

BYLAWS

CPL. MASON O. YARBROUGH DETACHMENT #1081

MARINE CORPS LEAGUE

Approved 20-Feb-2020





Cpl. Mason O. Yarbrough Detachment #1081

20 February 2020

From: Detachment Commandant
Detachment Judge Advocate

To: Detachment Membership
Re: Detachment Bylaws and Administrative Procedures

Purpose. These Bylaws and Administrative Procedures provide guidance concerning the function and organization of the Detachment. The primary goal is to ensure that the Cpl. Mason O. Yarbrough Detachment is operated in accordance with the Marine Corps League's structure, and to follow all local, state, and national laws. The 2002 Edition of the Detachment Bylaws and Administrative Procedures are hereby cancelled this date.

Background. At the 2018 National Convention held in Buffalo, NY, the National Bylaws were completely rewritten. The National Bylaws state the responsibilities incumbent upon all Marine Corps League members and state the requirements that will ultimately facilitate the mission of the League.

Goal. The goal of the Cpl. Mason O. Yarbrough Detachment Bylaws and Administrative Procedures is to provide the Detachment leadership effective resources and guidance to ensure that the Detachment is successful and relevant to its membership. This document sets the specific guidelines and requirements for all Detachment members to follow.

Ratification. These Detachment Bylaws and Administrative Procedures were presented to all members at the regular monthly membership meeting on 20 February 2020. There was a motion and a second by qualified members to accept and approve the new Bylaws and Administrative procedures. Discussion phase was opened, and all questions or changes were made. The Detachment Bylaws and Administrative Procedures were approved by a 2/3 vote of all members present at the meeting on Thursday, 20 February 2020.

Effective Date. These Detachment Bylaws and Administrative Procedures were effective at the close of the regular meeting, and approved by the Department Judge Advocate on Mar. 13, 2020 as required in Section 905 of the Marine Corps League National Bylaws.

Hugh K. Nicht
Department Judge Advocate

Leonard Knapp
Leonard Knapp
Commandant

Eric Lundstrom
Eric Lundstrom
Judge Advocate

Table of Contents

BYLAWS

ARTICLE I: Name.....	BL-1
Section 100: Name.....	BL-1
Section 105: Mission.....	BL-1
ARTICLE II: Purpose.....	BL-1
Section 200: Purpose	BL-1
ARTICLE III: Policy.....	BL-2
Section 300: Policy.....	BL-2
ARTICLE IV: Membership.....	BL-2
Section 400: Membership.....	BL-2
ARTICLE V: Dues and Budget.....	BL-2
Section 500: Dues and Budget.....	BL-2
ARTICLE VI: Organization	BL-3
Section 600: Organization.....	BL-3
ARTICLE VII: Elections.....	BL-3
Section 700: Elections.....	BL-3
ARTICLE VIII: Duties of Officers.....	BL-4
Section 800: Commandant	BL-4
Section 805: Senior Vice Commandant	BL-4
Section 810: Junior Vice Commandant	BL-4
Section 815: Judge Advocate	BL-4
Section 820: Adjutant	BL-4
Section 825: Paymaster	BL-4
Section 830: Sergeant-At-Arms	BL-5
Section 835: Chaplain	BL-5
Section 840: Junior Past Commandant	BL-5
ARTICLE IX: Meetings.....	BL-6
Section 900: Meetings	BL-6
ARTICLE X: Rules of Order	BL-6
Section 1000: Rules of Order	BL-6

ARTICLE XI: Amendments to the Detachment Bylaws.....	BL-6
Section 1100: Amendments.....	BL-6
Section 1105: Clerical Errors.....	BL-6
ARTICLE XII: Finances	BL-7
Section 1200: Finances	BL-7
Section 1205: Annual Audit	BL-7
ARTICLE XIII: Conduction of Meetings	BL-7
Section 1300: Conduction of Meetings	BL-7

ADMINISTRATIVE PROCEDURES

CHAPTER ONE: General	AP-1
Section 1000: Name	AP-1
Section 1005: Corporate Seal	AP-1
CHAPTER TWO: Purpose	AP-1
CHAPTER THREE: Policy	AP-2
Section 3000: Policy	AP-2
CHAPTER FOUR: Membership	AP-2
Section 4000: Membership	AP-2
Section 4005: DD-214 Verification	AP-2
Section 4010: Initiation	AP-2
CHAPTER FIVE: Dues and Budget	AP-2
Section 5000: Dues	AP-2
CHAPTER SIX: Organization	AP-3
Section 6000: Officers	AP-3
Section 6005: Vacancy in Office	AP-3
CHAPTER SEVEN: Elections	AP-4
Section 7000: Elections	AP-4
Section 7005: Installation	AP-4
CHAPTER EIGHT: Committees	AP-4
Section 8000: Committees	AP-4
Section 8005: Social Committee	AP-4
Section 8010: Investment Committee	AP-4

CHAPTER NINE: Meetings	AP-5
Section 9000: Detachment Meetings	AP-5
Section 9005: Quorum	AP-5
Section 9010: Department of Missouri Convention	AP-5
Section 9015: Midwest Division Conference	AP-5
Section 9020: MCL Mid-Winter Conference	AP-6
Section 9025: MCL National Convention	AP-6
Section 9030: Department of Missouri Quarterly Staff Meetings	AP-7
 CHAPTER TEN: Awards	 AP-7
Section 10000: Detachment and Department Awards	AP-7
Section 10005: Detachment Marine of the Year	AP-7
Section 10010: Detachment Americanism Award	AP-8
Section 10015: Detachment Associate of the Year Award	AP-9
 CHAPTER ELEVEN: Assistance and Aid	 AP-10
Section 11000: Marine Rose Program	AP-10
Section 11005: Donation Requests	AP-11
 CHAPTER TWELVE: Finances	 AP-12
Section 12000: Annual Audit	AP-12
Section 12005: Investment Committee	AP-12
Section 12010: Fundraising	AP-12
 CHAPTER THIRTEEN: Miscellaneous	 AP-13
Section 13000: Honor Guard/Color Guard	AP-13
Section 13005: Funeral Flowers for Deceased Members	AP-13
Section 13010: Gifts for Hospitalized Members	AP-13
Section 13015: Sale or Disposal of League Property	AP-13
Section 13020: Violation	AP-13
 FORMS:	
DD-214 Verification Form	
Audit Verification Form	
Dept. of MO. Quarterly Staff Meeting Reimbursement Form	
Color Guard/ Honor Guard Request Form	
Honor Guard Travel Reimbursement Form	
Marine Rose Approval Form	

ARTICLE I

Name

Section 100: Name. The name of this Detachment shall be the “Cpl. Mason O. Yarbrough Detachment, #1081”, chartered by and under the jurisdiction of the National Marine Corps League.

Section 105: Mission. The mission of the Marine Corps League is to preserve traditions of the United States Marine Corps; strengthen the fraternity of Marines and their families; serve Marines, FMF Corpsmen, and FMF Chaplains who wear or have worn the Eagle, Globe, and Anchor; and foster the ideals of Americanism and patriotic volunteerism.

ARTICLE II

Purpose

Section 200: Purpose. The purposes for which the Detachment is formed are:

- a) To preserve the traditions and to promote the interests of the United States Marine Corps;
- b) To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- c) To fit its members for the duties of citizenship and to encourage them to serve as ably as 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 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, FMF Corpsmen, and FMF Navy Chaplains, as well as to their widows and orphans; and
- 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.

ARTICLE III

Policy

Section 300: Policy.

- a) The Detachment shall never take part in any labor or management dispute or issue, 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. Present or former military rank or present civilian position shall not be used as a basis for special consideration or preferment.
- b) 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 IV

Membership

Section 400: Membership. The Detachment will be the sole judge of their membership, providing they meet the requirements and descriptions of the National Bylaws.

- a) No member will be deprived of any rights and privileges in the Marine Corps League 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 Administrative Procedures Chapter Nine.
- b) The right of appeal under the provisions of the National Bylaws and Administrative Procedures shall not be denied.
- c) Categories of membership are: Regular, Associate, Corporate and Honorary, as defined in the National Bylaws.

ARTICLE V

Dues and Budget

Section 500: Dues and Budget.

- a) The annual dues for membership in the Detachment shall be determined by the Detachment Board of Trustees and approved or disapproved by the members, and are due and payable on the date set by the National Bylaws.
- b) Life Membership fees will be established by the National Convention.
- c) Annual renewal dues must be paid on the 31st day of August of each year. Any member going in excess of 60 days in arrears shall be listed as such on the Detachment roster and will be dropped from membership if this status continues for 12 months.
- d) At the beginning of each administration the Officers will prepare a budget for the coming year and submit it to the Detachment for their approval at the June meeting.

ARTICLE VI Organization

Section 600: Organization.

- a) The elected officers of the Detachment shall be the Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate, each year; and
- b) Elect or appoint an Adjutant, Paymaster, Chaplain and Sergeant at Arms.
- c) Additional elected and appointed officers may be required from time to time and shall be appointed by the Commandant with the approval of a majority of the elected Officers.
- d) The elected and appointed officers, with the addition of the Junior Past Commandant, shall be known as the Board of Trustees.
- e) The Board of Trustees (BOT) and the committee chairpersons will be known as the Detachment Staff.
- f) Associate members may serve in appointed offices only.
- g) In addition to death, resignation, or incapacity, a vacancy in the BOT will occur through:
 - 1. Failure to attend two consecutive Detachment meetings, without being excused, or
 - 2. Removal from office by disciplinary action in accordance with National Administrative Procedures.
- h) No elected or appointed officer or committee member will receive any compensation, salary or benefit for any service rendered to this Detachment. Reimbursement for authorized expenses excepted.

Article VII Elections

Section 700: Elections.

- a) Any member in good standing with the Detachment is eligible to run for office.
- b) The officers for election will be nominated and elected in accordance with the Administrative Procedures of the Detachment.
- c) The Adjutant will publish the names of members nominated for office to each active member at least two weeks prior to the scheduled election.
- d) The election and Report of Officer Installation shall be in accordance with National Bylaws.

Article VIII

Duties of Officers

Section 800: 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 , 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 805: 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 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 810: 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 Detachment Senior Vice Commandant. This officer shall create and promulgate such membership incentives and programs as will further membership growth.

Section 815: Detachment Judge Advocate- Is the fourth ranking Officer and Trustee of the Detachment. The Judge Advocates duties are to act as legal counsel of the Detachment, to interpret the Bylaws; and shall advise, construe and render opinions on questions of law and procedure to the Commandant, to the Board of Trustees and to the members of the Detachment.

Section 820: Detachment Adjutant- This officer shall keep proper and necessary books for the recording of all business and the minutes of all Detachment meetings; also, minutes of all Board of Trustee meetings. The Adjutant shall prepare, and assist in preparation of correspondence and bulletins in conjunction with the Commandant and other Officers as the need occurs.

Section 825: 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. The Paymaster shall deposit all funds in the Detachment financial accounts 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 and countersigned by the Detachment Commandant.

Section 830: Detachment Sergeant-At-Arms- This officer shall preserve order at all Detachment meetings and assemblies, and perform such other duties as required by the Commandant. Detachment Sergeant-At-Arms shall set up meeting rooms, see that the Colors are properly presented and lead the 'Pledge of Allegiance'. It is this officer's responsibility to maintain order and see that members refrain from drinking alcoholic beverages immediately before and during the meeting. They shall also enforce the smoking rule as directed by the Commandant, in addition they must ensure that only members in good standing attend the Detachment meetings or assemblies.

Section 835: Detachment Chaplain- This officer shall perform such duties in a spiritual nature as are required by the laws and rituals of the Marine Corps League. The Chaplain shall visit the sick members and families, and send appropriate cards concerning illness and death. The Chaplain 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.

Section 840: Junior Past Commandant- This officer is expected to contribute generously and impartially from past experience to the best interest of the Marine Corps League. This officer shall strive to build the membership, attain a Department Office, and maintain liaison between Detachment, Department and National Marine Corps League.

Article IX Meetings

Section 900: Meetings. The Cpl. Mason O Yarbrough Detachment #1081 will hold regular meetings as set forth in the Administrative Procedures.

Article X Rules of Order

Section 1000: Rules of Order. All proceedings of the Cpl. Mason O. Yarbrough Detachment shall be conducted with the use of Roberts Rules of Order Newly Revised, which shall govern in all cases which are applicable, and in which they are not in conflict with the National Bylaws or Administrative Procedures, Department Bylaws, or any special rules of order National may adopt. In the event of a conflict, the ruling authority is the National Bylaws, then the National Administrative Procedures, then Roberts Rules of Order Newly Revised.

Article XI Amendment to the Detachment Bylaws

Section 1100: Amendments.

- a) These Bylaws may be amended at any regular meeting of the Detachment by two thirds vote, provided that the amendment has been submitted in writing at the previous meeting.
- b) Each member will be provided a copy of the current Detachment Bylaws when they become a member and will be provided a copy of each change within 30 days of approval. All copies will be at no charge to the member. Copies may be electronic or print.

Section 1105: Clerical Errors The Detachment Judge Advocate shall have the authority to identify, and with the advice and consent of the Commandant, correct clerical errors in the Detachment Bylaws and Administration Procedures where the error is clearly evident and the correction shall make no material change to the intent, form, or function of the Bylaw or Administrative Procedure in question. After making such correction, the Judge Advocate shall inform members at the next Detachment meeting.

Article XII Finances

Section 1200: Finances.

- a) All disbursements shall be made by check.
- b) Each check will bear two signatures – the Commandant and Paymaster. One other officer may be designated with signature authority to sign in the extended absence of a regular signer.
- c) All financial records will be kept in accordance with established good accounting principles.

Section 1205: Annual Audit. An audit shall be performed annually each May, following the procedures set forth in the Detachment Administrative Procedures.

Article XIII Conduction of Meetings

Section 1300: Conduction of Meetings. All meetings will be conducted according to the current Ritual Handbook as published by National Headquarters.

ADMINISTRATIVE PROCEDURES AND GUIDELINES

CPL. MASON O. YARBROUGH DETACHMENT #1081

MARINE CORPS LEAGUE



ADMINISTRATIVE PROCEDURES AND GUIDELINES

ADMINISTRATIVE PROCEDURES

CPL. MASON O. YARBROUGH DETACHMENT #1081

MARINE CORPS LEAGUE

CHAPTER ONE

General

Section 1000: Name. The name of the body corporate shall be the “Cpl. Mason O. Yarbrough Detachment #1081” Marine Corps League, and is a nonprofit corporation incorporated by the Missouri Secretary of State on the 20th day of November 2001 for a perpetual time.

Section 1005: 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.

CHAPTER TWO

Purpose

This Section Left Intentionally Blank

CHAPTER THREE

Policy

Section 3000: Policy. The supreme power of the Cpl. Mason O. Yarbrough Detachment #1081, Marine Corps League shall be vested always in the membership, functioning through its elected Officers who shall also be known as its Board of Trustees.

CHAPTER FOUR

Membership

Section 4000: Membership. The Cpl. Mason O. Yarbrough Detachment #1081 shall be the sole judge of its membership, providing the applicant meets the requirements for membership as found in Article V, Sections 515 and 520 of the National Bylaws of the Marine Corps League.

Section 4005: DD-214 Verification. Upon receipt of an application for regular membership, it shall be the duty of the Jr. Vice Commandant or other elected officer to review the applicant's DD-214. This officer shall then complete a DD-214 Verification Form prior to presenting the applicant for membership.

Section 4010: Initiation. All applicants accepted for membership in the Detachment shall be properly obligated in accordance with the Ritual and be presented the official membership card and lapel pin of the Marine Corps League; however in a case where the applicant is unable to attend an obligation ceremony, said applicant shall, by signature on membership application, assume the obligation of membership.

CHAPTER FIVE

Dues and Budget

Section 5000: Dues. Detachment annual membership dues shall include the Department and National per capita dues and fees. All per capita dues and fees which are due to the Department and/or National Headquarters shall be forwarded with a standard transmittal form, within 30 days of receipt, to the Department Paymaster for processing.

CHAPTER SIX

Organization

Section 6000: Officers. All Officers, whether elected or appointed, must be members of the Detachment and shall serve for a term of one (1) year.

Section 6005: 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 members at a regularly convened meeting.

CHAPTER SEVEN

Elections

Section 7000: Elections.

- a) A nominating committee shall be appointed by the Detachment Commandant in February. The Jr. Past Commandant shall chair the committee, which will consist of the past Commandants of the Detachment.
- b) The nominating committee will develop a list of nominees for each office and present their recommendations at the March Detachment meeting.
- c) The recommendations by the nominating committee, as well as nominations from the floor, shall be voted upon during the April Detachment meeting.
- d) The Commandant will appoint an election chairperson to conduct the election in accordance with Roberts Rules of Order.

Section 7005: Installation.

- a) Installation of the elected and appointed Officers of the Detachment shall be conducted no later than the last day of the month subsequent to 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.

CHAPTER EIGHT

Committees

Section 8000: Committees. Committees may be appointed at the pleasure of the Commandant. The Commandant shall appoint, but not be limited to, the following committees.

Section 8005: Social Committee

Section 8010: Investment Committee (See Chapter Twelve, Section 12005)

CHAPTER NINE

Meetings

Section 9000: Detachment Meetings. The Cpl. Mason O. Yarbrough Detachment #1081 shall meet on the third Thursday of each month at 1900 in the “**Barracks**” **2148 Broadway, Cape Girardeau, MO 63701**, or at such other place or places as directed by the Detachment Commandant with the advice and consent of a majority of the members present at a regularly convened meeting.

Section 9005: 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 9010: Department of Missouri Convention.

- a) Detachment delegates are determined by the membership on record at MCL National Headquarters on 1 May prior to the convention.
- b) 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.
- c) 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.
- d) 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, unless otherwise recommended by the Detachment Officers and approved by a vote of the members.
- e) Delegate fees only will be paid by the Detachment.
- f) 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 members.
- g) The Commandant will give an oral report of the convention proceedings at the next regular meeting following the Department Convention, and file a written report with the Adjutant.

Section 9015: Midwest Division Conference.

- a) There are two Division conferences each year; a Spring and a Fall Conference.
- b) There are no delegate requirements set for the Conferences. Any member in good standing may attend as a representative of the Detachment.
- c) When the Division Conference is held outside the state of Missouri, the Commandant will attend as the expense paid representative of the Detachment. If unable to attend, the Commandant will appoint another officer to attend as the representative. If no officer can attend, the Commandant will appoint a member in good standing to be the Detachment representative.

- d) Other members desiring to attend as compensated representative of Detachment 1081 must declare their desire in person, or in writing, at a regular Detachment meeting preceding the conference.
- e) All compensated representatives will file a written report with the Adjutant upon their return from the conference, and may be asked to give an oral report at the next regular Detachment meeting.
- f) The current approved travel expense for conventions and conferences is set at a per diem rate of \$150 unless otherwise stated.

Section 9020: MCL Mid-Winter Conference.

- a) There are no delegate requirements set for this Conference. Any member in good standing may attend as a representative of the Detachment.
- b) The Detachment Commandant will attend as the expense paid representative of the Detachment. If unable to attend, the Commandant will appoint another officer to attend. Other members desiring to attend as compensated representatives of Detachment 1081 must declare their desire in person, or in writing, at a regular Detachment meeting preceding the Mid-Winter Conference.
- c) All compensated representatives will file a written report with the Adjutant upon their return from the convention, and may be asked to give an oral report at the next regular Detachment meeting.
- d) The current approved travel expense for conventions and conferences is set at a per diem rate of \$150 unless otherwise stated.

Section 9025: MCL National Convention.

- a) Detachment delegates are determined by the membership on record at MCL National Headquarters on 30 June prior to the convention.
- b) Detachment voting strength will be determined by entitling each Detachment to one (1) delegate and one (1) alternate for each fifteen (15) regular members or fraction thereof, of its paid membership in good standing.
- c) 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.
- d) 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.
- e) 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.
- f) Members who are past State or National Officers are automatic delegates, should they desire to attend.
- g) 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.
- h) The current approved travel expense for conventions and conferences is set at a per diem rate of \$150 unless otherwise stated.

Section 9030: Department of Missouri Quarterly Staff Meetings.

- a) The Commandant, or other 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.
- b) The Detachment will pay up to \$200 of travel / lodging expenses for each meeting attended, to either the Commandant, or the selected representative. Expense receipts are required.
(Note: The fourth Staff meeting is the annual Department Convention, held in June, which is already covered in a separate heading above.)

CHAPTER TEN

Awards

Section 10000: Detachment and Department Awards. Nominees must meet the eligibility requirements listed for each award.

Section 10005: Detachment Marine of the Year.

- a) Must be a Regular Member in good standing at the time of nomination.
- b) 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.
- c) Suggested guidelines and Detachment involvement:
 - 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.
- d) 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.
- e) Any member in good standing may nominate another regular member for Detachment Marine of the Year. The nomination must be submitted, no later than the date of the regular January Detachment meeting to the previous year’s recipient of the award, who serves as Chairperson of the current year’s committee.

- f) The committee is comprised of the three (3) previous Detachment 1081 Marine of the Year award recipients. Upon completion of the review of candidates, each committee member will cast a ballot for the nominee who best meets the criteria. 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 recommend an award for that year.
- g) 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.
- h) 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 receive the award multiple times if nominated and selected.

Section 10010: Detachment Americanism Award.

- a) Must be a Regular Member in good standing at the time of nomination.
- b) 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.
- c) Suggested Guidelines:
 - 1. Attends meetings regularly.
 - 2. Participates in Detachment functions.
 - 3. Is involved in activities outside the League and Detachment, such as other veterans’ organizations (i.e., VFW, DVA, American Legion, etc.), community organizations/clubs (i.e., Kiwanis, Optimists, Scouts, etc.) church activities, or other civic activities.
- d) Achievements can be cumulative, but current year activities should be stressed. Overall service outside of the League shall be the determining factor in considering a nominee for this award. 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.
- e) Any member in good standing may nominate any other regular member for the Americanism Award. The nomination must be submitted, no later than the date of the regular January Detachment meeting, to the previous year’s recipient of the award who serves as Chairperson of the current year’s committee.

- f) The committee is comprised of the three (3) previous award recipients. Upon completion of the review of candidates, each member will cast a ballot for the nominee who best meets the criteria. 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 recommend an award for that year.
- g) 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 Americanism Award recipient will be introduced. Other nominees, those not selected, are not named and nomination letters are discarded.
- h) The Detachment Americanism Award certificate will be presented at the Annual Appreciation Banquet. The Chairperson is responsible for having the certificate prepared and given to the Commandant prior to the banquet.

Repeat Awards: A member can receive the award multiple times if nominated and selected.

Section 10015: Detachment Associate of the Year Award.

- a) Must be an Associate Member in good standing at the time of nomination.
- b) 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.
- c) Suggested Guidelines:
 - 1. Demonstrates strong support of Detachment activities and fundraisers.
 - 2. Attends Detachment meetings as often as possible.
 - 3. By action and deed, is indistinguishable from a regular League member.
- d) Achievements can be cumulative, but current year activities should be stressed. The nominee for Associate Member 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 member is truly deserving, please take time to submit a thorough and well written nomination.
- e) Any member in good standing may nominate any associate member for Detachment Associate Member of the Year. The nomination must be submitted, no later than the date of the regular January Detachment meeting, to the previous year’s recipient of the award who serves as Chairperson of the current year’s committee.
- f) The committee is comprised of the three (3) previous Detachment Associate 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. 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 recommend an award for that year.

- g) 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 Associate Member of the Year recipient will be introduced. Other nominees, those not selected, are not named and nomination letters are discarded.
- h) The Detachment Associate Member of the Year Certificate will be presented at the Annual Appreciation Banquet. The Chairperson is responsible for having the certificate prepared and given to the Commandant prior to the banquet.

Repeat Awards: An associate member can receive the award multiple times if nominated and selected.

CHAPTER ELEVEN

Assistance and Aid

Section 11000: Marine Rose Program.

- a) Started by Marine Eddie Gallagher of New York, the program was designed to parallel the VFW Poppy program. Donations received through the Marine Rose program provide funds for Detachments to financially assist veterans, youth, and other services to the community.
 - Health and comfort items for hospitalized veterans.
 - Support programs for hospitalized or veterans in retirement homes.
 - Scholarships
 - Assist youth programs
 - Humanitarian aid
- b) Distribution of the Marine Rose funds shall be done at the discretion of the Detachment members by way of a vote when a request is received.
- c) Funds should only be given to satisfy debts of necessities. Examples include, but are not limited to:
 - Water services
 - Electric services
 - Gas services
 - Home loan/rent payments
 - Car loan payments
 - Food/water/nutrition issues
 - Funeral arrangements
- d) Every possible effort must be attempted to pay the funds directly to a vendor, bank, or other entity requesting funds. In the event that funds cannot be distributed to the asking party, funds can be given directly to the distressed member, Marine, or veteran at the discretion of the members by majority vote.
- e) The Detachment must receive a receipt, invoice, or statement describing what the funds were used for.

f) **Emergency Requests** In the event that funds are needed, such as an emergency situation, before a vote at a regularly scheduled meeting, distribution of funds can be authorized by the Marine Rose chairperson PLUS any four (4) of the following Detachment Officers:

- Commandant,
- Sr. Vice Commandant,
- Jr. Vice Commandant,
- Judge Advocate,
- Chaplain,
- Paymaster,
- Adjutant,
- Sergeant at Arms

Emergency funds authorized by the Detachment Officers shall not exceed \$500 per veteran/per event. In addition, every possible effort must be attempted to pay the funds directly to a vendor, bank, or other entity requesting funds. In the event that funds cannot be distributed to the asking party, funds can be given directly to the distressed member, Marine, or veteran at the discretion of the (approving officers and chairperson). At the next regularly scheduled Detachment meeting, a full report shall be made to the attending members using data from the Marine Rose Approval Form. The Marine Rose Chairperson shall complete the form and file it with the Paymaster.

Section 11005: Donation Requests.

- a) If time permits, any cash donation requested from the Detachment shall be presented to the Detachment Board of Trustees for consideration prior to their monthly meeting that immediately precedes the next Detachment meeting.
- b) The request will then be read at the Detachment meeting with the Commandant acting on behalf of the board of trustees, giving the board's recommendation to accept or decline the request. It will then be presented to the members for a motion, second, discussion and vote.
- c) Time sensitive emergency situations can be brought up directly at any meeting.
- d) First consideration for donation will be made to military or veteran organizations.

CHAPTER TWELVE

Finances

Section 12000: Annual Audit.

- a) The Commandant shall appoint an audit committee consisting of three (3) members, one of which shall be the current Judge Advocate.
- b) The committee shall review all records of receipts and expenditures kept by the Detachment Paymaster. The audit shall be completed by May 31.
- c) The committee shall present their report of audit at the June Detachment meeting.

Section 12005: Investment Committee.

- a) The goal of the Investment Committee is to invest funds to ensure continued operating capital for the Detachment as determined by the membership.
- b) The Committee shall be composed of three (3) elected Detachment members who are in good standing and the Detachment Paymaster. The members shall serve a three (3) year rotating term. The 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. One member, other than the Paymaster, will be assigned as the Chairperson who is the custodian of the investment accounts.
- c) If a Committee member has served for two (2) consecutive terms, that member cannot serve a third term until a year has lapsed from their last term.
- d) The Investment Committee shall meet quarterly to review investments and reconcile account statements. Special meetings may be called as needed.
- e) Two (2) members shall constitute a quorum for a committee meeting.
- f) Upon the recommendations of the Investment Committee the amount of funds to be invested shall be determined by members at a regular Detachment meeting.
- g) 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 members at a regular Detachment meeting.

Section 12010: Fundraising. Fundraising activities shall not violate any Federal, State, or Municipal Law or Ordinance, nor reflect discredit upon the Marine Corps League.

CHAPTER THIRTEEN

Miscellaneous

Section 13000: Honor Guard/ Color Guard.

- a) 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.
- b) 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 13005: Funeral Flowers for Deceased Members.

- a) 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.
- b) 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 13010: Gifts for Hospitalized Members.

- a) 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.

Section 13015: Sale or Disposal of League Property.

- a) 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.

Section 13020: Violation. Any member who violates the precepts of the Detachment Bylaws or the Administrative Procedures is subject to the provisions of Chapter Nine (9) Grievance and Discipline, as stated in the National Administrative Procedures.

Forms

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

MARINE CORPS LEAGUE





Cpl. Mason O. Yarbrough Detachment #1081

DD-214 Verification Form

Section 4000: Membership. The Cpl. Mason O. Yarbrough Detachment #1081 Marine Corps League shall be the sole judge of its membership, providing the applicant meets the requirements for membership as found in Article V, Sections 515 and 520 of the National Bylaws of the Marine Corps League.

Section 4005: DD-214 Verification. Upon receipt of an application for regular membership, it shall be the duty of the Junior Vice Commandant or other elected officer to review the applicant's DD-214. This officer shall then complete a DD-214 Verification Form prior to presenting the applicant for membership.

This is to certify that the Jr. Vice Commandant or other elected Officer has seen and verified the DD-214 for the below listed member. The 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.

New Member Name _____

Reviewing Officer _____

Signature _____

Date _____



Cpl. Mason O. Yarbrough Detachment #1081

Audit Verification Form

ARTICLE 12: FINANCES

Section 1205: Annual Audit. An audit shall be performed annually each May following the procedures set forth in the Detachment Administrative Procedures.

CHAPTER TWELVE: FINANCES

Section 12000 (c) The committee shall present their report of audit at the June Detachment meeting.

This is to certify that a financial audit of the Cpl. Mason O. Yarbrough Det. 1081 was held on

_____ for the Fiscal year _____.

Judge Advocate: _____

Committee Member: _____

Committee Member: _____



Cpl. Mason O. Yarbrough Detachment #1081

Department of Missouri Quarterly Staff Meeting Reimbursement Form

ADMINISTRATIVE PROCEDURES

CHAPTER NINE: Meetings

Section 9030: Department of Missouri Quarterly Staff Meetings

b) The Detachment will pay up to \$200 of travel / lodging expenses for each meeting attended, to either the Commandant, or the selected representative. Expense receipts are required.

Date of Meeting: _____

Fuel: _____

Meals: _____

Lodging: _____

Other: _____

Total Amount to Be Reimbursed: _____

Signature: _____

Date: _____



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
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 _____



Cpl. Mason O. Yarbrough Detachment #1081

Honor Guard Travel Reimbursement Form

ADMINISTRATIVE PROCEDURES

CHAPTER THIRTEEN: Miscellaneous

Section 13000: Honor Guard / Color Guard

b) 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: _____



MARINE ROSE APPROVAL FORM

Cpl. Mason O. Yarbrough Detachment 1081

**Chapter Eleven: Assistance and Aid
Section 11000: Marine Rose Program
Paragraph (f)**

Creditor _____ \$ _____
Amount
Veteran Name: _____ Phone _____
Address _____

Phone: _____
Creditor _____ \$ _____
Amount
Address: _____ Phone _____
Address _____

Need by date ____/____/____
Creditor _____ \$ _____
Amount
Phone _____
Address _____

Creditor _____ \$ _____
Amount
Phone _____
Address _____

Total amount being requested: \$ _____

Reason for debt _____

Reason payment cannot be delayed until next meeting _____

Veteran Signature X _____ Date _____

Approved By: (signatures) **OR** _____ Approved by vote of members at the Detachment Meeting Date _____

Marine Rose Chairperson _____ Date _____

Officer 1 _____ Date _____

Officer 2 _____ Date _____

Officer 3 _____ Date _____

Officer 4 _____ Date _____