

**SOUTH HILLS PITTSBURGH**

**DETACHMENT 726**

**MARINE CORPS LEAGUE**

**BY-LAWS**

**For the purpose of these By-Laws, South Hills Pittsburgh, Detachment 726 shall be referred to as Detachment 726**

SECTION 100 – OFFICERS

SECTION 200 – OFFICER ELECTIONS AND INSTALLATION

SECTION 300 – TRUSTEES

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SECTION 500 – DUES

SECTION 600 – MEETINGS

SECTION 700 – RULES OF ORDER AND DECORUM

SECTION 800 – MEMBERSHIP

SECTION 900 – FINANCE

**SECTION 100 – OFFICERS**

A) Elected Officers (**Regular Members Only**) of Detachment 726 shall be:

- 1) Commandant
- 2) Senior Vice Commandant
- 3) Junior Vice Commandant
- 4) Judge Advocate

B) Appointed Officers of Detachment 726 may be:

- 1) Chaplain
- 2) Sergeant-At-Arms
- 3) Adjutant
- 4) Paymaster

C) The term of office for Detachment 726 Officers (elected only), shall be two (2) years. Appointed officers may remain in office when retained by the Detachment 726 Commandant

D) To qualify for the Office of Commandant, a candidate must be a **regular member** and have served at least one (1) year as an elected or appointed officer within Detachment 726.

E) Duties of Detachment 726 elected officers shall be:

- 1) **COMMANDANT** – Direct all Detachment 726 activities in the South Hills communities. Preside at all Detachment 726 meetings. Administer the oath of membership to all new members of Detachment 726 after the Commandant has been officially sworn in.
- 2) **SENIOR VICE-COMMANDANT** – Perform such duties as outlined by the Marine Corps League Ritual and as directed by the Detachment 726 Commandant. Serve at all meetings as presiding officer when the Commandant is not present.
- 3) **JUNIOR VICE-COMMANDANT** – Perform such duties as outlined by the Marine Corps League Ritual and as directed by the Detachment 726 Commandant.
- 4) **JUDGE ADVOCATE** – Perform such duties as outlined by the Marine Corps League Ritual and as directed by the Detachment 726 Commandant. Shall interpret all By-Laws and administrative procedures. Shall advise, construe, counsel, and render opinions on questions of Law and Procedure to Detachment 726 officers and members.

**SECTION 100 – OFFICERS (cont.)**

- F) Duties of Detachment 726 appointed officers shall be:
- 1) **CHAPLAIN** – Perform such duties as outlined by the ~~Marine~~ Marine Corps League Ritual and as directed by the Detachment 726 Commandant. Should take an active part in all memorial and funeral services conducted by Detachment 726. Visit or contact sick or in-distress Detachment members.
  - 2) **SERGEANT-AT-ARMS** – Perform such duties as outlined by the Marine Corps League Ritual and as directed by the Detachment 726 Commandant. Shall preserve order at all meetings of Detachment 726. Shall be responsible for setting up the monthly meeting room. Shall keep an accurate inventory of all Detachment 726 property.
  - 3) **ADJUTANT** – Perform such duties as outlined by the Marine Corps League Ritual and as directed by the Detachment 726 Commandant. Shall keep a true record of business conducted/transacted at Detachment 726 regular monthly meetings. Shall ensure that a hardcopy and electronic version of approved monthly meeting minutes exist in the Detachment 726 files. Coordinate with Paymaster to maintain a current roster of all members. Forward notices of meetings, events, etc. to the membership. Shall be responsible for all Detachment official correspondence.
  - 4) **PAYMASTER** – Perform such duties as outlined by the Marine Corps League Ritual and as directed by the Detachment 726 Commandant. Shall keep a true record of all monies received and expended by Detachment 726. With the Adjutant prepare an up-to-date record of dues paid by the Detachment membership. Forward notices to Detachment members when their dues have lapsed
- G) Elected Officers absent for three (3) consecutive meetings, unless excused due to an unforeseen and true emergency situation, must resign from office. Reason for absence shall be reviewed by Detachment 726 Board of Trustees. A determination of the nature of the absence shall be made by majority vote of the Board of Trustees. Elected officers should notify Commandant or Adjutant of their anticipated absence prior to the regular monthly meeting.
- H) Accusations against any Detachment 726 Officer for conduct unbecoming his or her Office shall be handled according to National and DOPA protocol. Any Officer found guilty of violating the tenants of his or her oath shall be removed from office according to National and DOPA protocol. All Detachment 726 property in the removed Officer's possession must be returned to Detachment 726.



### **SECTION 200 – OFFICER ELECTIONS AND INSTALLATION**

- A. Detachment 726 shall hold nominations, when required, for all elected Officer positions at the regularly scheduled meeting in October.
- B. In the event that nominations are closed and only one nomination exists for each elected officer position a motion to elect those nominated officers, by acclamation, may be brought before the members, in accordance with Robert's Revised Rules of Order, at the regularly scheduled meeting in December.
- C. Notwithstanding Section 200.B above, Detachment 726 shall hold an election for all elected Officers, when required, at the regularly scheduled meeting in December.
- D. Detachment 726 shall conduct an installation of all elected Officers at the regularly scheduled meeting in January. The officers shall take the oath of office from a National Officer, Department of PA (DOPA) Officer, or Past Detachment Commandant. The Detachment may call a special meeting during the month of January, in addition to the regularly scheduled meeting, for the installation of all elected Officers.
- E. Report of Officers and Installation must be forwarded to National Adjutant Headquarters, the Division Vice-Commandant, and the DOPA Adjutant within fifteen (15) days of installation.
- F. Notwithstanding paragraph 200.E, report of Officers and installation must be at National Headquarters no later than 30 June each year.

### **SECTION 300 – TRUSTEES**

The current duly elected Officers of Detachment 726, as well as a Past Commandant, shall comprise the Detachment's Board of Trustees. The Past Commandant member of the Board of Trustees will be appointed by these same current duly elected officers. The Board of Trustees may have a minimum of (3) three and a maximum of (5) five members. When all elected officer positions are filled and a Past Commandant is willing and available, the number of Board of Trustee Members will be (5) five. Any decision rendered by the Board of Trustees requires only a simple majority vote. It is one of the duties of the Board of Trustees to review the by-laws and if changes are deemed necessary to submit proposed changes to the Department of PA (DOPA) Judge Advocate for review and approval before submitting to membership for a vote.

### **SECTION 400 – QUORUM**

The minimum number of Detachment 726 members required to be present, for the transaction of official business, at a regularly scheduled monthly meeting for Detachment 726 shall be no less than 12 (twelve) Detachment members who are all in good standing. Two (2) Detachment Officers must be part of the Quorum with one of the two being elected.

### **SECTION 500 – DUES**

Detachment 726 dues shall be established based on the DOPA and National assessment. Changes in the dues shall be approved by a majority vote of Detachment 726 membership at a regularly scheduled monthly meeting.

### **SECTION 600 – MEETINGS**

- A. Detachment 726 members shall meet on the first Wednesday of each month. For the purpose of these By-Laws this is the Detachment's regularly scheduled meeting.
- B. Notwithstanding the criteria set forth in Paragraph 600.A above, the meeting day of the Detachment may be changed, when the regularly scheduled meeting day falls on a National Holiday, by a majority vote of the Detachment membership present at a regularly scheduled monthly meeting.
- C. Notwithstanding the criteria set forth in Paragraph 600.A above, the Detachment may, by a majority vote of the Detachment membership present at a regularly scheduled monthly meeting, suspend the regularly scheduled monthly meeting for a given period of time.
- D. The Detachment 726 Charter, the National Colors, Marine Corps Colors, and a Bible should be displayed at all regularly scheduled meetings.
- E. The Detachment 726 meeting place shall be verified, at the regularly scheduled January meeting, after the installation of Officers. The meeting place must be approved by a majority vote of the membership present at the regularly scheduled January meeting.
- F. Individuals seeking membership in Detachment 726 may be seated at a regular monthly meeting (except for the portion of the meeting when the vote is taken pertaining to their application for membership).

### **SECTION 700 – RULES OF ORDER AND DECORUM**

For Detachment 726, it shall be these By-Laws along with National and DOPA By-Laws, and the latest edition of Roberts' Revised Rules of Order that shall govern the conduct and procedures of each Detachment 726 regular meeting with the following stipulations:

- A. No alcohol shall be present and/or consumed in the room/area during the meeting.



**SECTION 700 – RULES OF ORDER AND DECORUM (Cont.)**

- B. A “curse” box shall be present, during the conduct of official business, at the regular monthly meeting. The fine being \$1.00 per infraction. The infraction must be heard/witnessed by at least 2 (two) members. Fines shall be levied (via a point of order) by the Judge Advocate or the Sergeant-at-Arms. The Paymaster shall be responsible for the fines and the “curse” box. “Curse” box funds shall be used at the Commandant’s discretion for the “Good of the Detachment.”
- C. To amend/change these By-Laws the amendment/changes shall be presented to the membership, in typewritten form and exact wording, at a regularly scheduled meeting and voted on at the next regularly scheduled meeting. Amendments/Changes may be mailed to Members in good standing or be made available for review at a public establishment by Members in good standing before the membership votes on the amendments/changes.

**SECTION 800 – MEMBERSHIP**

**REGULAR MEMBERSHIP** – Only the following may be regular members of the MCL:

(1) **Marines** who are serving or have served honorably\* in the United States Marine Corps or the United States Marine Corps Reserve;

(2) **U.S. Navy Corpsmen** (i) who are serving or have served honorably\* in the United States Navy and who have trained with Marine FMF units in excess of ninety (90) days and earned the Marine Corps device (clasp) worn on the Service Ribbon, (ie; Southwest Asia Service Medal, Vietnam Service Medal, Armed Forces Expeditionary Medal, etc) and (ii) who earn the Warfare Device authorized for FMF Corpsmen. U. S. Navy Hospital Corpsman must have satisfactorily completed the Field Medical School (FMSS), have been permanently assigned to an FMF Command and have completed the appropriate sections of the Personnel Qualification Standard, both of which must be noted on the DD Form 214. An award of the Fleet Marine Force Ribbon (FMF Ribbon) (1 Sep 1984-30 Sep 2006) or the Enlisted Fleet Marine Force Warfare Specialist Qualification (EFMFWS) Badge (1 Oct 2006-present) may serve as prima facie evidence of eligibility; and

(3) **U.S. Navy Chaplains** who are serving or have served honorably\* in the United States Navy and who have earned the FMF Badge serving with Marines. U. S. Navy Chaplains must have been assigned permanent duty with Marine Corps Operating Forces and have completed the appropriate sections of the Personnel Qualification Standard and both of which must be noted on the DD Form 214. An award of the Fleet Marine Force Ribbon (FMF Ribbon) (1 Sep 1984-31 Dec 2005) or the Fleet Marine Force Qualified Officer (FMFQO) Insignia (1 Jan 2006-present) may serve as prima facie evidence of eligibility.

A. **CHARTER MEMBERSHIP** – Limited to individuals becoming a Detachment 726 member within twelve (12) months of the Detachment receiving its Charter.

B. **ASSOCIATE MEMBERSHIP** – Those individuals not qualified for regular membership in the Marine Corps League or Marine Corps League Auxiliary who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter may upon application to this Detachment, be accepted for Associate Membership in the Marine Corps League. A membership pin and card indicating “Associate Member” will be issued by National Headquarters.

- 1) Uniform and cover approved by National Headquarters may be worn.

- 2) Associate Members shall be entitled to the Rights, Privileges, and Benefits of Regular Members except that:

**SECTION 800 – MEMBERSHIP (Cont.)**

**C. ASSOCIATE MEMBERSHIP (Cont.)**

- a. Associate Members shall not vote on:

1. Membership
2. Election of Officers

- b. Associate Members shall not hold elected office.

**D. HONORARY MEMBERSHIP – Shall be open to any person who:**

- a. Is recommended by a Member of the South Hills Pittsburgh Detachment and fits the eligibility stated in Article V Section 515 (C) of the National By-Laws.
- b. Approved for honorary membership by a vote of the Detachment members at a regularly scheduled monthly meeting.

- E. DUAL MEMBERSHIP –** Defined as membership in more than one Detachment by the same individual. Any Detachment 726 member, in good standing, who is a member of other Marine Corps League (MCL) Detachments, shall retain all rights and privileges of Regular Membership for the conduct of business in Detachment 726. The status of MCL members holding Dual Memberships, with regard to voting rights at National and DOPA Meetings, shall be governed by the appropriate sections of the National and DOPA By-Laws.

**SECTION 900 – FINANCES**

- A. The Detachment 726 checking and / or Savings Account shall require signatures from two (2) of the following Detachment 726 officers:
  - a. Commandant
  - b. Paymaster
  - c. Sr. Vice-Commandant
- B. An in-house annual audit (January) shall be conducted by an Audit Committee appointed by the Commandant. The committee shall be composed of the Detachment Senior Vice Commandant, the Detachment Junior Vice Commandant and one regular member. The Detachment Senior Vice Commandant shall be responsible for oversight of the audit.
- B. Paymaster must make or submit a report for all income and expenditures at each regular monthly meeting.
- C. The Detachment's fiscal year shall run from January to December.



**SECTION 900 – FINANCES (Cont.)**

- D. All expenditures not in the approved budget (when an approved budget exists) and/or over \$100.00 must be approved by a majority vote of the general membership at a regularly scheduled meeting.
- E. Detachment 726 shall cover the cost of one (1) hotel room for one (1) night's lodging for Detachment 726 Elected Officers attending DOPA Staff Meetings.
- F. When Detachment 726 Elected Officers are attending the DOPA and/or the National Convention or Mid-Winter Conference, the Detachment shall cover the cost of one (1) hotel room for two (2) nights' lodging.
- G. Notwithstanding Paragraphs 900.F and 900.G above, and with prior Detachment 726 membership approval, Detachment 726 shall reimburse, up to \$100.00, the cost of one (1) hotel room for one (1) night's lodging for appointed officers or designated Detachment 726 members who can attend the meetings listed in 900.F and 900.G in place of Elected Officers who cannot attend. If the cost of the hotel room exceeds \$100.00, the excess should be approved by the membership at the next monthly meeting. The appointed officers or designated Detachment 726 members attending in place of elected officers must qualify for full voting privileges at the events listed in 900 F and 900 G above.
- H. In addition to Paragraph 900.E above, and in exigent circumstances, the Detachment 726 Commandant may (after contacting all Board of Trustee members and obtaining approval of a simple majority of the Board of Trustees) expend up to an additional \$200.00 in Detachment 726 funds. Exigent circumstances may be but not limited to: a fellow Marine or FMF Corpsman (not necessarily a Detachment 726 member) in financial distress, unforeseen expenses (where time is of the essence) incurred by Detachment 726, etc.. The Commandant must report and justify the nature of the expenditure, under this paragraph, to the general membership at the next regularly scheduled meeting.

**SECTION 1000 – DISSOLUTION**

Should Detachment 726 be dissolved, all funds, property and assets shall be given to a non-profit organization as determined by the Detachment 726 Board of Trustees, provided said choice is tax exempt under the provisions of the Internal Revenue Code.



Approved by:

South Hills Pittsburgh, Detachment 726, Marine Corps League.

*Matthew Popovich*

*4-2-2021*

Matthew Popovich – Commandant

Date

South Hills Pittsburgh, Detachment 726, Marine Corps League

*Shawn Kane*

*4/2/2021*

Shawn Kane – Judge Advocate

Date

South Hills Pittsburgh, Detachment 726, Marine Corps League

*J E W*

*3-4-2021*

Judge Advocate-

Date

Department of Pennsylvania, Marine Corps League