



DEPARTMENT OF VIRGINIA

From: Department of Virginia

To: Distribution list

Subj: DEPARTMENT OF VIRGINIA BY LAWS

Ref: 2021 Edition of the National Bylaws

1. Purpose. These Bylaws provide guidance concerning the function and organization of the Department of Virginia and its Detachment's in accordance with the National Marine Corps Leagues Structure and to follow all local, state and national laws.
2. Ratification. These Bylaws were presented to all members present at the 2023 Department Convention held on 2023 in Triangle, VA. There was a motion and a second by qualified delegates to accept and approve the Department of Virginia Bylaws. Discussion phase was opened and all questions or changes were made. The Department of Virginia Bylaws were ratified/approved by a majority vote of all members present at the Department Convention held 20 May 2023.
3. Effective date of Department of Virginia Bylaws. These Bylaws are effective on May 2023.
4. Reviewed and Approved.

JOSEPH HOADLEY  
COMMANDANT  
DEPARTMENT OF VIRGINIA

PHILLIP C. PARSONS  
DEPARTMENT JUDGE Advocate  
DEPARTMENT OF VIRGINIA

RUSS MILLER  
NATIONAL JUDGE AVOCATE  
MARINE CORPS LEAGUE

DISTRIBUTION:

Department of Virginia Bylaws, Article five section 530

# DEPARTMENT OF VIRGINIA BYLAWS

## TABLE OF CONTENTS

2023

	<u>Section</u>	<u>Page</u>
<b>ARTICLE ONE</b>	<b>DEPARTMENT CONVENTION</b>	
Authority.....	100	BL 1-1
Committees: Department Convention.....	105	BL 1-1
Credentials: Delegates, Delegates-at-large, Alternates Members.....	110	BL 1-1
Delegates-at-Large.....	115	BL 1-1
Voting .....	120	BL 1-2
Elective Officers.....	125	BL 1-2
Nominations.....	130	BL 1-2
Elections.....	135	BL 1-2
Quorum.....	140	BL 1-2
Right to Speak.....	145	BL 1-3
<b>ARTICLE TWO</b>	<b>DEPARTMENT BOARD OF TRUSTEES</b>	
Composition.....	200	BL 2-1
Powers .....	205	BL 2-1
Duties: Board members and other Department Officers.....	210	BL 2-1
Department Commandant.....	210a	BL 2-2
Department Senior Vice Commandant.....	210b	BL 2-2
Department Junior Vice Commandant.....	210c	BL 2-2
Department Judge Advocate.....	210d	BL 2-2
Department Adjutant.....	210e	BL 2-3
Department Paymaster.....	210f	BL 2-4
Department Chaplin.....	210g	BL 2-4
Department Sergeant –at-arms.....	210h	BL 2-5
Department Junior Past Commandant.....	210i	BL 2-5
Department Legislative Officer.....	210j	BL 2-5
Department Historian.....	210k	BL 2-5
Department VAVS Representative.....	210l	BL 2-5, BL 2-6
Vacancy.....	215	BL 2-6
Board Meeting.....	220	BL 2-6
Quorum.....	225	BL 2-6
Voting.....	230	BL 2-6

<b>ARTICLE THREE</b>	<b>DEPARTMENT</b>	<u>Section</u>	<u>Page</u>
	Bylaws.....	300	BL 3-1
	Officers.....	305	BL 3-1
	Eligibility of Officers.....	310	BL 3-1
	Meetings.....	315	BL 3-1
	Freedom of Action.....	320	BL 3-1
	Bonding.....	325	BL 3-1

<b>ARTICLE FOUR</b>	<b>DETACHMENTS</b>		
	Name.....	400	BL 4-1
	Bylaws .....	405	BL 4-1
	Officers.....	410	BL 4-1
	Eligibility.....	415	BL 4-1
	Meeting.....	420	BL 4-1
	Quorum.....	425	BL 4-1
	Trustees.....	430	BL 4-1
	Election of Officers.....	435	BL 4-1
	Members.....	440	BL 4-2
	Bonding.....	445	BL 4-2

<b>ARTICLE FIVE</b>	<b>MICELLANIOUS</b>		
	Membership.....	500	BL 5-1
	Membership Application.....	505	BL 5-1
	Incorporation.....	510	BL 5-1
	Employee Identification Number (EIN).....	515	BL 5-1
	Amendments.....	520	BL 5-1
	Effective Date.....	525	BL 5-2
	Department Bylaws Distribution.....	530	BL 5-2

**BYLAWS**  
**ARTICLE ONE**  
**DEPARTMENT CONVENTION**

**SECTION 100-AUTHORITY.** The Supreme Legislative and Policy making power of the Department of Virginia, Marine Corps League, Inc., shall be vested in a Department Convention composed of the properly elected, registered, and approved delegates in good standing, and shall be subordinated to the National Convention.

**SECTION 105-COMMITTEES-DEPARTMENT CONVENTION.** The Department Convention Administrative Committees shall be: Credentials, Bylaws, Resolution, Rules and Standing Committees.

**SECTION 110-CREDEINTIALS-DELEGATES, DELEGATES-AT-LARGE, ALTERNATES, MEMBERS.**

(a) Delegates, delegates-at-large, alternates, and members desiring to attend business sessions of a Department Convention shall possess a paid up membership card. Delegates and delegates-at-large shall possess properly executed credentials and shall be registered with and approved by the Convention Credentials Committee.

(b) Detachment delegates and alternates to the Department Convention shall be determined on the said basis of the said detachment's membership on record at National Headquarters as of March 31, 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. However, no delegate-at-large shall be counted as part of the detachment's delegate voting strength. No delegate strength of a detachment shall be computed by including associate members of honorary members in such detachments' total membership.

(c) Delegate/alternate credentials of a detachment shall only be claimed by a registered member of that detachment.

**SECTION 115-DELEGATES-AT-LARGE.** Past Department Commandants of the Department of Virginia who are members in good standing, may be delegates-at-large to the Department Convention. Delegates-at-large will have the same rights and privileges of regular members.

**SECTION 120-VOTING.** Each delegate will have one (1) vote and shall be physically present to cast the vote. A fifty percent (50%) plus one (1) vote by the registered delegates voting shall carry any measure, and decide any issue, and election of department officers.

**SECTION 125-ELECTIVE OFFICERS.** The officers to be elected by each Department Convention shall be the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, and Department Judge Advocate. The Department shall elect or appoint a Chaplin, Sergeant-at-Arms, Adjutant, Paymaster or an Adjutant/Paymaster.

**SECTION 130-NOMINATION.**

(a) The Nominating Committee shall present to the Department Convention a proposed slate of officers for the ensuing year. Nominations, of other than those recommended by the Nominating Committee, shall be accepted from the convention floor. Each nominee, when called upon, shall rise, if not restricted by physical impairment, and state to the chair that if elected, he/she will accept the office and serve loyally, faithfully, and to the best of his/her ability during the term to which elected.

(b) All nominees must be present at the election, unless absent with an approver excuse and indicating that they will serve if nominated. In the event a nominee is absent, acceptance must be in writing. All nominees must be in "Good Standing" and have a valid excuse (approved by the Trustees) to be eligible for the election to office.

**SECTION 135-ELECTIONS.**

(a) The election of Department Officers shall be the last order of business of the Department Convention. The election of Department Officers shall be conducted by "show of hands" vote.

(b) Before voting begins, the Department Commandant shall select two (2) regular members to supervise and correctly tally the votes cast and one (1) Past Department Commandant to supervise and conduct the elections.

(c) The election of officers shall not begin until the election tellers advise the chair that they are prepared to supervise the elections. 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, subject, which is not strictly related to the vote being conducted. Without explicit permission of the chair, a voting member shall not be allowed to enter or leave the convention floor until the "show of hands" voting in progress is concluded.

**SECTION 140-QUORUM.** The minimal 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 present.

**SECTION 145-RIGHT TO SPEAK.** All registered delegates, when recognized by the chair and not so expressly prohibited by the Department Bylaws, shall have the right to speak on any subject

and all issues brought to the Convention floor for its consideration. Each member in good standing may be granted the floor by the Chair.

BL 1-3

**BYLAWS**

## **ARTICLE TWO**

### **DEPARTMENT BOARD OF TRUSTEES**

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

- (a) Department Commandant
- (b) Department Senior Vice Commandant
- (c) Department Junior Vice Commandant
- (d) Department Judge Advocate
- (e) Department Adjutant or Adjutant/Paymaster
- (f) Department Paymaster or Adjutant/Paymaster
- (g) Department Junior Past Commandant

In addition, three (3) members shall be elected to the Board of Trustees. Each shall serve for a period of three (3) years. Initially, of this group of three (3), one shall be elected for a period of three (3) years, one (1), shall be elected for two (2) years, and one (1) shall be elected of one (1) year. Thereafter as a term expires each new trustee will be elected for a period of three (3) years. The Board of Trustees shall meet a minimum of once a year. All vacancies on the Board of Trustees shall be filled by appointment of the Department Commandant with the majority approval of the board of trustees.

**SECTION 205-POWERS.** In between conventions, in compliance with the provisions of the National Bylaws and Administrative Procedures and the directives and mandates of the Department Convention, the powers and authority of the Department Board of Trustees shall be:

- (a) To suspend or revoke for cause, a charter granted to a Detachment and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures.
- (b) To exercise such powers and to do such other actions as are compatible with the National Bylaws and Administrative Procedures and the Department Administrative Procedures, which are in the best interest of the Department of Virginia, Marine Corps League, and to exercise executive power between Department Conventions.

**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 the Department of Virginia Bylaws and Administrative Procedures. The specific duties of the members of the Department of Trustees shall be:

BL 2-1

- (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. Additionally, 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 Trustee.

(2) With the advice and consent of the Department Board of Trustees, appoint such person or persons as are deemed necessary.

- i. Department Historian
- ii. Department VAVS Representative
- iii. Department Liaison Affairs Officer (as required)

However, the committees for 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/she 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, council 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 question, which 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 "show of hands" vote of approved delegates will be called, and two thirds (2/3) of the total vote will be required to reverse the ruling of the Chair.

BL 2-2

(2) At the Department Staff Meetings, the same procedure shall apply, and two-thirds (2/3) 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 Virginia, the Department Judge Advocate shall rule in writing, mailing copies of the ruling to the parties and the Detachment Commandants, and such rulings shall be binding unless and or until reversed by the Department Board of Trustees at the Department Convention.

(4) The Department Judge Advocate shall not hold the office of Judge Advocate in his Detachment. If this be the case, then the resignation from the lower office shall be required upon being sworn into the Department Office.

(e) Department Adjutant. Shall be the recording secretary of meetings and affairs of the Department, and support the Department Officers through correspondence, documentation, written communication, media releases, and other staff assistance as may be directed by the Department Commandant. In addition, the Department Adjutant shall:

(1) Record the minutes of business meetings at all board meetings and Department Conventions.

(2) Prepare and transcribe minutes for permanent record of Department business meetings and Department Conventions to be placed in a binder to be maintained in chronological order.

(3) Assist the Department Commandant in preparing agendas for all business meetings and Department Conventions.

(4) Maintain and publish a Department Directory which shall contain:

- i. Listing of Department Officers and Board of Trustees
- ii. Past Department Commandants
- iii. Past Marines of the Year
- iv. All Detachment Officers by Detachment
- v. Department of Virginia Auxiliary Officers
- vi. Virginia Pack Officers

BL 2-3

(f) Department Paymaster. Shall:

(1) Conduct a census of the total membership of the Department of Virginia, using the Detachment's membership on record at National headquarters as of 31

March immediately preceding the Department Convention, for the purpose of determining delegate and alternate delegate entitlement for the ensuing Annual Department Convention.

(2) Serve as the Department's treasurer, and in that capacity, shall be directly responsible to the Department's Board of Trustees.

(3) Cause to be kept all proper and necessary books for the recording of all the business of the Department of Virginia.

(4) Receive all monies, keeping a record of their sources and purpose, and shall deposit said monies, in approved and federally insured accounts, including checking and savings accounts. All monies deposited shall be in the name of the Department of Virginia, Marine Corps League, Inc only.

(5) Establish the fiscal year for the Department of Virginia for financial accounting purposes annually from 1 July to 30 June the following year.

(6) Provide such assistance as necessary to the Audit Committee to ensure that the annual Audit of the Department's fiscal records will be completed on or before three (3) days prior to the Department Convention annually and ensure that the Audit Report is completed before the Annual Department Convention.

(7) Provide such assistance as necessary to the Budget Committee to ensure that the Annual Budget will be completed before the annual Department Convention.

(8) Provide the Department Credentials Committee with a complete record of all Detachment's strength, on the basis of each Detachment's membership strength as received by National Headquarters as of 31 March, annually.

(g) Department Chaplain. Shall perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by National and Department Bylaws and Administrative Procedures of the Marine Corps League. The Chaplain shall be responsible for and have charge of arranging and conducting a nondenominational memorial service at each Department Convention, including in such ceremony, representation of those members that are appropriate, and including the reading of Department of Virginia Marine Corps League and members deceased during the preceding year.

BL 2-4

(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 take custody of all Department property (Colors, Charter, gavel, Bible, etc.) and 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 Board of Trustees and assist the Department Commandant as may be requested in the best interest of the Department of Virginia.

(j) Department Legislative Affairs Officer. Shall:

(1) Perform as a Legislative Affairs Officer, coordinating staff functions and planning for the Department Commandant and assuming other administrative duties as assigned by the Department Commandant.

(2) Maintain contact with Representative in the State General Assembly regarding legislative matters affecting the interest and welfare of Marines and Veterans. The Legislative Affairs 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 change.

(3) Inform Detachments of recent and currently pending actions related to Veterans Affairs with emphasis on the Joint Leadership Council recommendations to the State Legislature.

(k) Department Historian. Shall under the direction of the Department Board of Trustees, assemble and maintain a record of Department of Virginia history and achievements.

(l) Department VAVS Representative. It shall be the duty of the Department of 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

BL 2-5

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 (2) Department Junior 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 a committee member, the Department Commandant shall fill such vacancy as soon as practicable. All such appointments are subject to the subsequent approval of the Department Board of Trustees.

**SECTION 220-BOARD MEETINGS.** THE Department shall meet annually during the month of October (to be known as Fall Staff Meeting) at a location chosen in advance by the Department Time and place Committee and approved by the Department Board of Trustees. 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 member 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 (email acceptable), identical copies of the tallies to each Board Member.

(c) The results of each mail or telephone balloting shall be made available to the Department Board of Trustees within five (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.

BL 2-6

**BYLAWS  
ARTICLE THREE  
DEPARTMENT**

**SECTION 300-BYLAWS**. The Department Convention shall adopt Department Bylaws and Administrative Procedures which are consistent with the National Charter or the National Bylaws and Administrative Procedures.

**SECTION 305-OFFICERS**. The Department shall have such elected and appointed Officers as required by its Department Bylaws. The standard Report of Officers and Installation of Department Officers shall be sent to National Headquarters to arrive before 31 July annually.

**SECTION 310-ELIGIBILITY OF OFFICERS**. All Officers serving in elected or appointive offices shall be members in good standing in the Department of Virginia. Associate members may serve in appointive offices only, in accordance with Article Six Section 600 (b) of the National Bylaws.

**SECTION 315-MEETINGS**. A Department Convention shall be held each year between 1, May and 15, July. The Department Charter or a copy thereof, the National Colors, the Marine Corps League Colors, the MIA-POW Colors, and a Bible shall be displayed at all business meetings.

**SECTION 320-FREEDOM OF ACTION**. Unless expressly forbidden by any Section of the National Bylaws and Administrative Procedures, the Department Convention and or Department Staff Meeting 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 325-BONDING**. All Department Officers handling Department monies shall be bonded. The Department Commandant and the Department Paymaster or Adjutant/Paymaster are covered under a blanket bond held and paid for by National Headquarters (Chapter Five, Departments, Section 5030).

BL 3-1

**BYLAWS**

**ARTICLE FOUR**

**DETACHMENTS**

**SECTION 400-NAME**. No Detachment shall be named in honor of a living person.

**SECTION 405-BYLAWS.** Each Detachment shall adopt Bylaws and Administrative Procedures, which are consistent with the Department and National Bylaws and Administrative Procedures and shall be subject to approval by the Department Judge Advocate.

**SECTION 410 –OFFICERS.** Officers, both elected and appointed, shall be selected by the Detachment members as they desire. Each Detachment must elect a Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate. The Detachment shall elect or appoint a Chaplin, Sergeant-at-Arms, Adjutant, Paymaster or an Adjutant/Paymaster and such other Officers as it deems necessary.

**SECTION 415-ELIGIBILITY.** All Officers serving in elected or appointed offices shall be members in good standing in the Detachment in which they are elected to serve. At the will of the Detachment, associate members may serve in appointive offices only, in accordance with Article Nine, Section 920 (e) of National Bylaws.

**SECTION 420-MEETINGS.** The Detachment Charter or a copy thereof, the National Colors and a Bible shall be displayed at all business meetings.

**SECTION 425-QUORUM.** Each Detachment may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the Detachment Bylaws.

**SECTION 430-TRUSTEES.** The elected officers of a Detachment shall be its Detachment Board of Trustees. However, a Detachment is authorized to appoint the outgoing Detachment Commandant or a Past Detachment Commandant to serve a One (1) year term as a member of the Board of Trustees.

BL 4-1

**SECTION 435-ELECTION OF OFFICERS.** Each Detachment shall hold an annual election of officers between 1, October and 15, May:

(a) Installation shall be conducted no later than the last day of the month subsequent to the election.

(b) Report of Officers and Installation (ROI) must be forwarded to the Department Adjutant or Adjutant/Paymaster along with copy to Mid-East Division Adjutant, within Fifteen (15) days of the Installation.

**SECTION 440-MEMBERS.**

(a) Each Detachment shall be the sole judge of its membership, providing said person meets the requirements of Chapter Seven of the National Administrative Procedures. No Detachment may accept as a member any person whose name has been stricken from the rolls of the Marine Corps League.

(b) Once accepted as a member in good standing by the Detachment membership, that member shall not be removed from the Detachment's roll except for cause in accordance with Chapter Nine Grievance and Discipline, National Administrative Procedures or by the member requesting transfer in accordance with Chapter Seven, Members, Section 7005, National Administrative Procedures.

**SECTION 445-BONDING.** All Detachment Officers handling Detachment monies shall be bonded. The Detachment Commandant and Detachment Paymaster of Adjutant/Paymaster, as applicable are covered under a "blanket" bond held and paid for by National Headquarters, Chapter Six, Detachments, Section 6035 of the National Administrative Procedures.

BL 4-2  
BYLAWS  
ARTICLE FIVE  
MISCELLANIOUS

**SECTION 500-MEMBERSHIP ELIGIBILITY.** Only persons who meet the requirements of Article V, Section 515, categories of Membership of the National Bylaws shall be eligible for membership in the Department of Virginia.

**SECTION 505-MEMBERSHIP APPLICATION.** Any person eligible for membership in the Marine Corps League and the Department of Virginia shall complete a standard application form to include the signature of the applicant sponsor and present the application, along with the required dues, to the Department Paymaster, or Adjutant/Paymaster.

**SECTION 510-INCORPORATION.** The Department of Virginia, including Detachments, which engage in service or business, either for profit or non-profit, or which use the name Marine Corps League, shall be incorporated in accordance with Article VIII, Section 850 (b) of the National Bylaws.

**SECTION 515-EMPLOYEE IDENTIFICATION NUMBER (EIN).** The Department of Virginia, including Detachments, shall obtain, and maintain their own EIN under the Marine Corps League's Group Exemption Number 0955. Neither the Department nor any Detachment shall utilize the EIN of the National Organization.

**SECTION 520-AMENDMENTS.**

(a) The Department of Virginia Bylaws and Administrative Procedures shall be revised, amended or repealed by a majority vote of the properly registered and approved delegates voting at a Department Convention, provided that the proposed revision, amendments or repeal is submitted to the Department Judge advocate no later than 1 October prior to the Fall Staff Meeting at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals shall be typewritten form and will be in exact wording intended.

(b) To avoid possible confusion, each submission will address only one section however, if the proposal incorporates a revision, amendment or repeal that will interact with any other sections; the changed or corrected wording of those sections will be included in the single submission.

(c) The Department Judge Advocate will distribute copies of each proposal without personal commit, to each existing Detachment Commandant, each member of the Board of trustees and each past Detachment Commandant no later than one week prior to the Department Fall Staff Meeting at which the proposal/s will to be considered for presentation to the body at the Department Convention.

BL 5-1

**SECTION 525-EFFECTIVE DATE.** Each revision, amendment or repeal of a provision of the Department Bylaws or Administrative Procedures which are approved at a Department Convention as outlined in Section 520 and does not provide for an effective date will become effective upon the close of the Department Convention at which approved.

**SECTION 530 DEPARTMENT BYLAW DISTRIBUTION.** Each Detachment Commandant, each member of the Board of Trustees, and each Past Department Commandant shall be provided



with two (2) copies of the Department Bylaws and Administrative Procedures of published changes thereafter each time they are printed. The Department of Virginia Bylaws and Administrative Procedures are to be made available to any members, in good Standing, of the Department of Virginia upon request, at no charge.

