



Capital Detachment #148  
**MARINE CORPS LEAGUE**

**BYLAWS**  
**2010**

(Incorporating 2009 Department and National revisions)

Meeting Site  
VFW Post #701  
123 N. Rosemary Ave  
Lansing, Michigan 48917

(517) 541-1501



**BY-LAWS**  
**with**  
**ADMINISTRATIVE POLICIES AND PROCEDURES**  
**of the**  
**Capital Detachment #148**

These Bylaws and Administrative policies and procedures were presented to the Capital Detachment, Marine Corps League, Lansing, Michigan December 17, 2009 and were voted on by that body on February 25, 2010 to become effective on same date.

**By-Laws Committee**

Felipe G. Zamora - chairman  
Keith E. Sweetman  
Douglas R. Williams  
Charlie P. Spagnuolo

**Certification**

I Cedric A. Hamiel, Detachment Commandant, do hereby certify that these By-Laws have been approved in accordance with Detachment, Department and National By-Laws.

*Cedric A. Hamiel*

Cedric A. Hamiel  
Commandant  
Capital Detachment  
Marine Corps League

February 25, 2010

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Date

Attested to Certification

*Felipe G. Zamora*

Felipe G. Zamora  
Judge Advocate  
Capital Detachment  
Marine Corps League

February 25, 2010

Date

## Preamble

In the name of the beneficent God of all, we who have honorably served, or are now honorably serving our Country in the United States Marine Corps, for the common good of this Nation, and all the Nations and people of our world, and in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Marine Corps, to protect and advance the welfare of wounded and disabled Marines and their dependents and for the further purposes as set forth hereinafter, do solemnly and firmly associate ourselves together in non-profit corporation known as the "Marine Corps League, Capital Detachment" and order and establish these by-laws.

## Article One Establishment

- Section 1. The name of this organization shall be; **Capital Detachment, Marine Corps League**, Here in after known as the Detachment.
- Section 2. Corporate Seal
- (a) The Detachment shall be identified by a Corporate Seal.
  - (b) The corporate seal shall be round in shape. In the center thereof shall appear a replica, of the United States Marine Corps emblem with the number "148" below the Eagle, Globe and Anchor, surrounded by the words "**Capital Detachment**" to the left of the seal is a picture of the State of Michigan Capital, to the right of the seal is a burgundy picture of the State of Michigan with a star where the city of Lansing is approximately.
- Section 3. The National Vice Commandant, Central Division has designated the Capital Detachment's geographic area as encompassing a fifteen (15) miles radius from Lansing city Hall.

## Article Two Purposes

- Section 1. The purposes for which the Detachment is established shall be.
- (a) To preserve the traditions, protect the honor and integrity and to promote the interests of the United States Marine Corps;
  - (b) To band together in fellowship, those who are now serving with those who have served honorably in the United States Marine Corps and to promote the ideals of American Freedom and Democracy.

- (c) To perpetuate its members commitment to the United States of America by encouraging them to fulfill duties of citizenship as loyally and tenaciously as they bore arms for Her defense;
- (d) To hold sacred the history and memory of those Marines whose lives were sacrificed in the defense of the United States of American;
- (e) To Foster love for the principles that Marines have supported by blood and valor since the founding of the United States of America;
- (f) To maintain allegiance to the institutions inherent in nd borne of the United States of America,
- (g) To Build a bond of camaraderie between those in military service and those who have returned to civilian life;
- (h) To voluntarily render assistance to all Marines, former Marines and their families;
- (i) To preserve the history of the United States Marines Corps, and foster observance of historical occasions, anniversaries and special events significant to Marines.
- (j) To memorialize and honor all Marines who have passed on to their eternal rest;
- (k) To decorate, with the consent of immediate family, the graves of deceased Marines with the official grave marker of the Marine Corps League;
- (l) To participate in fraternal and social functions among members;

## **Article Three**

### **Detachment Administration**

#### Section 1. Officers, elected

- (a) The **Detachment Commandant** shall preside at all Detachment meetings, enforce the observance of all regulations, appoint all committees officers, directors and managers not otherwise provided for herein, call special meetings of the Detachment Staff orders, and other duties required for the good of the corporation. He/she shall have until the next election.
- (b) The **Detachment Senior Vice Commandant** shall aid the Detachment Commandant and preside over the Detachment meetings with the authority of the Commandants office during the absence of the Detachment Commandant. He/she shall be responsible for the welfare of Detachment members and dissemination of notices regarding social and civic programs, veterans organizations and their activities. He/she shall be responsible for all plans and activities and serve as official escort of or distinguished guests, whether League, veteran Liaison Officer between the League and Auxiliary. He/she shall perform such other duties as may be assigned.
- (c) The **Detachment Junior Vice Commandant** shall serve as chairperson of the membership Committee. He/she shall preside over the meetings during the absence of both the Commandant and the Senior Vice Commandant with the authority of the Commandants office. He/she shall perform such other duties as may be assigned.
- (d) The **Detachment Adjutant** shall keep proper and necessary books for recording all business of the League. The Adjutant shall keep the minutes of all convention, staff meetings and other meetings, as requested by the Detachment Commandant. The Adjutant shall perform other duties as are usually assigned to the recording secretary, and that the best interest of the League demands. The Adjutant shall surrender his/her duly elected/appointed successor within fifteen (15) days of his/her termination of office.

The Adjutant shall be responsible for the mailing of Detachment notices and other letters as may be mandated by the body assembled. The Adjutant is also responsible for assisting the Detachment Commandant in drafting the agenda of the meetings. He/she shall perform such other duties as may be assigned.
- (e) The **Detachment Paymaster** shall be bonded as specified by the Department and National By-Laws. The Paymaster shall be responsible for keeping a correct record of all membership accounts, holding all securities, money and property assigned to the Paymasters office. The Paymaster shall issue payment on order of the Commandant and insure regular payment as mandated by the body.

The Paymaster must surrender the books for audit to the members of the Board of Trustees, on demand, and account for discrepancies. Upon termination of office, the Paymaster surrender all equipment, books and any other Detachment property to the duly elected/ appointed successor, Immediately. The Paymaster must account for all property in his/her possession and report same to body at Detachment meetings, when called upon to do so. He/she shall perform such other duties as may be assigned.

- (f) The **Detachment Judge Advocate** shall act as the legal advisor to the Detachment in all matters concerning the By-laws of the Marine Corps League. He/she shall advise the Commandant and members on matters concerning The By-laws and shall render opinions on any question of rules of order during meetings. When necessary, shall call attention to improper procedures occurring during meeting. He/she shall perform such duties as may be required by his/her office. He/she shall perform such other duties as may be assigned.

## Section 2. Officers, Appointed

- (a) The **Detachment Chaplain** shall provide for the spiritual needs of the members, visit the sick and disabled, when possible conduct memorial services. He/she shall perform such other duties as may be assigned.
- (b) The **Detachment Sgt-at-Arms** shall preserve order at all meetings. The Sgt-at-Arms shall be responsible for the Colors, Charter and the posting and display of same. The Sgt-at-Arms may appoint, with the approval of the Commandant, such assistants as may be necessary. He/she shall perform such other duties as may be assigned.
- (c) The **Detachment Legislative Officer** shall acquaint himself/herself, with legislative matters as pertains to veterans. He/she shall report semi-annually to the membership. He/she shall perform such other duties as may be assigned.
- (d) The **Detachment Historian** shall acquire artifacts, memorabilia, pictures and such other items depicting the history of the Detachment. The Detachment and Auxiliary Unit shall provide historian items to the Historian. He/she shall perform such other duties as may be assigned.
- (e) The **Detachment Board of Trustees** shall have the power to take custody of detachment property, charters and funds when such action is necessary to preserve and safeguard Detachment assets.

The Detachment Board of Trustees shall consist of all elected/appointed officers. The Junior Past Detachment Commandant shall be appointed to the Board to serve a one (1) year term.

Section 3. Chain of Command

- (a) Utilization of elected and appointed officers shall, for detachment operational purposes have precedence in authority as follows:
  - (1) Commandant
  - (2) Senior Vice Commandant
  - (3) Junior Vice Commandant
  - (4) Past Junior Commandant
  - (5) Adjutant
  - (6) Judge Advocate
  - (7) Paymaster
  - (8) Sgt-at-Arms
  - (9) Legislative Officer
  - (10) Chaplain
  - (11) Historian
  
- (b) In the event that an officer is unable to attend a detachment meeting or other event at which he/she is to officiate in any capacity, it shall be that officers duty to advise his/her subordinate and superior in command. Coverage for the officiating duty is the responsibility of the officer so charged.

Section 4. Committees

- (a) Standing Committees
  - (1) Budget and Finance
  - (2) By-Laws
  - (3) Community Activities
  - (4) Fund Raising
  - (5) Honors and Awards
  - (6) Newsletter
  - (7) Public Relations
  - (8) Social Events
  
- (b) Committee Duties
  - (1) **Budget and Finance;**  
The Budget and Finance Committee Shall consist of the Junior past Commandant, the paymaster and one (10 member elected by the body. The Chairperson shall be elected by the committee.
  
  - (2) **By-Laws;**  
Revisions of the Detachment By-Laws and administrative Policies and Procedures shall be the responsibility of the By-Laws Committee. The Committee shall draft and propose by-laws changes in accordance with National and Department revisions. Additionally the By-Laws Committee shall propose amendments and revisions as



are necessary for insuring the best interest of the Capital Detachment.

Policies and Procedures for administrating and operating the Capital Detachment shall be collected from all organizational elements and formulated into one (1) handbook for initiating Policies and Procedures. However it may assist detachment components upon request.

The Committee shall consist of no fewer than two (2) members appointed by the Detachment Commandant for a term of two (2) years. The chairperson shall be The Judge Advocate.

(3) **Community Activities;**

Organizing functions that occur within the community and are for the community shall be the responsibility of the Community Activities Community. These events are for the public and represent the Detachment commitment to serve the community. Specific activities receiving detachment support may be originally originate from within a community institution and selected for detachment support.

The Chairperson shall be appointed by the Commandant for a term of one (1) year the chairperson may appoint however many members as may be necessary to accomplish the mission.

All activities selected for detachment support shall be presented to the detachment membership by the chairperson. Approval must be attained by a simple majority vote of the membership at a regular detachment meeting.

(4) **Fund Raising;**

The Fund Raising Committee shall be responsible for fulfilling the mandates of Article Six (Fund Raising).

(5) **Honors and Awards;**

Recognition of those individuals and organizations within and outside the Detachment shall be the responsibility of the Honors and Awards Committee. The Committee may originate awards in addition to those authorized by National By-Laws. Such original awards be submitted to National Headquarters for approval and authorization in accordance with National By-Laws.

The Committee shall establish criteria for earning awards and procedures by which nominees are considered for selection. Presentation shall take place in conjunction with a special event designating the award of honors and commendations. The chairperson shall be appointed by the Commandant for a term of one (1) year.

- (6) **Newsletter;**  
The Detachment may establish and maintain a newsletter. It shall be named by vote of the membership. Publication schedule and standards shall be determined and modified by an Editor-in-chief appointed by the Commandant. Assistant editors may be appointed by Editor-in-Chief, to assist in copy preparation, advertisements, story composition, distribution and such other duties as may be assigned.

The Committee shall be responsible for publishing the detachment newsletter. The Committee will be chaired by an Editor-in-Chief.

- (7) **Public Relations;**  
Informational response to the public shall be the duty of the Public Relations Committee. The chairperson shall serve as the Public Relations Director. Appointed by the Commandant for a term of one (1) year, the Public Relations Director may select such assistants as is necessary to accomplish the mission.

- (8) **Social Events;**  
Entertainment and social functions shall be the responsibility of the Social Events Committee. The chairperson shall be the Senior Vice Commandant. All detachment social events shall be administered by this committee. Liaison with the Auxiliary Unit shall be exercised on the occasion of any event. The chairperson shall appoint such assistants as may be necessary to accomplish the mission.

- (c) Ad Hoc Committees of the Detachment shall designated by the Detachment Commandant as needed. The chairpersons shall be appointed by the Detachment Commandant for the duration of the committee.

## Section 5. Election

The Detachment will hold an annual election of officers between 1 October and 15 May each year. Installation will be conducted within thirty (30) days subsequent to the election.

Report of Officers and installation must be forwarded to the Department Adjutant within fifteen (15) days of installation.

All nominations for officers shall be made from the floor of the Detachment meetings, nominations for detachment officers should be made January and February of every year, elections will be held immediately following February nominations.

The Detachment Commandant shall appoint a committee of three (3) tellers to tally votes cast, only if positions are contested.

Installment shall be done at March meeting.

Commandant will contact Department Commandant / Zone Vice Commandant for installation of detachment Officers

Section 6. Titles and Addresses;

- (a) The Detachment Commandant will be addressed as "Sir/Madam Commandant". All others will be addressed as "Marine".

Section 7. Membership;

- (a) Only persons who are now serving, or who have served honorably, in the United States Marine Corps for not less than Ninety (90) days and persons who are serving, or who have served in the United States Marine Corps Reserve and have earned not less than ninety (90) Reserve Credit Points shall be eligible for membership in the Marine Corps League. Should a member who is serving in the United States Marine Corps or United States Marine Corps Reserve be discharged other than Honorable there from, their membership in the Marine Corps League shall cease following due process of law.
- (b) Associate Membership Those individuals not qualified for regular membership, who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter may, upon application to the Detachment, be accepted for associate membership in the Marine Corps League, Associate members, upon acceptance, will pay dues in the same amounts as prescribed for regular members, including initiation fees. A membership pin, similar to the design and style of the approved regular membership pin, indicating "Associate Member-Marine Corps League," will be issued by National Headquarters upon acceptance as an associate member. An associate member shall be entitled to all rights and privileges and benefits of a regular member, except, such member may not vote, or hold elective office within the Marine Corps League, and shall only wear the Marine Corps League uniform with the Associate Member modification as listed in the National Administrative Procedures, Enclosure 3 (CH-3-92). No person eligible for membership in the Marine Corps League Auxiliary shall be eligible for an Associate Membership in the Marine Corps League.
- (c) There shall be no Members at large in either State or Detachment.
- (d) Any Marine eligible for membership in this organization may become a Member-at-Large upon application and payment of the National per capita tax. This will be in National only.
- (e) No member resigning from membership shall be entitled to any refund for dues paid.
- (f) Any member in good standing may transfer from one detachment to another, without payment of additional dues or transfer fees, upon application to and approval of the gaining detachment, and of the losing detachment.
- (g) Any member choosing to transfer, as stated above, shall be furnished a statement from the losing detachment, certifying that the transferring member is free from all debt or other obligations to such detachment.

- (h) The transferred member shall be afforded all right and privileges of the detachment which accepts the transfer.
- (i) Detachment dues for all active duty Marine Corps personnel shall be waived.
- (j) The Marine Corps League, Capital Detachment recognized the Marine Corps League Auxiliary, the Military Order of Devil Dogs, the Military Order of Devil Dog Fleas and the Young Marines of the Marine Corps League.
- (k) No Auxiliary Unit may be formed without the authority and sanction of the Detachment.

## **Article Four Finances**

- Section 1. The revenue of this organization shall be derived from the annual membership dues, such other sources as may be designated by the convention, in session in any year fund raising programs approved by the membership at detachment meetings.
- Section 2. The amount of annual dues shall be determined by combining the mandatory National and Department levies and adding an amount determined by detachment members at a regular meeting. Upon application a one time initiation fee determined by National Headquarters shall be added.
- Section 3. The annual dues shall be billed by National Headquarters directly to each member. Payment shall be made to the Detachment Paymaster. The Detachment Paymaster shall issue payment by separate checks made out to Department and National, rendering both to the Department Paymaster.
- Section 4. All dues and assessments are payable upon receipt of billing. All dues are payable in the anniversary month of the member, they will be past due after that month.
- Section 5. With the exception of approved operating budgets the Detachment Commandant is authorized to disburse no more than fifty (50) dollars in any one (1) fiscal year.
- Section 6. All requests for funding, with the exception of budgeted programs or those regulated elsewhere in these By-Laws shall be submitted, in writing, to the Budget and Finance Committee. Each request is presented as a proposal in accordance with procedures established by the Budget and Finance Committee. Each request will be considered within the Mission of the Marine Corps League.

## **Article Five Scholarships**

- Section 1. The detachment and any of it's component units, may establish scholarship programs. Whenever a scholarship originates from within the Capital Detachment Jurisdiction, it shall be formulated into a written proposal and presented to the officers and staff at any regular monthly officers meeting. When approved it will be formally presented to the

detachment membership, where a simple majority vote at a regular monthly detachment meeting will approve the scholarship.

Section 2. All management of each scholarship program shall be completely address within the context of each proposal. Included shall be the scholarship administration, recipient selection, policies and procedures, endowment and financial management.

Section 3. At such time as the detachment membership and/or it's officers believe that scholarship program management would be best served by the appointment of a Scholarship Director, the Detachment Commandant shall authorize the establishment of such a position within the administrative responsibilities of the Detachment Paymaster. Individuals for consideration to such appointment shall be members or associate members of the Capital Detachment or Capital Unit Auxiliary. Appointment shall be by the Detachment Commandant.

## **Article Six Fund Raising**

Section 1. Fund raising activities may be entered into by any Marine Corps League organization. All fund raising shall be for the sole benefit of such organization. Marine Corps League organizations shall receive and disburse all funds. Such fund raising activities shall be in compliance with all Federal, State or Municipal laws or ordinances, Department and National By-Laws and will not reflect discredit upon the Marine Corps League.

Section 2. Marine Corps League fund raising activities within the Capital Detachment area Fifteen (15) mile radius from Lansing City Hall shall be restricted to only those which have been approved by a simple majority vote of the membership at any regular monthly detachment meeting.

Section 3. The Capital Detachment may, by simple majority vote of the membership at any regular detachment meeting establish projects, programs or businesses for the purpose of fund raising. These must conform to Federal, State and Local laws governing such activities. Each project, program or business shall have a chairperson appointed by the Detachment Commandant. Such person shall provide the detachment membership with an Activity Status and Financial Status Report at each regular monthly detachment meeting. Such persons are responsible to the Detachment Paymaster for management, recording and disposition of funds within their authority

## **Article Seven Uniform and Regalia**

Section 1. The Uniform of this organization shall be regulated by the requirements set forth by direction of the National Uniform and Regalia Committee. Exceptions and modifications shall be approved in accordance with procedures and authorization set forth in National and Department By-Laws and Administrative Policies and Procedures.

- Section 2. Procurement of uniform items may be managed by the Detachment Paymaster, however this authorization shall not preclude individual purchase from vendors, including Marine Corps League National Headquarters.

## **Article Eight Political Activity Policy**

- Section 1. This organization shall be non-political, non-partisan, and non-sectarian. The name of the organization shall not be used by the Detachment or any office or member thereof, to further the desires or wishes of any individual member in any political, sectarian or labor dispute.
- Section 2. Nothing in the above shall prohibit this organization, or any unit thereof from participating in any political issues, which may affect the welfare of the United States Marine Corps, Armed Forces Veterans or any Marine Corps League members claim for disabilities, or other rights or benefits and or privileges incurred in the service of the United States of America.

## **Article Nine Financial Obligations**

- Section 1. No officer, or member or any said division of the Marine Corps League shall obligate this organization financially or open any accounts on behalf of the detachment in any manner whatsoever, without the written approval of the Board of Trustees, given only after the Board of trustees has approved the same by a simple majority vote, unless thereto accepted.
- Section 2. Any financial obligation brought upon the Capital Detachment #148 must address all financial billings to Detachment Paymaster so that no late fees are accrued with vendor.
- Section 3. Detachment Commandants expenses.
- a. Conventions, Mid-Winter Rallies, spring and fall staff meetings expenses of travel, lodging, Strip Ticket, and Banquet meal, shall be paid by Capital Detachment #148.
  - b. This bylaw covers Department Conventions, Mid-Winter Rally or staff meetings.
  - c. \$20.00 per day will be budgeted for meals beyond the Banquet meal.
  - d. This will cover Commandants expenses only, if Commandant brings a spouse this must be covered by Commandant.
  - e. Mileage will be set by Detachment Board of Trustees and voted on by detachment.
  - f. This does not cover National Conventions/meetings, if the Commandant wishes to attend National meetings this must be paid for by Commandant unless detachment agrees to pay expenses.
  - g. All Commandants expenses are dependant on the Capital Detachments financial status at that time.

Section 4. Convention expenses for delegates.

- a. Capital Detachment #148 will pick up expense of strip ticket for the Detachment Department Convention delegates, this will consist of registration fee, hospitality room and banquet.
- b. Delegate will pay for their own hotel room and travel to venue.
- c. This expense will depend on the financial status of the Capital Detachment at the time of Convention.

Section 5. Only members in good standing (Dues Paid) shall have anything to do with financial matters of this Detachment.

The Detachment Commandant and all other officers of the Detachment shall seek approval by membership vote should they desire a non-member handle funds of this Detachment.

All funds approved, to be handled by a non-member shall be properly recorded and properly accounted to the Detachment Paymaster and routinely reported to the Detachment Commandant.

## **Article Ten Amendments**

Section 1. These By-Laws may be amended by a two-thirds vote of the membership present at any regular detachment monthly meeting. Such amendments to become operative and in effect for the regulation of the detachment as of the date of effect specified in the amendment.

Section 2. All changes proposed by these By-Laws must be published in the official detachment publication, or by notice to all members of the Detachment at least thirty (30) days prior to the detachment meeting, at which time they will be voted upon by the members.

## **Article Eleven Death of a Member**

Section 1. The Detachment Commandant shall be notified immediately of the death of a member, in order that proper action be taken.

Section 2. The Detachment Commandant shall notify the Department Commandant immediately of the death of a member, in order that proper action be taken,

Section 3. The Detachment Chaplain shall immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.

- Section 4. the Detachment Chaplain shall, without delay report the death of the member, citing deceased's full name, next of kin, and known funeral arrangements to the Department Chaplain.
- Section 5. It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to be at the funeral services of a deceased member.

## **Article Twelve Discipline**

- Section 1. The conduct of all members shall be governed by National, Department, Detachment By-Laws and Administrative Policies and Procedures.
- Section 2. Misconduct shall be addressed following submission of formal charges, in compliance with National, Department, Detachment By-Laws and Administrative Policies and Procedures.
- Section 3. Capital Detachment discipline practices shall be in accordance with the National Administrative Policies and Procedures.

## **Article Thirteen Administrative Policies and Procedures**

- Section 1. All operating rules hereinafter referred to as Policies, shall be attached to these By-Laws. Policies shall govern the operational direction of all detachment activities. Policies represent the continuity and stability of detachment management. Policies represent the continuity and stability of detachment management, Policies shall be reviewed annually and revised as appropriate and needed.
- Section 2. Procedures shall be the methods by which policies are executed. All procedures shall be attached to these By-Laws and revised annually or as otherwise deemed necessary and appropriate.
- Section 3. With the exception of financial disbursements and where otherwise called for by By-laws, Policies and Procedures may be established by authority of the Detachment Officers and Staff. A vote by the membership shall not be necessary with the exceptions as noted. All policies and Procedures shall be published in the Detachment Newsletter or otherwise made known to the membership by individual direct mailing.
- Section 4. Parliamentary Procedures:  
All proceedings of the detachment meetings shall be conducted in accordance with National, Department and Detachment By-Laws. Roberts Rules of Order, latest edition, shall prevail, if not covered by the By-Laws.
- Section 5. Quorum:  
(a) A quorum shall consist of at least six (6) members, of which three (3) must be officers either duly elected or appointed.  
(b) A quorum is required to conduct a regular detachment meeting.



## **Article Fourteen Awards and Honors**

Section 1. All awards, to Detachment membership shall be present to the awards and Honors committee. The committee shall in turn recommend or deny the award and present their recommendation to the Detachment Commandant.

Detachment Commandant or his representative shall present the award at a regular convent meeting of the Detachment.

### **CERTIFICATION**

I Felipe G. Zamora, Judge Advocate, Capital Detachment, Marine Corps League, Do hereby Certify that these By-Laws were approved by a two-thirds majority of the membership present and voting at the Capital Detachment meeting on February 25, 2010 held in Lansing, Michigan

*Felipe G. Zamora*

Felipe G. Zamora  
Judge Advocate  
Capital Detachment #148  
Marine Corps League

February 25, 2010

Date