

MARINE CORPS LEAGUE  
McHENRY COUNTY DETACHMENT  
# 1009  
BY - LAWS  
17 March 2022 ~ Revised 2023



Page Intentionally Left Blank

## ARTICLE ONE

### GENERAL

SECTION 01 - NAME: THE NAME OF THIS ORGANIZATION SHALL BE THE **MARINE CORPS LEAGUE - MCHENRY COUNTY DETACHMENT # 1009**. CHARTERED ON OCTOBER 27, 1998, BY THE NATIONAL HEADQUARTERS, MARINE CORPS LEAGUE, INCORPORATED ON AUGUST 4<sup>TH</sup>, 1937.

SECTION 01.01 - AUTHORITY: THE MCHENRY COUNTY DETACHMENT SHALL BE GOVERNED BY ITS ELECTED / APPOINTED OFFICERS (BOARD OF TRUSTEES) SUBORDINATE TO THE DEPARTMENT AND NATIONAL CONVENTION, THE CHARTER AND THE BYLAWS AND ADMINISTRATIVE PROCEDURES OF SUCH BODIES.

SECTION 01.02 - OFFICERS: THE MCHENRY COUNTY DETACHMENTS ELECTED OFFICERS ARE: COMMANDANT, VICE COMMANDANT, JR. VICE COMMANDANT, JUDGE ADVOCATE, AND PAYMASTER. THE COMMANDANT WITH THE ADVICE AND CONSENT OF THE BOARD OF TRUSTEES, SHALL ALSO APPOINT AN ADJUTANT, CHAPLAIN, AND SERGEANT AT ARMS.

SECTION 01.03 - QUORUM: THE MINIMUM NUMBER OF MEMBERS OF THE MCHENRY COUNTY DETACHMENT REQUIRED FOR THE TRANSACTION OF BUSINESS SHALL BE EIGHT (8) MEMBERS IN GOOD STANDING, FOUR (4) OF WHICH SHALL BE ELECTED / APPOINTED OFFICERS.

SECTION 01.04 - TRUSTEES: THE ELECTED / APPOINTED OFFICERS OF THE MCHENRY COUNTY DETACHMENT SHALL BE ITS DETACHMENT BOARD OF TRUSTEES. THE OUTGOING DETACHMENT COMMANDANT SHALL SERVE A ONE YEAR TERM AS A MEMBER OF THE BOARD OF TRUSTEES. THE COMMANDANT, WITH THE ADVICE AND CONSENT OF THE DETACHMENT OFFICERS, MAY APPOINT TWO (2) ADDITIONAL RANK AND FILE MEMBERS TO THE BOARD OF TRUSTEES.

SECTION 01.05 - DUES: THE MCHENRY COUNTY DETACHMENT SHALL DETERMINE THE AMOUNT OF ITS MEMBERSHIP DUES, WHICH SHALL INCLUDE THE DEPARTMENT AND NATIONAL PER CAPITA DUES AND FEES.

SECTION 01.06 - AUTHORITY: THE MCHENRY COUNTY DETACHMENT:

- (A) SHALL HAVE PERPETUAL EXISTENCE.
- (B) MAY CHARGE AND COLLECT MEMBERSHIP DUES AND RECEIVE CONTRIBUTIONS OF MONEY OR PROPERTY TO BE DEVOTED TO CARRYING OUT THE PURPOSE OF THE ORGANIZATION.
- (C) MAY SUE OR BE SUED.
- (D) MAY ADOPT A CORPORATE SEAL AND PERFORM ANY ALTERATIONS AT ITS PLEASURE.
- (E) MAY ADOPT AND ALTER BYLAWS NOT INCONSISTENT WITH THESE BYLAWS; THE BYLAWS OF THE DEPARTMENT OF ILLINOIS, THE BYLAWS OF THE NATIONAL HEADQUARTERS. THE CONSTITUTION AND LAWS OF THE UNITED STATES AND/OR THE STATE OF ILLINOIS.

- (F) MAY ESTABLISH AND MAINTAIN OFFICES FOR THE CONDUCTING OF BUSINESS.
- (G) APPOINT OR ELECT OFFICERS AND AGENTS
- (H) MAY CHOOSE A BOARD OF TRUSTEES IN COMPLIANCE WITH THE MCHENRY COUNTY DETACHMENTS BYLAWS.
- (I) MAY ACQUIRE BY PURCHASE, DEVISE, BEQUEST, GIFT OR OTHERWISE, AND HOLD, ENCUMBER. CONVEY OR OTHERWISE DISPOSE OF SUCH REAL AND PERSONAL PROPERTY AS MAY BE NECESSARY OR APPROPRIATE FOR ITS CORPORATE PURPOSES.
- (J) GENERALLY, MAY DO ANY AND ALL LAWFUL ACTS NECESSARY OR APPROPRIATE TO CARRY OUT THE PURPOSE FOR WHICH THE MCHENRY COUNTY DETACHMENT WAS CREATED.

SECTION 01.07 - REGULAR MEMBERSHIP: IN ACCORDANCE WITH CURRENT NATIONAL MARINE CORPS LEAGUE BYLAWS SECTION 600.

SECTION 01.08 - ASSOCIATE MEMBERSHIP: IN ACCORDANCE WITH CURRENT NATIONAL MARINE CORPS LEAGUE BYLAWS SECTION 600. ASSOCIATE MEMBERSHIP MAY VOTE ON ALL MATTERS OF THE DETACHMENT EXCEPT ELECTION OF OFFICER AND BYLAWS.

SECTION 01 -OS - HONORARY MEMBERSHIP: IN ACCORDANCE WITH CURRENT NATIONAL MARINE CORPS LEAGUE BYLAWS SECTION 600.

SECTION 01.10 - BONDING: THE DETACHMENT COMMANDANT AND DETACHMENT ADJUTANT PAYMASTER ARE COVERED UNDER A "BLANKET" BOND HELD AND PAID FOR BY NATIONAL HEADQUARTERS AS SET FORTH IN NATIONAL MARINE CORPS LEAGUE BYLAWS, ARTICLE 5. SECTION 545.

SECTION 01.11 - DEFAULT: NATIONAL MARINE CORPS LEAGUE BYLAWS, ARTICLE 5, SECTION 545 SHALL APPLY.

## ARTICLE TWO

### DUTIES OF OFFICERS

#### SECTION 02.0 – DETACHMENT COMMANDANT: THE DETACHMENT COMMANDANT SHALL:

- (A) BE THE CHIEF EXECUTIVE OFFICER OF THIS DETACHMENT PRESIDE AT ALL MEETINGS OF THE DETACHMENT AND BOARD OF TRUSTEES.
- (B) HAVE THE PRIMARY DIRECTION AND CONTROL OF THE EXECUTIVE AND ADMINISTRATIVE AFFAIRS OF THIS DETACHMENT IN CONJUNCTION WITH THE BOARD OF TRUSTEES.
- (C) OBSERVE AND ENFORCE THE OBSERVANCE OF THE CONGRESSIONAL CHARTER, THE
- (D) NATIONAL BYLAWS, THE DEPARTMENT BYLAWS. AND THE BYLAWS OF THIS DETACHMENT.
- (E) DIRECT TO THE OFFICERS AND MEMBERS OF THIS DETACHMENT SUCH ORDERS, AS
- (F) HE/SHE MAY DEEM REASONABLE AND NECESSARY TO EFFECTUATE THE PROPER CONDUCT AND GOOD MANAGEMENT OF THIS DETACHMENT, SO LONG AS IT DOES NOT CONFLICT WITH SUCH BYLAWS.
- (G) CALL MEETINGS AS PROVIDED OR PERMITTED BY SUCH LAWS.
- (H) SEEK AND UTILIZE THE ADVICE AND ASSISTANCE OF THE BOARD OF TRUSTEES IN ADMINISTERING THE AFFAIRS OF THIS DETACHMENT.
- (I) WITH THE ADJUTANT AND PAYMASTER HAVE THE PRIMARY CUSTODY OF THE FUNDS AND PROPERTY OF THIS DETACHMENT, SUBJECT TO SUPERVISION BY THE BOARD OF TRUSTEES
- (J) WITH THE ADVICE AND CONSENT OF THE BOARD OF TRUSTEES, APPOINT SUCH OFFICERS AND COMMITTEE CHAIRPERSONS AS PROVIDED HEREIN.
- (K) REPRESENT THIS DETACHMENT AT SOCIAL, CIVIC, CHARITABLE, AND FRATERNAL FUNCTIONS AND CEREMONIES IN SUCH A MANNER AS WILL ENHANCE THE DIGNITY HONOR AND PRESTIGE OF THIS DETACHMENT AND THE MARINE CORPS LEAGUE.
- (L) PERFORM SUCH OTHER DUTIES AS MAY BE PROPERLY ASSIGNED TO HIM / HER FROM TIME TO TIME.
- (M) THE DETACHMENT COMMANDANT IS THE ONLY ONE AUTHORIZED TO SIGN CONTRACTS FOR THE DETACHMENT.

#### SECTION 02.01 - DETACHMENT SENIOR VICE COMMANDANT: THE DETACHMENT SENIOR VICE COMMANDANT SHALL:

- (A) CLOSELY AND DIRECTLY AID AND ASSIST THE COMMANDANT IN EXECUTING AND ADMINISTRATING THE AFFAIRS AND ACTIVITIES OF THIS DETACHMENT.
- (B) PRESIDE OVER THE BUSINESS AND AFFAIRS OF THIS DETACHMENT, IN THE PLACE AND STEAD OF THE COMMANDANT, DURING ANY ABSENCE OR INCAPACITY OF THE COMMANDANT, SUBJECT TO THE DIRECTION AND CONTROL OF THE BOARD OF TRUSTEES.
- (C) BE PRIMARILY RESPONSIBLE FOR THE OPERATION AND EFFECTIVENESS OF THE FUNDRAISING COMMITTEE OF THE DETACHMENT.

- (D) PERFORM SUCH OTHER DUTIES AS MAY BE PROPERLY ASSIGNED TO HIM / HER FROM TIME TO TIME.
- (E) DESIGN, IMPLEMENT AND SUPERVISE THE SOCIAL ACTIVITIES OF THE DETACHMENT WITH AN EMPHASIS ON "FAMILY" ACTIVITIES.

SECTION 02.02 - DETACHMENT JUNIOR VICE COMMANDANT: THE DETACHMENT JUNIOR VICE COMMANDANT SHALL:

- (A) CLOSELY AND DIRECTLY AID AND ASSIST THE COMMANDANT AND SENIOR VICE COMMANDANT IN ADMINISTERING THE AFFAIRS AND ACTIVITIES OF THIS DETACHMENT.
- (B) BE PRIMARILY RESPONSIBLE FOR THE OPERATION AND EFFECTIVENESS OF THE MEMBERSHIP COMMITTEE OF THE DETACHMENT.
- (C) BE PRIMARILY RESPONSIBLE FOR THE OPERATIONS AND EFFECTIVENESS OF THE SOCIAL AND CIVIC ACTIVITIES AND COMMITTEES OF THIS DETACHMENT, AND FOR RELATIONSHIPS WITH OTHER VETERAN'S ORGANIZATIONS.
- (D) PERFORM SUCH OTHER DUTIES AS MAY BE PROPERLY ASSIGNED TO HIM / HER FROM TIME TO TIME.
- (E) DESIGN, IMPLEMENT AND SUPERVISE THE DETACHMENT'S RECRUITING EFFORT.

SECTION 02.03 - DETACHMENT JUDGE ADVOCATE: THE DETACHMENT JUDGE ADVOCATE SHALL:

- (A) BE THE DETACHMENT LEGAL ADVISER AND PARLIAMENTARIAN.
- (B) WILL HANDLE ALL GRIEVANCES IN ACCORDANCE WITH DEPARTMENT OF ILLINOIS AND NATIONAL MARINE CORPS LEAGUE BYLAWS & ADMINISTRATION PROCEDURES.
- (C) INTERPRET THE BYLAWS OF THE NATIONAL MARINE CORPS LEAGUE, THE DEPARTMENT OF ILLINOIS AND THIS DETACHMENT, AND SHALL RULE ON THE APPLICATION AND EFFECT OF SUCH BYLAWS, SUBJECT TO THE RIGHT OF APPEAL.
- (D) ADVISE, COUNSEL, CONSTRUE, AND RENDER OPINIONS ON QUESTIONS OF LAW AND PROCEDURE TO THE COMMANDANT AND THE BOARD OF TRUSTEES WHEN REQUESTED TO DO SO.
- (E) ADVISE THE COMMANDANT AND BOARD OF TRUSTEES REGARDING BYLAWS, RULES, REGULATIONS AND PROCEDURES PERTINENT TO THE AFFAIRS AND ACTIVITIES OF THIS DETACHMENT AS HE / SHE MAY BE CALLED UPON TO DO.
- (F) PERFORM SUCH OTHER DUTIES, WITH RESPECT TO SUCH OFFICE AS MAY BE PROPERLY ASSIGNED TO HIM HER FROM TIME TO TIME.

SECTION 02.04 - DETACHMENT ADJUTANT: THE DETACHMENT ADJUTANT SHALL:

- (A) ACT AS THE "RECORDING AND CORRESPONDING SECRETARY" OF THIS DETACHMENT.
- (B) KEEP A TRUE RECORD (MINUTES) OF ALL MEETINGS OF THIS DETACHMENT AND THE BOARD OF TRUSTEES, TYPEWRITTEN OR NEATLY WRITTEN IN INK, IN AN OFFICIAL LOG BOOK.

- (C) KEEP A CURRENT RECORD OF ALL MEMBERS, AND SEND NOTICES OF ALL DETACHMENT MEETINGS AND ACTIVITIES TO THE MEMBERS.
- (D) WORK CLOSELY WITH THE PAYMASTER TO MAINTAIN A CURRENT AND ACCURATE RECORD OF MEMBER ACCOUNTS FOR DUES AND OTHER INDEBTEDNESS.
- (E) KEEP THE RECORD AND FILES OF ALL CORRESPONDENCE OF THE DETACHMENT AS DIRECTED BY THE COMMANDANT AND BOARD OF TRUSTEES.
- (F) PREPARE AND FILE ALL CORPORATE REPORTS AND RETURNS REQUIRED BY LOCAL, STATE AND FEDERAL LAW, AND KEEP ALL CORPORATE RECORDS OF THIS DETACHMENT IN A SAFE AND SECURE MANNER.
- (G) WITH THE COMMANDANT AND PAYMASTER, HAVE THE PRIMARY CUSTODY OF THE FUNDS AND PROPERTY OF THIS DETACHMENT, SUBJECT TO THE SUPERVISION OF THE BOARD OF TRUSTEES.
- (H) KEEP AND MAINTAIN THE OFFICIAL DETACHMENT BYLAWS.
- (I) PERFORM SUCH OTHER DUTIES WITH RESPECT TO SUCH OFFICE AS MAY PROPERLY BE ASSIGNED TO HIM HER FROM TIME TO TIME.

SECTION 02.05 - DETACHMENT PAYMASTER: THE DETACHMENT PAYMASTER SHALL:

- (A) ACT AS THE "TREASURER" OF THE DETACHMENT.
- (B) KEEP AND MAINTAIN A CURRENT AND ACCURATE RECORD OF ALL MONIES RECEIVED AND DISBURSED BY THE DETACHMENT.
- (C) KEEP AND MAINTAIN THE FINANCIAL RECORDS AND BOOKS OF THE DETACHMENT.
- (D) KEEP AND MAINTAIN ALL MEMBERSHIP DUES ACCOUNTS ON A CURRENT BASIS, AND SEND DUES NOTICES TO THE MEMBERS, AND BE RESPONSIBLE FOR THE PROMPT COLLECTION OF ALL DUES AND ASSESSMENTS.
- (E) UPON APPROVAL BY THE BOARD OF TRUSTEES, PAY THE DEBTS AND EXPENSES OF THIS DETACHMENT.
- (F) PREPARE AND SUBMIT TO THE BOARD OF TRUSTEES SUCH FINANCIAL STATEMENTS AND REPORTS AS MAY BE REQUIRED BY SAID BOARD.
- (G) SUBMIT HIS HER BOOKS AND RECORDS TO THE BOARD OF TRUSTEES FOR AUDIT UPON ANY REQUEST MADE BY SAID BOARD.
- (H) BE PERSONALLY ACCOUNTABLE FOR ANY MONETARY DISCREPANCIES WHICH MAY BE DISCLOSED BY AUDIT.
- (I) CLOSE THE FINANCIAL BOOKS AND RECORDS AT THE END OF EACH FISCAL YEAR: AND FURNISH YEAR-END FINANCIAL STATEMENT AS REQUIRED BY THE BOARD OF TRUSTEES FOR AUDIT BY THE TRUSTEES. AFTER APPROVAL BY THE BOARD OF TRUSTEES THE FINANCIAL STATEMENTS WILL BE PRESENTED TO THE MEMBERSHIP.
- (J) BE BONDED AS REQUIRED BY NATIONAL BYLAWS ARTICLE 5-545.
- (K) PERFORM SUCH OTHER DUTIES WITH RESPECT TO SUCH OFFICE AS MAY PROPERLY ASSIGNED TO HIM HER FROM TIME TO TIME.

SECTION 02.06 - DETACHMENT SERGEANT AT ARMS: THE DETACHMENT SERGEANT AT ARMS SHALL:

- (A) ACT AS THE "PEACE OFFICER" OF THIS DETACHMENT AT ALL DETACHMENT MEETINGS AND ACTIVITIES.
- (B) ACT AS "HOUSE OFFICER" OF THIS DETACHMENT, BEING RESPONSIBLE FOR THE KEEPING OF THE DETACHMENT CHARTER, COLORS, BIBLE, MEETING ROOM EQUIPMENT, ETC., AND FOR PREPARING THE MEETING ROOM FOR MEETINGS.
- (C) AT ALL DETACHMENT MEETINGS CHECK AND OR VERIFY THE CREDENTIALS OF PERSONS IN ATTENDANCE AT SUCH MEETINGS, SERVE AS OFFICIAL ESCORT TO AND FOR AUTHORIZED GUESTS, AND OTHERWISE SECURE THE QUARTERS DURING MEETINGS AND OFFICIAL FUNCTIONS OF THIS DETACHMENT.
- (D) MAINTAIN AND PRESERVE ORDER AT ALL DETACHMENT MEETINGS AND ACTIVITIES UNLESS EXCUSED BY THE COMMANDANT.
- (E) BE EMPOWERED TO DEPUTIZE SUCH DEPUTY SERGEANT AT ARMS, WITH THE APPROVAL OF THE COMMANDANT, AS MAY BE NECESSARY TO PRESERVE ORDER AND TO EFFECTUATE THE PROPER PERFORMANCE OF HIS / HER DUTIES.
- (F) PERFORM SUCH OTHER DUTIES WITH RESPECT TO SUCH OFFICE AS MAY BE PROPERLY ASSIGNED TO HIM / HER FROM TIME TO TIME.
- (G) WILL COORDINATE ALL CEREMONIAL ACTIVITIES OF THE DETACHMENT UNDER THE GUIDANCE OF THE DETACHMENT COMMANDANT AND SENIOR VICE COMMANDANT.

SECTION 02.07 - DETACHMENT CHAPLAIN: THE DETACHMENT CHAPLAIN SHALL:

- (A) ACT AS THE SPIRITUAL AND HUMAN WELFARE OFFICER OF THIS DETACHMENT IN THE SAME MANNER AS OR SIMILAR TO A MEMBER OF THE CLERGY.
- (B) BE RESPONSIBLE FOR ARRANGING AND/OR CONDUCTING THE RELIGIOUS AND/OR MEMORIAL SERVICES OF THIS DETACHMENT. OR IN WHICH THIS DETACHMENT IS INVOLVED (INCLUDING FUNERALS).
- (C) RESPOND TO THE SPIRITUAL NEEDS OF THE MEMBERS OF THIS DETACHMENT AS MAY BE APPROPRIATE.
- (D) TAKE NOTE OF ILLNESS AND DEATH OF MEMBERS OF THIS DETACHMENT AND IN THEIR IMMEDIATE FAMILIES. AND REPORT SUCH MATTERS TO THE MEMBERSHIP AT DETACHMENT MEETINGS OR AS OTHERWISE APPROPRIATE.
- (E) ARRANGE FOR RECOGNITION OF AND VISITATION WITH DETACHMENT MEMBERS WHO ARE SUFFERING ILLNESS, DISABILITY OR OTHER UNUSUAL HARDSHIP AS MAY BE APPROPRIATE
- (F) BE EMPOWERED TO APPOINT AN ASSISTANT CHAPLAIN. WITH THE APPROVAL OF THE COMMANDANT, TO AID AND ASSIST HIM/HER IN THE PROPER PERFORMANCE OF HIS HER DUTIES.
- (G) PERFORM SUCH OTHER DUTIES WITH RESPECT TO SUCH OFFICE AS MAY BE PROPERLY ASSIGNED TO HIM/HER FROM TIME TO TIME.



SECTION 02.08 OTHER OFFICERS: THE ELECTED AND/OR APPOINTED OFFICERS OF THIS DETACHMENT (INCLUDING THE IMMEDIATE PAST COMMANDANT) SHALL PERFORM SUCH DUTIES AS SHALL BE ESTABLISHED HEREAFTER BY THE BOARD OF TRUSTEES OR OTHERWISE PROPERLY ASSIGNED TO SUCH OTHER OFFICERS FROM TIME TO TIME.

SECTION 02.09 - RECORDS OF OFFICERS: EACH OFFICER SHALL KEEP AND MAINTAIN SUCH RECORDS AND FILES, WITH RESPECT TO HIS/HER OFFICE, AS REQUIRED BY THE BOARD OF TRUSTEES OF THESE BYLAWS AND WITHIN FIFTEEN (15) DAYS AFTER HIS/HER TERMINATION OF OFFICE. EACH OFFICER SHALL SURRENDER AND DELIVER TO HIS/HER SUCCESSOR IN OFFICE, OR TO THE COMMANDANT, ALL FUNDS, BOOKS, RECORDS, DOCUMENTS, FILES AND OTHER PROPERTY OF THIS DETACHMENT, WITH AN APPROPRIATE WRITTEN AND SIGNED ACCOUNT / SUMMARY OF ALL ITEMS SO SURRENDERED AND DELIVERED. WHICH SHALL BE ENDORSED BY THE RECIPIENT THEREOF.

## ARTICLE THREE

### NOMINATION, ELECTION, AND INSTALLATION

SECTION 03.00 - POLICY: ANY MEMBER IN GOOD STANDING IS ELIGIBLE TO HOLD ANY OFFICE AND TO VOTE IN THIS ORGANIZATION. IN ORDER TO HOLD AN ELECTIVE OFFICE, A MEMBER MUST PERSONALLY ATTEND DETACHMENT MEETINGS. IN THE EVENT AN OFFICE HOLDER MISSES THREE (3) OR MORE MEETINGS THAT WERE NOT EXCUSED, THE BOARD OF TRUSTEES SHALL CONSIDER PROPER ACTION. THERE SHALL BE NO ATTENDANCE REQUIREMENT FOR A MEMBER TO HOLD ANY APPOINTED OFFICE.

SECTION 03.01 - PROCEDURE: THE DETACHMENT SHALL HOLD, DURING A REGULAR MEETING, ANNUAL NOMINATIONS IN THE MONTH PRECEDING ELECTIONS; AND SHALL HOLD AN ANNUAL ELECTION OF OFFICERS BETWEEN SEPTEMBER 1 AND MAY 15. INSTALLATION MUST BE CONDUCTED WITHIN THIRTY (30) DAYS AFTER THE ELECTION. ALL OFFICERS SHALL BE NOMINATED, ELECTED AND INSTALLED ANNUALLY. TO VERIFY ELIGIBILITY OF A NOMINEE THE ADJUTANT AND PAYMASTER OR ADJUTANT/PAYMASTER SHALL BRING TO THE NOMINATION MEETING A ROSTER OF MEMBERS IN GOOD STANDING.

SECTION 03.02 - ELECTIONS: OFFICERS SHALL BE VOTED UPON SEPARATELY IN THE FOLLOWING ORDER:

- COMMANDANT
- SENIOR VICE COMMANDANT
- JUNIOR VICE COMMANDANT
- JUDGE ADVOCATE
- PAYMASTER

A SIMPLE MAJORITY VOTE OF THE MEMBERS IN GOOD STANDING IN ATTENDANCE WILL BE REQUIRED TO BE ELECTED. ELECTIONS MAY BE BY SHOW OF HANDS OR BY SECRET BALLOT.

#### SECTION 03.03 - INSTALLATION

- (A) OFFICERS ELECTED SHALL BE INSTALLED AT THE NEXT REGULAR MEETING AFTER THE ELECTION IN ACCORDANCE WITH THE MARINE CORPS LEAGUE RITUAL AND SHALL HOLD THEIR RESPECTIVE OFFICE FOR ONE (1) YEAR.
- (B) THE BOARD OF TRUSTEES SHALL INSURE THAT THE DETACHMENT COMMANDANT NOTIFIES THE DEPARTMENT OF ILLINOIS COMMANDANT IN ADVANCE AND PRIOR TO THE DETACHMENT INSTALLATION.

#### SECTION 03.04 - TERM OF OFFICE

- (A) THE COMMANDANT SHALL BE ELECTED FOR ONE (1) YEAR AND MAY BE RE-ELECTED FOR ONE (1) ADDITIONAL YEAR.

- (B) ALL OTHER OFFICERS MAY SUCCEED THEMSELVES IN OFFICE FOR UNLIMITED TERMS IF RE-ELECTED BY THE MEMBERSHIP OR RE-APPOINTED BY THE COMMANDANT WITH THE APPROVAL OF THE BOARD OF TRUSTEES.
- (C) THE OFFICES SHOULD BE ROTATED WITH THE MOTIVATION OF SHARING THE RESPONSIBILITIES OF THE GROWTH OF THE DETACHMENT AS MARINES. TEAMWORK AND CAMARADERIE WILL AND SHOULD BE THE FOCUS OF THE MEMBERSHIP.

SECTION 03.05 - VACANCY: THE COMMANDANT WITH THE APPROVAL OF THE GENERAL MEMBERSHIP, SHALL HAVE THE POWER TO APPOINT A MEMBER IN GOOD STANDING TO FILL ANY VACANCY IN OFFICE.

## ARTICLE FOUR

### MEETINGS

SECTION 04.00 - REGULAR: THE MCHENRY COUNTY DETACHMENT SHALL HOLD AT LEAST ONE REGULAR MONTHLY MEETING. THE TIME AND DATE OF SUCH MEETING TO BE DETERMINED BY THE COMMANDANT.

SECTION 04.01 - ANNUAL: AN ANNUAL MEETING FOR THE PURPOSE OF AUDITING THE BOOKS SHALL BE CALLED FOR IN THE MONTH OF JUNE.

SECTION 04.02 - SPECIAL: SPECIAL MEETINGS MAY BE CALLED BY THE COMMANDANT WHEN NECESSARY TO THE PROPER FUNCTIONING OF THE DETACHMENT. THE MEMBERSHIP MUST BE NOTIFIED PRIOR TO THE DATE OF THE MEETING.

SECTION 04.03 BOARD OF TRUSTEES: BOARD OF TRUSTEES MEETINGS MAY BE CALLED BY THE DETACHMENT COMMANDANT THE LOCATION OF THE MEETINGS WILL BE DETERMINED WHEN THE MEETINGS ARE CALLED CONDUCT QUARTERLY PAYMASTER AUDITS TO INCLUDE THE ANNUAL AUDIT IN JUNE.

SECTION 04.04 -CONDUCT OF MEETINGS: MEETINGS SHALL BE CONDUCTED IN ACCORDANCE WITH THE RULES AND PROCEDURES OF ACCEPTED PARLIAMENTARY PRACTICES AS OUTLINED IN ROBERTS RULES OF ORDER REVISED, THE NATIONAL AND DEPARTMENT BYLAWS AND THESE BYLAWS.

MEETING SHALL BE DEFINED AS IN PERSON OR VIRTUAL MEETINGS. VIRTUAL MEETING SHALL BE CONDUCTED BY THE COMMUNICATION COMMITTEE.

VOTING SHALL BE IN PERSON FOR THOSE PRESENT AT THE MEETING. FOR VIRTUAL MEETINGS, THOSE ATTENDING WILL HAVE AN ONLINE PLATFORM SET up BY THE COMMUNICATION COMMITTEE TO VOTE.

ARTICLE FIVE  
MISCELLANEOUS

SECTION 05.00 - AMENDMENTS: THESE BYLAWS MAY BE REPEALED, REVISED OR AMENDED, PROVIDED THE PROPOSED AMENDMENT HAS BEEN PRESENTED IN WRITING AND READ AT THE MEETING AND TABLED UNTIL THE FOLLOWING MEETING. THE DETACHMENT ADJUTANT OR PAYMASTER OR ADJUTANT PAYMASTER SHALL:

- (A) NOTIFY THE MEMBERSHIP TEN (10) DAYS PRIOR TO THE MEETING AT WHICH SUCH REPEAL, REVISION OR AMENDMENT WILL BE CONSIDERED.
- (B) A TWO-THIRDS (2/3) VOTE OF THE MEMBERSHIP PRESENT AND VOTING AT SUCH MEETING SHALL BE REQUIRED FOR ADOPTION OF THE REPEAL, REVISION OR AMENDMENT.

SECTION 05.01 -DETACHMENT FUNDS: THE PAYMASTER OR ADJUTANT/PAYMASTER WILL BE RESPONSIBLE FOR THE COLLECTION AND DISBURSEMENT OF ALL FUNDS. A FINANCIAL STATEMENT WILL BE MADE AT EACH MEETING. THE COMMANDANT WILL APPOINT AN AUDIT COMMITTEE OF AT LEAST THREE (3) MEMBERS TO AUDIT THE BOOKS AT LEAST ONCE A YEAR.

SECTION 05.02 - DETACHMENT PROPERTY: THE COMMANDANT AND ADJUTANT OR PAYMASTER OR ADJUTANT/PAYMASTER SHALL HAVE CUSTODY OF ALL PROPERTY OF THE DETACHMENT, SUBJECT TO THE SUPERVISION OF THE DETACHMENT BOARD OF TRUSTEES, INCLUDING PROPERTY DEvised OR BEQUEATHED TO IT IN TRUST OR OTHERWISE.

SECTION 05.03 -MISCELLANEOUS: AREAS NOT COVERED IN THESE BYLAWS OR THAT ARE IN CONFLICT WITH THE NATIONAL OR DEPARTMENT OF ILLINOIS BYLAWS WILL BE REFERRED TO THE NATIONAL OR DEPARTMENT OF ILLINOIS FOR RESOLUTION.

SECTION 5.04 — DETACHMENT ACADEMIC SCHOLARSHIP PROGRAM: THE DETACHMENT ANNUAL BUDGET SHALL INCLUDE AN ANNUAL ALLOTMENT TO FUND THE ACADEMIC SCHLORSHIP PROGRAM.

SCHOLARSHIP COMMITTEE WILL FORMULATE RULES (FOR BOARD APPROVAL) AND ADMINISTER SCHORARSHIP REQUESTS.

THE SCHOLARSHIP COMMITTEE WILL ADVISE THE BOARD OF THEIR RECOMMENDATIONS FOR DISBURSEMENTS TO QUALIFIED INDIVIDUALS.

THE BOARD, WITH THE SCHOLARSHIP COMMITTEES' RECOMMENDATIONS, WILL MAKE THE FINAL DECISION OF THE AMOUNT OF SCHOLARSHIP FUNDS ALLOCATED TO QUALIFIED APPLICANTS.

SECTION 05.05 - EXCEPTION TO PRE-AUTHORIZED FUNDS: EXECEPTION TO PRE-AUTHORIZED FUNDS IS GIVEN TO THOSE IN CHARGE OF A DETAIL FOR COLOR GUARD OR FUNERAL DETAIL. FUNDS WILL BE REIMBURSED FOR MEALS / REFRESHMENT STICK WITHIN PRE-ARRANGED GUIDELINES SET BE THE BOARD.

SECTION 05.06 - REIMBURSEMENT FO RUNIFORM TROUSERS: REIMBURSEMENT FOR UNIFORM TROUSERS UNDER THESE CIRCUMSTANCES:

- 1) BOARD MEMBER.
- 2) PRATICIPATION IN 3 DETAILS (COLOR GUARD / FUNERAL 1 FUNDRAISER) WHICH WILL BE TRACKED BY THE PAYMASTER.
- 3) FOR REIMBURSEMENT A RECEIPT MUST BE TURNED INTO THE PAYMANSER.
- 4) TROUSER REIMBURSEMENT ONLY ONE TIME.

### APPROVAL

THE MCHENRY COUNTY DETACHMENT BYLAWS APPROVED BY THE MEMBERS IN ATTENDANCE.

### CERTIFICATION

WE, JASON HERTHA, COMMANDANT OF THE MCHENRY COUNTY DETACHMENT, MARINE CORPS LEAGUE; JAMES FRENCH, ADJUTANT OF THE MCHENRY COUNTY DETACHMENT, MARINE CORPS LEAGUE; PHILLIP SWEENEY - JUDGE ADVOCATE OF THE MCHENRY COUNTY DETACHMENT, MARINE CORPS LEAGUE; CERTIFY THAT THE FOREGOING BYLAWS OF THE MCHENRY COUNTY DETACHMENT, MARINE CORPS LEAGUE WERE PASSED BY A TWO-THIRDS (2/3) MAJORITY VOTE OF THE MEMBERSHIP AT THE DETACHMENT MEETING HELD ON 17TH DAY OF MARCH IN THE YEAR 2022 A.D.

ED:

SIGNED:

JASON HERTHA

DETACHMENT COMMANDANT

ATTEST:

JAMES FRENCH  
DETACHMENT ADJUTANT

CERTIFICATE OF DEPARTMENT OF ILLINOIS  
JUDGE ADVOCATE

ATTEST:

PHILLIP SWEENEY

DETACHMENT JUDGE ADVOCATE

CERTIFICATE OF DEPARTMENT OF ILLINOIS

JUDGE ADVOCATE

I HAVE REVIEWED THE BYLAWS OF THE MCHENRY COUNTY DETACHMENT, MARINE CORPS LEAGUE, DATED THE MARINE CORPS LEAGUE, DATED THE 8 DAY OF JAN THE YEAR 2023 A.D

I FIND NOTHING THEREIN THAT IS IN CONFLICTION WITH THE DEPARTMENT OF ILLINOIS AND NATIONAL MARINE CORPS LEAGUE BYLAWS CURRENTLY IN FORCE.

THE BYLAWS OF THE MCHENRY COUNTY DETACHMENT ARE HEREBY APPROVED

  
JUDGE ADVOCATE  
DEPARTMENT OF ILLINOIS