



**DONALD G. COOK DETACHMENT
BURLINGTON, VERMONT**

BYLAWS

PREAMBLE

We, having honorably performed in the service of our country and desiring to continue this service to our communities and preserve the traditions and promote the interests of the United States Marine Corps do band together as members of the Donald G. Cook Detachment, Detachment 608, Marine Corps League and establish these Bylaws.

DETACHMENT BYLAWS APPROVAL

The Detachment Bylaws were presented to the Detachment at the Monthly meeting in Essex Junction, Vermont on 16 June 2016 and were accepted to become effective immediately on that date.

Bylaws Committee:

James S. Chase
Herbert Drew
John Mac Walters
James Miller
Robert Ware
Kevin Hawley

CERTIFICATION

I, James S. Chase, Detachment Commandant, do hereby certify that the Bylaws herein contained were approved by a two thirds majority of the members present at the monthly meeting of the Donald G. Cook Detachment, Detachment 608, Marine Corps League on 16 June 2016.

James S. Chase

James S. Chase

Attest:

James J. Miller

James J. Miller

Judge Advocate

Approved:

RB Hodgdon 06/28/16

Richard B. Hodgdon

Judge Advocate

Department of Vermont

MARINE CORPS LEAGUE

Donald Cook Detachment

P.O. Box 4092 • Burlington, VT 05406-4092

15 January 2020

From: Judge Advocate
To: Membership

Copy to: Judge Advocate, Department of Vermont, Marine Corps League

Subj: Change 1 to Detachment Bylaws.
Ref: Detachment Bylaws , Article XI, Section 1, Amendments

Encl: Change 1 to Detachment Bylaws,

1. In accordance with the reference the enclosure is submitted.
2. Delete Current Article VIII -
Fiscal and finance in its entirety by drawing a single diagonal line through it and initialing that line. Insert the enclosed page [Change (1)] immediately following the deleted section.
3. Enter this Change Letter on the Record of Changes and file this letter immediately following the Record of Changes page.

Respectfully submitted,

Kevin Fleming
Judge Advocate

**Donald G. Cook Detachment
Marine Corps League
Bylaws**

Article I. – Name, Purpose, and Resolve

Section 1 – Name: The name of the Detachment shall be the Donald G. Cook Detachment (Detachment #608), Marine Corps League.

Section 2 – Purpose: The purposes of the Donald G. Cook Detachment shall be:

- a. To band together those who are now serving in the United States Marine Corps or the Fleet Marine Force as Navy Corpsmen or Chaplains and those who have been honorably discharged from that service together in fellowship.
- b. To fit its members for duties of citizenship and encourage them to serve as ably as citizens as they served the nation under arms.
- c. To preserve the history and traditions of the United States Marine Corps.
- d. To hold sacred the memory and history of the men and women who have given their lives to the nation.
- e. To voluntarily aid and render assistance to all Marines, FMF Corpsmen, and FMF Chaplains, Marines formerly on active duty, as well as, spouses, orphans, and families.

Section 3 – Resolve: The Detachment shall be free to take such action and engage in such activities as are not in contradiction to the National or Department Bylaws and Administrative Procedures and are not in violation of Federal, State, County or Municipal Laws or Ordinances.

Article II – Membership

Section 1 – Persons serving or who have honorably served in the United States Marine Corps for not less than ninety (90) days, persons serving or who have served honorably as United States Naval Personnel on active duty with a Fleet Marine Force unit for not less than ninety (90) days, and persons serving or who have served honorably in the United States Marine Corps Reserve and have earned not less than ninety (90) reserve retirement credit points shall be eligible for regular membership in the Detachment.

- a. Additionally, persons meeting requirements set for in the National Bylaws shall be eligible for Associate, Honorary, Life and Dual Membership.
- b. Membership in the detachment shall not be denied on the basis of race, religion, sex, creed, or national origin; as long as all other membership requirements are met.

Section 2 – Annual membership dues will be established from time to time at a business meeting of the Detachment and will include the amounts required to be forwarded by the Detachment to the Department of Vermont and the National Headquarters of the Marine Corps League.

Article III- Officers

Section 1 – Detachment officers shall be both elected and appointed.

Section 2 – The Detachment Officers elected shall be Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate. No member shall hold more than one elected detachment office at one time.

Section 3 – The Detachment Appointed officers shall include but not be limited to Chaplain, Sergeant at Arms, Adjutant, Paymaster, and such other officers as may be deemed desirable from time to time.

Section 4 – Duties of officers;

- a. The Commandant shall preside at all meetings at which he is present and shall direct and control the affairs of the detachment. He shall enforce the Congressional Charter of the Marine Corps League and the National and Departmental Bylaws and Administrative Procedures insofar as they apply to the detachment. The Commandant shall, in conjunction with the Adjutant and the Paymaster, have custody of all funds, records and property of the Detachment.
- b. The Senior Vice Commandant shall assist the Commandant and shall, in the absence or incapacity of the Commandant, perform the duties of that office.
- c. The Junior Vice Commandant shall conduct such programs as will further the acquisition of new members, and in the absence or incapacity of the Senior Vice Commandant, perform the duties of that office.
- d. The Judge Advocate shall interpret the applicable Bylaws and Administrative Procedures and shall render advice and counsel to the Commandant and the Members of the Detachment when appropriate on matters of law, regulations and procedures pertaining to the Detachment. The Judge Advocate shall not hold any other office, elective or appointed, in the Detachment.
- e. The Adjutant shall be responsible to the Commandant and shall keep minutes of all meetings of the Detachment and shall maintain a mailing list of current members of the Detachment.
- f. The Paymaster shall be responsible to the Commandant and shall receive all moneys, keeping a record of their source, purpose and disposition (including checking or other deposit accounts), and shall provide financial reports to the Commandant and to the members present at business meetings. The Paymaster shall maintain a roster of current

members of the Detachment. The Paymaster is also responsible for filing the annual tax report and biennial certificate of incorporation.

- g. The Chaplain shall provide appropriate religious observances at meetings and other Detachment functions. The Chaplain shall prepare and submit Death Notices in accordance with National Administrative Procedures (Chapter Seven, section 720).
- h. The Sergeant at Arms shall be responsible to the Commandant and shall be responsible for the space for meetings and other Detachment functions and for providing order at such meetings and functions.
- i. The Quartermaster shall maintain accountability of all Detachment properties for which he/she is responsible and conduct an annual audit of such properties at the end of the fiscal year.

Section 5 – Board of Trustees.

- a. The Board of Trustees shall consist of the Elected Officers of the Detachment and the most recent (Junior) Past Commandant.
- b. The Board of Trustees is responsible for the management and government of the Detachment in the best interests of the Detachment, Department and the Marine Corps League.

Article IV – Election of Officers

Section 1 – Nominations for elective office shall be from the floor at the September meeting of the detachment. Each nominee must be a member in good standing at the time of the nomination. Each nominee will accept or decline the nominations immediately.

Section 2 – Elections shall be held at the October meeting of the Detachment. A simple majority of votes cast is required to elect Detachment Officers. Elections shall be held by voice vote.

Section 3 – Installation of officers shall be conducted at the November meeting of the Detachment in accordance with the Marine Corps League National Bylaws and Administrative Procedures.

Article V – Vacancy

Section 1 – A vacancy shall occur if a detachment Officer resigns, dies, is removed for cause, or otherwise is unable to fulfill the duties of office.

Section 2 – Should a vacancy occur the Commandant, with the advice and consent of the Board of Trustees, will appoint a member in good standing to fill the unexpired term of the vacant office.

Article VI – Meetings

Section 1 – The Detachment shall conduct meetings the third Thursday of each month normally at 1830 at a place determined by the membership. Meetings shall be conducted in accordance with the latest edition of Roberts Rules of Order.

Section 2 – Normally, business meetings will be conducted in “open” session. Those non-members choosing to attend will be considered authorized to remain. In the event a “closed/executive” session becomes necessary the Sergeant at Arms will escort non-members from the meeting. They may return at the end of the “closed/executive session.

Section 3 – Non-members attending an “open” meeting will not vote on any item before the membership.

Section 4– Five members present at any regular business meeting of the detachment shall constitute a quorum. A majority of the members attending any meeting shall be sufficient to decide questions properly brought before the meeting.

Section 5 – The Board of Trustees will normally hold a “Staff” meeting the week immediately following the business meeting to take any actions required from that meeting and set the agenda for the following business meeting.

Section 6 - Other officers or members may be invited to attend staff meetings as needed.

Article VII – Committees

Section 1 – The Commandant, with the advice and consent of the Board of Trustees, may appoint committees for necessary purposes.

Article VIII – Fiscal and Finance

Section 1 – Fiscal and financial control of Detachment funds is the responsibility of the Paymaster overseen by the Board of Trustees.

Section 2 – Expenditures will be approved by a majority vote of the members of the Detachment present at a regular meeting. JM

Section 3 – No officer or member will be entitled to reimbursement for out of pocket expenses for goods or services rendered for Detachment business over the amount of One Hundred Dollars (\$100.00) unless approved by the members present at a meeting following the expenditure. Expenditures incurred in service of committee obligations for Detachment

Article VIII – Fiscal and Finance

Section 1 – Fiscal and financial control of Detachment funds is the responsibility of the Paymaster overseen by the Board of Trustees.

Section 2 – Expenditures will be approved by a majority vote of the member of the Detachment present at a regular meeting.

Section 3

a. No officer or member will be entitled to reimbursement for out of pocket expenses for goods or services rendered over the amount One Hundred Dollars (\$100.00) unless approved by the members present at a meeting following the expenditure.

b. Expenses incurred in service of committee obligations for detachment business will not be allowed over the amount of Two Hundred Dollars (\$200.00) unless approved by the members present at a meeting following the expenditure.

c. The Commandant, with the concurrence of at least two other members of the Board of Trustees, is authorized to spend or approve the expenditure of up to a maximum of Five Hundred Dollars (\$500.00) of Detachment funds during the fiscal year in support of any one or more Detachment activities/charities without the formal approval (by vote) when such activity cannot appear on a meeting agenda due to time constraints.

Section 4 – The Detachment Fiscal Year will be from 1 July to the following 30 June.

Section 5 – The Commandant shall appoint an audit committee to conduct an annual audit of the Detachment Financial records at the end of the fiscal year. (Note: see Article VII) The majority of members on this committee will not be an authorized party on any Detachment bank account.

Section 6 – The Detachment Commandant and Paymaster are covered under a “blanket” bond held and paid for by National Headquarters.

business will not be allowed over the amount of Two Hundred Dollars (\$200.00) unless approved by the members present at a meeting following the expenditure.

Section 4 – The Detachment Fiscal Year will be from 1 July to the following 30 June.

Section 5 – The Commandant will appoint an audit committee to conduct an annual audit of the Detachment Financial records at the end of the fiscal year. (Note: see Article VII) The majority of members on this committee will not be an authorized party on any Detachment bank account.

Section 6 – The Detachment Commandant and Paymaster are covered under a “blanket” bond held and paid for by National Headquarters. JM

Article IX – Uniforms

Section 1 – The basic uniform of the Detachment is the unique cover that identifies all members of the Marine Corps League. The cover is worn indoors at appropriate Marine Corps League Functions. No other type of cover will be worn at a Marine Corps League Function or Meeting.

Section 2 – All other parts of the uniforms designated in enclosure three (3) of the National Administrative Procedures are optional. The detachment may elect to wear these uniforms, in the manner prescribed in the enclosure, at public events and Marine Corps League sponsored events keeping in mind that these uniforms are considered appropriate to preserve the respect and dignity of the Marine Corps League and The United States Marine Corps.

Article X – Grievance and Discipline.

Section 1 – All Grievance and Discipline matters shall be conducted in accordance with Chapter Nine of the National Administrative Procedures.

- a. Grievance. Grievance is an injustice which gives grounds for complaint because it is harmful or unjust. A Grievance does not subject the Member to punishment. The goal of the grievance is to resolve the injustice.
- b. Disciplinary Charge. A Disciplinary Charge is a formal accusation that a Member has violated the Bylaws or Administrative Procedures of the Detachment, Department, or Marine Corps League and disciplinary punishment is sought.

Article XI -Amendments

Section 1 – These Bylaws may be amended or changed by a majority voice vote after being presented to the membership for two (2) consecutive meetings.