

**BYLAWS
&
ADMINISTRATIVE PROCEDURES**

**CPL. MASON O. YARBROUGH
DETACHMENT #1081**

MARINE CORPS LEAGUE

Revised 18 August 2016



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PREAMBLE

In the name of the beneficent God of all, we who have or are now honorably serving our country in the UNITED STATES MARINE CORPS, or other U.S. military service who are now or have served in direct support of U.S. MARINES under conditions specified by the NATIONAL MARINE CORPS LEAGUE, for the common good of this Nation, and all Nations and people of our world, and in order that the fundamental rights and the freedom of every person may be preserved, to foster interest in the affairs of the UNITED STATES MARINE CORPS, to protect and advance the welfare of wounded and disabled Marines and their dependents, and for the further purposes set forth hereinafter, do solemnly and firmly associate ourselves together in a nonprofit corporation known as the “MARINE CORPS LEAGUE CORPORAL MASON O. YARBROUGH DETACHMENT #1081” and order and establish these Bylaws.

BYLAWS
CPL. MASON O. YARBROUGH DETACHMENT #1081
MARINE CORPS LEAGUE

ARTICLE 1: GENERAL

Section 100: Name and Purpose

The name of the body corporate shall be the "Cpl. Mason O. Yarbrough Detachment #1081" Marine Corps League being a nonprofit corporation incorporated by the Missouri Secretary of State on the 20th day of November 2001 for a perpetual time.

The purposes for which the Detachment is formed are:

- (a) To preserve the traditions and to promote the interest of the United States Marine Corps;
- (b) To band together those who are now serving in the United States Marine Corps and those who have been honorably discharged from the Corps, and those of the other military services who are now or who have served in direct support of the U.S. Marines under conditions specified by the National Marine Corps League;
- (c) To fit its members for the duties of citizenship and to encourage them to serve as ably citizens as they have served the Nation under arms;
- (d) To hold sacred the history and memory of the men and women who have given their lives to the Nation;
- (e) To foster love for the principles which they have supported by blood and valor in honor since the founding of the Republic;
- (f) To maintain true allegiance to American institutions;
- (g) To create a bond of comradeship between those in service and those who have returned to civilian life;
- (h) To aid voluntarily and to render assistance to all Marines as well as to their widows and orphans;
- (i) To perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

Section 105: Location

The meeting place and principal office of the Cpl. Mason O. Yarbrough Detachment#1081 Marine Corps League shall be at the "Barracks" 2148 Broadway, Cape Girardeau, MO. or such other place or places as directed by the Detachment Commandant with the advice and consent of a majority of the membership at a regularly convened meeting.

Section 110: Corporate Seal

The corporate seal shall be round in shape containing in the center thereof a replica of the United States Marine Corps Emblem and surrounded by the words "Cpl. Mason O. Yarbrough Detachment #1081". The seal shall remain in the custody of the Commandant or the Adjutant as convenient circumstance may require.

Section 115: Policy

(a) The supreme power of the Cpl. Mason O. Yarbrough Detachment #1081, Marine Corps League shall be vested always in the membership, functioning through its Officers who shall also be known as its Corporate Board of Directors.

(b) The Cpl. Mason O. Yarbrough Detachment #1081 of the Marine Corps League shall never take part in a labor or management dispute or issue, and it shall be ever nonsectarian, non-political and nonpartisan, nor shall it be biased on the grounds of race, color, creed, nationality, or sex, nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or present civilian position be used as a basis for special consideration or preferment.

(c) Nothing in the preceding paragraph shall prohibit the Detachment from participating in political issues affecting the welfare of the United States Marine Corps League, the National Security of our Nation, or a veteran's claim for justice arising from service in the Armed Forces of the United States of America.

ARTICLE 2: MEETINGS

Section 200: Meetings

The Cpl. Mason O. Yarbrough Detachment #1081 Marine Corps League shall meet the third Thursday of each month at 1900 hours at the "Barracks" 2148 Broadway, Cape Girardeau, MO. unless otherwise directed by the Detachment Commandant with the advice and consent of a majority of the membership at a regularly convened meeting.

Section 205: Quorum

A quorum of the Cpl. Mason O. Yarbrough Detachment #1081 shall be no less than ten (10) regular members in good standing and of that number two (2) must be duly elected Officers.

Section 210: Membership

(a) Only persons who are serving or who have served honorably in the United States Marine Corps for not less than ninety (90) days; persons who are serving or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points; and those of the other military services who are now or who have

(b) served in direct support of U.S. Marines under conditions specified by the National Marine Corps League may become regular members.

(c) Associate, Honorary, Life, and Dual Members may be accepted as provided in the National Bylaws.

(d) The Cpl. Mason O. Yarbrough Detachment #1081 Marine Corps League shall be the sole judge of its membership. It may not accept as members any person whose name has been stricken from the Rolls of the Marine Corps League by the Department or National Organizations.

Section 215: Rules of Order

The Bylaws and Administrative Procedures and the latest edition of Robert's Revised Rules of Order shall govern the procedure and conduct of each meeting.

ARTICLE 3: ORGANIZATION

Section 300: Officers

(a) The elected Officers of the Cpl. Mason O. Yarbrough Detachment #1081 shall be its Detachment Board of Trustees; expressly providing however, that the immediate Past Commandant shall automatically be a Trustee of the Board and Officer designated as the Junior Past Commandant. He need not be appointed or elected.

(b) All Officers whether elected or appointed must be Regular Members of the Detachment and shall serve for one (1) year.

(c) Elected Officers shall be:

- (1) Detachment Commandant
- (2) Detachment Senior Vice Commandant
- (3) Detachment Junior Vice Commandant
- (4) Detachment Judge Advocate
- (5) Detachment Adjutant
- (6) Detachment Paymaster
- (7) Detachment Sergeant-At-Arms
- (8) Detachment Chaplain

Section 305: Elections

(a) A nominating committee shall be named by the Detachment Commandant in February.

(b) Recommendations by the nominating committee and from the floor shall be voted upon during the scheduled meeting in the month of April.

Section 310: Installations

(a) Installation of the elected and appointed Officers of the Detachment shall be conducted within thirty (30) days subsequent of the election.

(b) An Installing Officer must be requested from the Department of Missouri Commandant. The Installing Officer shall be the Department Commandant or an elected Department Officer, Past Department Commandant, Past National Commandant, Past Detachment Commandant or other elected Marine Corps League Officer.

(c) The Installing Officer is responsible for forwarding the report of installation to Department and National Headquarters within fifteen (15) days of installation, but in no case later than 30 June each election year.

Section 315: Vacancy in Office

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

(b) In the event of a vacancy in any other elected or appointed office the Commandant shall appoint a member in good standing from the membership roster of the Detachment for the remainder of the Term of Office so vacated, which appointment must be approved by a majority of the membership at a regularly convened meeting.

Section 320: Removal From Office

When a Detachment elective officer fails to attend three (3) successive regular monthly meetings, the Commandant shall request by mail an explanation for failure to attend meetings and apparent lack of interest on the part of such officer (s). If an explanation is not received within ten (10) days after such request is sent to the last known address, or if the explanation is unsatisfactory, the Detachment Board of Trustees may declare such office vacant.

Section 325: Authority

The Cpl. Mason O. Yarbrough Detachment #1081 Marine Corps League shall be governed by its elected Officers and trustees and be subordinate to the Department and National Conventions and the Constitution and Bylaws of those bodies.

ARTICLE 4: DUTIES OF OFFICERS

Section 400: Commandant

It shall be the duty of the Detachment Commandant to preside at all Detachment and Board of Trustee meetings; to observe and enforce the observance of the rules and regulations of the Constitution and Bylaws of the National, State Department and the Detachment itself in addition to all committees; to make and promulgate all orders and regulations necessary for the proper administration of the affairs of the Detachment and to seek the advice of the Trustees as may be necessary.

Section 405: Senior Vice Commandant

Is the second ranking Officer and Trustee of the Detachment and in the absence of the Detachment Commandant shall assume the duties of the office of Detachment Commandant; shall initiate and implement such dynamic programs as will increase the effectiveness of the Detachment, and shall perform such other duties as may be assigned by the Detachment Commandant.

Section 410: Junior Vice Commandant

Is the third ranking Officer and Trustee of the Detachment and in the absence of the Detachment Senior Vice Commandant shall assume the duties of the office of the Detachment Senior Vice Commandant. He shall create and promulgate such membership incentives and programs as will further membership growth.

Section 415: Detachment Judge Advocate

Is the fourth ranking Officer and Trustee of the Detachment. His duties are to act as legal counsel of the Detachment, to interpret the Bylaws, shall advice, construe and render opinions on questions of Law and Procedure to the Commandant; to the Board of Trustees and to members of the Detachment.

Section 420: Junior Past Commandant

Is the fifth ranking Officer and Trustee. His duties are to contribute generously and impartially from past experience to the best interest of the Marine Corps League. He shall strive to build the membership and attain a State Department Office and maintain a liaison between Detachment and the Department and National Marine Corps League.

Section 425: Detachment Adjutant

Shall keep proper and necessary books for the recording of all business and minutes of all Detachment meetings; also minutes of all Board of Trustee Meetings. He shall prepare and assist in preparation of correspondence and bulletins in conjunction with the Commandant and other Officers as the need occur.

Section 430: Detachment Paymaster

This Officer shall be the holder of money, properties and securities of the Cpl. Mason O. Yarbrough Detachment #1081 Marine Corps League, keeping correct record of all financial transactions. The Paymaster shall notify all members of their indebtedness to the Detachment. He or she shall deposit all funds and securities in a Bank, Savings Company, Mutual Fund, or Brokerage Account as designated by the membership and in the name of the Cpl. Mason O. Yarbrough Detachment #1081 Marine Corps League. Expenditures shall be made by check, signed by the Paymaster or other designee as listed on the Bank Accounts Signature Form.

Section 435: Detachment Sergeant-At-Arms

He shall preserve order at all Detachment meetings and assemblies and perform such other duties as required by the Commandant. He shall set up the meeting rooms, see that the Colors are properly presented and lead the “Pledge of Allegiance”. It is his responsibility to maintain order and see that the membership refrain from drinking alcoholic beverages immediately before and during the meeting. He shall enforce the smoking rule as directed by the Commandant. He shall insure that only members in good standing attend the Detachment meetings or assemblies.

Section 440: Detachment Chaplain

He shall perform such duties in a spiritual nature as are required by the Laws and Rituals of the Marine Corps League. He shall visit the sick members and families and send appropriate cards concerning illness and death. He shall make a special effort to find out if any member is in distress or ill, or if there is a death that should be addressed, and advise the proper Detachment Officer so that proper recognition of the death, illness or distress may be addressed by the Detachment membership.

ARTICLE 5: COMMITTEES

Section 500: Committees

The Commandant may appoint committees at his pleasure. The Commandant shall appoint but not be limited to, the following committees: Marine Corps Birthday Ball, Bylaws, and Scholarship committees.

Section 505: Investment Committee

(A) Purpose of Committee. The goal of the Investment Committee is to invest Detachment funds for capital gains growth.

(B) Investment Committee. The Committee shall be composed of three (3) elected Detachment members who are in good standing and the Detachment Paymaster acting as the Administrator. Except for the first Committee the members shall serve a three (3) year rotating term. The first Committee shall consist of one (1) member serving a one (1) year term, a second member

serving a two (2) year term and the third member serving a three (3) year term., If a Committee member has served for two (2) consecutive terms that member cannot serve a third term until a year has lapsed from his or her last term.

(1) The Investment Committee shall meet monthly until Investment Accounts are established. Thereafter, unless a special meeting is called, The Investment Committee shall meet quarterly to review investments and reconcile account statements.

(2) Quorum. At a minimum, two (2) members shall be present.

(C) Funds. Upon the recommendations of the Investment Committee the amount of funds to be invested shall be determined by the Detachment.

(D) Investment Vehicle. Funds to be invested shall be in Banking, Mutual Funds or Brokerage Accounts recommended by the Investment Committee and approved by the Detachment.

(E) Investment Assets. Funds shall be invested in Assets that are offered by Banking, Mutual Funds or Brokerage Account Vehicles. The types of Assets and amount of funds invested per Asset shall be recommended by the Investment Committee and approved by the Detachment.

ARTICLE 6: FINANCES

Section 600: Dues

Dues shall be determined by the Detachment Board of Trustees and approved or disapproved by the membership. Dues shall not be less than that amount set by the Department and National Headquarters.

Section 605: Department And National Dues

Dues for Department and National shall be forwarded to the Department Paymaster in an expeditious manner.

Section 610: Funds Deposit

All funds received by Detachment Paymaster shall be deposited in the name of Cpl. Mason O. Yarbrough Detachment #1081 Marine Corps League. The funds shall be deposited in banks, savings companies, mutual funds, or brokerage accounts as designated by the membership.

Section 615: Annual Audit

An audit shall be performed annually each May. The Commandant shall appoint an Audit committee consisting of three (3) members, one of which shall be the current Judge Advocate. They shall review all records of receipts and expenditures kept by the Detachment Paymaster and present their report of audit at the next Detachment meeting.

Section 620: Fund Raising

Fund raising activity shall not violate any Federal, State, or Municipal Law or Ordinance, nor reflect discredit upon the Marine Corps League.

ARTICLE 7: DISCIPLINE

Section 700: Discipline

Any member of the Detachment who violates these Bylaws or the Bylaws of the Department or National Marine Corps League or who performs or allows to be performed any act or deed that tends to bring discredit upon the Marine Corps League shall be disciplined by the Detachment Board of Trustees in a manner which in their discretion as just punishment for such violation.

ARTICLE 8: AMENDMENTS

Section 800: Amendments

(a) These Bylaws may be revised, amended or repealed by a majority of the Detachment duly convened.

(b) Amendments or additions of any kind to these Bylaws must be submitted in writing to the Bylaws Committee or the Detachment membership duly convened one (1) month before the proposed change is voted upon at a regular scheduled and duly convened meeting and then only if the proposed change does not affect or conflict with Department or National Bylaws.

(c) The Bylaws supersede any and all other Bylaws of this Detachment heretofore submitted or acted upon.

CERTIFICATION

These Bylaws were drafted in August and September 2002 by the Detachment Judge Advocate Charles C. Hatley Atty.

I certify that the Detachment and the Bylaws Committee approved these Bylaws on the 21st day of November, 2002.

Ronald P. MacCubbin, Commandant

I certify that I have reviewed the Bylaws of the Cpl. Mason O. Yarbrough Detachment #1081 Marine Corps League and find them neither in conflict with, nor inconsistent with the Department or National Bylaws of the Marine Corps League and do by this certification give my approval to same.

Robert C. Box, Judge Advocate Department of Missouri

I certify that these Bylaws were amended and approved by the membership at a duly convened meeting on the 17th day of May 2005.

Richard L. Bollwerk, Commandant

I certify that sections #105 and #200 were amended and approved by the membership at a duly convened meeting on the 19th day of January 2012.

Robert Francis, Commandant

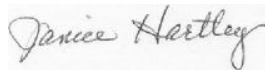
Addition of Section 505: Investment Committee

I certify that Section 505: Investment Committee was approved by the membership at a duly convened meeting on the 19th day of September 2013.

Steven E Seyller, Commandant

CERTIFICATION

I have reviewed the Bylaws and Administrative Procedures of the Cpl Mason O. Yarbrough Detachment # 1081 Marine Corps League and find them neither in conflict with, nor inconsistent with the Department of National Bylaws of the Marine Corps League and do by my signature give approval to same on this date September 7, 2013.



Janice Hartley
Judge Advocate
Department of Missouri

CERTIFICATION

I have reviewed the Bylaws and Administrative Procedures of the Cpl. Mason O. Yarbrough Detachment #1081 Marine Corps League and find them neither in conflict with, nor inconsistent with, the Department of National Bylaws of the Marine Corps League and do by my signature give approval to same on this date August 22, 2016.

A handwritten signature in black ink, appearing to read "Matt Jorgenson". The signature is fluid and cursive, with a prominent loop at the end.

Matt Jorgenson
Judge Advocate
Department of Missouri

**CPL MASON O YARBROUGH DETACHMENT #1081
BYLAWS AMENDMENT #1**

First Reading 17 November 2011, Approved 19 January 2012

BYLAWS ARTICLE 1, Section #105: Location

Change to read

The meeting place and principle office of the Cpl Mason O Yarbrough Detachment #1081 Marine Corps League shall be at the “Barracks” 2148 Broadway Cape Girardeau, MO or at such other place or places as directed by the Detachment Commandant with the advice and consent of a majority of the membership at a regularly convened meeting.

BYLAWS ARTICLE 2, Section #200: Meetings

Change to read

The Cpl Mason O Yarbrough Detachment #1081 Marine Corps League shall meet the third Thursday of each month at 1900 hours at the “Barracks” 2148 Broadway Cape Girardeau, MO unless otherwise directed by the Detachment Commandant with the advice and consent of a majority of the membership at a regularly convened meeting.

I certify that Amendment #1 of the Bylaws was approved by the membership at a duly convened meeting on the 19th day of January 2012.
Steven Seyller, Commandant.

BYLAWS AMENDMENT #2

First Reading 21 July 2016, Approved 18 August 2016

Section 430: Detachment Paymaster

This Officer shall be the holder of money, properties and securities of the Cpl. Mason O. Yarbrough Detachment #1081 Marine Corps League, keeping correct record of all financial transactions. The Paymaster shall notify all members of their indebtedness to the Detachment. He or she shall deposit all funds and securities in a Bank, Savings Company, Mutual Fund, or Brokerage Account as designated by the membership and in the name of the Cpl. Mason O. Yarbrough Detachment #1081 Marine Corps League. Expenditures shall be made by check, signed by the Paymaster or other designee as listed on the Bank Accounts Signature Form.

I certify that Amendment #2 of the Bylaws was approved by the membership at a duly convened meeting on the 18th day of August 2016.
Mike Reitzel, Judge Advocate.

**ADMINISTRATIVE PROCEDURES AND GUIDELINES
For Detachment 1081 Bylaws**

Section A. Attendance At Conventions

Department of Missouri State Convention

Detachment delegates are determined by the membership on record at MCL National Headquarters on 1 May prior to the convention.

Detachment voting strength will be determined by entitling each Detachment to one (1) delegate and one (1) alternate for each five (5) members or fraction thereof of its paid up membership in good standing.

The Detachment's Delegates and Alternates shall be elected fifteen (15) days prior to the Department Convention and names of Delegates forwarded to the Department Commandant immediately in writing.

Selection of Delegates

1. Candidates shall be members in good standing of Detachment 1081, and must have attended a minimum of 50% of the Detachment meetings in the previous year, unless otherwise recommended by the Detachment Officers and approved by a vote of the membership.
2. Delegate fees only will be paid by the Detachment.
3. All other registration fees, room costs, meals and transportation will be the responsibility of the elected delegate, unless other arrangements are recommended by the Detachment Officers and approved by a vote of the membership.
4. The Commandant will give an oral report of the convention proceedings at the next regular meeting following the State Convention, and file a written report with the Adjutant.

Midwest Division MCL Conferences

There are two Division conferences each year; a Spring and a Fall Conference. There are no delegate requirements set for the Conferences. Any member in good standing may attend as a representative of the Detachment.

When the Division Conference is held outside the state of Missouri, the Detachment Commandant will attend as the expense paid delegate of the Detachment. If unable to attend, the Commandant will appoint another officer to attend in his place. If no officer can attend, the Commandant will appoint a member in good standing to be the Detachment representative.

Other members desiring to attend as compensated delegates of Detachment 1081 must declare their desire in person, or in writing at a regular Detachment meeting preceding the convention.

All compensated delegates will file a written report with the Adjutant upon their return from the convention, and may be asked to give an oral report at a regular Detachment meeting.

National MCL Convention

Detachment delegates are determined by the membership on record at MCL National Headquarters on 30 June prior to the convention.

For the first 15 regular members, each detachment is eligible for 1 delegate and 1 alternate. For each additional 15 members, each detachment is eligible for 1 delegate and 1 alternate. For a partial of 15 members, each detachment is eligible for 1 delegate and 1 alternate.

Selection of Delegates

- 1.** Delegates shall be members in good standing of Detachment 1081, and must have attended a minimum of 50% of the Detachment meetings in the previous year.
- 2.** The Detachment Commandant shall be eligible to attend as the expense paid delegate. Other Detachment Officers will be the next eligible delegates, but expenses must be requested and may be approved by the Detachment.
- 3.** Delegates to the National Convention are to be selected by election at a meeting prior to the Convention. Members desiring to attend as compensated delegates of Detachment 1081 must declare their desire in person, or in writing at a regular Detachment meeting prior to the convention.
- 4.** Members who are past State or National Officers are automatic delegates, should they desire to attend.
- 5.** The Commandant will give an oral report of the convention proceedings at the next regular meeting following the National Convention, and file a written report with the Adjutant. All other delegates will file written reports.
- 6.** The current approved travel expense is set at a per diem rate of \$150.

Department of Missouri Quarterly Staff Meetings

The Commandant, or his selected representative, is expected to attend the Department of Missouri Quarterly Staff meetings, held in Jefferson City, generally on the first Saturday of September, December, and March.

The Detachment will pay up to \$200 of travel /lodging expenses for each meeting attended, to either the Commandant, or his selected representative.

(Note: The fourth Staff meeting is the annual Department Convention, held in June, which is already covered in a separate heading above.) I certify that the addition of Quarterly Staff

Meetings to the Administrative Procedures and Guidelines was approved by the membership at a duly convened meeting on the 15th day of October 2015. Jim Maevers, Commandant

Section B. Honor Guard / Color Guard

Any regular member in good standing may indicate a desire to join the Honor Guard by contacting the Commander or Assistant Commander of the Guard. At that time, this person will be apprised of the duties and responsibilities of the members of the Honor Guard.

The Detachment will purchase the uniform required to participate in the Honor Guard, except for the Dress Blue blouse and dress shoes. These will be the responsibility of the Honor Guard member. A new member must attend a minimum of five (5) drill sessions, and be certified competent in close order drill by the Commander and Assistant Commander, before a uniform will be purchased.

It is the responsibility of the Honor Guard member to maintain the uniform to the specifications of the Honor Guard.

At the discretion of the Honor Guard / Color Guard Commander, the MCL Undress Uniform Short Sleeve may be worn from 1 May through 30 September for Honor Guard / Color Guard Functions.

Honor Guard members can be reimbursed at the rate of .25 cents per mile for each mile traveled for an official Honor Guard event when the event is more than 25 miles from their home. This must be done on a form obtained from and signed by the Honor Guard Commander or Assistant Commander.

Section C. Funeral Flowers For Deceased Members

The Detachment will purchase floral arrangements for deceased members of the Detachment and their immediate family (spouse and children). The amount is set at no more than \$100 for this floral arrangement.

The Detachment will purchase floral arrangements for deceased relatives of

Detachment members, not to exceed \$35. Relatives include mother, father, siblings, mother-in-law, and father-in-law.

Section D. Gifts For Hospitalized Members

The Detachment will purchase appropriate gifts for hospitalized members or their spouses as appropriate (flowers, magazines, candy, etc.) to provide a cheerful recovery atmosphere. These gifts shall not exceed \$25
Approved July 2004

Section E. Sale or Disposal of League Property

All League property for sale or disposal must first be offered to all current members in good standing. Notifications must be made so all members have the opportunity to be notified of the sale or disposal. This can be done by any or all of the following: electronic mail, direct mail, posting in the newsletter, or posting at two consecutive meetings. Only after these steps have been satisfied can the item be offered to the general public. The Officers of the Detachment will determine the price and bidding procedures.
Approved 19 January 2012

Section F. Donation Requests

Any requested cash donation from the Detachment must first be presented to the Detachment Board of Trustees for consideration. The Detachment Board of Trustees must receive the request prior to their monthly meeting, which is held in advance of the regularly scheduled Detachment meeting.

The Detachment Board of Trustees will have the discretion of determining if the request should be presented for a vote of the regular members present at the Detachment meeting.

If the requested donation is submitted far enough in advance, and is approved for vote by the Detachment Board of Trustees, the request will be read at two consecutive Detachment meetings. Voting by the members present will take place after the second reading.

If time does not permit a second reading, or it is an emergency situation, it will be brought up by vote, pending Detachment Board of Trustees approval, at the first regular meeting of the Detachment.

First consideration for donations will be made to military organizations, or organizations affiliated with or related to, military organizations or purposes.

Approved 23 August 2012

I certify that Section F. of the Administrative Procedures and Guidelines was approved by the membership at a duly convened meeting on the 23rd day of August 2012.

Steven Seyller, Commandant

Section G: Guidelines for Detachment Marine of the Year

Eligibility

1. Must be a Regular Member in good standing at the time of nomination.
2. Has demonstrated devotion to the principles and purposes of the U.S. Marine Corps and the Marine Corps League by activities and achievements within the Marine Corps League.

Guidelines: (Have involvement in detachment activities, e.g.)

1. Attends meetings regularly.
2. Participates in detachment functions.
3. Has served on a detachment committee, holds or has held an office.
4. Participates in the Toys for Tots program.

Achievements can be cumulative, but current year activities should be stressed. The nominee for Marine of the Year should have involvement at all levels. Overall service should show that the nominee has gone “above and beyond” what is expected of an average “good” member. The above guidelines are examples only and not hard requirements for the award.

If the Marine is truly deserving, please take time to submit a thorough and well written nomination.

Submission of Nominee:

Any member in “Good Standing” may nominate any other “Regular Member in Good Standing” for Detachment Marine of the Year. The nomination must be submitted, no later than the date of the regular February detachment meeting, to the previous year’s recipient of the award who serves as Chairperson of the current year’s committee. The committee is comprised of the three (3) previous 1081 Detachment Marine of the Year award recipients. Upon completion of the review of candidates, each member will cast a ballot for the nominee who best meets the criteria in the opinion of the member. The successful nominee will thus be selected. If no nominations are received, or those nominations received do not show that the nominee has “gone above and beyond” what is expected of a member, the committee members may by unanimous vote not make an award for that year.

Confidentiality:

No member shall reveal the name of the successful nominee to anyone prior to the announcement at the Annual Appreciation Banquet, at which time the Marine of the Year recipient will be introduced. Other Nominees, those not selected are not named and nomination letters are discarded.

Award:

The Detachment Marine of the Year Medallion will be presented at the Annual Appreciation Banquet. The Awards Chairman is responsible for having the medallion at the banquet.

Repeat Nominations: The committee can elect to respond to unsuccessful nominators with encouragement to resubmit their candidate the following year.

Repeat Awards:

A member can only receive the award once.

I certify that the addition of Section G: Guidelines for Detachment Marine of the Year to the Administrative Procedures and Guidelines was approved by the membership at a duly convened meeting on the 17th day of March 2016. Mike Reitzel, Judge Advocate, (6/19/2016).

Forms

**CPL. MASON O. YARBROUGH
DETACHMENT #1081**

MARINE CORPS LEAGUE



Marine Corps League



Cpl. Mason O. Yarbrough
Detachment # 1081

DD214 Verification Form

Section 210: Membership

(a) Only persons who are serving or who have served honorably in the United States Marine Corps for not less than ninety (90) days; persons who are serving or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points; and those of the other military services who are now or who have

(b) Served in direct support of U.S. Marines under conditions specified by the National Marine Corps League may become regular members.

(c) Associate, Honorary, Life, and Dual Members may be accepted as provided in the National Bylaws.

(d) The Cpl. Mason O. Yarbrough Detachment #1081 Marine Corps League shall be the sole judge of its membership. It may not accept as members any person whose name has been stricken from the Rolls of the Marine Corps League by the Department or National Organizations.

This is to certify that the below listed Officer or Past Commandant has seen and verified the DD214 for the below listed member. His / Her signature certifies that the member meets the requirements as set forth in the bylaws to become a member in the Cpl. Mason O. Yarbrough Detachment #1081, Marine Corps League.

Member Name _____

Officer / Past Commandant _____

Signature _____

Date _____

Incorporated by act of Congress
August 4, 1937



MARINE CORPS LEAGUE

Cpl. Mason O. Yarbrough Detachment #1081

Audit Verification

ARTICLE 6: FINANCES

Section 615: ANNUAL AUDIT

An audit shall be performed annually each May. The Commandant shall appoint an audit committee consisting of three (3) members, one of which shall be the current Judge Advocate. They shall review all records of receipts and expenditures kept by the Detachment Paymaster and present their report of audit at the next Detachment meeting.

This is to certify that a financial audit of The Marine Corps League, Cpl. Mason O. Yarbrough Det. 1081 was held on _____ for the Fiscal Year _____.

Judge Advocate: _____

Committee Member: _____

Committee Member: _____

Marine Corps League



Cpl. Mason O. Yarbrough
Detachment # 1081

Department of Missouri Quarterly Staff Meeting Reimbursement Form

ADMINISTRATIVE PROCEDURES AND GUIDELINES

Section A. Attendance At Conventions

Department of Missouri Quarterly Staff Meetings

The Detachment will pay up to \$200 of travel /lodging expenses for each meeting attended, to either the Commandant, or his selected representative.

Date of Meeting: _____

Fuel: _____

Meals: _____

Lodging: _____

Other: _____

Total Amount to Be Reimbursed: _____

Signature: _____

Date: _____

Marine Corps League



Cpl. Mason O. Yarbrough
Detachment # 1081

Color / Honor Guard Request Form

I (we) wish to formally request the services of the Cpl. Mason O. Yarbrough Detachment #1081 Color / Honor Guard for the following event:

Name of Event _____

Location _____

Date _____ Start Time _____ End Time _____

Contact Person _____

Phone _____ Email _____

Customary Honorarium \$100 _____ or other donation \$ _____

Signature _____

Please fill out and mail to:
Cpl. Mason O. Yarbrough Detachment #1081, MCL.
2148 Broadway
Cape Girardeau, MO. 63701

To be filled out by Color / Honor Guard Commander

Approved _____ *Yes / No*

Event Contact Person Notified _____ *Yes / No*

Members assigned to event: _____

Signature of Commander _____

Marine Corps League



Cpl. Mason O. Yarbrough
Detachment # 1081

Honor Guard Travel Reimbursement Form
ADMINISTRATIVE PROCEDURES AND GUIDELINES

Section B. Honor Guard / Color Guard

Honor Guard members can be reimbursed at the rate of .25 cents per mile for each mile traveled for an official Honor Guard event when the event is more than 25 miles from their home. This must be done on a form obtained from and signed by the Honor Guard Commander or Assistant Commander.

Honors and Location

Honors Performed For: _____

Date Honors Were Performed: _____

Location Traveled From: _____

Location Traveled To: _____

Total Miles Traveled X .25 Equals Reimbursement Amount: _____

Submitted By:

Printed Name: _____

Signature: _____

Date Signed: _____

Approved By:

Honor Guard Commander Signature: _____

Date Signed: _____