



Department of Virginia

19 February 2017

Change 8-16

From: Bylaws Committee, Department of Virginia, Marine Corps League

To: All Members

Subject: Depart Bylaws and Administrative Procedures.

Ref: 2002 Edition of the Department of Virginia Bylaws and Administrative Procedures.

Encl: (1) New page Inserts.
(2) Additions.

Summary of Changes and additions:

(a) Remove Contents I, BL 2-2, BL 2-5 and BL 2-6 and replace with the corresponding number new pages.

Changes

- 1. Section 210 Duties of Board Members** – Section 2 Change **standing committees** to **Person or Persons.** (Page BL 2-2).
- 2. Ch 8-16 Section (k) Department Legislative Officer** – Sections 1, 2, 3 and 4. (Page BL 2-5).

(3) To update the bylaws to previously approved by the body when originally submitted by John Bonnell. This is an administrative action to correct an oversight.

(4) If any Detachment is in the need of an updated copy of the Department Bylaws or Administrative Procedures, you may contact me via Phone: 804-815-2205, E-Mail: MGySgtGarvey@verizon.net or Mail: 6813 Bellamy Lane, Gloucester, VA 23061-3862.

Approved by: Frank Garvey
Judge Advocate
Department of Virginia

Donald Coons
Commandant
Department of Virginia

DEPARTMENT BYLAWS CONTENTS

	Section	Page
ARTICLE ONE	Department Convention	BL 1-1
Authority.....	100	BL1-1
Committees- Department Convention	101	
Credentials- Delegates, Delegates-at-Large, Alternates, Members.....	105	BL 1-1
Delegates-at-Large.....	110	BL 1-1
Voting.....	115	BL 1-2
Elective Officers.....	120	BL 1-2
Nominations.....	125	BL 1-2
Elections.....	130	BL 1-2
Quorum.....	135	BL 1-2
Right to Speak.....	140	BL 1-2
 ARTICLE TWO	 Department Board of Trustees	 BL 2-1
Composition.....	200	BL 2-1
Powers.....	205	BL 2-1
Duties- Board Members.....	210	BL 2-2
Department Commandant.	210 a	BL 2-2
Department Senior Vice Commandant.	210 b	BL 2-2
Department Junior Vice Commandant.....	210 c	BL 2-2
Department Judge Advocate.....	210 d	BL 2-2
Department Adjutant.	210 e	BL 2-3
Department Paymaster.....	210 f	BL 2-4
Department Chaplain.....	210 g	BL 2-4
Department Sergeant-at-Arms.....	210 h	BL 2-5
Junior Past Department Commandant.	210 I	BL 2-5
Vacancy.....	215	BL 2-6
Board Meetings	220	BL 2-7
Quorum.....	225	BL 2-7
Voting.....	230	BL 2-2
 ARTICLE THREE	 Department	 BL 3-1
Bylaws.....	300	BL 3-1
Officers.....	305	BL 3-1
Eligibility of Officers.....	307	BL 3-1
Meetings.	310	BL 3-1
Freedom of Action.....	315	BL 3-1
Bonding.....	320	BL 3-1

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 Bylaws and Administrative Procedures of the Marine Corps League and Department of Virginia. The specific duties of the members of the Department Board of Trustees shall be:

(a) Department Commandant. Shall preside 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 Virginia between Department Conventions. In addition, the Department Commandant shall:

(1) With the Department Paymaster or Adjutant/Paymaster have custody of all funds and property of the Department of Virginia, subject to the supervision of the Department Board of Trustees.

Ch 5-04 (2) With the advice and consent of the Department Board of Trustees, appoint such **Person or Persons** as are deemed necessary.

- (a) Department Chief of Staff
- (b) Department Historian
- (c) Department VAVS Representative
- (d) Department Liaison Officer (as required)

However, the committees of the Marine of the Year and Scholarship shall be as is provided in the Administrative Procedures, Chapter 3, Section 300 (g) and (h).

(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.

(c) Department Junior Vice Commandant. Shall create and promulgate membership programs that will produce enthusiastic response resulting in continuous membership growth and retention of department members. In the absence or illness of the Department Commandant and the Department Senior Vice Commandant, he shall perform the duties of that office.

(d) Department Judge Advocate. Shall interpret the National and Department Bylaws and Administrative Procedures. He shall advise, construe, counsel, and render opinions on questions of law and procedure to the Department Commandant, Department Board of Trustees, and Detachments when so required in the manner outlined hereafter:

(1) At the Department Convention, upon the request of an approved Delegate, through the chair, the Department Judge Advocate shall render an opinion of law and procedure to the chair, whereupon the chair will rule on the opinion and the question, which shall be

that are appropriate, and including the reading of Department of Virginia Marine Corps League and subsidiary members deceased during the year.

- (h) Department Sergeant-at-Arms. Shall preserve order at the Department Convention, and at Department Staff Meetings, and perform such other duties as are required by the Department Commandant. The Department Sergeant-at-Arms is empowered to deputize such Deputy Sergeant-at-Arms as may be necessary for proper performance of his duties. In addition, the Department Sergeant-at-Arms shall:
 - (1) Take custody of all department property (colors, charter, gavel, bible, etc.) and shall ensure that such properties are present and in their proper place at all conventions, staff meetings, and as may be directed by the Department Commandant.
- (i) Junior Past Department Commandant. Shall be a full voting member of the Department Board of Trustees and assist the Department Commandant as may be requested in the best interest of the Department of Virginia.
- (j) Department Chief of Staff. Shall perform as a Staff Officer, coordinating staff functions and planning for the Department Commandant and assuming other administrative duties as assigned by the Department Commandant.

Ch 8-16 (k) Department Legislative Officer:

1. Maintain contact with representatives in the State General Assembly in regards to legislative matters affecting the interest and welfare of the Marines and Veterans. The legislative officer will also serve as the Department of Virginia's representative to the Joint Leadership Council (JLC). The Commandant, Department of Virginia shall submit, to the Secretary of the Commonwealth of Virginia the name of the Department nominee for consideration and appointment by the Governor; the position on the JLC shall be for a period of three (3) years, with the option to renew, unless the situation dictates earlier changes.
 2. Inform Detachments of recent and currently pending actions related to Veterans Affairs with emphasis on the Joint Leadership Council recommendations to the State Legislature.
 3. Inform Detachment of information emanating from the HQ MCL Legislative Committee, Governor's Joint Leadership Council of Veteran Services Organizations and Virginia Department of Veterans Services.
 4. Offer Detachment Legislative Officers assistance with their duties and programs.
- (l) Department Historian. Shall under the direction of the Department Board of Trustees, assemble and maintain a record of the Department of Virginia history and achievements.

- (m) Department VAVS Representative. It shall be the duty of the Department Veterans Administration Volunteer Service Representative to:
- (1) Maintain close contact with the veterans Administration VAVS Staff for the purpose of keeping abreast of changes in policies and proceedings pertaining to VAVS programs.
 - (2) Promulgate the objectives of the VAVS Program and cultivate the interest of constituent Detachments and subsidiary units in their participation in the VAVS Program at VA Medical centers within their locale.
 - (3) Guide and instruct Detachment VAVS Representatives in the proper conduct of their functions related to the VAVS Program.

SECTION 215- VACANCY. The order of succession to the Office of Department Commandant shall be (1) Department Senior Vice Commandant and Department Jr. Vice Commandant. In the event of 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 an office. Should a vacancy occur in an appointed office, a committee chairmanship, or as a committee member, the Department Commandant shall fill such vacancy as soon as practicable. All such appointments are subject to the subsequent approval by the Department Board of trustees.

SECTION 220- BOARD MEETINGS. The Department Board shall meet semiannually during the months of February or March and October (to be known as the Spring or Fall Staff Meeting) at a location chosen in advance by the Department Time and Place Committee, and approved by the Department Board of Trustees.

- (a) The conduct of business at all Department Board meetings and Department Conventions shall be governed by the national and department Bylaws and Administrative Procedures. Parliamentary reference shall be the current edition of Roberts Rules of Order (Newly Revised).

SECTION 225- QUORUM. The presence of a majority of the Department Board of Trustees shall constitute a quorum for the transaction of business.

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

- (a) Between Department Conventions, the Department Board of Trustees is empowered to conduct business at any regular or special meeting, or by mail, telephone, fax, or email.
- (b) All business by mail, telephone, fax, or email requiring a yes or no vote, shall be handled routinely, the Department Adjutant or Adjutant/Paymaster who will provide identical ballots to all board members or asking the identical question if conducting a vote by telephone. The Department Adjutant or Adjutant/Paymaster shall mail identical copies of the tallies to each Board of Trustees member.
- (c) The results of each mail or telephone balloting shall be made available to the Department Board of Trustees within (5) business days after compiling of the vote. The results of such vote, in detail for the information of the membership, shall be published at the next staff meeting after the vote and the Department Convention.