarters or fails to submit its installation report as of 31 July will not be recognized at the National Convention.

SECTION 425 - FREEDOM OF ACTION - A Department Convention and/or conference 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 Ordinances.

SECTION 430 - CHARTER SUSPENSION. REVOCATION OR VOLUNTARILY SURRENDERED - If the Department Charter is suspended, revoked or voluntarily surrendered, the National Board of Trustees upon written authorization by the National President, certified by the National Secretary-Treasurer, shall have the authority to assume the custody of all of the affected Department assets, both real and personal. These properties and assets shall be turned over to the National Secretary-Treasurer. The affected properties and assets will evolve to the control of the National Board of Trustees until a new Department is formed at which time the affected properties and assets revert to the newly formed Department. If after a two-year period, a new Department has not been formed, the properties and assets of said Department will become the property of National Headquarters to be disposed of at the discretion of the National Board of Trustees.

SECTION 435 - QUORUM - The presence of a majority of the Department Board of Trustees shall constitute a quorum for the transaction of business.

SECTION 440 - BONDING - The Department President and the Department Treasurer are covered under a blanket bond held by National Headquarters. (Refer to Administrative Procedures, SECTION 425 - BONDING FEE).

SECTION 445 - TREASURER'S FINANCIAL RECORDS - All records must be kept in a permanent book which are never to be destroyed.

SECTION 455 - SEAL - The Seal of the Department shall be identical with that of National Headquarters, excepting the legend shall read "Department of Indiana, July 16, 1944".

**BYLAWS  
ARTICLE FIVE  
UNITS**

SECTION 500 - NAME - A minimum of seven (7) eligible members are required to Charter a Unit. No unit shall be named in honor of a living person. No Unit shall adopt a name previously adopted by another Unit unless such other Unit has surrendered or by revocation lost its Charter. The name of the Unit can be the same as that of a sponsoring Detachment (sponsor not necessary).

- (A) The Unit bank account shall be in the name of the Auxiliary and two signatures (President or Treasurer or third approved officer, not being the Judge Advocate) are required on all checks and/or savings withdrawals. Accurate records must be kept for all receipts and disbursements.
- (B) All records must be kept in a permanent book which would be available for auditing. These financial records are never to be destroyed.
- (C) Files shall be kept for five (5) years - past four (4) years and current year. ALL LEGAL RECORDS are to be retained in proper files. NOT TO BE DESTROYED, regardless of whom may assume they are obsolete and of no value. Oldest file is to be shredded each year. Applications for membership, Secretary's and Treasurer's reports should never be destroyed.

SECTION 505 - BYLAWS - Each Unit may adopt Bylaws and Administrative Procedures which are not inconsistent with the Department or National Bylaws and Administrative Procedures and shall be subject to approval by the Department Judge Advocate.

SECTION 510 - OFFICERS - A new Unit must elect Officers prior to receiving its Charter. Each Unit must elect a President, a Senior Vice President, a Junior Vice President and a Judge Advocate. The Unit shall elect or appoint a Chaplain, Guard, Secretary, Treasurer and such other Officers as necessary. The office of Secretary and Treasurer may be combined. Elected Officers of President and Judge Advocate may not hold two elected offices and may not hold the elected or appointed office of Secretary or Treasurer or Secretary/Treasurer.

New Units shall be instituted and installed by the National President, National Division Vice President, other elected National Officer of the Auxiliary, Past National President, Department President, Past Department President, Department Vice President or other elected Department Officer.

SECTION 515 - MEETINGS - The Unit Charter or copy, the National colors and a Bible should be displayed at all business meetings. Each Unit should hold monthly meetings, if possible, but should hold no less than nine (9) meetings per year. Non-members are permitted to attend Unit meetings when sponsored by a member in good standing. Regular business may be conducted during their presences however NO Treasurer's report should be read unless approved by the vote of the members present. Non-members have no voice during the meetings.

SECTION 520 - QUORUM - Each Unit may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the Unit Bylaws.

SECTION 525 - TRUSTEES - The elected Officers of a Unit shall be its Unit Board of Trustees.

SECTION 530 - ELECTION, INSTALLATION OF OFFICERS - Each Unit shall hold an ANNUAL ELECTION of Officers after 01 September and no later than 15 May.

Installation must be conducted within thirty (30) days subsequent of the election or by the next regularly scheduled meeting. The Report of Officers and Installation must be forwarded to National Headquarters, the Division Vice President and the Department Secretary within fifteen (15) days of the installation. This is the responsibility of the Installing Officer.

SECTION 535 - DEFAULT - A Unit which is in default of monies from any source due National and such debt has not been satisfied or fails to report its Unit's Report of Officers and Installation as of 01 July prior to National Convention. such fact shall be reported to the National Convention Credentials Committee, and such Unit's Delegates and Alternates shall not be approved and not recognize on the floor of the National Convention.

Should a Unit fail to report five (5) or more members on standard transmittals to National Headquarters as of 01 July, prior to any National Convention. such fact shall be reported by the National Executive Secretary/Treasurer to the National Convention Credentials Committee and the Delegates and Alternates of that Unit shall not be approved.

SECTION 540 - MEMBERS - Each Unit shall be the sole judge of its membership. No Unit, however, may accept as a member any person whose name has been stricken from the rolls of the Marine Corps League Auxiliary or the Marine Corps League by a Department or the National Organizations. National Headquarters shall maintain said list. Proposed members of a forming Unit may attend a meeting of another Unit if invited by the Unit President.

Once accepted as a member in good standing by the Unit membership, that member may not be removed from the Unit roll except for cause or by that member requesting transfer.

100% certificates presented by the National President must show the membership of 31 December as of the closing of the prior year. If a member dies between the closing of the prior year and 31 December, the Unit should be allowed to receive the 100% certificate for that year only.

SECTION 545 - BONDING - All Unit Officers handling Unit monies shall be bonded by the Unit. The Unit President and Unit Treasurer are covered under a "blanket" bond held in National Headquarters. The bonding of additional Unit Officers shall be arranged by the Unit. The amount the blanket bond covers is on file at National Headquarters. (Refer to Administrative Procedures, SECTION 440 - BONDING FEE).

SECTION 550 - ADDITIONAL UNIT - When a Charter is sought for a Unit which is to be located within the limits of any municipality wherein another Unit exists, the written consent of the existing Unit shall accompany the application. Should such existing Unit disregard a request for consent, or refuse consent, the Department President, employing discretion, may approve and recommend the granting of such Charter. In the event the Department President fails to act or refuses approval of the proposed new Unit, an appeal may be made to the National Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

SECTION 555 - CHARTER SUSPENSION. REVOCATION - The Charter of a Unit may be suspended, revoked or voluntarily surrendered for:

- The persistent failure to maintain a minimum of five (5) members in good standing.
- The persistent failure to promptly forward funds to the National body.
- Acts and conduct bringing the Marine Corps League Auxiliary into public disrespect.
- Willful violations of National Bylaws and Administrative Procedures.
- Other activities detrimental to the good name of the Marine Corps League Auxiliary.

The suspension or revocation of charters may be consummated by the National Board of Trustees and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures in a manner considerate of the well being and good name of all concerned.

When a Unit Charter is suspended, revoked or voluntarily surrendered, the Board of Trustees of the Department shall upon written authorization of the National President, certified by the National Executive Secretary/Treasurer, assume custody of such Unit's assets, both real and personal.

A Unit whose Charter has been suspended, revoked or voluntarily surrendered, has a two year period in which to reorganize and be reissued the Charter and claim its remaining assets.

**BYLAWS**  
**ARTICLE SIX**  
**MEMBERS**

SECTION 600 - MEMBERSHIP ELIGIBILITY - Regular membership in the Auxiliary shall be open to Wives, Widows, Mothers, Grandmothers, Sisters, Daughters, Granddaughters, Stepmothers, Stepdaughters, Daughters-in-law, and Aunts or a Marine or a U.S. Navy Corpsman currently serving or who has trained with Marine FMF Units in the excess of ninety (90) days and earned the Marine Corps Device or Welfare Device worn on the Service Ribbon Authorized for FMF Corpsmen, eligible to belong to the Marine Corps League, Inc. (Not less than sixteen (16) years of age) and Women Marines, former, active and Reserves. (Rev. 8/09)

Associate Members - Refer to National Bylaws, Article Six, Section 600 (B)

Members at Large - See Section 640

Life Members - See Section 645

SECTION 605 - MEMBERSHIP APPLICATION - Any person eligible for membership in the Marine Corps League Auxiliary under the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League Auxiliary may initiate application for membership by completing three (3) copies of the standard application form to include the signature, and presenting the application to a sponsoring member of the Auxiliary with all required dues and fees.

The recruiter shall inspect the applicant's proof of eligibility (whether it be a DD214, Honorable Discharge or proof of active duty) and verify the accuracy of all data supplied and shall present the application at the next regular meeting accompanied with all required dues and fees. If the person being used as the basis of the eligibility is a member of the Marine Corps League, the further proof of eligibility is not necessary. (Rev. 8/95)

The Junior Vice President shall read and record the application at the proper time, stating all pertinent data including name of recruiter, and clearly state that the required dues and fees have been verified and are in the possession of the Unit Treasurer. (No applicant shall be present for that portion of the meeting in which the application is being considered).

The acceptance of applicants for membership in a Unit is the sole province of the Unit as set forth in Article Five, Section 540 of the National Bylaws, except as therein provided.

When a new member joins a Unit during the months of June or July, she is classified as a member for the following fiscal year unless so specified on the transmittal form. If the Unit desires to use the new member in its current voting strength, she must be considered as a member for the present year and pay dues again in August.

In cases where an applicant is rejected for membership, all monies received from the affected applicant shall be returned to such applicant by the sponsor.

SECTION 610 - MEMBERSHIP DUES AND FEES - The payment of annual National membership dues entitles members to subscribe to the Marine Corps League publication and enrollment in any National Group Insurance Programs that may be in effect.

The National annual per capita dues shall be recommended by the Budget Committee at the Mid-Winter National Staff meeting and require approval by the Delegates at the National Convention.

An initiation fee shall be collected for each new member in addition to the annual National dues. Each new member shall be provided an official membership pin which shall be provided by National Headquarters.

National membership dues and fees are in addition to the dues of the Unit and Department. No other mandatory National fees shall be levied or collected unless notification is provided to each member at her address on record at National Headquarters no less than ninety (90) days prior to the opening of the Convention.

Membership year and annual dues shall expire annually on the 31<sup>st</sup> day of August of each year. Date shown on membership card.

SECTION 615 - GOOD STANDING - All members shall be considered in good standing except when required dues are not paid and transmitted within ninety (90) days after membership expiration date shown on member's membership card; a member is improperly indebted to a member's Unit, Department or to National Headquarters; or under suspension as punishment the adjudication of guilt. (Chapter 9, Administrative Procedures).

SECTION 620 - DELINQUENT MEMBERS - A member is delinquent whenever the member's required dues are not paid and transmitted to National Headquarters within ninety (90) days after membership expiration date as shown on member's membership card.

A member, having been delinquent one or more years and desiring to renew her membership, may do so by paying all arrear dues or by joining as a new member. To retain seniority, any back dues owed by a member wishing to rejoin must be paid, otherwise she will be known as a new member and file a new application blank, as of the rejoining date. In the event a member has been a Past Officer, loss of seniority cannot erase the fact of that office, merely her years as a member. She must be a member for three (3) months before eligible to hold an APPOINTED office.

No delinquent member may be transferred.

SECTION 625 - INELIGIBLE MEMBER - Any member may be required to prove membership eligibility qualifications at any time. Should it be determined after careful investigation that a member does not have the required qualifications for membership, such member shall be dropped from the rolls immediately. Proper notice shall be expedited to the Department and National Headquarters.

SECTION 630 - RIGHTS OF MEMBERS - No member shall be deprived of any rights and privileges in the Auxiliary except for non-payment of dues or other indebtedness unless the member shall first be charged, tried and found guilty in accordance with the provisions of the National Bylaws and Administrative Procedures dealing with offenses and penalties.

A new member must be a member one (1) calendar year before holding an elected office, except for a newly Chartered Unit.

SECTION 635 - RIGHT OF APPEAL - The right of appeal under the provision of the National Bylaws and Administrative Procedures shall not be denied.

SECTION 640 - MEMBER-AT-LARGE - Refer to National Bylaws Article Six, Section 640.

SECTION 645 - LIFE MEMBERS - Refer to National Bylaws Article Six, Section 645.

SECTION 650 - CHANGE OF STATUS - A member who has joined the Auxiliary under any other status, or has had a change in status, may remain a member so long as her dues are paid. Should she become delinquent ninety (90) days or dropped for nonpayment of dues, she may NOT be reinstated or join as a new member at any future date unless eligible to join in another qualified status.

**BYLAWS**  
**ARTICLE SEVEN**  
**SUBSIDIARIES AND SUBORDINATE GROUPS**

SECTION 700 - AUTHORITY - All subsidiary organizations and subordinate groups which, and in the future shall, function and operate directly or indirectly under the Congressional Charter and name of the Marine Corps League Auxiliary are and shall ever be subject to the authority, supervision, direction, control and discipline of the National Headquarters, Marine Corps League Auxiliary. Any and all complaints, grievances and/or charges against such subsidiary organizations or subordinate groups must be referred in writing to the National Judge Advocate for appropriate action.

Such organizations and groups may adopt Bylaws not incompatible or inconsistent with the Bylaws and Administrative Procedures of the Marine Corps League Auxiliary, Incorporated, providing such incorporation identifies them by name with the Marine Corps League Auxiliary and acknowledges their accountability to the Marine Corps League Auxiliary. Such organizations and groups which are NOT incorporated in this manner, shall immediately implement the amending of their incorporation to the National Judge Advocate of the Marine Corps League Auxiliary for review, consideration and approval.

Such subsidiary organizations and subordinate groups shall conduct their business in such a manner as will demonstrate a cheerful cooperation with all Units and levels of the Marine Corps League Auxiliary and the general public. All levels and Units of the Marine Corps League Auxiliary shall reciprocate in a like manner.

SECTION 710 - INCORPORATIONS - Any of the foregoing, including Department and Units, which engages in services or business, either profit or non-profit, or which uses the name of the Marine Corps League Auxiliary will be incorporated in accordance with SECTION 700 of this Article. The Department will provide Headquarters, National Marine Corps League Auxiliary, Inc., with proof of its incorporation. The Department Treasurer and the Corporate Officer are responsible to renew the incorporation papers with the Indiana Secretary of State each year; otherwise the Department shall be in default.

Article Seven applies to Chapter 8, Administrative Procedures.

**BYLAWS  
ARTICLE EIGHT  
MISCELLANEOUS**

SECTION 800 - AMENDMENTS - The Department Bylaws may be revised, amended or repealed every three (3) years by a majority vote of the properly registered and approved Delegates present and voting at a Department Convention, provided the proposed revision, amendment or repeal is submitted in duplicate, typewritten, in the exact wording to the Department Judge Advocate, not less than sixty (60) days prior to the opening date of the Department Convention at which said proposal is to be considered, and further provided that the Department Secretary shall distribute copies of each proposal, without personal comment, to all legally existing Units not later than thirty (30) days prior to the opening day of the Department Convention at which the proposal is to be considered. (The Bylaw Committee and Judge Advocate will review and present the proposed amendments to the body at the Department Convention for rejection or acceptance of the Committee's recommendation).

SECTION 805 - EFFECTIVE DATE - Each revision, amendment or repeal of a provision of the Department Bylaws which is approved at a Department Convention, as outlined in Section 800, shall become effective after the approval of the National Judge Advocate of the Marine Corps League Auxiliary but not later than 01 October following the Department Convention.

SECTION 810 - DEPARTMENT BYLAWS DISTRIBUTION - Each Unit shall be provided, without charge, with two (2) copies of the Department Bylaws and Administrative Procedures of the Marine Corps League Auxiliary or published changes thereafter each time they are printed for the use of the President and Judge Advocate. One courtesy copy is to be sent to every member of the Marine Corps League Auxiliary Board of Trustees, each Past Department President and to the National Marine Corps League Auxiliary Judge Advocate. The Department Bylaws and Administrative Procedures are to be made available for examination by any member in good standing, upon request.

Any member of the Marine Corps League Auxiliary may purchase copies of the Department Bylaws and Administrative procedures from the Department Treasurer. Price is to be set at the Department Convention by the assembly.

SECTION 820 - DISSOLUTION - Should the Department be dissolved, all funds, property and assets of the Marine Corps League Auxiliary shall be distributed as determined by the Board of Trustees, provided said choice is tax exempt under the provisions of the Internal Revenue Code.

SECTION 830 - VIOLATION - Each member who violates the precepts of the Department Bylaws or the Administrative Procedures of the Marine Corps League Auxiliary is subject to the provision of Chapter 9, Grievance and Discipline, as stated in the National Administrative Procedures.



**DEPARTMENT OF INDIANA**

# **BYLAWS**

**ADMINISTRATIVE PROCEDURES  
AND  
ENCLOSURES**

**ADMINISTRATIVE PROCEDURES  
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**ADMISTRATIVE PROCEDURES**  
**CHAPTER ONE**  
**GENERAL**

SECTION 100 - NAME - The name of the corporate body is the Department of Indiana, Marine Corps League Auxiliary, chartered by the Marine Corps League on July 16, 1944, and is a non-profit corporation, incorporated 01 August 1988.

The PURPOSES for which the corporation is formed are to band together in comradeship the members of this Auxiliary; to create a bond of comradeship between this Auxiliary the Marine Corps and the Marine Corps League.

SECTION 101 - LOCATION - The principle offices of the Marine Corps League Auxiliary, Department of Indiana, shall be located at such place as the Assembly may select in the best interest of the membership.

SECTION 105 - CORPORATE SEAL - The Corporate Seal of the Department of Indiana, Marine Corps League Auxiliary, shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem surrounded by the words "MARINE CORPS LEAGUE AUXILIARY - DEPARTMENT OF INDIANA" within the border of two (2) narrow rings.

SECTION 110 - POLICY - The supreme power of the Department of Indiana, Marine Corps League Auxiliary, shall be vested always in its membership functioning through Delegates at all Department Conventions.

The Department of Indiana, Marine Corps League Auxiliary, shall never take part in any labor or management disputes or issues, and it shall be ever non-sectarian, non-political and non-partisan; nor shall it be biased on the grounds of race, color, creed, nationality; nor shall it be used as a medium of political ambition or preferment, nor shall former or present auxiliary rank/position be used as the basis for special consideration or preferment.

Nothing in the preceding subsection shall prohibit the Department of Indiana, Marine Corps League Auxiliary, and any subdivision thereof, from participation in political issues affecting the welfare of the United States Marine Corps, the Marine Corps League, nor the national security of our Nation. or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

SECTION 120 - ORGANIZATION - The constitutional bodies of the organization shall be a National Organization known as the National Convention, Marine Corps League Auxiliary.

Subordinate Regional Organizations known as Divisions, the extent and boundaries of which shall be outlined in the Administrative Procedures, Chapter Four.

Subordinate State Organizations to be known as Departments.

Subordinate Local Organizations located anywhere in the United States, its Territories, or on foreign soil, to be known as Units.

Such subsidiary organizations as the National Organization may create, establish or recognize.

**ADMINISTRATIVE PROCEDURES  
CHAPTER TWO  
DEPARTMENT CONVENTION**

SECTION 200 - MEETINGS - The Department Convention shall be convened once each calendar year during the month of June unless prevented by national emergency or other un-preventable causes.

SECTION 205 - TIME AND PLACE - The time and place of each Department Convention shall be designated by the Marine Corps League.

Each Unit shall be provided with written notification of date and location of each pending convention at least sixty (60) days prior to the opening date of the convention, such notification to include necessary forms for the Unit's certification of authorized Delegates and Alternates to such convention.

SECTION 220 - DELEGATE - ALTERNATE - MEMBER FEES - Registration fees shall be one dollar (\$1 .00). Properly executed official Credential Form from each Unit must be received by Department Treasurer no later than 15 May prior to the opening of the Department Convention. Every member in good standing is entitled to her one (1) vote and need not have a Credentials Form on file, but must possess a current membership card, and pay the sum of one dollar (\$1.00).

SECTION 225 - INSTALLATION - The Department President-elect shall select the Installing Officer who is an Auxiliary Past National President, elected National President, other elected National Officer or a Past Department President, and also select the necessary aides to assist the Installing Officer.

It shall be the responsibility of the Installing Officer to sign, date and forward the Installation Form immediately after installation to National headquarters, Division Vice President and the Department Secretary.

SECTION 235 - DEPARTMENT STAFF OFFICERS - So far as possible, the Department President will appoint a member from each Unit to serve on the staff. Each elected officer (Junior Vice President, Senior Vice President, and President) should have served in each office in order to be a more effective leader.

SECTION 240 - SALE OF MERCHANDISE - The Department and/or Local Convention Committee shall not permit any Unit, individual or group of individuals or itself, to engage in the sale of Marine Corps League Auxiliary related merchandise in, on or about the convention site, without the express approval of the host Detachment.

**ADMINISTRATIVE PROCEDURES  
CHAPTER THREE  
DIVISIONS**

SECTION 300- - FORMATION - To obtain more effective administration functioning, the United States is divided into ten geographical units called Divisions.

SECTION 310 - DIVISION ALIGNMENT - Refer to National Administrative Procedures, Section 410.

The following sites are in the Central Division - Michigan, Ohio, Indiana, Illinois, Wisconsin, Kentucky.

SECTION 315 - DIVISION VICE PRESIDENT AND ASSISTANT DIVISION VICE PRESIDENT - Refer to National Bylaws - Article One - Section 120 (B) (C) and Article Two - Section 210 (E) (5).

**ADMINISTRATIVE PROCEDURES  
CHAPTER FOUR  
DEPARTMENT**

**SECTION 415 - ORGANIZATION OF NEW UNITS** - It is the duty of the Department President to assist the Division Vice President in the organization of a new Unit.

**SECTION 420 - DEPARTMENT DUES** - The Department convention shall determine the amount of Department per capita dues which at present is two dollars (\$2.00). The National per capita dues is twelve dollars (\$12.00) which is transmitted through the Department Treasurer. (Rev. 8/01)

**SECTION 425 - BONDING FEE** - The Bond Fee is to be submitted through the Department Treasurer to National Headquarters no later than 31 August each year; the fee is three dollars and fifty cents (\$3.50) per year.

**SECTION 450 - REPORTS** - Americanism, Civic, Rehabilitation, Youth Activities/Child Welfare, and VAVS are due immediately following the Department Convention no later than 01 July to the appropriate National Chairman.

**SECTION 455 - EXPENSES** - The Department President shall be allowed one hundred dollars (\$100.00) toward expenses for attending National Convention, and fifty dollars (\$50.00) for attending mid-year Central Division meeting with the provision that all meetings are attended and reports made at next Department meeting following the National meetings.

The Secretary, Treasurer and President are to be supplied with postage stamps at the beginning of their term in office, to be retained for successor if not depleted, and if necessary, reimbursed if more were used. The Chaplain is to be reimbursed for greeting cards and postage.

Only emergency long distance calls are to be paid.

A contribution of ten dollars (\$10.00) may be allowed toward the cost of a meeting room at Department Conference or Convention.

**SECTION 460 - GIFTS** - The fixed Amount of ten dollars (\$10.00) is to be given each year by the Department as a gift to the National President.

The retiring Department President shall receive, upon completion of her term, a past Department President pin (to be ordered through National by Department Treasurer). If she has served more than one term, a check not to exceed twenty-five (\$25.00) is to be presented to her at the Department Convention.

The Department Secretary and the Department Treasurer are to receive fifteen dollars (\$15.00) each upon completion of their terms.

An invited National Officer should be provided with a banquet ticket and up to two nights lodging.

Funds for the VA Medical Centers, given through Unit Representatives, must be requested from the Department Treasurer, amount determined at the Fall Conference, and must be spent for the designated Medical Center by 31 May. A report is mandatory by the following meeting. Should no report be given by the Unit no money will be allotted to that Unit the following year.

**ADMINISTRATIVE PROCEDURES  
CHAPTER FIVE  
UNITS**

SECTION 500 - CHARTER - Refer to National Administrative Procedures, Chapter Six, Units, for complete details.

SECTION 510 - DUES - Each Unit shall fix the amount of its membership dues, including therein the Department and National per capita dues and fees which shall be forwarded with standard transmittal form upon receipt to the Department Treasurer.

SECTION 515 - BONDING FEE - The Bond Fee is to be submitted through the Unit Treasurer to Department Treasurer no later than 31 August each year; the fee is three dollars and fifty cents (\$3.50) per year.

SECTION 520 - AUDITORS - Auditors shall audit the Treasurer's books every three (3) months.

SECTION 525 - CONTRIBUTIONS - Units shall send monies for Department VA Medical Centers funds no later than 15 November of each year; Department Ways and Means no later than 15 February of each year; and Marion Summerfest no later than 15 May of each year.

SECTION 530 - RESPONSIBILITY - UNIT PRESIDENT - Keeps a log of Unit reports for the incoming Unit President, as well as any reports she may have written during her tenure.

SECTION 540 - REPORTS - Americanism, Child Welfare/Youth Activities, Civic, Rehabilitation and VAVS reports shall be sent to the Department Junior Vice President immediately following the Unit meeting which precedes the Department Convention, but no less than thirty (30) days prior to the Convention. Send one (1) copy to the Department Junior Vice President and retain one (1) copy for the Unit files.

**ADMINISTRATIVE PROCEDURES  
CHAPTER SIX  
MEMBERS**

Refer to National Administrative Procedures, Chapter Seven, Members.

SECTION 600 - NATIONAL PER CAPITA DUES - That National Per Capita dues for a Regular or Associate member is twelve dollars (\$12.00) per year, which is transmitted through the Unit Treasurer to the Department Treasurer.

SECTION 620 - INITIATION - The initiation fee for a new member, Regular or Associate, is five dollars (\$5.00), which entitles the new member to a membership pin.

SECTION 635 - CURRENT LIFE MEMBERSHIP FEES ARE:

	<u>2006</u>	<u>2008</u>	<u>2010</u>
Up to age 35	\$325	\$400	\$500
Age 36 to 40	\$300	\$350	\$400
Age 41 to 50	\$275	\$300	\$350
Age 51 to 60	\$200	\$250	\$300
Age 61 and over	\$100	\$125	\$150

SECTION 640 - MEMBER-AT-LARGE FEE - Member-at-Large fee is seventeen dollars and fifty cents (\$17.50) per year for a renewal. A new Member-at-Large must pay an initiation fee of five (\$5.00), total twenty-two dollars and fifty cents (\$22.50). The Member-at-Large must send her dues directly to National Headquarters. She will receive mailings from National Headquarters. (Refer to National Bylaws Article Six, Section 640). (Rev. 6/05)

SECTION 645 - MEMBERSHIP CARDS - It shall be the duty of the Unit Treasurer to transmit each year, the name(s) of Life Member(s) on the first transmittal submitted to the Department Treasurer. No membership card shall be held beyond thirty (30) days after receipt from National.

SECTION 650 – MAILINGS FROM NATIONAL HEADQUARTERS - Any paid-up member may be placed on the mailing list for National Headquarters mailing for a fee of ten dollars (\$10.00) per year, 01 September to 31 August. The member is responsible for handling the necessary paperwork when due (not to be sent through the Unit nor Department Treasurers).

## **ADMINISTRATIVE PROCEDURES CHAPTER SEVEN SUBSIDIARIES**

SECTION 730 - MILITARY ORDER OF THE DEVIL DOG FLEAS - The Marine Corps League Auxiliary recognizes the Military Order of the Devil Dog Fleas as an official subsidiary organization of the Marine Corps League Auxiliary. Membership in the Military Order of Devil Dog Fleas shall be limited to members of the Marine Corps League Auxiliary.

SECTION 740 - PAST PRESIDENTS' CLUB - The Marine Corps League Auxiliary recognizes the Past Presidents' Club as an official subsidiary organization. Membership in the Past Presidents' Club shall be limited to members who have served as National, Department and/or Unit Presidents in the Marine Corps League Auxiliary.

## **ADMINISTRATIVE PROCEDURES CHAPTER EIGHT GRIEVANCE AND DISCIPLINE**

SECTION 800 - PROCEDURES - Refer to National Administrative Procedures, Chapter Nine, Grievance and Discipline.

## **ADMINISTRATIVE PROCEDURES CHAPTER NINE MISCELLANEOUS**

SECTION 900 - FUND RAISING - The Department may enter into fund raising activities provided all funds raised shall be for the sole benefit of the organization less expenses; provided the Department shall receive and disburse all funds; provided such fund raising activity does not violate any Federal, State, County or Municipal law or ordinance or reflect discredit upon the Marine Corps League Auxiliary. Nothing in this section shall prevent the Department Convention Committee from selling ads or soliciting funds for any Convention Book.

The Department shall not conduct any finance raising project in any city where there is a Unit without the consent of such Unit. Any Unit opposing the project shall file immediate objection with the Central Division Vice President and her decision in the matter shall be final.

SECTION 905 - RESPECT - The Bible shall be opened, placed on an Altar which is covered with a clean and attractive Altar cloth, during all the meetings of the Marine Corps League Auxiliary. 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.

The National Flag of the United States and the Marine Corps League Auxiliary Banner will be properly displayed at all Marine Corps League Auxiliary functions. The United States Flag is always to the right of the speaker and podium.

The Ritual of the Marine Corps League Auxiliary shall be observed and used at all meetings and appropriate functions to the maximum extent possible.

No smoking or alcoholic beverages will be permitted during the business sessions.

The Bible is not to be closed when a member of the Marine Corps League enters on official business or to address the Marine Corps League Auxiliary.

No monetary transactions are to take place while the Bible is open.

Proper attire will be worn at all business meetings. No short shorts - bathing suits - culottes shorter than three (3) inches above the knee - no offensive words on any garment.

SECTION 915 - AMENDMENTS - The Administrative Procedures cannot be waived by the Department Board of Trustees but the Board can make recommendations to amend, revise or repeal. Members can submit amendments, revisions or repeals to the Board or at the Department Convention where they will be acted upon so long as they do not violate the provisions of the National or Department Bylaws of the Marine Corps League Auxiliary.

SECTION 920 - EFFECTIVE DATE - The effective date of any change to the Administrative procedures must be stated in the proposed change.

SECTION 925 - ADMINISTRATIVE PROCEDURES DISTRIBUTION - Each Unit shall be provided without charge two (2) copies of the Administrative Procedures of the Marine Corps League Auxiliary each time they are printed or a published change is made thereto. Each member of the Department Board of Trustees, each Past Department President and the National Judge Advocate of the Marine Corps League Auxiliary will receive a courtesy copy. Refer to Department Bylaws - SECTION 810 - DEPARTMENT BYLAWS DISTRIBUTION.