DEPARTMENT OF OHIO

DEPARTMENT BYLAWS

2022
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ARTICLE I
Name

SECTION 100 – Name. The name of the corporation shall be the Marine Corps League, Department of Ohio (MCLOH), a recognized IRS Code 501(c)(4) non-profit corporation, incorporated in the State of Ohio on February, 8, 1949. It is a subordinate organization of the Marine Corps League.

SECTION 105 – Mission Statement. The mission of the Marine Corps League is to promote the preserve traditions of the United States Marine Corps; strengthen the fraternity of Marines and their families; serve Marines, FMF Navy Personnel who wear or have worn the Eagle, Globe, and Anchor; and foster the ideals of Americanism and patriotic volunteerism.
ARTICLE II
Purpose

Section 200. Purpose. The purposes of the Marine Corps League (MCL) shall be:

a. To preserve the traditions and to promote the interests of the United States Marine Corps;

b. To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;

c. To fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;

d. To hold sacred the history and memory of the men who have given their lives to the Nation;

e. To foster love for the principles which they have supported by blood and valor since the founding of the Republic;

f. To maintain true allegiance to American institutions;

g. To create a bond of comradeship between those in the service and those who have returned to civilian life;

h. To aid voluntarily and to render assistance to all Marines, FMF Corpsman, and FMF Navy Chaplains, as well as their widows and orphans; and

i. To perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

Section 205. Not for profit. The MCL is not organized for and shall not be operated for pecuniary gain or profit. No part of the property of the corporation and no part of its net earnings shall inure to the benefit of or be distributed to any director, member, or other private individual. The MCL shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other activity except in furtherance of the purposes for which the MCL are organized.

Section 210. Non-Discrimination. The Marine Corps League:

a. Shall never take part in any labor or management dispute or issue;

b. Shall not be sectarian, political, and partisan;

c. Shall not be based on race, color, creed, nationality, or sex;

d. Shall not be used as a medium of political ambition or preferment’ and

e. Shall not use former or present military rank or former or present civilian position as the basis for special consideration and preferment.
ARTICLE III

Organization

SECTION 300 – Organization. The constituted bodies of this organization shall be the Department Convention, Districts, Detachments and Subsidiary Organizations.

SECTION 305 – Department Convention. The annual convention shall be known as Department of Ohio Convention.

SECTION 310 – Districts. Subordinate regional organizations to be known as Districts, the extent and boundaries of which shall be as outlined in the Department Administrative Procedures.

SECTION 315 – Departments. The State organization which is subordinate to the National Marine Corps League organization.

SECTION 320 – Detachments. Subordinate local organizations located anywhere with the boundaries of the State of Ohio.

SECTION 325 – Subsidiary Organizations. Such subsidiary organizations as the MCLOH may create, establish, or recognize.
ARTICLE IV
Department Convention

SECTION 400 – Authority. The legislative and policy making power of the MCLOH shall be vested in a Department Convention composed of the properly elected, registered, and approved Delegates in good standing. Only executive and administrative powers will be delegated to the Department Board of Trustees or to individual members of the MCLOH.

SECTION 405 – Committees. The Department Convention administrative committees shall be:

(a) Credentials
(b) Bylaws and Administrative Procedures
(c) Resolutions
(d) Rules
(e) Others that may be deemed necessary by the Department Board of Trustees or as defined in the Department Administrative Procedures.

SECTION 410 – Quorum. The minimum number required to transact the regular and legal business of the Convention shall be the majority of properly registered and approved Delegates in good standing who are present at the Convention.

SECTION 415 – Elections.

a. The Department Officers to be elected shall be the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Department Judge Advocate, Paymaster, District Vice Commandants and one Department Trustee-at-Large, who shall be elected for a term of two (2) years.

b. A majority of the delegate votes cast at the Department Convention is required to elect the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Paymaster, and Department Judge Advocate. When a simple majority is not obtained on the first ballot, a second ballot will immediately commence after a caucus (not to exceed ten minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

c. The Department’s District Vice Commandants and assistant vice commandants will be elected by “caucus” prior to the “vote by acclamation” on the Department Convention floor.

SECTION 420 – Meetings. The Department Convention shall be convened once each calendar year during the month of April, May or June unless prevented by a national emergency or other unpreventable cause. The time and place shall be in accordance with the Department Administrative Procedures.
SECTION 425 – Parliamentary Authority. The current edition of *Roberts Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not in conflict with the National or Department Bylaws and the National or Department Administrative Procedures and any special rules of order National or the MCLOH may adopt. In the event of a conflict, the ruling authority is the National Bylaws, then the Department Bylaws, then the National Administrative Procedures, then the Department Administrative Procedures, then *Roberts Rules of Order Newly Revised*. 
ARTICLE V
Membership
SEE NATIONAL BYLAWS ARTICLE V
ARTICLE VI
Department Board of Trustees

SECTION 600 – Composition. The Board of Trustees shall consist of the elected Department Officers, the Junior Past Commandant, and the elected Trustees-at-Large.

SECTION 605 – Powers. Complying with the provisions of the Congressional Charter, the National Bylaws and National Administrative Procedures, these Department Bylaws and Department Administrative Procedures, the Powers and Authority of the Department Board of Trustees between Conventions shall be:

(a) to employ/contract and/or terminate employment/contract of such employees/contractors as are necessary and advisable, determine their duties and fix their compensation; and

(b) to suspend or remove from office for cause any Department or Detachment Officer, and to suspend or expel any member for cause in accordance with National Bylaws Section 505 and Chapter 9 of the National Administrative Procedures; and

(c) to suspend or revoke a Detachment charter in accordance with National Bylaws Section 605 (d); and

(d) to exercise such other powers and to do such other things as are compatible with these Bylaws in the best interest of the MCLOH, and to exercise executive power between Conventions; and

(e) to approve all contracts, which shall then be signed by the Commandant; and

(f) to adopt administrative procedures to implement the Department Bylaws and conduct the business of the Department; and

(g) to approve or disapprove the minutes of the Department Convention and any meeting of the Department Board of Trustees at the next scheduled Board of Trustees meeting, only to the degree of correcting errors and omissions.

SECTION 610 – Department Elected Officers. The Department Officers to be elected by each Department Convention shall be:

(a) Department Commandant.
(b) Department Senior Vice Commandant
(c) Department Junior Vice Commandant
(d) Department Judge Advocate
(e) Department Paymaster
(f) Department District Vice Commandants (by caucus and acclamation)
(g) Department Trustee-at-Large
SECTION 615 – Department Elected Officers Term of Office. All officers shall be elected for one (1) year and may succeed themselves in office if re-elected by the Delegates, except for the office of Commandant, which may be re-elected for one (1) additional term only. Trustees-at-Large shall be elected for a two (2) year term.

SECTION 620 – Vacancies. The order of succession to the office of Department Commandant shall be first the Department Senior Vice Commandant and second, the Department Junior Vice Commandant. In the event of other vacancies, the Commandant, with the advice and consent of the Board of Trustees, shall appoint a successor to serve until the next Convention.

SECTION 625 – Duties of Department Board of Trustees Members. In addition to the specific duties of the individual Trustees, as hereinafter stated, it shall be the duty of each Trustee to acquire a working knowledge of the National and Department Bylaws and Administrative Procedures. The specific duties of the Members of the Department Board of Trustees shall be:

(a) DEPARTMENT COMMANDANT shall be the Chief Executive Officer of the MCLOH and shall preside at all sessions of the Department Convention, all Department Meetings, and all Meetings of the Department Board of Trustees. The Department Commandant shall, together with the Department Board of Trustees, have direction and control of the executive and administrative affairs of the MCLOH between Department Conventions. In addition, the Commandant shall:

(1) observe and enforce the observance of the Congressional Charter, the National Bylaws, the Department Bylaws, National Administrative Procedures, and the Department Administrative Procedures; and

(2) direct to all Department Officers and Members such orders as are not in conflict with the National and Department Bylaws and Administrative Procedures and any necessary for the proper conduct of business; and

(3) call such meetings of the Department Board of Trustees as are required by these Bylaws and the Department Administrative Procedures and as deemed necessary; and

(4) seek the advice of the Department Board of Trustees and Staff; and

(5) in equal parts with the Department Paymaster, have custody of all funds and property of the MCLOH subject to the supervision of the Department Board of Trustees; and

(6) with the advice and majority vote of the Department Board of Trustees hire or contract personnel deemed necessary; and

(7) appoint Department Staff enumerated in Article VII, Section 705; and

(8) with the advice and consent of the Department Board of Trustees, appoint such other Standing Committees as are deemed necessary and designate the Committee Chair. However, the Department “Marine of the
(9) in conjunction with the Department Paymaster approve or disapprove all disbursement of Funds; and

(10) represent the MCLOH at all social functions and ceremonies in such a manner as will enhance the dignity, honor and prestige of this Organization; and

(11) invite the Guest of Honor/Speaker to the Department Convention and Banquet.

(b) **DEPARTMENT SENIOR VICE COMMANDANT** shall give every assistance to the Commandant and, during the absence or illness of the Commandant, perform the duties of that Office. He/She shall chair the Awards and Citations Committee, and the Detachment Commandants Council and perform such other duties as may be assigned by the Commandant. The Senior Vice Commandant will be designated the Department “Corporate Secretary” and shall be directly responsible to the Department Board of Trustees for that position.

(c) **DEPARTMENT JUNIOR VICE COMMANDANT** shall in the absence or illness of the Commandant and the Senior Vice Commandant, perform the duties of that Office. The Department Junior Vice Commandant shall create and promulgate membership incentives and programs that will produce enthusiastic responses resulting in continuous membership growth and perform such other duties as may be assigned by the Commandant. The Junior Vice Commandant will be designated the Department “Corporate Treasurer” and shall be directly responsible to the Department Board of Trustees for that position.

The Department Junior Vice Commandant shall oversee and supervise the operations of the District Vice Commandants.

(d) **DEPARTMENT JUDGE ADVOCATE** shall:

1. interpret the Department Bylaws and Administrative Procedures. He/She shall advise, construe, counsel and render opinions on questions of law and procedure to the Department Convention, Department Commandant, Department Board of Trustees, Department Staff, and Detachments when so required in the manner outlined hereafter. A copy of all rulings and opinions must be immediately provided to the Department Adjutant for appropriate distribution; and

2. at the Department Conventions, upon the request of an approved delegate, through the Chair, the Department Judge Advocate shall render an opinion on law and procedure to the Chair whereupon the Chair will rule upon the opinion and question, which ruling 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 standing 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; and

(3) at Department Board of Trustees meetings, the procedure in Section 625d(1) above 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; and

(4) review and approve Detachment bylaws and administrative procedures; and

(5) submit to the Department Commandant, within 15 days after installation, the name of a member in good standing of the Department of Ohio, who will assist in the performance of the above duties and only in the absence or incapacitation of the Judge Advocate perform the duties of the Judge Advocate.

(e) **DISTRICT VICE COMMANDANTS** shall:

(1) be held accountable to the Department Board of Trustees for the care and proper administration of their respective District; arrange for, convene, and supervise not less than one (1) District Conference each year for the purpose of discussing District problems, planning and executing means and methods of strengthening and increasing the effectiveness of the District; and

(2) make every continuing effort to establish new Detachments within their District; and

(3) The operations of the District Vice Commandants shall be overseen by the Department Jr. Vice Commandant.

(f) **TRUSTEE-AT-LARGE** shall be a full voting member of the Board of Trustees, contributing generously and impartially in the best interest of the MCLOH.

(g) **JUNIOR PAST COMMANDANT** shall be a full voting member of the Board of Trustees, contributing generously and impartially from past experience to the best interest of the MCLOH. If the current Junior Past Commandant cannot or will not serve, then the Department Commandant shall submit the name of another Past Department Commandant to the Board of Trustees for their approval to serve in this capacity.

SECTION 630 – **Department Board of Trustees Meetings**

(a) The Department Board of Trustees shall meet:

(1) Annually, immediately prior to each Department Convention:

   (a) to close out the executive administration of the Department Board of Trustees from that fiscal year; and

   (b) to finalize preparation for the ensuing convention; and

   (c) to identify pending and unaccomplished executive actions warranting further action by the convention or by the Department Board of Trustees during the ensuing fiscal year; and

(2) Annually, immediately after adjournment of the Department Convention for the purpose of selecting appointed Department Officers and Standing
Committees and for the transaction of such other business as may properly come before it; and

(4) Annually, during the months of January, March, and October (to be known as Quarterly Department Membership Meetings) at a location chosen each year by the Department Convention Committee and approved by the Department Board of Trustees; and

(5) At the call of the Department Commandant, provided that a quorum of the Department Board of Trustees is assured by polling by the Department Adjutant prior to the issuance of the call for the meeting. These meetings are authorized by email, telephone, or teleconferencing; and

(5) At the call of at least one third (1/3) of the members of the Department Board of Trustees provided at least one of those members shall include a non-Department Vice Commandant. This call for a Special Meeting of the Department Board of Trustees to discuss matters of emergency measures considered most important for the conduct of business of the Department Board of Trustees between Department Conventions. The senior member of the Department Board of Trustees asking for such a Special Meeting shall chair the Special Meeting. The Chair of the Special Called Meeting will ensure that each member of the Department Board of Trustees is notified of the date, time, and location of the Special Meeting. Such Special Called Meeting will ensure that a Quorum is in accordance with Section 635 of the Department Bylaws in order to conduct official business of the Special Called Department Board of Trustees Meeting. These meetings are authorized by email, telephone, or teleconferencing.

(b) Conduct of Business. The conduct of business at all Department Board of Trustees meetings shall be governed by the National and Department Bylaws and Administrative Procedures. The rules in the current edition of *Roberts Rule of Order Newly Revised* shall govern the Department Board of Trustees meetings in all cases to which they are applicable and in which they are not in conflict with the Department and National Bylaws and Administrative Procedures and any special rules of order the Department may adopt.

In the event of a conflict, the ruling authority is the Department Bylaws, then the Department Administrative Procedures, then the National Bylaws, then the National Administrative Procedures, then *Roberts Rule of Order Newly Revised*.

(1) In addition to Section 630a(1)-(5) the Department Board of Trustees may also conduct business between Conventions by first-class mail, email, telephone, teleconference or Web-conferencing subject to the guidelines specified in the Department Administrative Procedures.

(c) Recording of Minutes. All Department Board of Trustees meetings must be properly recorded.

(1) The minutes at a minimum shall include but not limited to:

(a) Date, Time, and Location of the meeting.
(b) Purpose of the meeting.
(c) Members attending.
(d) Issues discussed.
(e) Action(s) taken.

(2) The minutes of all regularly scheduled and special meetings will be maintained by the Department Adjutant for the filing of “official documents.”

(3) The minutes of the meetings will be available for viewing on the Department Website for a period of one (1) year. A printed copy is available upon request. The exceptions to these minutes are matters that the Board of Trustees deemed unfinished, sensitive, and/or those matters that were discussed in “executive session.”

SECTION 635 – Quorum. A majority of the Department Board of Trustees shall constitute a quorum.

SECTION 640 – Voting. Each Department Board of Trustees member shall have one (1) vote. There shall be NO proxy voting. The Department Judge Advocate shall abstain from voting on all matters wherein he/she has rendered an official opinion.
ARTICLE VII

Department Staff Officers

SECTION 700 – Composition of Department Staff. The Department Staff Officers shall be comprised of the Department Board of Trustees, Appointed Department Officers, Committee Chairpersons, Liaison Officers, and Past Department Commandants. The Department Staff Roster will consist of the Department Staff Officers, Past Department Commandants, and the Detachment Commandants.

SECTION 705 – Department Staff Officers. Department Staff Officers shall acquire a working knowledge of the Department Bylaws and Administrative Procedures and shall act as assistants to the Department Board of Trustees. They shall perform the duties delineated in the Department Administrative Procedures.

(a) Officers:
   1) Paymaster
   2) Chaplain
   3) Adjutant
   4) Sergeant-at-Arms
   7) Chief of Staff
   10) Editor, Buckeye Marine
   11) Aides-to-Commandant

(b) Liaisons:
   1) MCLOH Auxiliary
   2) Women Marine Association
   3) Marine for Life
   4) VAVS

(c) Committee Chairpersons:
   1) Voluntary Service
   2) Audit
   3) Scholarship
   4) Convention

SECTION 710 – Department Staff Powers. The power and authority of the Department Staff shall be the same as that of the Department Board of Trustees, except that Department Staff Officers and the Past Department Commandants shall have no vote and shall not be considered in determining a quorum for Department Board of Trustees Meetings.

SECTION 715 – Contracting Authority. No Department officer, employee, contractor, committee chairman, or member of the MCLOH shall enter into or sign any contract or agreement. Such contract or agreement shall be forwarded to the Department Judge Advocate for review. After the review, the Department Judge Advocate will then forward the contract or agreement to the Department Board of Trustees with the Judge Advocate’s official opinion. The Department Board of Trustees thereafter, by a majority vote, may accept or reject, in whole or in part,
the contract or agreement submitted to it. All contracts or agreements consummated in the name of the MCLOH shall require the signature of the Department Commandant.

SECTION 720 – Vacancies. A vacancy in an appointed office, committee chairperson or a committee member shall be filled as soon as practical by the Department Commandant. All such appointments shall be approved by the Department Board of Trustees at the next scheduled meeting. If it is deemed necessary to immediately fill the vacancy, the Adjutant or Chief of Staff will be authorized to call for a vote via email, telephone, or teleconferencing.
ARTICLE VIII
Departments

Section 805. Authority. The Department shall be governed by a Department Convention subordinate to the National Convention. Whatever power is invested in the National Organization shall, in corresponding circumstances, be vested in the department.

Section 810. Bylaws and Administrative Procedures. A Department Convention shall adopt Department Bylaws and may adopt Administrative Procedures which are consistent with the National Charter, the National Bylaws, and National Administrative Procedures, provided they have been approved by the National Judge Advocate and are on file at National Headquarters.

Section 815. Officers. The Department shall:

a. Elect a commandant, a senior vice commandant, a junior vice commandant, paymaster (or adjutant/paymaster) and a judge advocate; and
b. Appoint a chaplain, and sergeant-at-arms.

c. A department may have such additional elected and appointed officers as required by the department bylaws or in the absence of department bylaws as its Department Convention desires.

Section 820. Officers Term Limits and Eligibility

a. Eligibility. Elected Officers shall be regular members of the department in which they are elected. At the will of the department, associate members may serve in appointed offices only.

(a) An elected officer vacancy should occur through failure to attend two consecutive, officially-called meetings of the Department Board of Trustees.

(b) An elected or appointed officer vacancy shall occur through removal from office by disciplinary action in accordance with the National Administrative Procedures,

(c) An elected or appointed officer vacancy shall occur when the offending officer is no longer in good standing.

Section 825. Vacancies

a. Department Elected Officers
(1) Order of Succession. The order of succession to the office of the Department Commandant shall be; first, Department Senior Vice Commandant and second, Department Junior Vice Commandant.

(2) Department Commandant. Should the Commandant's position become vacant, the Senior Vice Commandant, if agreeable, will serve as the new Commandant for the remainder of the term. If not agreeable, the Junior Vice Commandant, if agreeable, will serve as the new Commandant for the remainder of the term. If neither one is agreeable, the Division Vice Commandant will be responsible for finding a replacement Department Commandant with assistance from the rest of the Department Staff. If either the Senior Vice Commandant or Junior Vice Commandant serve as the replacement Commandant, they will be responsible for finding a replacement for their previous position with assistance and approval of the Department Board of Trustees.

(3) Department Senior Vice Commandant. Should the Senior Vice Commandant position become vacant, the Junior Vice Commandant, if agreeable, will serve as the new Senior Vice Commandant for the remainder of the term. If not agreeable, the Commandant will be responsible for finding and appointing a replacement for the vacancy, with assistance and approval of the Department Board of Trustees.
(4) **Department Junior Vice Commandant or Judge Advocate.** Should the Junior Vice Commandant or Judge Advocate position become vacant, the Commandant will be responsible for finding and appointing a replacement for the vacancy, with assistance and approval of the Department Board of Trustees.

(5) **Any Other Department Officer.** Should any other elected or appointed position become vacant, the Commandant will be responsible for finding and appointing a replacement for the vacancy, with assistance and approval of the Department Board of Trustees.

(6) **Causes for Vacancy.** In addition to death, resignation, or incapacity;

   (a) An elected officer vacancy should occur through failure to attend two consecutive, officially-called meetings of the Department Board of Trustees.
   (b) An elected or appointed officer vacancy shall occur through removal from office by disciplinary action in accordance with the National Administrative Procedures,
   (c) An elected or appointed officer vacancy shall occur when the offending officer is no longer in good standing.

(7) **Installation and Report of Installation Submission.** Upon appointing a member to any new position on the Department staff, the Commandant, or Division Vice Commandant in the case of a newly appointed Commandant, will swear in the officer to the new position and submit the complete revised “Report of Installation” form as specified in the National Administrative Procedures.

b. **Department Staff Officers.** A vacancy in an appointed office, a committee chairperson, or a committee member shall be filled as soon as practical by the Department Commandant. All such appointments shall be approved by the Department Board of Trustees.

**Section 830. Department Convention.** The Department shall hold one convention each year between April 1 and prior to the National Convention but no later than June 30th. The Department Charter or a copy, the National Ensign, and a Bible shall be displayed at all business sessions of the convention.

**Section 835. Quorum.** The quorum for department conventions and for department staff meetings may be set by the department bylaws or, in the absence thereof, by the department convention.

**Section 840. Department Board of Trustees.** The elected officers of the department shall be the Department Board of Trustees and a Department Convention is authorized to appoint the outgoing Junior Past Department Commandant or a Past Department Commandant to serve a one-year term as a member of the Department Board of Trustees. No member of the Department shall serve in more than one position on the Department Board of Trustees.

**Section 845. Freedom of Action.** Unless expressly forbidden by the National Bylaws or Administrative Procedures, a Department Convention and a department staff meeting shall be free to take action and engage in activities that do not violate federal, state, county or municipal law or ordinances.

**Section 850. Employment Identification Number [EIN] and Incorporation**
   a. **EIN.** The Department in addition to its incorporation, shall obtain and maintain its own EIN under IRS Code 501c(4), within sixty days from the charter date.
   b. **Incorporation.** Departments which engage in services or business in their respective state or commonwealth either for profit or non-profit, or which use the name of the MCL will be incorporated within one year from the charter date unless their state or commonwealth requires incorporation to be completed within a shorter time period.

**Section 855. Election of Officers.** The Department shall hold an annual election and installation of officers between September 1 and June 30th. The “Report of Installation” form must be received by the National Headquarters by July 31st of each year. Any time throughout the year and there was a change in any Officer’s position, that new officer must be sworn in accordance with Administrative Procedures and a new “Report of Installation” form must be submitted.
Section 860. Parliamentary Authority. Each Department shall use the current edition of *Roberts Rule of Order Newly Revised* which shall govern in all cases to which they are applicable and in which they are not in conflict with the National bylaws and administrative procedures and any special rules of order National may adopt. In the event of a conflict, the ruling authority is the National Bylaws, then the National Administrative Procedures, then *Roberts Rule of Order Newly Revised*.

Section 865. Contracting Authority. No department officer, committee chairman, or other member of any department shall enter into or sign any contract or agreement for the purpose of binding the department without first submitting such contract or agreement to the Department Board of Trustees. All documents shall be forwarded to the entire Department Board of Trustees for approval, amendments, or rejections.
ARTICLE IX
Detachments
SEE NATIONAL BYLAWS

ARTICLE X
Subsidiary and Subordinate Organizations

SECTION 1000 – Authority.
(a) All subsidiary and subordinate organizations which function and operate
directly or indirectly under the MCLOH are subject to the authority,
supervision, direction, control, and discipline of the MCLOH.
(b) All subsidiary and subordinate organizations which function and operate
directly or indirectly under the MCLOH shall:
   (1) Adopt bylaws compatible and consistent with the bylaws and administrative
       procedures of the MCLOH.
   (2) Incorporation.
       (A) Identify themselves by name with the MCLOH and acknowledge their
           accountability to the MCLOH and shall incorporate if they have not
           already done so; or
       (B) If not currently identifying themselves by name with the MCLOH and
           acknowledging their accountability to the MCLOH, they shall
           immediately amend their incorporation and submit proposed amended
           incorporation to the Department Judge Advocate for review,
           consideration, and approval.
(c) If a subsidiary or subordinate organization which functions and operates
directly or indirectly under the MCLOH should have any complaints,
grievances and/or charges against a Marine Corps League member or a
Detachment, or a Department or the Marine Corps League Headquarters, they
must follow the appropriate chain of command that will refer it to the
MCLOH for adjudication. It must be referred in writing via certified mail to
the Department Judge Advocate for appropriate action.

SECTION 1005 – Employment Identification Number [EIN] and Incorporation
(a) EIN. Each subsidiary or subordinate organization which functions and operates
directly or indirectly under the MCLOH in addition to its incorporation, shall
obtain and maintain its own EIN under the Marine Corps League’s Group
Exemption Code “0955” under IRS Code 501(c) (4), within six months of its
charter date. The exception is the Marine Corps League of Ohio Foundation, Inc.
which must be incorporated in the State of Ohio as a 501(c)(3) and maintain its
own EIN in accordance with these Bylaws, the Department Administrative
Procedures, and all requirements of the State of Ohio.
(b) Incorporation. Any of the foregoing which engage in services or business,
either for profit or non-profit, or which uses the name of the MCLOH will be
incorporated within one (1) year from their chartering.
ARTICLE XI

Amendments

SECTION 1100 – Department Bylaws Amendments.

(a) The Department Bylaws may be revised, amended, or repealed by two thirds (2/3) vote of the properly registered and approved Delegates voting at a Department Convention, provided that the proposed revision, amendment, or repeal is submitted to the Department Headquarters marked to the attention of the Department Adjutant no later than 75 days prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form and will be in the exact wording intended. Submission should be sent via U.S. Mail, or by other carriers, including submission via electronic media. All amendments are subject to the approval of the National Judge Advocate.

(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 may be included in the single submission.

(c) The Department Adjutant will make available copies of each proposal, without personal comment, no later than 60 days prior to the Department Convention at which the proposed amendment is to be considered.

SECTION 1105 – Effective Date. Each revision, amendment, or repeal of a provision of the Department Bylaws which is approved at a Department Convention, as outlined in Section 1100, which does not provide for an effective date shall become effective upon the close of the Department Convention at which it is approved.

SECTION 1110 – Department Bylaws Distribution.

(a) The current edition of the Department Bylaws along with any published changes shall be posted on the Department website for the access and review. Changes approved at the Department Convention each year shall be posted to the website once completed and notice of said posting shall be provided to each Detachment in the next Department mailing subsequent to the posting on the Department website. Such notice shall include instructions on how to access and review the approved changes on the Department website.

SECTION 1115 – Clerical Errors. The Department Board of Trustees shall have the authority to identify and correct clerical errors in the Department Bylaws and the Department Administrative Procedures where the error is clear, and the correction shall make no material change to the intent, form, or function of the Department Bylaws or the Administrative Procedure in question.

SECTION 1120 – Department Administrative Procedures.

(a) Recommendations and procedures for changes to the Department
Administrative Procedures will be covered in that document.

(b) Changes to the Department Administrative Procedures may also be approved by the Department Board of Trustees by majority vote when it is necessary for the operational needs of the MCLOH or directed by Marine Corps League National Headquarters. These changes to the Department Administrative Procedures will be sent immediately to all Detachment Commandants and Judge Advocates.
SECTION 1200 – Dissolution. Should the MCLOH be dissolved, all funds, property and assets shall be given to a non-profit organization as determined by the Department Board of Trustees, provided said choice is tax exempt under the provisions of the Internal Revenue Code.