



Department of Colorado

Bylaws
Rev.5/2016

PREAMBLE

In the name of the Beneficent God of all, we the Wives, Widows, Mothers, Grandmothers, Sisters, Daughters, Granddaughters, Stepmothers, Stepdaughters, Daughters-in-Law, Aunts, Nieces, Mothers-in-Law and Sister-in-Law of those men and women who are eligible for Regular Membership in the Marine Corps League, and Women Marines and Associate Members, 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 Marines Corps and the Marine Corps League, Incorporated, to protect and advance the welfare of the wounded and disabled Marines and their dependents, and for the further purpose set forth hereinafter, do solemnly and firmly associate ourselves together in a nonprofit corporation known as the "Marine Corps League Auxiliary", and ordain and establish these Bylaws under authority to a Charter duly granted by the National Headquarters of the Marine Corps League, Incorporated. (Rev.08/14)

**DEPARTMENT OF COLORADO MARINE CORPS LEAGUE
AUXILIARY BYLAWS**

ARTICLE I NAME AND SEAL

Section 1 - The name of this organization shall be Department of Colorado Marine Corps League Auxiliary.

Section 2 - The Auxiliary Seal shall be a replica of the National Seal except it shall read Department of Colorado.

ARTICLE II

PURPOSE

Section 1 - The purpose of the Department of Colorado Marine Corps League Auxiliary is to create a bond of comradeship between the auxiliary and the Marine Corps League.

Section 2 - The goal of this organization shall be patriotic, historical, fraternal, and educational.

Section 3 - A Unit may be formed without a consenting Detachment; however, if a Unit wants to carry the name of the detachment, permission (in writing) must be obtained from the commandant of the detachment and included with the application of a charter or name change.

ARTICLE III

ORGANIZATION AND MEMBERS

Section 1 - The Department shall consist of at least three (3) or more Units in good standing within the State.

Section 2 - Past Department Presidents in good standing shall serve in an advisory capacity on the Department Staff. No one can have more than one vote.

Section 3 - All Unit members in good standing are entitled to attend all Department staff meetings and have a voice on the floor.

ARTICLE IV

OFFICERS, ELECTIONS AND TERMS OF OFFICE

Section 1 - Each Department must elect a President, a Senior Vice President, a Junior Vice President and a Judge Advocate. Each Department has the option to elect or appoint a Chaplain, Guard, Secretary and Treasurer.

- A. Nominations of all candidates for Department Office shall be made from the floor. Nominees must be members in good standing in a Unit.
- B. Before a member can be nominated for the office of Department President, Senior Vice President or Junior Vice President, they should have served or be serving as a Unit President.
- C. Before a member can be nominated for the office of Department Judge Advocate, she should have served as a Unit Judge Advocate, and may have served as a Department President. (Rev 05/2018)
- D. Before a member can be nominated for any other elected Department Office, she shall have served as an elected officer with a Unit.
- E. Appointive Offices shall be filled at the discretion of the Department President with the advice of the Board of trustees. They should include the following: Publicity Officer, Three (3) Auditors, Color Bearer, Banner Bearer, Historian, VAVS Chairman, Civics Chairman, Judicial Committee, President 's Memory Book, Rehabilitation Chairman, Scrapbook Chairman, Uniform Chairman, VAVS Hospital Representatives, and any such other Department Officers and Chairmen deemed necessary.

Section 2 - Duties of Department Officers: The duties of the Department Officers shall be the same duties prescribed per National Bylaws.

A. Duties of the Department President: Each Department President, in conjunction with her Staff, shall have the direction and control of the affairs of the Marine Corps League Auxiliary within the Department. She may direct, under law and subject to the authority of her superior officers, such orders to the Presidents of constituent Units within the Department, which are not contrary to the Constitution and Bylaws of the National or Department Marine Corps League Auxiliary or to the orders of her superior officers. The Department President will be prepared to answer questions, give advice, and promote goodwill among members.

B. Duties of the Department Senior Vice President: It shall be the duty of the Department Senior Vice President to, in the event of a vacancy in the office of Department President, assume the duties thereof, and to perform such duties as may be assigned to her by the Department President.

c. Duties of the Department Junior Vice President: It shall be the duty of the Department Junior Vice President to, in the event of a vacancy in the office Department Senior Vice President, assume the duties thereof, and to perform such duties as may be assigned to her by the Department President. Her primary responsibility is membership.

D. Duties of the Department Secretary: It shall be the duty of the Department Secretary to keep a record of the minutes of all Department Assembly sessions and Department Staff Meetings. She shall answer all correspondence at the instruction of the Department President.

She shall keep a roster of all members; mail (or email) copies of all Staff minutes to all Department Officers, Chairmen, Assistant Chairmen, Unit Presidents, and active Past Presidents. She shall record the minutes of all Department Staff Meetings for the current year, the minutes from the Department Convention, a list of the Standing rules, Department Officers and Chairmanships, all Unit President and all Past Department Presidents from Colorado (with deceased members marked). She shall complete the Convention minutes and mail or email them to all Department Officers and Chairmen, Unit Presidents, and active Past Department Presidents. She shall mail or email a Call to Department Staff Meetings and Department Conventions one and one-half (1-1/2) months preceding those meetings to the Department Officers and Chairmen and all Unit Presidents. She shall include in the Call to Convention a copy of the Rules of Convention, above reports, credentials sheet and the registration sheets for the Department Convention Chairman. She shall timely attain all information required in the Calls to Staff and Convention and instruct the hosting League and Auxiliary (Department or detachment/unit as applicable) that she must have the information by her required dates.

E. Duties of the Department Treasurer: It shall be the duty of the Department Treasurer to sign the Unit Membership Transmittal Forms and forward Unit Transmittal Forms, membership application forms, and National dues to the National Treasurer immediately upon receipt of same. She shall allow her books to be audited quarterly, furnishing in advance all check registers, bank statements, ledgers, and cancelled checks to the Department Auditors.

F. Duties of the Department Chaplain: It shall be the duty of the Department Chaplain to perform such duties of a spiritual nature as are customarily performed by member of the clergy and as are required by the laws and rituals of the Marine Corps League Auxiliary. She shall transmit to the National Chaplain, National Headquarters, Department Treasurer, and Rocky Mountain Division Vice President the names of all members of Colorado who pass away during the current year. The Department Chaplain is in charge of the care of the Department Bible and Altar Cloth and is charged with ensuring that the Altar Cloth is in acceptable condition for display at all Staff Meetings and Department Conventions. She shall serve as installing Chaplain at annual Unit Installations of Officers whenever her schedule permits. She shall participate in the Memorial Service at the annual Department Convention. She shall send sympathy, get well, thinking of you, and other cards on behalf of the Department as appropriate to occasion. She shall turn over the Department Bible and Altar Cloth to her successor.

G. Duties of the Department Captain of the Guard: It shall be the duty of the Department Captain of the Guard to preserve order during Department Meetings; assist Department Officers in performing such duties as Ritual, Constitution and Bylaws may prescribe. She shall be custodian of the Department Colors, Charter, and Flag Stands. She shall arrange the meeting room; allow no one to pass between the Altar and the President's Station when the Bible is open; place the Colors properly on patriotic occasions; see that no items are placed on the Altar Cloth and Bible; escort to the Rostrum, by order of the President, all Guests who have been admitted by the Guard or Assistant Guard. She shall take the names of all Units bringing their Colors to Convention and obtain Convention Streamers from the League member in charge of ordering same. The Captain of the Guard is in charge of appointing a Color Guard for Department functions. She shall serve as a member of the Installing Team at Unit Installations of Officers as her schedule permits. She shall turn over all Ritualistic items to her successor. She shall be in charge of the Registration Book and, upon viewing a member's membership card, shall instruct that member to sign the book.

H. Duties of the Department Judge Advocate: It shall be the duty of the Department Judge Advocate to advise, construe, counsel and render opinions of law and procedures to the Department President, Officers, and Unit Presidents concerning the laws of the Marine Corps League Auxiliary when requested to do so.

I. Duties of the Department Junior Past President: The Department Junior Past President shall be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Marine Corps League Auxiliary.

J. Duties of the Department Auditors: It shall be the duty of the Department Auditors to audit the Department Books before each Department Staff Meeting with the exception of the First Staff Meeting when First Staff is the day after Department Convention.

K. Duties of the Department Publicity Chairman: It shall be the duty of the Department Publicity Chairman to judge all Publicity Books submitted at the Department Convention. Assistants will be appointed by the Department President when and if needed.

L. Duties of the Department Historian: It shall be the duty of the Department Historian to judge all History Books submitted at the Department Convention. Assistants will be appointed by the Department President when and if needed.

M. Duties of the Department Liaison Officer: It shall be the duty of the Department Liaison Officer to maintain close contact with the Marine Corps League; to assist and promote coordination and cooperation between the Marine Corps League Auxiliary and the Marine Corps League; and to aid and assist the Department President in accomplishing the purpose of the Marine Corps League Auxiliary.

N. Duties of the Department Veterans Affairs Voluntary Service (VAVS) Chairman: It shall be the duty of the Department VAVS Chairman to maintain close contact with the National VAVS Representative and the Colorado Department of Veterans' Affairs Office for the purpose of keeping abreast with changes in the policies and procedures pertaining to the VAVS program; receive recommendations from Units of members willing to serve in the VAVS Program in Veterans' Hospitals in Colorado; guide and instruct Unit VAVS Chairmen in the proper conduct of the functions related to the VAVS program; judge VAVS reports at the Department Convention; mail the reports to the National VAVS Representative for National judging; attend meetings hosted by the Colorado Department of Veterans' Affairs along with the Department President at a rate of .15 per mile.

Section 3 - Terms of Office: The Department Officers shall be elected for one (1) year and may succeed themselves in office one (1) additional year, if reelected by the delegates.

Section 4 - Vacancy: In the event of a vacancy in any appointive office, any committee chairmanship or any committee member for cause, the vacancy shall be filled immediately by the Department President subject to subsequent approval by the Department Board of Trustees.

Section 5 - Files: All files shall be kept for FIVE (5) – past FOUR (4) and current year, per National Bylaws. ALL LEGAL RECORDS are to be retained in proper files – NOT TO BE DESTROYED. Oldest file is to be shredded each year. Applications for membership should never be destroyed.

Section 6 – Elections and Installation of Department Officers:

- (A) The election of the Department Officers shall be the last order of business of the Department Convention. The election of the Department President, Department Senior Vice President, Department Junior Vice President and Department Judge Advocate shall be by Roll Call vote, in this order, properly recorded. If only one nomination is made for the office, the Secretary may cast a unanimous vote for the office. When two or more nominations are made for the same office, the election may be by Roll Call vote or secret ballot. Motion must be made prior to starting election of officers. (Rev 05/2018)
- (B) Before voting begins, the Department President shall select one (1) Past Department President and one (1) Unit President (may be past or present) to supervise voting and correctly tally the votes cast. One (1) shall act as Teller and One (1) as Judge. (Rev 05/2018)
- (C) Upon completion of election of Department Officers, installation of Department Officers may be done immediately or at the Banquet of the Department Convention. (Rev 05/2018)

ARTICLE V MEETINGS

Section 1- The Department Auxiliary shall meet quarterly at the discretion of the Department President.

- A. It shall be necessary to have a quorum of at least three (3) Elected Officers and two (2) Appointed Officers present at any meeting to conduct the business that may properly come before it.
- B. At Department Staff Meetings, any member in good standing, wishing to speak on the floor on any given subject, must rise and be recognized by the President. Upon recognition, she may speak twice on any one subject, for a limit of three (3) minutes each time.
- C. The membership in attendance with majority vote deciding any issue at large.

Section 2 - The Department Convention shall be held annually at the time and place designated. The purpose of the assembly will be: to elect Department Officers, to receive reports of Officers, Chairmen, and Unit Presidents, to review and amend or correct Bylaws, to present resolutions, and to transact other business that may properly come before the body.

Section 3 - Delegates and Alternates: One delegate and one alternate for each block of fifteen (15) members, or a fraction thereof, in good standing thirty (30) days prior to opening of the Department Convention.

Example: 15 members = 1 delegates, 1 alternates
16 through 30 members = 2 delegates, 2 alternates
31 through 45 members = 3 delegates, 3 alternates

No member can have more than one vote.

Section 4 – Fiscal Year: The Fiscal Year for the Department of Colorado Marine Corps League Auxiliary shall be from the period of 1 July to 30 June of each year.
(Rev 05/2018)

A. Units and subsidiaries of the Department of Colorado, Marine Corps League Auxiliary shall be on the same fiscal Year as National Marine Corps League Auxiliary and the Department of Colorado, MCLA. (Rev 05/2018)

Section 5 - Finances: The Department of Colorado Marine Corps League Auxiliary shall control its own finances. There shall be two signatures required on each check. There shall be three Officers allowed to sign the checks. The Department President, Treasurer/Secretary shall be bonded.

ARTICLE VI

RITUAL

Section 1 - The ritual of the Department of Colorado Marine Corps League Auxiliary shall be the same as the Ritual accepted by the National Marine Corps League Auxiliary.

ARTICLE VII

METHOD OF AMMENDING THE DEPARTMENT BYLAWS

Marine Corps League Auxiliary Bylaws may be amended by a published notice to all Units sixty (60) days prior to the date upon which a vote will take place. A proposed change requires a two-thirds (2/3) vote of the members present at the Department Convention.

Section 2 - Roberts Rules of Order, newly revised, shall govern the procedure and forms of business except where otherwise provided in this Department Bylaws.

Section 3 - Effective Date: The Department Bylaws shall be in full force and effect immediately.

ARTICLE VIII

UNIFORMS

Section 1- Official Uniform and Regalia Specifications of the Marine Corps League Auxiliary shall be the same as described by National Marine Corps League Auxiliary. Refer to the Marine Corps League Auxiliary National Bylaws, Administrative Procedures, and Enclosures UNIFORM AND REGALIA CODE (Enclosure #20)

ARTICLE IX SPECIAL

RULES FOR UNITS

Section 1- All Units must have a third party on their checking account. This third party cannot be the Judge Advocate or any Auditors.

ARTICLE X

EIN 990 IRS REPORTS AND INCORPORATIONS

Section 1 – **IRS REPORTS:** Refer to Chapter 8 SECTION 850 of the National Administrative Procedures. (Rev 05/2018)

Section 2 – Incorporation: Refer to ARTICLE SEVEN SECTION 710 of the National Bylaws. (Rev 05/2018)

Section 3 – Employer Identification Number (EIN): Refer to Chapter 8 SECTION 850 of the National Administrative Procedures. ((Rev 05/2018)

ARTICLE XI ADMINISTRATIVE PROCEDURES

Refer to National Administrative Procedures.

Bylaws should be reviewed within 3 months of any National Marine Corps League Auxiliary Bylaw updates.

Complete Revision working in conjunction with the National Bylaws (Jan 2012) by Bylaw Committee Members 2016: Emily Johnson, Dale Wmgert, Debby Krueger, Janice Miller, Zandra Gibson, and Christine DeLuca.

No previous history of the Bylaw Committee Members and changes.

DEPARTMENT OF COLORADO BYLAWS APPROVAL

The Department of Colorado Bylaws as hereinafter contained were presented to the Department of Colorado Convention of the Marine Corps League Auxiliary in Denver, Colorado, May 6-7, 2016 for ratification by the Delegates in Convention, to become effective immediately.

Bylaws Committee:

Janice Miller, Chairman	Rocky Mountain Diamonds Unit
Emily Johnson, Member	Frank J. Carroll Unit
Dale Wngert, Member	Rocky Mountain Diamonds Unit
Deborah Krueger, Member Zandra Gibson,	Frank J. Carroll Unit, Rocky Mountain Diamonds Unit
Member Christine DeLuca, Member	Windsor Gardens Unit Frank J. Carroll Unit

CERTIFICATION

I, Emily Johnson, Department of Colorado President of the Marine Corps League Auxiliary, do hereby certify that the Bylaws as hereinafter contained were presented and approved by a majority of the delegates present and voting at the Department of Colorado Convention of the Marine Corps League Auxiliary in Denver, Colorado on May 6-7, 2016.

Emily Johnson

Department of Colorado President

Janice Miler

Department of Colorado Judge Advocate

National Judge Advocate Signature:

Evelyn Joppa

Evelyn Joppa
National Judge Advocate Marine Corps League Auxiliary

Approval Date: August 8, 2016

Actual Signatures on file