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Lt. Alexander Bonnyman Detachment #924
Marine Corps League

BYLAWS

ARTICLE ONE

Section 100 – Organization and Authority

- (a) The organization shall be known as “Lt. Alexander Bonnyman Detachment #924 Marine Corps League.”
- (b) The supreme legislative and policymaking power of the Lt. Alexander Bonnyman Detachment #924 Marine Corps League shall be vested in the members of the Detachment in good standing.

Section 101 – Elective Officers – The Detachment Officers to be elected annually are the Detachment Commandant, Detachment Senior Vice Commandant, Detachment Junior Vice Commandant, Detachment Judge Advocate and Detachment Paymaster. If the Detachment chooses to have an Adjutant-Paymaster instead of an Adjutant and Paymaster the offices may be combined and this Officer is elected. No individual member shall hold more than one Detachment elective office at any one time.

Section 102 – Nominations

- (a) The Nominating Committee will present a slate of one candidate for each elective office to the Detachment Commandant no later than December 10th of the current year.
- (b) The names submitted by the Nominating Committee and the office nominated for will be posted in the December issue of the Detachment’s newsletter.
- (c) The Committee can receive names from individual members who are seeking election or from other sources. The Committee will insure that the individual is willing to serve in the office for which he/she has been nominated prior to further consideration.
- (d) Any member in good standing may make a nomination from the floor during the election.

Section 103 – Election of Officers

- (a) The Nominating Committee will conduct the election of officers.
- (b) The Chair will announce each Elective Office individually; the name of the candidate selected by the Nomination Committee and solicit any additional nominations from the floor.
- (c) The election of officers will be by vote of the members present at the Detachment’s January meeting. Voting may be by voice however any one (1) member may request a Standing Vote. If this is not decisive the Commandant may call for a count, which will then be included in the minutes. If the Commandant does not call for a count, a motion may be made, seconded and a majority vote is required to compel the count. Where there is only one nominee for a specific office the Chair may entertain a motion for election by acclamation for that office.
- (d) No Detachment Member in good standing attending the meeting will be deprived of his/her vote.

Section 104 – Installation of Officers – The newly elected and appointed Detachment Officers will be installed in February. The incoming Detachment Commandant may select the Installing Officer using the requirements of the National Bylaws and Administrative Procedures. The Installing Officer is responsible for submitting the Report of Officer Installation to National Headquarters, the Division Vice Commandant, and the Department Adjutant within fifteen (15) days of the installation.

Section 105 – Term of Office – All Detachment Elective Officers shall be elected for a term of one (1) year, and may stand for re-election.

Section 106 – Rules – The National Bylaws and Administrative Procedures, the Department of Tennessee Bylaws and Administrative Procedures and the Lt. Alexander Bonnyman Detachment Bylaws and Administrative Procedures shall govern the procedures of all meetings and other Detachment functions. The current edition of Robert’s Rules of Order Newly Revised, shall govern the parliamentary procedures of all Detachment functions in all cases where they are applicable and in which they are not inconsistent with the National, Department or Detachment Bylaws and Administrative Procedures.

ARTICLE TWO

BOARD OF TRUSTEES

Section 200 – Composition of the Detachment Board of Trustees

- (a) The Detachment Board of Trustees shall consist of all the Elected Officers of the Detachment.
- (b) The Detachment Junior Past Commandant shall also be a member of the Detachment Board of Trustees.
- (c) The Detachment Adjutant, Chaplain and Sergeant-at-Arms shall each be ex-officio members, without a vote. If the Adjutant and Paymaster are combined into one office the Adjutant-Paymaster is a voting member.
- (d) No individual member may hold more than one (1) seat on the Board of Trustees.

Section 201 – Powers –

- (a) To promulgate a Detachment Manual consisting of these Bylaws and Administrative Procedures and other such rituals, manuals and publications as are deemed necessary to establish uniform procedures and such annotations as are necessary for their interpretation.
- (b) To act in the best interest of the Lt. Alexander Bonnyman Detachment #924 with full executive powers vested to the Board of Trustees in the interim between Detachment meetings.

Section 202 –Duties – The duties of the Detachment Board of Trustees shall be the same as that for the National and Department Board of Trustees.

Section 203 – Vacancies – Should a vacancy occur in the Detachment Board of Trustees, it will be handled in the following manner:

- (a) If the vacancy is the Detachment Commandant, the Detachment Senior Vice Commandant will immediately fill the office of Commandant, with the title, and all rights and privileges for the remainder of the uncompleted term.
- (b) All other vacancies shall be filled by appointment by the Detachment Commandant for the remainder of the uncompleted term, with the concurrence of the remainder of the Board of Trustees.
- (c) Should the Junior Past Detachment Commandant be unable to serve as a member of the Detachment Board of Trustees for any reason, the Detachment Commandant will appoint another Past Detachment Commandant to fill this seat. If no Past Detachment Commandant is able to serve, this seat will remain vacant.
- (d) In all other matters concerning vacancies, the Board of Trustees shall be guided by the National and Department Bylaws.

Section 204 – Quorum – The presence of a majority of the Detachment Board of Trustees voting members shall constitute a quorum for the transaction of business. Action of the Board of Trustees shall be by consensus or by simple majority vote.

Section 205 – Conventions – The Detachment Commandant and the Board of Trustees is responsible for selecting and approving Detachment ads for placement various Convention/Conference Ad books. They shall determine if an ad will be placed, the ad size and content and submit the art work to the publisher. No approval is required from the Detachment to purchase the ads.

ARTICLE THREE

DETACHMENT STAFF

Section 300 – Composition – The Detachment Staff shall consist of the Detachment Board of Trustees, all Appointed Detachment Officers and all Past Detachment Commandants.

Section 301 – Appointed Officers – The Detachment will appoint a Detachment Chaplain, Detachment Sergeant-At-Arms, and Detachment Adjutant (if not combined with the Paymaster) and other Officers as it deems necessary for the orderly conduct of Detachment business. An Associate Member may serve as a Detachment Appointed Officer.

Section 302 – Term of Office for Appointed Officers – All Detachment Appointed Officers shall be appointed for a term of one (1) year to expire simultaneously with the Detachment Commandant and may be reappointed to that or another office without restrictions. All Appointed Officers serve at the pleasure of the Detachment Commandant and the Detachment Board of Trustees, and when they vacate their office for whatever reason, they will surrender all Marine Corps League books, records and other property for which the office or the person charged is charged to their duly appointed successor within thirty (30) days.

Section 303 – Meetings – The Detachment Staff will hold a monthly Officer/Planning meeting when deemed necessary by the Detachment Commandant and the Board of Trustees. Regular Officer/Planning meetings will be open to all Detachment Members who are encouraged to attend.

Section 304 – Conduct of Business – The Detachment Staff shall conduct business as expeditiously as possible. Except as noted in the Bylaws this may be in person, by telephone, by mail, e-mail, or by other such means as is available.

ARTICLE FOUR

COMMITTEES

Section 400 – Nominating Committee

- (a) The Detachment Junior Past Commandant will chair the Committee.
- (b) The Committee shall consist of the Detachment Junior Past Commandant and one (1) other previously elected Detachment Officer.
- (c) No member of the Committee may be nominated or stand for elective office while a member of the Committee. If the Detachment Junior Past Commandant is nominated or stands for elective office the Detachment Commandant shall appoint a Past Detachment Commandant to chair the Nominating Committee.
- (d) The Nominating Committee will conduct the election.

Section 401 – Detachment Marine of the Year Committee

- (a) The Detachment Marine of the Year Committee is composed of all Past Lt. Alexander Bonnyman Detachment #924 Marine Corps League Marines of the Year.
- (b) The current Detachment Marine of the Year will chair the committee.
- (c) The Detachment Marine of the Year will be selected so as to be announced at the Installation of Detachment Officers to allow submission of a Southeast Division Carter Award package at the Southeast Division Conference and Department of Tennessee Marine of the Year package for consideration at the next Department of Tennessee Convention.

Section 402 – Detachment Budget and Finance Committee

- (a) The Detachment Budget and Finance Committee shall have 3 members.
- (b) The Committee will make recommendations to the Detachment concerning creating and maintaining a budget. They will take input from other committees within the Detachment to aid in formulating the budget.

Section 403 – Miscellaneous

The Commandant may appoint other committees as required to ease the operation of the Detachment or for special events and functions.

ARTICLE FIVE

MEMBERS

Section 500 – Regular Members

- (a) The Detachment shall be the sole judge of its membership providing said person meets the requirements of the Marine Corps League National Bylaws Article Six Section 600.
- (b) Proof of eligibility shall be required from each applicant for membership in the Detachment. After determining eligibility the proof will be returned to the applicant or shredded.

Section 501 – Associate Members

- (a) The Detachment may accept Associate Members.
- (b) Associate Members are permitted to vote on the internal affairs of the Detachment provided such vote does not affect a policy of the Marine Corps League. Associate Members may not vote on membership application, election of officers or hold an elective office.

Section 502 – Honorary Members

- (a) The Detachment may issue Honorary Membership to those persons who have been of extraordinary service to the Nation, the community, the United States Marine Corps or the Marine Corps League, as defined by the National Bylaws Article Six Section 600. Honorary members will not be entitled to the rights, privileges and benefits available to a regular or associate member.

ARTICLE SIX

FINANCE

Section 600 – Finance

- (a) The Detachment Paymaster shall have charge of all books and records of the Detachment; collect, receive and have charge of all funds of the Detachment; make disbursements on behalf of the Detachment for all reasonable Detachment expenses, within guidelines established by the Detachment Board of Trustees; and deposit Detachment funds in a bank as directed by the Detachment Board of Trustees. The Paymaster shall make a written report of the financial standing of the Detachment at each meeting of the Detachment Board of Trustees and at each official Detachment meeting. Copies of these reports will be made available to any member.
- (b) The Detachment checking account will require two (2) signatures on a Detachment check. The authorized signatures are the Detachment Commandant, the Detachment Senior Vice Commandant, the Junior Past Commandant or the Detachment Paymaster (Adjutant-Paymaster if used).

Section 601 – Audit/Inventory

- (a) An audit of the Detachments financial records shall be conducted immediately after the election of the Detachment's Officers each year. The audit team will consist of the incoming and outgoing Paymasters and two (2) Detachment Members who are not members of the Detachment Board of Trustees, incoming or outgoing. The incoming and outgoing Detachment Commandant will be provided a copy of the audit results. The results will be presented at the next official Detachment meeting to the membership. Audit results will be maintained with the Detachment Paymaster and Adjutant records.

Section 602 – Expenses

- (a) The Detachment Commandant is authorized reimbursement of his travel and lodging expenses incurred while attending the Department of Tennessee Convention, the Southeast Division Conference and the Marine Corps League Mid Winter and National Convention for the performance of his duties. Reimbursed expenses shall not exceed one thousand dollars (\$1000.00) per year. The Detachment Commandant must provide receipts to the Detachment Paymaster to receive the reimbursement.
- (b) The Detachment Commandant is authorized a fund of one hundred dollars (\$100.00) to spend without prior authorization of the Detachment for items he deems necessary for the good of the Detachment. Receipts should be provided to the Paymaster if they are available. The Board of Trustees must approve each new addition to the fund. The fund may be funded in one hundred dollar (\$100.00) increments or funds may be replaced as used to maintain the one hundred dollar (\$100.00) available. This is an as used fund and not cumulative per year.
- (c) The Detachment Chaplain is authorized to spend up to fifty dollars (\$50.00) for supplies to perform his duties without prior authorization from the Detachment. Receipts must be turned into the Paymaster. This is an as used fund and not cumulative per year.

Section 603 - Limitations – Except as specifically provided in these Bylaws, no Officer or individual member of the Lt. Alexander Bonnyman Detachment #924 shall have the authority to obligate the

Detachment financially in any way unless previously approved by the Detachment Board of Trustees or the Detachment.

ARTICLE SEVEN

DETACHMENT MEETINGS

Section 700 – Meetings - The Detachment shall conduct a monthly meeting of its members on the last Tuesday of each month, unless circumstances require that the meeting date be changed at the discretion of the Board of Trustees. If a monthly meeting is not held and cannot be rescheduled due to circumstances beyond the Detachments control (i.e. severe weather) the Board of Trustees shall meet as soon as possible to ensure necessary Detachment business is completed. During the month of December the Detachment will conduct its normal monthly meeting in conjunction with its annual Christmas Breakfast and this may be scheduled whenever is convenient to the Detachment to allow members to spend the holidays with their families.

Section 701 – Quorum – A quorum for Detachment business is ten (10) members and two (2) elected Officers.

Section 703 – Voting - Detachment business during the official monthly meetings shall be by simple majority vote unless specified otherwise within the Bylaws of the Detachment, Department or National Marine Corps League. Voice voting is acceptable however any member may request a Standing Vote. If this is not decisive the Commandant may call for a count, which will then be included in the minutes. If the Commandant does not call for a count, a motion may be made, seconded and a majority vote is required to compel the count and the results shall be recorded in the minutes.

ARTICLE EIGHT

MISCELLANEOUS

Section 800 – Amendments – These Bylaws or any provisions therein may be revised, repealed, amended or otherwise modified by approval of two-thirds of the Detachment members attending a regularly called Detachment meeting. Notice of the intent to consider amending these Bylaws must be provided to all Detachment members at least thirty (30) days prior to any meeting at which any amendment is to be voted on and the proposed change provided to each member. Notification of planned meeting and publication of the proposed change in the Detachment newsletter at least thirty (30) days prior to the meeting satisfies this requirement.

Section 801 – Effective Date – The effective date for these Bylaws shall be after the date of the Detachment meeting at which they were approved and following approval by the Department Judge Advocate. The effective date of revisions, repeal, amendment or other modifications will be after the date of the Detachment meeting at which such action was approved and following approval by the Department Judge Advocate. The Detachment may establish a specific date within these guidelines. If no specific date is established, it shall be the day immediately following the date the approval requirements are satisfied.

Section 802 – Administrative Procedures – The Detachment Board of Trustees and Detachment Staff shall have the authority to draft and adopt a set of Administrative Procedures to govern the daily operation of the Detachment business, insofar as such procedures are not inconsistent with these Bylaws. Such Administrative Procedures as are adopted shall be confirmed or vetoed by a majority vote at a regular Detachment meeting. Provisions thus vetoed may not be adopted again without the approval of the Detachment. Once approved amendments, revisions and or changes may be made with the approval of a majority vote of the Board of Trustees. Any amendments, revisions or changes approved and implemented by the Board of Trustees shall be confirmed or vetoed by a majority vote at the next regularly scheduled Detachment meeting. Provisions thus vetoed may not be adapted again without the approval of the Detachment.

Section 803 – Applicability – All matters not covered in these Bylaws will be governed by the applicable sections of the Marine Corps League National or Department of Tennessee Bylaws and Administrative Procedures. When it is determined that there is a conflict between these Bylaws and the National or Department Bylaws and Administrative Procedures, the Department and National Bylaws and Administrative Procedures shall prevail.

END OF ARTICLE EIGHT

**END OF BYLAWS OF THE
LT. ALEXANDER BONNYMAN DETACHMENT #924
MARINE CORPS LEAGUE**