

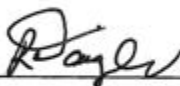
# **DEPARTMENT of CONNECTICUT**

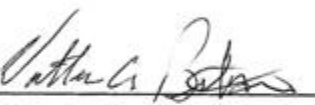


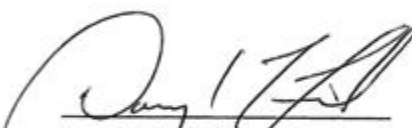
## **BYLAWS AND ADMINISTRATIVE PROCEDURES**

**2025 Edition  
Supersedes all prior editions**

This is to certify that these Bylaws and Administrative Procedures include all the amended Articles and Sections of the BYLAWS AND ADMINISTRATIVE PROCEDURES of the Department of Connecticut Marine Corps League, as appropriately presented and approved at the 84th Department of Connecticut Convention on 28 June 2025. This copy of the BYLAWS AND ADMINISTRATIVE PROCEDURES of the Department of Connecticut Marine Corps League represents the de jure copy and supercede/void all prior issuances of the BYLAWS AND ADMINISTRATIVE PROCEDURES of the Department of Connecticut Marine Corps League.

  
Richard J. Daigle  
Department Commandant  
Department of Connecticut


  
Walter A. Benson  
Department Sr. Vice Commandant  
Department of Connecticut

  
Douglas T. Fisk  
Department Judge Advocate  
Department of Connecticut

---

## Endorsement

Having reviewed the BYLAWS AND ADMINISTRATIVE PROCEDURES of the Department of Connecticut Marine Corps League, I find them to be neither incompatible nor inconsistent with the NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES of the Marine Corps League.

  
Bruce R. Rakfeldt  
National Judge Advocate  
Marine Corps League

15-September-2025  
Date

# DEPARTMENT of CONNECTICUT



## BYLAWS

# ARTICLE ONE

## DEPARTMENT CONVENTIONS

**SECTION 100 - AUTHORITY:** The supreme legislative and policy making power of the Department of Connecticut Marine Corps League shall be vested in a Department Convention composed of the properly elected, registered and approved Delegates in good standing.

**SECTION 101 - COMMITTEES, DEPARTMENT CONVENTION:** The Department Convention Administrative Committees shall be: Audit, Budget, Bylaws, Credentials, Resolutions, Rules and Standing Committees.

### **SECTION 105 - CREDENTIALS - DELEGATES - ALTERNATES - MEMBERS:**

(a) Delegates, Alternates and Members desiring to attend business sessions of a Department Convention must possess a paid up membership card, plus properly executed and signed credentials and must be registered with and approved by the Convention Credentials Committee.

(b) Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of said Detachment's membership on record at Department Headquarters as of May 15<sup>th</sup> immediately preceding the Department Convention. The Delegate voting strength of each Detachment shall be as follows: For the first fifteen (15) Regular Members, one (1) Delegate and one (1) Alternate; for each additional full block of fifteen (15) Regular Members, one (1) Delegate and one (1) Alternate; for a partial number of fifteen (15) Regular Members, one (1) Delegate and one (1) Alternate. However, no Delegate strength of a Detachment shall be computed by including Associate Members or Honorary Members in such Detachment's total membership.

(c) Should a Detachment be in default of payments of funds from any source due the National or Department Headquarters (or in default of submitting proof of incorporation) as of May 15<sup>th</sup>, prior to the Department Convention, such fact shall be reported by the Department Paymaster to the affected Detachment and to the Department Convention Credentials Committee. The credentials of that Detachment's Delegates and Alternates shall not be approved unless settlement is made by the Detachment's Delegates at the convention site in cash, unless previously resolved.

(d) A Detachment which, as of May 15<sup>th</sup> immediately prior to the Department Convention, fails to report on standard transmittal forms to Department Headquarters that it has fifteen (15) or more members, the Department Paymaster shall report such fact to the Department Convention Credentials Committee which shall not approve that Detachment's Delegates or Alternates.

(e) Notwithstanding the provisions of section 105(d) above, no paid member in good standing may be deprived of his individual vote at a Department Convention.

(f) Delegate/Alternate cards of a Detachment may only be claimed by a registered member of that Detachment.

### **SECTION 110 - VOTING:**

(a) Except as otherwise provided in these Bylaws, a fifty percent (50%) plus one (1) vote by the Delegates voting shall carry any measure and decide any issue.

(b) Each Delegate complying with section 105 is entitled to cast a vote for fifteen (15) members, providing that the total vote of the Detachment's Delegates does not exceed the Detachment's membership strength. Such Delegate, or Alternate in the absence of a Delegate present at the time of voting may, on behalf of the registered and approved absent Delegates, cast the vote of the Detachment's full voting strength.

(c) A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates, except as provided for in (e) below.

(d) A Detachment Commandant, being a registered and approved Delegate, or his registered and approved designee, in the Detachment Commandant's absence, may cast the full voting strength of the Detachment, subject to the will of and in the manner specified by, the registered and approved Delegates present from that Detachment.

(e) In the event of a challenge by a registered Delegate to the stated vote of his Detachment, the roll call vote of each Delegate of said Detachment shall be called. Upon the calling of each Delegate so registered, the Delegate shall rise, if not restricted by physical impairment and identify himself as a registered Delegate, authorized to cast the vote on behalf of that portion of the Detachment's voting strength.

**SECTION 115 - ELECTIVE OFFICERS:** The Department Officers to be elected by each Department Convention shall be: Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Department Judge Advocate and the County Commandants.

**SECTION 120 - NOMINATIONS:** Each nomination for an elective Department office shall be made from the floor on the day on which the elections are to be held. Each nominee shall be a Regular Member in good standing in the Marine Corps League at the time of his or her nomination. Each nominee, when called upon, shall rise, if not restricted by physical impairment and state to the Chair that if elected he or she will accept the office and serve loyally, faithfully and to the best of his or her ability during the term to which elected.

**SECTION 125 - ELECTIONS:** The election of Department Officers shall be the last order of business of the Department Convention. The election of the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant and Department Judge Advocate shall be conducted in this order by the voting methods described here and in Section 110. Following this procedure the election of County Commandants shall be conducted by acclamation.

(a) No member may hold more than one elected Department office at the same time.

(b) Before voting begins, the Department Commandant shall select two (2) Past Department Commandants or other National Officers to supervise voting and correctly tally the votes cast. One (1) shall act as Teller and one (1) shall act as Judge.

(c) The election of officers shall not begin until the appointed election teller and judge advise the Chair that they are prepared to supervise the election. When it is so advised, the Chair shall then call for the "Election of Officers". Upon such announcement, the Chair shall not accept or entertain any issue, question, or subject which is not strictly related to the roll call being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the Convention floor until the roll call vote in progress is concluded.

(d) A majority of the votes cast is required to elect Department Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed five minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

**SECTION 130 - TERM OF OFFICE:**

- a) The Elected Department Officers of Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate shall be elected for a term of one (1) year and may stand for re-election one (1) consecutive additional term.
- b) County Commandants shall be elected for a term of one (1) year and have no limitations on term limits.
- c) All appointed Officers have no term limits and serve at the pleasure of the Department Commandant and the Board of Trustees.

**SECTION 135 - QUORUM:** The minimum number required to transact the regular and legal business of a Department Convention shall be the registered and approved Delegates in good standing from a majority of all Detachments.

**SECTION 140 - RIGHT TO SPEAK:** All registered Delegates, when recognized by the Chair and not so expressly prohibited by the National and Department Bylaws, shall have the right to speak on any subject and all issues brought to the Department Convention for its consideration. Each registered National Officer, Past National Commandant, Department Officer, Past Department Commandant, Detachment Commandant and member in good standing may be granted the floor by the Chair.

## ARTICLE TWO

### DEPARTMENT BOARD OF TRUSTEES

**SECTION 200 - COMPOSITION:** The Department Board of Trustees shall be composed of the following:

1. Department Commandant
2. Department Senior Vice Commandant
3. Department Junior Vice Commandant
4. Department Judge Advocate
5. Department County Commandants
6. Department Junior Past Commandant

**SECTION 205 - POWERS:** In between Department Conventions, in compliance with the provisions of the Congressional Charter, the National and Department Bylaws and Administrative Procedures and the Directives and Mandates of the National and Department Convention, the Powers and Authority of the Department Board of Trustees shall be:

(a) To exercise such other powers and to do such other actions as are compatible with the National and Department Bylaws and Administrative Procedures which are in the best interest of the Marine Corps League and to exercise executive powers between Department Conventions.

(b) To approve or disapprove the minutes of the Department Convention at the next regularly scheduled Department Business Meeting of the Department of Connecticut Marine Corps League following the Convention, only to the degree of correcting errors or omissions.

**SECTION 210 - DUTIES, BOARD MEMBERS:** In addition to the specific duties of the individual Board members, as hereinafter stated, it shall be the duty of each member of the Board to acquire a working knowledge of the National and Department of Connecticut Bylaws and Administrative Procedures of the Marine Corps League. The specific duties of the Members of the Department Board of Trustees shall be:

(a) Department Commandant shall preside at all sessions of the Department Convention and at all meetings of the Department Board of Trustees. The Department Commandant together with the Department Board of Trustees shall have direction and control of the executive and administrative affairs of the Department of Connecticut Marine Corps League between Department Conventions. In addition, the Department Commandant shall:

- (1) Observe and enforce the observance of the Congressional Charter and the National and Department Bylaws and Administrative Procedures of the Department of Connecticut Marine Corps League.
- (2) Direct to all Officers and Members such orders as are not in conflict with the National and Department Bylaws and Administrative Procedures which are necessary for the proper conduct of business.
- (3) Call such meetings of the Department Board of Trustees as are required by the National and Department Bylaws and Administrative Procedures per Article Two Section 220.
- (4) Seek the advice of the Department Board of Trustees and Staff, as well as that of the New England Division Vice Commandant.
- (5) With the Department Paymaster, have custody of all funds and property of the Department of Connecticut Marine Corps League, subject to the supervision of the Department Board of Trustees.
- (6) Upon approval of the Department Convention, appoint an:
  - (a) Adjutant
  - (b) Paymaster
  - (c) Chaplain
  - (d) Sergeant-at-Arms
- (7) With the advice and consent of the Department Board of Trustees, appoint the following:
  - (a) Auditor
  - (b) Chairman of the Convention Committee.
  - (c) Historian.
  - (d) Veterans Service Officer.
  - (e) Chairman of Youth Activities.
  - (f) Public Relations Officer.
  - (g) Auxiliary Liaison Officer.
  - (h) Such other Staff Officers as may be necessary.

- (8) With the advice and consent of the Board of Trustees, appoint such standing committees as are deemed necessary. However, the committee of "Department Marine of the Year" shall be as is provided in the Department of Connecticut Administrative Procedures, Chapter Three, Section 300 (j).
  - (9) Approve requisitions of the Department Paymaster.
  - (10) Represent the Department of Connecticut Marine Corps League at all social functions and ceremonies in such manner as will enhance the dignity, honor and prestige of this organization.
  - (11) Perform such other duties as are directed from time to time.
- (b) Department Senior Vice Commandant shall give every assistance to the Department Commandant and during the absence or illness of the Department Commandant, perform the duties of that office. He or She shall preside over all Detachment Commandant Council Conferences and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the Marine Corps League and the Department of Connecticut.
- (c) Department Junior Vice Commandant shall create and promulgate such membership incentives and programs as will produce enthusiastic response resulting in continuous membership growth. In the absence or illness of the Department Commandant and the Department Senior Vice Commandant, he or she shall perform the duties of that office.
- (d) Department Judge Advocate shall interpret the Department Bylaws and Administrative Procedures. He or She shall advise, construe, counsel and render opinions on questions of Law and Procedure to the Department Commandant, Department Board of Trustees, Department Staff and Detachments when so required in the manner outlined hereafter.
- (1) At the Department Conventions, upon request of an approved Delegate, through the Chair, the Department Judge Advocate shall render an opinion on Law and Procedure to the Chair, whereupon the Chair will rule on the opinion and the question, which ruling shall be final unless appealed by an approved Delegate, whereupon the Department Judge Advocate will put the question "Shall the ruling of the Chair be sustained?" A standing vote of approved Delegates will be called and two-thirds (2/3rds) of the total vote will be required to reverse the ruling of the Chair.
  - (2) At Department Board Meetings, the same procedure shall apply and two-thirds (2/3rds) of the Department Board of Trustees present and voting will be required to reverse the ruling of the Chair.
  - (3) On all questions of Law and Procedure pertaining to the Department of Connecticut Marine Corps League or any of its subsidiaries referred to this Officer through channels, the Department Judge Advocate shall rule in writing, mailing copies of the ruling to the parties concerned and to the Department Commandant and the National Judge Advocate and such ruling shall be binding unless and until reversed by the Department Board of Trustees, the National Judge Advocate or the Department Convention.
  - (4) The Department Judge Advocate may not hold the office of Judge Advocate either at National or in his Detachment. If this be the case, then his or her resignation from the lower office shall be required upon being sworn into the higher office.
- (e) Department Adjutant shall perform the following:
- (1) Be responsible to the Department Commandant.
  - (2) Keep the minutes of all Department Conventions, Board and business meetings and perform such other duties as are usually assigned to a secretary.
  - (3) Mail to each Detachment and member of the Department Board of Trustees within sixty (60) days following each Department Convention a copy of the Convention minutes.
  - (4) Receive and review all committee reports and correspondence and where appropriate, forward copies to the Department Board of Trustees for information.
  - (5) Surrender all books, records and property of the Department of Connecticut Marine Corps League with which the Officer is charged to the duly elected or appointed successor.
  - (6) Shall not hold any other position on the Staff.

(f) Department Paymaster shall perform the following:

- (1) Be responsible to the Department Commandant.
- (2) Perform all of the ordinary and necessary business of the Department of Connecticut Marine Corps League, including the approval of purchasing materials and services of normal business operations within the bounds of the budget as provided by the Board of Trustees.
- (3) Determine the compensation for the Department Staff within the approved budget guidelines.
- (4) Conduct a census of the total membership of the Department of Connecticut Marine Corps League for the purpose of determining Delegate and Alternate entitlement for the ensuing Department Convention. Such census shall be conducted prior to the Department Convention annually.
- (5) Cause to be kept all proper and necessary books for the recording of all business of the Department of Connecticut Marine Corps League, including a correct record of all membership accounts.
- (6) Receive all monies, keeping a record of their source and purpose and shall deposit said monies in approved and Federally issued accounts, including checking and savings accounts. All monies deposited shall be in the name of the Department of Connecticut Marine Corps League only.
- (7) Assure that all checks issued have the signatures of the Commandant and the Paymaster of the Department of Connecticut Marine Corps League.
- (8) Close the books for the collection of dues and for the determination of voting rights on May 14 of each year prior to the Department Convention.
- (9) Establish the Fiscal Year for the Department of Connecticut Marine Corps League from May 15 to May 14 of the following year and provide such assistance as necessary in the conduct of an annual audit of all funds of the Department of Connecticut Marine Corps League.

(g) Department Chaplain shall:

- (1) Perform such duties of a spiritual nature as are customarily performed by members of the Clergy and required by the Department of Connecticut and the National Bylaws and Administrative Procedures of the Marine Corps League.
- (2) Be responsible for and have charge of arranging and conducting an impressive, dignified and inspiring Nondenominational Memorial Service at each Department Convention and Staff meeting, including in such ceremony representatives of those subsidiaries that are appropriate and including the reading of Marine Corps League Members deceased during the past year.

(h) Department Sergeant-at-Arms shall preserve order at Department Conventions and such other Department meetings as may be called by the Department Commandant and to perform such other duties as are assigned by the Department Commandant.

(i) County Commandants shall:

- (1) Be held accountable to the Board of Trustees for the care and proper administration of their County under the direct supervision of the Department Commandant.
- (2) Make every continuing effort to establish new Detachments within their County.
- (3) May request, in writing to the Department Commandant, the appointment of an individual as an Assistant County Commandant and must include the nominee's name, address, contact information and current membership standing.
- (4) Submit a bi-monthly, written report to the Department Commandant.

(j) Junior Past Department Commandant shall:

- (1) Be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Department of Connecticut Marine Corps League.
- (2) Preside at all Past Department Commandants Council Conferences, seeking therein to build membership strength.



**SECTION 215 - VACANCY:** The order of succession to the office of Department Commandant shall be: (1) Department Senior Vice Commandant and (2) Department Junior Vice Commandant. In the event of other vacancies on the Department Board of Trustees, the Department Commandant, with the advice and consent of the remaining Board Members, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur through failure to attend two (2) consecutive officially called meetings of the Department Board of Trustees or in the case of removal from office for cause.

**SECTION 220 - MEETINGS:**

(a) The Department Board of Trustees Meetings:

- (1) Annually, immediately prior to each Department Convention, to close out the executive administration of the Department Board of Trustees from that fiscal year; to finalize preparation for the ensuing Convention (Administrative Procedures, Chapter Two, Section 210); and to identify pending and unaccomplished executive actions warranting further action by the Convention or by the Department Board of Trustees during the ensuing fiscal year.
- (2) Annually, immediately after adjournment of each Department Convention for the purpose of selecting appointive Department Officers and Standing Committees and for the transaction of such other business as may properly come before it.

(b) The Department Business Meetings:

- (1) Bi-monthly, on the first (1st) Sunday of the month, starting with August and proceeding with October, December, February, April and ending with the Department Convention (between May 15 and July 15), or upon special call of the Department Commandant. No meeting should conflict with the National Convention, Midwinter Meeting, the Quad Convention or any major holiday.
- (2) At the call of the Department Commandant, for special emergency reasons, providing that a quorum of the Board is assured through the conduct of a polling by the Department Adjutant of the Department Board of Trustees prior to the issuance of the call for a special Board meeting.

(c) The conduct of business at all Department Meetings shall be governed by the National and Department Bylaws and Administrative Procedures, parliamentary reference shall be Robert's Revised Rules of Order.

**SECTION 225 - QUORUM:** The presence of a minimum of seven (7) of the Department Board of Trustees shall constitute a quorum for the transaction of business.

**SECTION 230 - VOTING:** Each Department Board Member shall have one (1) vote. There shall be NO proxy voting. The Department Judge Advocate shall abstain from voting on all matters wherein an official opinion has been rendered by the Department Judge Advocate.

**SECTION 235 - CONDUCT OF BUSINESS:** The Board of Trustees may conduct business between Conventions at any regular or special meeting, or by mail, in accordance with the National and Department Bylaws and Administrative Procedures.

**SECTION 240 - EXPENSES:** The Department may reimburse the Board members expenses incurred, provided that funds are available and budgeted.

## ARTICLE THREE

### DEPARTMENT STAFF

**SECTION 300 - COMPOSITION:** The Department Staff shall be composed of the Department Board of Trustees, appointed Department Staff Officers, Committee Chairmen, and Liaison Officers, being identified collectively as Staff Officers and individually as a Staff Officer.

**SECTION 305 - POWERS:** The power and authority of the Department Staff shall be the same as the Department Board of Trustees. Members that are appointed Department Staff Officers, Committee Chairmen, Liaison Officers shall have no vote in Board decisions and shall not be considered in determining a quorum for Department Board of Trustees or regular Department Business meetings.

**SECTION 310 - DUTIES / STAFF OFFICERS:** The Department Staff Officers shall acquire a working knowledge of the National and Department Bylaws and Administrative Procedures of the Marine Corps League and shall act as assistants to the Department Board of Trustees with individual specific duties:

- (a) Convention Committee Chairman shall, with the Convention Committee, perform those duties outlined under the Administrative Procedures Chapter Two, Section 240.
- (b) Department Historian shall assemble and maintain a record of the Department of Connecticut Marine Corps League history of achievement.
- (c) Chairman of Public Relations shall act as Public Relations and Press Officer for the Department of Connecticut Marine Corps League and perform such other duties as assigned by the Department Commandant.
- (d) Department Auxiliary Liaison Officer shall maintain a close association with the Department of Connecticut Marine Corps League Auxiliary President. He or she will advise the President when called upon of relations between the Marine Corps League and the Auxiliary. Also, he or she will stress coordination of the Convention Committee and Business Meeting Committees approved by the Board.

**SECTION 315 - VACANCY:** Should a vacancy occur in an appointed office, a committee chairmanship, or a committee member, such vacancy shall be filled as soon as practicable by the Department Commandant. All such appointments are subject to the subsequent approval by the Department Board of Trustees.

**SECTION 320 - CONTRACTING AUTHORITY:** No Department Officer, Committee Chairman, or member of the Department of Connecticut Marine Corps League shall enter into or sign any contract or agreement, for the purpose of binding the Department of Connecticut Marine Corps League, without first submitting such contract or agreement to the Department Judge Advocate for his consideration and the forwarding of his recommendation to the Department Board of Trustees. The Department Board of Trustees thereafter, by a majority vote, may accept or reject, in whole or in part, the contract or agreement submitted to it. All contracts or agreements consummated in the name of the Department of Connecticut Marine Corps League shall require the signature of the Department Commandant and Department Paymaster.

## ARTICLE FOUR

### DEPARTMENT OF CONNECTICUT

**SECTION 400 - BYLAWS:** The Department of Connecticut Convention may adopt Department Bylaws and Administrative Procedures which are not inconsistent with the National Charter or the National Bylaws and Administrative Procedures, provided they have been approved by the National Judge Advocate and provided further that a copy of such approved Department Bylaws and Administrative Procedures are on file at National Headquarters.

**SECTION 405 - OFFICERS:** The Department of Connecticut may have such elected and appointed officers as required by its Department Bylaws or in the absence of Department Bylaws as its Department Convention desires. The Department of Connecticut, however, must elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant and a Judge Advocate. The Department of Connecticut shall elect or appoint a Chaplain, Sergeant-at-Arms, Adjutant, Paymaster or an Adjutant/Paymaster. The standard report of Officers and Installation of Department Officers must be received at National Headquarters **NOT LATER THAN JULY 31 ANNUALLY**. The Department Commandant and the Department Adjutant/Paymaster (or Department Paymaster, as applicable) are covered under a blanket bond held and paid for by National Headquarters (Article Eight, Section 815 applies).

**SECTION 407 - ELIGIBILITY AND TERM LIMITS FOR OFFICERS:**

- (a) The Department has the sole right to establish term limits on its officers, both elected and appointed.
- (b) All officers serving in elected offices must be Regular Members of the Department in which they are elected to serve.
- (c) At the will of the Department, Associate Members may serve in appointive offices only in accordance with Article Six, Section 600 (b).

**SECTION 410 - MEETINGS:** The Department of Connecticut shall hold one convention each year between **May 15 and July 15** unless otherwise prevented by National Emergency of other unpreventable cause. Department Staff-Only meetings may be held as desired at the call of the Commandant. The Department Charter or copy, the National Colors and a Bible should be displayed at all business meetings. All Department Regular Business meetings are open to all members of the Marine Corps League.

**SECTION 415 - TRUSTEES:** The elected Officers of the Department of Connecticut shall be the Department Board of Trustees; however, the Department of Connecticut Convention is authorized to appoint the outgoing Department Commandant or a Past Department Commandant to serve a one (1) year term as a member of the Board of Trustees.

**SECTION 420 - DEFAULT:** If the Department of Connecticut is in default of payment of monies from any source due National Headquarters or fails to submit its Department Officers Installation Report as of July 31, prior to the ensuing National Convention, such fact shall be reported by the National Comptroller to the National Convention Credentials Committee. The Department of Connecticut and its Officers who do not comply with Article One, Section 105 (c) will not be recognized at the National Convention.

**SECTION 425 - FREEDOM OF ACTION:** Unless expressly forbidden by any section of the National Bylaws and Administrative Procedures the Department of Connecticut shall be free to take such action and engage in such activities as are not in violation with Federal, State, County, or Municipal Law or Ordinances.

**SECTION 430 - CHARTER SUSPENSION, REVOCATION:** See Section 430 of the latest National Bylaws.

**SECTION 435 - QUORUM:** The quorum for Department Conventions and for Department Regular Business Meetings may be set by the Department Bylaws or in the absence thereof, by the Department Convention.

- (a) See **SECTION 135 - QUORUM** for Department Convention (a majority of Detachments).
- (b) See **SECTION 225 - QUORUM** for Department Regular Business Meeting (7 Members of the Dept Board of Trustees).

**SECTION 440 - BONDING:** ALL DEPARTMENT Officers handling Department monies shall be bonded. The Department Commandant and the Department Adjutant/Paymaster (or Department Paymaster, as applicable) are Bonded by a commercial crime policy paid for and administered by National Headquarters. The bond limit will be in the amount of \$10,000.00 with a deductible of \$1,000.00. A certificate of coverage will be mailed to each Department at the inception of the policy term with the territorial provisions included within the policy. The bonding of additional Department Officers, when necessary in compliance with this section, shall be arranged for by the Department at the expense of the Department (Article Eight, Section 815 applies).

## **ARTICLE FIVE**

### **DETACHMENTS**

For this entire Article please see ARTICLE FIVE DETACHMENTS of the latest revision of the National MCL Bylaws.

---

## **ARTICLE SIX**

### **MEMBERS**

For this entire Article please see ARTICLE SIX MEMBERS of the latest revision of the National MCL Bylaws.

---

## **ARTICLE SEVEN**

### **SUBSIDIARIES AND SUBORDINATE GROUPS**

For all Sections of this Article, except for Section 710 written below,  
please see ARTICLE SEVEN SUBSIDIARIES AND SUBORDINATE GROUPS  
of the latest revision of the National MCL Bylaws.

**SECTION 710 - INCORPORATIONS:** Any of the foregoing, including the Department of Connecticut and its' Detachments, which engage in services or business, either profit or non-profit, or which use the name of the Marine Corps League will be incorporated in accordance with Section 700 of this Article.

Effective June 1, 1988, if the Department of Connecticut has not provided Headquarters, National Marine Corps League, Inc., with proof of its incorporation it will be billed in the amount of Seventy-Five Dollars (\$75.00) and a like amount annually until such proof of incorporation is on file with National Headquarters. If the Department of Connecticut fails to remit its payment to National Headquarters, it shall be in default as is provided in Article Four, Section 420 - DEFAULT.

If a Connecticut Subsidiary or Subordinate Group has not provided the Department of Connecticut with proof of its incorporation prior to 15 May annually it shall be in default as is provided in Article One, Section 105 - CREDENTIALS - DELEGATES - ALTERNATES - MEMBERS.

- (a) Article Seven applies to Administrative Procedures Chapter Eight, Administrative Procedures, Sections 810, 820, 830, 840, 850, and 860.

## ARTICLE EIGHT

### MISCELLANEOUS

**SECTION 800 - AMENDMENTS:** The Department of Connecticut Bylaws and Administrative Procedures may be revised, amended, or repealed by a majority vote of the properly registered and approved Delegates present and voting at a Department Convention, provided the proposed revision, amendment, or repeal is submitted in triplicate typewritten form in the exact wording to the Department Judge Advocate, not less than ninety (90) days prior to the Department Convention at which said proposal is to be considered and further provided that the Department Adjutant shall distribute copies of each proposal, without personal comment, to all legally existing Detachments no later than sixty (60) days prior to the opening day of the Department Convention at which the proposal is to be considered.

1. If the distribution is made by USPS mail, it must be provided in triplicate form.
2. If the distribution is made by e:Mail, only one copy is required in PDF format

**SECTION 805 - EFFECTIVE DATE:** Each revision, amendment, or repeal of a provision of the Department Bylaws and/or Administrative Procedures which are approved at a Department Convention, as outlined in Section 800 and does not provide for an effective date will become effective upon the close of the Department Convention at which it is approved.

**SECTION 810 – DEPARTMENT BYLAWS AND ADMINISTRATIVE PROCEDURES DISTRIBUTION:** The Department Judge Advocate with the Department Adjutant shall ensure changes and/or reprinting these documents are distributed as outlined below. Each Detachment, each Department of Connecticut Board of Trustee member, the National Headquarters Marine Corps League, The National Judge Advocate, the Connecticut Pack of the Military Order of the Devil Dogs, the Marine Corps League Auxiliary of the Department of Connecticut and such other subsidiary organizations within the Department of Connecticut Marine Corps League shall be provided without charge a copy or copy(s) (as outlined below) of the Department of Connecticut Marine Corps League Bylaws and Administrative Procedures or published changes thereafter each time they are printed, The Department Judge Advocate's copy of the Department Bylaws and Administrative Procedures shall be considered de facto for verification and up-to-date purposes and are to be made available for examination to any member in good standing upon request.

1. A PDF file of the Bylaws and Administrative Procedures will be placed on the Department of Connecticut Webpage. Contact will be made to the National Judge Advocate, all Department Officers, each Detachment Commandant, and the Connecticut Pack Leader MODD via E:Mail with instructions on how to view, download and print the document.
2. If distribution is made via printing - two printed copies for National Headquarters Marine Corps League, the National Judge Advocate, the Connecticut Pack of the Military Order of the Devil Dogs, the Marine Corps League Auxiliary of the Department of Connecticut (if any), each Department Staff Officer, each Detachment Commandant within the Department, and such other subsidiary organizations within the Department of Connecticut Marine Corps League. These must be sent via USPS mail.
3. The Connecticut Pack will be responsible to forward a copy to the Pounds in their jurisdiction, one copy per unit.

**SECTION 815 - BLANKET BOND:** The following Officers are included under a blanket bond provided through a commercial crime policy paid for and administered by the National Organization:

- (a) Department Commandant
- (b) Department Paymaster (or Adjutant/Paymaster)
- (c) Detachment Commandant
- (d) Detachment Paymaster (or Adjutant/Paymaster)
- (e) All officers designated to handle funds of a Department/Detachment within the territorial provisions of the commercial crime policy are covered by the blanket bond.

**SECTION 820 - DISSOLUTION:** Should this Organization be dissolved, all funds, property and assets of the Department of Connecticut Marine Corps League shall be given to a non-profit organization of choice as determined by the Department Board of Trustees, provided said choice is tax exempt under the provisions of the Internal Revenue Code.

**SECTION 825 - MEMBERSHIP LISTING:** The membership listing of the National Headquarters and the Department of Connecticut Marine Corps League is **PROPRIETARY INFORMATION** and under the **DIRECT CONTROL** of National Headquarters of the Marine Corps League. Applicable portions of the membership listings shall be periodically provided by National Headquarters to the Department of Connecticut and to such applicable Detachments within the Department of

Connecticut, exclusively for internal usage in administering membership of the Department of Connecticut and of such applicable Detachments within the Department of Connecticut. The membership listing will not be sold, leased, copied, loaned, or assigned without the expressed permission, in writing, from the office of the National Executive Director upon the approval of the National Board of Trustees of the Marine Corps League.

**SECTION 830 - VIOLATIONS:** Each member who violates the precepts of the NATIONAL or **DEPARTMENT OF CONNECTICUT BYLAWS / ADMINISTRATIVE PROCEDURES** of the **MARINE CORPS LEAGUE** is subject to the provisions of **CHAPTER NINE (9) GRIEVANCE AND DISCIPLINE**, as stated in the **ADMINISTRATIVE PROCEDURES**.

# DEPARTMENT of CONNECTICUT



## ADMINISTRATIVE PROCEDURES

# CHAPTER ONE

## GENERAL

**SECTION 100 - NAME AND PURPOSE:** The Name of the body corporate is the Department of Connecticut Marine Corps League, which is a subsidiary organization of the National Marine Corps League, which is a non-profit Corporation, incorporated by an act of the Seventy-fifth Congress of the United States of America at the first session, begun and held at the city of Washington, D.C. on Tuesday, the fifth day of January, 1937, and approved August 4, 1937. The purposes for which the Corporation 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 America freedom and Democracy;
- (c) To fit its members for duties of citizenship and to encourage them to serve ably as citizens as they have served the Nation under arms;
- (d) To hold sacred the history and memory of all 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 the service and those who have returned to civilian life;
- (h) To voluntarily aid and to render assistance to all Marines and FMF Navy Personnel as well as their spouses, orphans and parents;
- (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 101 - LOCATION:** The principle location shall be with the Commandant of the Department of Connecticut Marine Corps League.

**SECTION 105 - CORPORATE SEAL:** The Corporate Seal of the Department of Connecticut Marine Corps League shall be round in shape, containing in the center there-of a replica of the United States Marine Corps Emblem, surrounded by the words, "Semper Fidelis - Marine Corps League" within a border of two narrow rings., with a star centered between the words "MARINE" and "SEMPER"; and a star centered between the words "FIDELIS" and "LEAGUE".

### **SECTION 110 - POLICY:**

- (a) The supreme power of the Department of Connecticut Marine Corps League shall be vested always in its membership functioning through its Delegates at all Department Conventions; executive and administrative powers only will be delegated to its Board of Trustees or to the individual members of the Department of Connecticut Marine Corps League.
- (b) The Department of Connecticut Marine Corps League shall never take part in any labor or management dispute or issue, and it shall ever be non-sectarian, non-political, and non-partisan; nor shall it be based 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 section shall prohibit the Department of Connecticut Marine Corps League or any subdivision there-of, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans claims for justice arising from service in the Armed Forces of the United States of America.

**SECTION 120 - ORGANIZATION:** The constituted bodies of this organization shall be:

- (a) The Department Organization to be known as the Department of Connecticut Marine Corps League.
- (b) Subordinate regional organizations to be known as County, the extent and boundaries of which shall be outlined in the Department Bylaws and Administrative Procedures of the Department of Connecticut Marine Corps League.



- (c) Subordinate local organizations to be known as Detachments.
- (d) Such other subsidiary organizations as the National Organization may create, establish or recognize.

**SECTION 125 - COMPLIANCE WITH NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES:**

- (a) The National Bylaws and Administrative Procedures shall prevail should there be any inconsistency between the Department of Connecticut Bylaws and Administrative Procedures and those of National.
- (b) Any amendments to, or revisions of, the National Bylaws and Administrative Procedures hereafter adopted which may be in conflict with these Bylaws and Administrative Procedures shall automatically become a part of these Bylaws and Administrative Procedures.
- (c) Within the Bylaws and Administrative Procedures where sections and subparagraphs are identified without a following text, the corresponding section and subparagraphs of the National Bylaws and Administrative Procedures are to be considered as an integral part of these Bylaws and Administrative Procedures.

## CHAPTER TWO

### DEPARTMENT CONVENTIONS

**SECTION 200 - MEETINGS:** The Department Convention shall be convened once each calendar year on a weekend between April 1 and June 30 unless otherwise prevented by National Emergency or other unpreventable cause.

**SECTION 205 - TIME AND PLACE:** The time and place of each Department Convention shall be decided by the Delegates present and voting at the Department Convention one (1) year in advance. In an emergency, the Department Staff shall designate the time and place.

- (a) Each Detachment shall be provided written notification of the date and location of each pending Convention. Such notification to include the necessary forms for the Detachments certification of authorized Delegates and Alternates to such Convention.

**SECTION 210 - PROCEDURE:** Immediately preceding the convening of each Convention, the Department Commandant and his Staff shall determine and establish the sequence and procedure with which the business of the Convention shall be conducted, in conformity with these Bylaws and Administrative Procedures.

**SECTION 215 - RULES OF ORDER:** These Bylaws and Administrative Procedures shall govern the procedure and conduct of each convention, and Roberts Rules of Order shall be the parliamentary authority.

#### **SECTION 220 - REGISTRATION:**

- (a) All approved and certified Delegates and Alternates will receive from the Convention Registration Committee a program and such Activities Admittance tickets as they desire, upon payment of the amount indicated on the Convention Activities Program.
  - (1) All other members desiring to attend the Convention Activities must pay the registration fee.
- (b) The Registration fee at the Convention shall be Seven Dollars (\$7.00). Preregistration will be Five Dollars (\$5.00) if postmarked no less than one week prior to the Department Convention and mailed to the Department Paymaster.
- (c) In the process of registration, should a member(s) credentials as a Delegate or Alternate be challenged by the Credentials Committee, the member(s) Detachment Commandant (or duly appointed representative, in the absence of the member(s) Detachment Commandant) may authenticate the credentials of the member(s) in question, providing that such action does not authorize more Delegates or Alternates than the Detachment is allowed under the provisions of these Bylaws and Administrative Procedures.
- (d) In the event the Delegate whose credentials are challenged is a Detachment Commandant, or upon any appeal by a member to the action of the Credentials Committee, the Department Commandant shall appoint a Grievance Committee composed of three (3) members who shall immediately hear the grievance. The Committee shall report its findings to the Convention floor. The Committee finding shall require a majority vote for acceptance. The aggrieved party shall not participate.
- (e) The registration fee for the Department Commandant shall be waived, and he shall be Delegate-at-Large to the Convention
- (f) The registration fee for all Past Department of Connecticut Commandants in attendance shall be waived.

**SECTION 225 - INSTALLATION:** The installation of Department Officers shall be conducted with formal ceremony at the banquet closing the Department Convention or at the close of the Department Convention business session; the Department Commandant-elect shall select the Installing Officer who shall be the National Commandant, Past National Commandant, National Officer, Past National Officer, or Past Department Commandant. The Installing Officer shall select necessary aides.

**SECTION 230 - STENOGRAPHIC EXPENSE:** The expense of recording the proceedings of the Department Convention shall be borne by the Hosting Detachment. If there is no hosting Detachment then the expense shall be borne by the Department of Connecticut Headquarters.

#### **SECTION 235 - CONVENTION ADMINISTRATION COMMITTEES:**

- (a) The Convention Administrative Committees shall be Audit, Budget, Bylaws, Credentials, Resolutions and Rules.

- (b) So far as possible, the Department Commandant will appoint one member from each County to serve upon each Convention Committee, notifying each appointee of the selection, and designating one member to call the first meeting of the Committee. At the first Committee meeting, the Committee members present will select the Chairman.
- (c) The duties of the Convention Administrative Committees are:
  - (1) Audit Committee shall thoroughly review and report on all of the financial operations, financial affairs and financial records of the Department of Connecticut Marine Corps League for the previous fiscal year end.
  - (2) Budget Committee shall prepare and present a balanced budget to be used in the ensuing fiscal year for the Department of Connecticut Marine Corps League.
  - (3) Bylaws Committee shall receive and consider all proposed changes of the Department of Connecticut Bylaws which are properly submitted in accordance with the requirements of the Department of Connecticut Bylaws Article Eight Section 800. All changes meeting said requirements of the Bylaws shall be referred to the committee for its consideration and action. All proposed changes not meeting the prescribed requirements shall be returned to the submitting Detachment member with an explanation of the discrepancies.
  - (4) Credentials Committee shall:
    - a) examine the credentials of each Delegate and Alternate.
    - b) determine that each member desiring to register must possess a current membership card.
    - c) compile a list of the approved Delegate voting strength of each Detachment which is in good standing. Such list shall be presented as a part of the Committee final report to the Convention.
    - d) disapprove the credentials of Delegates, Alternates or members of Detachments which are not in good standing at the time of the Convention.
  - (5) Resolutions Committee shall: receive and consider all properly submitted resolutions (not Bylaw or Administrative Procedures proposals) complying with the requirements of these Bylaws and Administrative Procedures, and it may offer resolutions on behalf of the Committee which it deems to be advisable and necessary.
  - (6) Rules Committee shall: study the rules of the Convention employed at prior Conventions and determine the need for any additional rules or revisions thereof for recommendations to the Convention for application during the current Convention.

**SECTION 240 - CONVENTION COMMITTEE:** The Department Convention Committee shall be composed of three (3) members who will select their Chairman.

- (a) The Convention Committee shall receive and review all bids for the Department Convention and notify the Convention attendees their recommendation. Should the Convention bid be rejected or no bid received, the members of the Convention Committee shall select a location. Should the site selected be made early enough, this information shall be presented at the first (1<sup>st</sup>) Staff Meeting as the situation allows. The information must include location, dates, and pertinent information concerning the location or additional activities planned. Should other difficulties arise and the selection delayed, the Convention Committee shall immediately notify the Department Commandant.
- (b) The Convention Committee Chairman will work closely with the host Detachment to insure an orderly and enjoyable Convention.
- (c) The Chairman and the Committee shall be responsible to the Department Commandant and the Department Board of Trustees for all planning, arrangements, control, administration and the final successful conclusion of the Department Convention.
- (d) Any Detachment may make a formal or informal bid for a Department Convention.
- (e) The Detachment that is selected to host a Department Convention will receive Five Hundred Dollars (\$500.00) from the Department. The host Detachment must provide the following:
  - (1) On site adequate meeting rooms for the Department of Connecticut Marine Corps League, the Department of Connecticut Marine Corps League Auxiliary (if any), the Connecticut Pack of the Military Order of the Devil Dogs, and the Connecticut Pack Devil Dog Fleas (if any).
  - (2) Must provide complementary rooms and event admission to any activity scheduled for the Department Commandant, the New England Division Vice Commandant, and invited VIP's, and their guest.

- (3) The Delegate Fee for the annual Department Convention for members of the Marine Corps League shall be set by the Department Board of Trustees. These funds are retained by the Department Paymaster for his budget expenses concerning the Convention such as office supplies or postage. The Delegate fee for members of the Department of Connecticut Marine Corps League Auxiliary will be set by the Auxiliary.
  - (4) The Host Detachment/Department may, with the approval of the Department Board of Trustees, charge a registration fee for the Convention and ensuing events. Funds collected are to be utilized by the host Detachment/Department at their discretion.
  - (5) The host Detachment/Department will liaison with the Department Convention Committee Chairman when all arrangements have been completed for approval and further instructions, this must be accomplished prior to sixty (60) days of the Convention. The host Detachment will notify all Detachments and Auxiliary Units (if any) in the Department of Connecticut via mail and/or e:Mail, including information about the meeting rooms, committee meetings, and any pertinent information on activities scheduled for the event.
- (f) The Convention venue will be wheelchair accessible and be eligible to display the International Wheelchair symbol.
- (1) That all public in-house restaurants, bars, cocktail lounges, nightclubs, restrooms, etc., be wheelchair accessible.
  - (2) Five percent (5%) of all hotel-motel rooms will be wheelchair accessible, with a minimum of ten (10) rooms.

## CHAPTER THREE

### DEPARTMENT STAFF

**SECTION 300 - STANDING COMMITTEES AND DUTIES:** The Department of Connecticut Standing Committees and their Duties are as follows:

- (a) **MARINE OF THE YEAR COMMITTEE:** Shall have the duty of reviewing nominations for and the selecting of the Department of Connecticut Marine of the Year.
- (b) **BUDGET AND FINANCE COMMITTEE:** Shall have the duty to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the Department Convention a financial program and budget for the conduct of business and affairs of the Department of Connecticut Marine Corps League for the ensuing fiscal year and to make recommendations concerning ways and means of increasing the funds of the Department of Connecticut Marine Corps League.
- (c) **AMERICANISM COMMITTEE:** Shall have the duty of formulating, implementing, and executing an Americanism program to effectuate the purposes of the Department of Connecticut Marine Corps League. (see enclosure two (2) for guidelines.)
- (d) **AWARDS AND CITATIONS COMMITTEE:** Shall have the duty of recommending to the Department of Connecticut Staff awards and citations for use by Detachments. All recommendations for Department awards and citations shall certify that the recipient is worthy of said award or citation.
- (e) **SCHOLARSHIP COMMITTEE:** The Department Scholarship Committee shall be composed of four (4) members. The Department Commandant will appoint a Chairman and two (2) members annually (one member to be the Department Paymaster). The fourth member shall be appointed annually by the President of the Department of Connecticut Marine Corps League Auxiliary.
  - (1) The Scholarship Committee shall have custody of the Scholarship Fund and shall be prepared to give a complete accounting as to the disposition of same at each Department Staff Meeting, with an annual report at the Department Convention. All funds received by the Committee shall be deposited in the name of the Department of Connecticut Marine Corps League Scholarship Fund. Such funds to be drawn only on the mandate of the Department Convention by check, signed by the Department Commandant and countersigned by the Department Paymaster.
  - (2) All applications for a grant from the Scholarship fund should be submitted no later than May 1 (no other applications shall be considered after that date) to the Chairman of the Scholarship Committee. The Committee shall then meet and review the Application(s) and select the Recipient(s) for the Grant(s), which shall be presented at the Department Convention.
  - (3) The Scholarship Applicant must meet one of the following:
    - a) Sons, daughters, stepsons and stepdaughters of Marines who have lost their lives in the line of duty;
    - b) Sons, daughters, stepsons and stepdaughters of Marine Corps League or Auxiliary members who are active in the Marine Corps League;
    - c) Members of the Marine Corps League or any Honorably Discharged Marine in need of rehabilitation training not provided in government programs;
    - d) Any needy Boy or Girl seeking further education and training upon recommendation of any duly active constituted Detachment of the Department of Connecticut Marine Corps League or unit of the Department of Connecticut Marine Corps League Auxiliary (grandchildren fall under this category).
- (f) **CENTER FOR DEVELOPMENT AND CIVIC ENGAGEMENT (CDCE) CHAIRMAN:** Shall have the duty to:
  - (1) Maintain close contact with the Veterans Administration CDCE Staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the CDCE program.
  - (2) Promulgate the objectives of the CDCE program and cultivate the interest of constituent Detachments and subsidiary units in their participation in the CDCE program at hospitals within their locale.

- (3) Receive recommendations from Detachments of members willing to serve in the CDCE program, and as appropriate request CDCE certifications for required representatives and deputies.
- (4) Guide and instruct Detachment CDCE Chairmen and CDCE workers in the proper conduct of their functions related to the CDCE program and establish standards for required reports.
- (5) Receive and compile comprehensive CDCE program activity reports from the various participating Detachments and provide copies to the Department Board of Trustees and Veterans Administration Hospitals within the State of Connecticut.
- (6) Attend annual CDCE meetings conducted by the State of Connecticut Veterans Administration organizations for the representatives and deputies of participating organizations.
- (g) **ASSOCIATE MEMBER OF THE YEAR COMMITTEE:** Shall have the duty of reviewing nominations for and the selection of the Department of Connecticut Associate of the Year.

**SECTION 310 - ADVISORY COUNCILS AND DUTIES:** The Department of Connecticut Advisory Councils and their Duties are as follows:

- (a) **DETACHMENT COMMANDANTS COUNCIL:** The Detachment Commandants Council, an integral part of the Department Staff, composed of all Detachment Commandants and chaired by the Department Senior Vice Commandant, as a collective advisory body is charged with the responsibility of providing assistance to the Department Board of Trustees. Its duties shall be:
  - (1) Study ways and means toward stimulating growth, both in the membership and stature, of the Department of Connecticut Marine Corps League and the enhancement of administrative and command relationship between Department Headquarters, the Board of Trustees, and the Department constituent elements.
  - (2) Receive and evaluate suggestions from the constituent elements or from the Board of Trustees which are oriented to the improvement of the Department of Connecticut Marine Corps League's growth and/or enhancement of constituent elements and Department Headquarters/Board of Trustees relationships.
  - (3) As called upon, execute in depth study tasks as assigned by the Department Commandant or Board of Trustees through the Council Chairman.
  - (4) Pursuant to accomplishing the above duties, develop and finalize proposed plans, policies, procedures, and/or systems for recommendations to the Board of Trustees.
  - (5) Meet prior to the Board Meetings preceding the Convention at which Council reports will be rendered to the Board of Trustees. Conduct of interim business between Council Conferences shall be accomplished via mail, e-mail and/or telephonic means.

**SECTION 320 - APPOINTED OFFICERS - CHAIRMEN - COMMITTEE MEMBERS - TERMS:** All appointed Officers, Committee Chairmen and Committee Members shall serve at the pleasure of the Department Commandant and the Department Board of Trustees. All of the above shall surrender all monies and properties of the Department of Connecticut Marine Corps League in their charge to their duly appointed successors within 60 days.

## CHAPTER FOUR

### COUNTIES

**SECTION 400 - FORMATION:** To obtain more effective administrative functioning, the Department of Connecticut Marine Corps League is divided into geographical units to be called Counties.

**SECTION 405 - POWERS:** The function of the Counties being administrative only, no County will adopt Bylaws nor will they assess any dues or fees, and the expenses authorized in advance by the Department of Connecticut Board of Trustees for a County will be paid by the Department. The duties and authority of the County Commandants of the Counties are covered in **ARTICLE TWO SECTION 210 (i)** of the Department of Connecticut Bylaws and Administrative Procedures.

**SECTION 410 - ALIGNMENT:** The Counties of the Department of Connecticut Marine Corps League shall be aligned in accordance with their geographical outline on the map of the State of Connecticut included in these Bylaws and Administrative Procedures (See Enclosure 7).

---

## CHAPTER FIVE

### DEPARTMENT

**SECTION 500 - FORMATION:** See **ARTICLE ONE** of these Bylaws and Administrative Procedures.

**SECTION 510 - POWERS:** See **ARTICLE TWO** of these Bylaws and Administrative Procedures.

**SECTION 515 - AUTHORITY:** See **ARTICLE ONE** of these Bylaws and Administrative Procedures.

**SECTION 520 - DUES:** The Department Convention shall determine the amount of Department per capita dues. All per capita dues and monies which are due National Headquarters from the Department of Connecticut shall be forwarded without delay.

**SECTION 530 - INSTALLATION OF DEPARTMENT OFFICERS:** See **CHAPTER TWO SECTION 225** of these Administrative Procedures.

---

## CHAPTER SIX

### DETACHMENTS

For this entire Chapter  
please see CHAPTER SIX DETACHMENTS of the latest revision of the National MCL Administrative Procedures.

---

## CHAPTER SEVEN

### MEMBERS

For this entire Chapter  
please see CHAPTER SEVEN MEMBERS of the latest revision of the National MCL Administrative Procedures.

## **CHAPTER EIGHT**

### **SUBSIDIARIES AND SUBORDINATES**

For this entire Chapter  
please see CHAPTER EIGHT SUBSIDIARIES AND SUBORDINATES of the latest revision of the National MCL  
Administrative Procedures.

---

## **CHAPTER NINE**

### **GRIEVANCE AND DISCIPLINE**

For this entire Chapter  
please see CHAPTER NINE GRIEVANCE AND DISCIPLINE of the latest revision  
of the National MCL Administrative Procedures.

---

## **CHAPTER TEN**

### **MISCELLANEOUS**

**SECTION 1000 - FUNDRAISING:** Please see the latest revision of the National MCL Administrative Procedures.

**SECTION 1005 - RESPECT:** Please see the latest revision of the National MCL Administrative Procedures.

**SECTION 1010 - RESOLUTIONS, SUBMITTING AND PROCESSING:** Please see the latest revision of the National MCL Administrative Procedures.

**SECTION 1015 - AMENDMENTS:** Amendments to the Administrative Procedures are covered in the Department Bylaws **ARTICLE EIGHT SECTION 800**.

**SECTION 1020 - EFFECTIVE DATE:** The effective date of any changes to the Administrative Procedures will be the date of the close of the Department Convention unless clearly stated otherwise.

**SECTION 1025 - ADMINISTRATIVE PROCEDURES DISTRIBUTION:** The Department of Connecticut Administrative Procedures shall be distributed in the same manner as the Department of Connecticut Bylaws, as set forth in **ARTICLE EIGHT** of the Department of Connecticut Bylaws.



**DEPARTMENT of CONNECTICUT**



**ENCLOSURES**

## **Enclosure One**

### **UNIVERSAL HANDICAPPED SIGN**



---

## **Enclosure two**

### **AMERICANISM PROGRAM**

For the **National Americanism Program** see **Enclosure two** of the latest revision of the National Bylaws and Administrative Procedures.

For information on the **Department Americanism Program** see the **Department Americanism Officer** assigned by the current Department Commandant.

---

## **Enclosure Three**

### **UNIFORM CODE**

For information on **UNIFORMS** see **Enclosure Three** of the latest revision of the National Bylaws and Administrative Procedures.

---

## **Enclosure Four**

### **AWARDS**

For information on **AWARDS** see **Enclosure Four** of the latest revision of the National Bylaws and Administrative Procedures.

---

## **Enclosure Five**

### **REPORT OF OFFICER INSTALLATION**

For the **Report of Officer Installation Form** see the latest revision of the National Bylaws and Administrative Procedures. Internet users can download this form in pdf format from the National MCL web site. A fillable pdf version of this form can also be downloaded from the Connecticut Department web site.

---

## **Enclosure Six**

### **MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM**

For the **Transmittal Form** see the latest revision of the National Bylaws and Administrative Procedures. Internet users can download this form in pdf format from the National MCL web site. A fillable pdf version of this form can also be downloaded from the Connecticut Department web site.

---

## **Enclosure Seven**

### **REQUEST FOR TRANSFER**

For the **Request for Transfer Form** see the latest revision of the National Bylaws and Administrative Procedures. Internet users can download this form in pdf format from the National MCL web site. A fillable pdf version of this form can also be downloaded from the Connecticut Department web site.

---

## **Enclosure Eight**

### **NOTICE OF DEATH**

For the **Notice of Death Form** see the latest revision of the National Bylaws and Administrative Procedures. Internet users can download this form in pdf format from the National MCL web site. A fillable pdf version of this form can also be downloaded from the Connecticut Department web site.

## Enclosure Nine

