

**MARINE CORPS LEAGUE AUXILIARY
WHITEWATER VALLEY UNIT**

**200 SOUTH 9TH STREET
RICHMOND, INDIANA 47374**



BYLAWS
APRIL 25, 2009

Article 1 - Name

The name of this organization shall be the **Marine Corps League Auxiliary, Whitewater Valley Unit.**

Article 2 - Objective

The objective of this organization is as described in the preamble (see National Bylaws).

Article 3 – Officers

Section 1 – Qualifications –

- a) Must be a member in good standing; minimum of 90 days membership prior to being elected.
- b) A new or reinstated Regular member must be a member for one (1) year before holding an elected office **UNIT RECOMMENDATION** – and must have attended a minimum of three (3) unit meetings within the past twelve (12) months before holding an elected office.
- c) A new or reinstated member must be a member three (3) months before holding an appointed office.
- d) Unit President should be a past elected Unit Officer, Unit Treasurer or Unit Secretary.
- e) Unit Senior Vice should be a past elected Unit Officer, Unit Treasurer or Unit Secretary.
- f) Unit Junior Vice should be a past Unit Officer.
- g) Unit Judge Advocate shall be a past Unit Officer, preferably a past or outgoing President.
- h) Nominee must be present to run, or in case of emergency, send a letter of consent.
- i) Appointed officers should be present to accept, or in case of an emergency, send a letter of consent.
- j) A Unit Officer cannot miss three (3) consecutive meetings without excused absences. If a Unit Officer cannot attend a meeting, she must report to the Unit President, if possible, or see that message is given to her before the meeting. The Unit President has the right to change appointments and advise that person and other officers of “change”.

Section 2 – Elective Officers - The elective officers of the Unit shall be the Unit President, Unit Senior Vice President, Unit Junior Vice President, Unit Judge Advocate, Unit Treasurer, Unit Chaplain, and Unit Captain of the Guard.

Section 3 – Appointed Officers - The Unit appointed Officers shall be the Unit Secretary, Unit Outer Guard, Unit Historian and four (4) Unit Auditors.

Section 4 – Board of Trustees - The Unit Board of Trustees shall be the Unit Elected Officers.

Section 5 – Staff - All Officers, elected and appointed, shall be known as the Unit Staff.

Section 6 – Unit President - It shall be the duty of the Unit President to preside at all of the Unit and Staff meetings, to observe and enforce the observance of the provision of the administrative procedures, to appoint all committees; to call special meetings of the Unit Staff

when deemed necessary; to approve or disapprove all orders on the Unit Treasurer for disbursement of the Unit funds; and to perform such other duties as the administrative procedures impose upon her as to the proper conduct of the affairs of the Whitewater Valley Unit and higher authority may require. The Unit shall bond the Unit President, Unit Treasurer and Unit Secretary under a "blanket Bond" held and paid for by National Headquarters.

The Unit President shall have the power to spend up to \$100 monthly for a purchase which she deems necessary and which must be decided on and executed before the next regular meeting. She shall get verbal approval of at least two other elected Unit Officers and the expenditure must be approved by the membership at the next meeting.

Unit President shall keep a log of Unit reports for the incoming Unit President, as well as any reports she may have written during her tenure. RECORDS TO BE RETAINED FOR FOUR (4) YEARS plus current year. Applications are never to be destroyed.

Section 7 – Unit Senior Vice President - It shall be the duty of the Unit Senior Vice President to aid and assist the Unit President and to preside at all Unit and Staff meetings during the absence of the Unit President and she shall perform such other duties as may be assigned her by the Unit President. She shall assume the responsibility for the direction of all civic activities of the Unit.

Section 8 – Unit Junior Vice President - It shall be the duty of the Unit Junior Vice President to create membership incentive programs and to present new membership applications to the members at each regular meeting. In the absence of the Unit President and the Unit Senior Vice President, she shall perform the duties of the Unit President's office. She shall be responsible for the completion of the volunteer hour reports and see that they are forwarded to Department Junior Vice President at the time requested. If unable to perform this duty, Unit President may appoint another Unit Officer (preferably the Unit Secretary) to complete and forward.

Section 9 – Unit Treasurer - It shall be the duty of the Unit Treasurer to keep a just and true account of all moneys received and/or expended between the Unit and its Members. She shall receive all monies, securities and properties due the Unit from all sources, entering it on her books, showing the amount and the source from which received. She shall deposit all monies and securities in a reputable bank designated by the staff in the name of the Whitewater Valley Unit Marine Corps League Auxiliary, subject to withdrawal by check signed by the Unit President and the Unit Treasurer. A third authorized signature may be approved by majority vote of the Unit and shall be for emergency use only. Third signature bonding must be handled by the Unit, but may not be the Unit Judge Advocate (Unit Secretary is urged to be the third signature).

The Unit Treasurer shall submit her records to the Auditors quarterly, and at least two Unit Members of the Committee shall approve and sign. The Unit Treasurer shall keep her financial records, bank statements and checkbook ready for inspection by the Unit President and the Unit Auditors upon reasonable notice. She shall notify all Unit Members of their indebtedness to the Unit and shall collect all initiation fees and annual dues. The Unit voucher system of payment is mandatory. Unit Treasurer shall keep current the list of Unit Members in good standing and provide a copy upon request of a Unit Member as well as keeping the League copy of the membership list updated. The Unit Treasurer shall have a bank signature card ready for the incoming Unit President and Unit Treasurer at time of installation and shall submit all records and properties to the new Unit Treasurer prior to the next regular Unit Meeting. Unit President may appoint a Unit Membership Chairperson to handle transmittals.

Section 10 – Unit Judge Advocate - It shall be the duty of the Unit Judge Advocate to act as legal counsel for the Unit. She shall familiarize herself with the administrative procedures of the Marine Corps League Auxiliary so that she may be able to advise the Unit President any point of law and order pertaining to the Unit and perform such other duties as requested by the Unit President.

Section 11 – Unit Chaplain - It shall be the duty of the Unit Chaplain to perform such duties of a spiritual nature as are customarily performed by Article 5. The Unit Chaplain as required in the Bylaws and Rituals of the Marine Corps League Auxiliary, shall notify Unit Officers of illnesses and deaths reported to her, send cards; transmit a list of deceased members and members who are ill to the Department Chaplain; conduct suitable memorial service when requested by the family; send flowers or memorial contribution as authorized by the Unit.

Section 12 – Unit Secretary - It shall be the duty of the Unit Secretary to keep a written record of each meeting, answer all correspondence at the instruction of the Unit President; maintain a file for all memoranda and correspondence; keep a **roster** of membership records **including monthly Unit membership meeting attendance**; surrender all books and records to her duly qualified successor prior to the first meeting following installation; perform such other duties as requested by the Unit President.

Section 13 – Unit Captain of Guard and Unit Outer Guard - It shall be the duty of the Captain of the Guard to be responsible for the Bible, U.S. Flag and Unit Charter to be present at each meeting for the legal transaction of business. She shall assume the responsibility of ascertaining the eligibility of all present to sit in the meeting as a member in good standing; shall answer for officers during roll call of officers.

It shall be the duty of the Unit Outer Guard to escort all guests who wish to be admitted when ordered by the Unit President. She shall allow no one to enter who does not have proper credentials and shall report to the Unit President all who are in waiting. She shall perform such other duties as may be assigned by the Unit President. The same person, if necessary may hold Unit Captain of Guard and Unit Outer Guard. Non-members may not be present during the Unit Treasurer's report.

Section 14 – Unit Auditors - It shall be the duty of the Unit Auditors to quarterly audit books and records of the Whitewater Valley Auxiliary Unit and to act as a Finance Committee. They shall move to accept all monies and pay all bills presented at regular meetings. The Unit Audit Committee shall consist of three (3) Auxiliary Unit Members and one (1) Auxiliary Unit Associate Member.

Section 15 – Unit Historian - All Unit Members are urged to participate by submitting pictures and articles.

Section 16 – All Unit Officers - All Unit Officers, elective or appointive, shall be elected or appointed annually. All Unit Officers shall continue to discharge the duties of their respective offices until their successors have been duly elected or appointed, qualified and installed into office, whichever event is the past in point of time.

Section 17 – Unit Meetings Missed - If any Unit Officer misses three consecutive scheduled meetings without just cause and proper notification to the Unit President as determined by the

staff, said Unit Officer is to be notified by phone or mail by one of the elected Unit Officers that she will be replaced at the next scheduled meeting.

Section 18 – Derelictions of Duties - If any Unit Officer is found in dereliction of her duties by a committee of no less than five (5) members, three of whom shall be elected officers, the committee may summarily, without reference to the full Unit, declare such office vacated and direct the Judge Advocate to give notice of election or appointment to fill the vacancy at the next regular meeting of the Unit.

Section 19 – Resignation of a Unit Officer - If any elected Unit Officer should find it necessary to tender her resignation during her tenure of office, she shall submit such resignation in writing to the Unit President through the Unit Secretary, stating reason for resignation. Unit President shall present the resignation at the next regular meeting and majority vote approval of those present shall declare the office vacated. The office shall then be offered to the next qualified officer in line who should, but is not obligated to accept. At the end of succession (Unit President, Unit Senior Vice President, Unit Junior Vice President, Unit Judge Advocate) the Unit President shall direct the Unit Judge Advocate to declare the office vacant and notify membership by letter, phone or bulletin of nomination and election at the next regular meeting. Note: Office of Unit Treasurer and other elected Unit Officers not listed above are not included in the succession.

Article 4 – Unit Meetings

Section 1 – The Unit Charter, the National colors and a bible should be displayed at all business meetings.

Section 2 – During the period when the Bible is open at a Unit Meeting, there will be no drinking of alcoholic beverages and no smoking. If a recess is called and the Bible closed, the rule for smoking shall not apply during that time.

Section 3 – Unit Meetings should be held monthly, if possible, but should hold no less than nine (9) meetings per year. Non-members are permitted to attend Unit meeting when sponsored by a member in good standing, Regular business may be conducted during their presence, and 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 4 - Unit Meetings shall be held at the meeting time and place designated by the Unit President, unless otherwise announced.

Section 5 – Four (4) Unit Members in good standing along with the Unit President will constitute a quorum to conduct a Unit Meeting, two (2) of the Unit Members must be elected Unit Officers.

Section 6 – Vote shall be by majority of those present, by hand, voice or ballot as decided by Unit Membership present, unless otherwise specified.

Section 7 – Special Unit Meetings may be called as the Unit President directs, upon written, verbal or phone notice to all Unit Members, giving date, hour, place and purpose. At a special Unit Meeting, no other business will be transacted except that for which the meeting was called.

At least five Unit Members, three of who must be Unit Officers (two of which must be elected) must be present.

Section 8 - Special Unit Staff Meetings may be called as the Unit President directs, upon written, verbal, or phone notice to Unit Staff Members, giving date, hour, place and purpose of such special staff meetings. At least four Unit Staff Members must be present, three of whom must be elected Unit Officers.

Article 5 – Unit Standing Rules

Section 1 – When the Unit President is installed, she shall be given the Unit President's pin, which shall be her personal property after serving one (1) full year term. At the end of her term of office she shall be given her own Unit President's Pin. If she serves a second term, a gift shall be given at the end of her term of office.

Section 2 – The large Unit President's pin is property of the Unit and is passed on to the successor at the time of installation.

Section 3 – The Unit shall pay Department Conferences, Convention registration fees and Convention banquet for all current Auxiliary members.

Section 4 – The Unit shall pay Department Conferences and Convention lodging fees and travel expenses for all elected Unit Officers, provided money is available in the general fund. The Unit shall pay registration fees, lodging and travel expenses if a Unit member is elected or appointed to a Department office.

Section 5 - Unit President must approve or disapprove all orders on the Unit Treasurer for disbursement of the Unit funds.

Section 6 - Unit Secretary and Treasurer shall have the power to spend up to \$50 for a purchase, which they deem necessary for communication expenses. Each shall obtain verbal approval of at least two other elected Unit Officers and the expenditure must be approved by the membership at the next Unit meeting,

Section 7 – In the event of a death of a Unit Member, flowers or a memorial contribution in the amount of \$50.00 shall be sent (personal assistance is optional).

Section 8 – In case of death of husband, son or daughter, stepson or stepdaughter, mother or father, brother or sister of a Unit Member, flowers or a memorial contribution in the amount of \$35.00 shall be sent.

Section 9 – Unit Members should donate \$1.50 at each Unit Meeting. \$1.00 to be applied to Project Little Angel and .50 to be applied to the Flower Fund.

Section 10 – Unit Chaplain shall send cards in all cases of illness or death or upon request. Unit Chaplain shall receive reimbursement for reasonable costs.

Section 11 – Unit Chaplain shall send cards in all cases of illness or death or upon request. Unit Chaplain shall send flowers in the amount of \$25.00 to any Unit member admitted for in-patient hospitalization or rehabilitation. Unit Chaplain shall receive reimbursement for reasonable costs.

Section 12 – A \$10.00 gift shall be given to the National President each year and a \$10.00 gift shall be given to the National President's project each year. Gifts are typically given in the month of April.

Section 13 - A \$25.00 gift shall be given to the Department President at the annual State Convention.

Section 14 – Donations for Marion VA Hospital Summer Fest (Ward Party) shall be determined annually. Donation is typically made at the May Unit Meeting as Summer Fest is usually held in June or July. \$25 VA Summer Fest, \$25 Department Ways & Means.

Section 15 – Donations for local VA Clinic shall be determined annually. Donation is typically made in September or October.

Section 16 – The Unit shall pay National Delegates and Department Delegates fees.

Section 17 – Americanism Civic, Rehabilitation, Youth and Child Welfare, VAVS (Veterans Administration Volunteer Services) and Girl Scout reports are due on or before May 1st of each year.

(A) Send two (2) copies to Department Committee Chairman.

Article 6 – Membership Eligibility

Section 1 – Membership - The Whitewater Valley Unit shall draw its membership from Wayne County and surrounding counties of Indiana and Ohio who do not have Units.

Section 2 – Eligibility - Only such persons shall be eligible for membership as meets the qualifications of eligibility as set forth in the National Bylaws of the Marine Corps League Auxiliary.

(A) Regular membership in this Auxiliary shall be open to Wives, Widows, Mothers, Grandmothers, Sisters, Daughters, Granddaughters, Stepmothers, Stepdaughters, and Daughters-in-Law of a Marine or a US Navy Corpsman currently serving or who has trained with the Marines 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, eligible to belong to the Marine Corps League, Inc. (not less than sixteen [16] years of age) and Women Marines, former, active and Reserves.

(B) Any member of the Marine Corps League Auxiliary who is in good standing may become a Life Member, upon proper payment of the fee, as is required herein. A Life Member shall be subject to the payment of NO further dues of a Unit, Department or

National; such members shall have all the privileges, rights and benefits enjoyed as a member so long as that Life member shall live. The National Convention shall establish the Life membership fee. Date of birth must be submitted when applying for Life Membership. The name must show on the transmittal exactly as it should appear on the card.

(C) Associate Members will be women (not less than sixteen [16] years of age) not meeting any of the relationship requirements of Regular membership, but desiring to further the ideals, principles, purposes and efforts of the Marine Corps League Auxiliary.

(D) Associate Members will never hold an elected Unit, Department or National Office.

(E) Associate Members will have no voting privileges at any Department or National meeting or convention or on any Department or National issue, nor shall they be counted toward Unit voting strength. Associate Members will not vote on membership applications or for Unit Officers.

(F) Associate Members, upon submitting an application with the words "Associate Member" across the top and supplying only that information which applies to them and upon acceptance by a Unit, will pay dues in the same amounts as prescribed for Regular Members, including initiation fees. A membership pin and a membership card indicating "Associate Member" will be issued.

(G) If a new member application is denied, a letter shall be sent to the applicant advising her of denial and shall be accompanied by a check in full refund of her membership fee. The letter shall be sent to her last known address and shall be signed by the Unit President, the Unit Judge Advocate and the sponsoring Unit Member. Applicant may submit application for membership again after one (1) year.

Section 5 – Voting – Application for new Unit membership shall be voted on my secret ballot by Unit Members attending the Unit Meeting, with majority of vote required for acceptance. Ballots shall then be destroyed, upon instruction.

Section 5 – Initiation - All applicants for membership in the Marine Corps League Auxiliary shall be properly obligated in accordance with the Ritual and be presented the official membership card and pin of the Marine Corps League Auxiliary. However, in a case where applicant is unable to attend an obligation ceremony, said applicant shall be required to complete the Oath of Obligation Form. Signature of the member giving the Oath of Obligation is required. (Membership pins cannot be sold for profit.)

Section 6 – Unit 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 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.

(A) Applicant eligible for membership shall submit proof of eligibility for Regular membership (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 eligibility is a Regular member of the Marine Corps League, the further proof of eligibility is not necessary.

(B) The Unit Junior Vice President shall read and record the application at the proper time stating all pertinent data including name of sponsoring Unit Member 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).

(C) When a new Unit Member joins the 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 member is used for voting strength, she must be considered as a member for the present year and pay dues again in August.

(D) In cases where an applicant is rejected for membership, all monies received from the affected applicant shall be returned to such applicant by the sponsoring member.

Section 7 – Unit Membership Dues and Fees –

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

(B) Annual Unit membership dues shall be determined annually. Amounts as specified by National and Department Bylaws shall be forwarded through Department Treasurer, with balance retained by the Unit. New Unit Members must also pay the designated initiation fee. If not paid by October 31, Unit Member shall be dropped from active rolls and so advised. Reinstatement may be requested at any regular meeting.

(C) Unit Treasurer shall advise all members no later than July that their dues are due and payable prior to August 31st each year.

(B) Each new member shall be provided an official membership pin, which shall be provided by National Headquarters.

Section 8 – Life Membership Fees -

	2008	2010
Up to age 35	\$400	\$500
Age 36 to 40	\$350	\$400
Age 41 to 50	\$300	\$350
Age 51 to 60	\$250	\$300
Age 61 and over	\$125	\$150

Section 9 – Good Standing – All Unit Members shall be considered in good standing in the Marine Corps League Auxiliary,

(A) Except when:

- (1) Required dues are not paid and transmitted within ninety (90) days after membership expiration date shown on member's membership card.
- (2) A member is improperly indebted to the member's Unit, Department or to National Headquarters.
- (3) Under suspension as punishment the adjudication of guilt as provided in Chapter 9, Section 910, of the National Administrative Procedures.

Section 10 – Delinquent Unit Member – A member shall be identified as 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) 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.

(B) Any back dues owed by a Unit Member wishing to regain and retain her seniority must be paid, otherwise she will be a new member and files a new application form, 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 the years as a Unit Member.

Section 11 – Ineligible Member – Any Unit Member may be required to prove membership eligibility qualifications at any time. Should it be determined after careful investigation that a Unit Member does not have the required qualifications for membership, in accordance with the Charter and the National Bylaws of the Marine Corps League Auxiliary, such Unit Member shall be dropped from the rolls immediately. Proper notice of such action and the reasons therefore shall be expedited to the jurisdictional Department and National Headquarters.

Section 12 – Rights of Unit Members – No Unit Member shall be deprived of any rights and privileges in the Marine Corps League 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.

The following offenses are recognized under the National Bylaws and Administrative Procedures:

- (A) Violation of oath of membership.
- (B) Violation of oath of office.
- (C) Conduct unbecoming a member of the Marine Corps League Auxiliary, or an action detrimental to the Auxiliary.
- (C) Conviction of any crime which constitutes a felony in a County, City, State or Federal Court in the United States of America.

Section 13 – Change of Status - A Unit 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 Unit Member any future date unless eligible to join in another qualified status.

Article 7 - Incorporations

Section 1 – Incorporations - Because this Unit engages in non-profit services and because the Unit uses the name of the Marine Corps League Auxiliary will be incorporated in accordance with Section 700 of the National Bylaws. If proof of incorporation is not provided Headquarters, National Marine Corps League Auxiliary, Inc., with proof of Unit's incorporation, the Unit may be billed annually until such proof of incorporation is on file with National Headquarters.

Article 8 - Elections

Section 1 – Nominations will be accepted during the regular meetings held in March. The Judge Advocate shall read the qualifications and duties of each office and request verification of eligibility of members nominated. No nominee can be accepted if dues have not been paid for the current year.

Section 2 - The nominee must be present or have given written consent to accept the office at final nomination and election.

Section 3 – Elections shall be held at the regular meeting in March and shall be by secret ballot.

- a) The election of the Unit Officers shall be the last order of business. The election of the President, Senior Vice President, Junior Vice President and Judge Advocate shall be by Roll Call vote, in this order, properly recorded. 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 shall be by secret ballot.
- b) Before voting begins, the President shall select four (4) members to supervise voting and correctly tally the votes cast. Two shall act as Tellers and two as Judges.
- c) The election of officers shall not begin until the appointed election Judges and Tellers advise the Chair that they are prepared to supervise the election. When it is so advised, the Chair shall then call for the "Election of Officers". Upon such announcement the Chair shall not accept or entertain any issue, question or subject that is not strictly related to the Roll Call being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the floor until the vote in progress is concluded. Anyone leaving the meeting cannot reenter.
- d) A majority of the votes cast is required to elect Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed five [5] minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

Section 4 – Installation of newly elected officers shall be held at time designated by the newly elected president and shall be after September 1st and no later than May 15th of each year. All books, records, and properties must be turned over to the new officers prior to the next regular meeting.

Section 5 – Installation must be conducted within thirty (30) days subsequent of the election or by the next scheduled meeting.

Section 6 – 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 Unit Officer.

Section 7 – Notwithstanding the above, report of Officers and Installation must be received at National Headquarters no later than June 30th of each year.