



**DETACHMENT 141
WESTFIELD RIVER VALLEY
MARINE CORPS LEAGUE**

**BYLAWS
AND
ADMINISTRATIVE PROCEDURES**

2019 EDITION

Westfield River Valley

Detachment 141

Marine Corps League

Preamble

In the name of the beneficent God of all, whom we have honorably served, or are now honorably serving our country in the United States Marine Corps, for the common good of this Nation, and all the nations and people of the 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 Marine Corps, to protect and advance the welfare of the wounded and disabled Marines, FMF Corpsmen/ Chaplains and their dependents, and for the further purposes set forth hereinafter, do solemnly and firmly associate ourselves together in a nonprofit corporation known as the Westfield River Valley Detachment 141, Marine Corps League and order and establish these bylaws and administrative procedures.

Westfield River Valley Detachment 141

Marine Corps League



COMMITTEE 2019

- | | |
|-----------------------------------|---------------------|
| 1. Christopher B. Cekovsky | Judge Advocate |
| 2. Joseph R. Delaney | Sr. Vice Commandant |
| 3. Sophie F Bartosik | Jr. Vice Commandant |
| 4. Roger Beer | Paymaster |
| 5. William W Federman | Adjutant |

CERTIFICATION

I, Christopher B. Cekovsky, Detachment 141 Judge Advocate, Marine Corps League do hereby certify this revised 2019 edition of Bylaws and Administrative Procedures were approved by all members present at the monthly detachment meeting of September 9, 2019 in the city of Westfield, Massachusetts, with a hand vote. Furthermore, that all previous copies of Detachment 141 Bylaws and Administrative Procedures will be considered obsolete.

Christopher B. Cekovsky

Attested: _____
Keith A. Buckhout, 2019 Commandant

Approved

Department Judge Advocate

BYLAWS

ARTICLE I

Section 1. NAME

The name of the body corporate is Westfield River Valley Detachment of the Marine Corps League, Inc. and is a subsidiary organization of the Department of Massachusetts, New England Division, National Marine Corps League, which by its authority issued this detachment a Charter on November 28, 1945, signed by National Commandant Thomas Sweeney and National Adjutant/Paymaster Stephen Brown.

Section 2. COMPLIANCE

Detachment 141 Bylaws and Administrative Procedures will conform to all the bylaws, administrative procedures, of National and Department organizations of the Marine Corps League. Any inconsistencies found in the bylaws and administrative procedures then Department and National Bylaws and Administrative Procedures will take precedence until corrections are made following the guidelines of Articles X Amendments.

Section 3. PURPOSE

The purpose of this Detachment is:

- A. To preserve the traditions and to promote the interests of United States Marine Corps.
- B. To band those who are 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 and women 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 Corpsmen and FMF Navy Chaplains, as well as their widows and orphans.
- I. To perpetuate the history of the United States Marine Corps and to observe anniversaries of history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

Section 4. NONPROFIT CORPORATION

- A. Detachment 141 was registered as a nonprofit 501(c) (4) and issued identification number 04-6188669. We are also registered with the Commonwealth of Massachusetts dated on June 14, 1983, and were issued identification number 108755.
- B. No member will derive any form of profit or benefit from assets or property of this nonprofit detachment except that a member may be hired to provide commercial services for which he or she may be paid.

Section 5. DISSOLUTION

- A. If the charter of Westfield River Valley Detachment 141 is suspended or revoked under Section 945 (BL-29) of the National Bylaws and/or Chapter Six, Section 6045 (AP 6-5) of the National Administrative Procedures, the detachment will abide by such decisions of National and assist National and Department organizations with their lawful duties.
- B. All ceremonial rifles will be accounted for according issuing regulations, (Title 10 US Code 2572) either physically or through police/fire reports.

**BYLAWS
ARTICLE II
MEMBERSHIP**

Section 1. MEMBERSHIP

Membership in this organization will not be denied on the basis of national origin, religion, creed, race or sex. Membership will be denied to any person whose name has been stricken from the rolls of the Marine Corps League (See National Bylaws Article V, Section 515 and 520).

Section 2 APPLICATION REVIEW

The membership's purpose is to review and verify the authenticity of the DD 214 or an ID card of regular membership applicants and to discuss the eligibility of associate membership applicants. Three regular staff members (one of which will be the Judge Advocate) will review and verify the authenticity of all documents presented by regular or associate prospective member's and complete Enclosure 1 prior to the applicant's introduction for membership in accordance with Sections 3 and 4.

Section 3. REGULAR MEMBERSHIP (U.S. Marines and FMF Corpsmen/Chaplains only)

- A. Any applicants for regular membership must be eligible according to National Bylaws, (Article V, Section 515 (A) (BL -9)).
- B. Applicants must present:

- 1) Completed standard Marine Corps League application for membership by applicant and sponsor along with initiation fee.
 - 2) Completed copy of section A and B of Detachment 141 Personal History Form.
 - 3) Copy of separation papers, DD 214 and DD 215, if applicable.
 - 4) Active Duty ID cards must be witnessed by three Enclosure 1 signatories.
- C. Anyone seeking membership in the Westfield River Valley Marine Corps League may sit in on one meeting with a regular member sponsor present if possible.

Section 4. ASSOCIATE MEMBER (All other veterans and civilians)

- A. An applicant for Associate membership in Detachment 141 must be eligible according to National Bylaws (Article V, Section 515 (B) (BL 10)).
- B. Said person must present:
 - 1) Completed standard MCL application for membership signed by applicant and sponsor along with initiation fee.
 - 2) Completed copy of sections A and B of Detachment 141 Personal History form.
 - 3) Copy of separation papers, DD 214 and DD 215, if applicable.
 - 4) Active Duty ID cards must be witnessed by the three Enclosure 1 signatories.
- C. Associate membership will not be greater than 25% of the regular membership.
- D. The Young Marines staff officers and members of the Young Marines Association (adults) with which Detachment 141 is actively involved will be exempt from the 25% associate membership limitation.

Section 5. ALL OTHER MEMBERSHIPS

Detachment 141 shall use as a guideline Article V of National Bylaws and Chapter 7 of National Administrative Procedures on matters of all other memberships:

- A. Life membership - Chapter 7, Section 7050 (AP7-7)
- B. Dual membership – Chapter 7, Section 7060 (AP7-10)
- C. Members at large – Chapter 7, Section 7045 (AP7-6)
- D. Corporate memberships – Chapter 7, Section 7015, (B) (AP7-2)
- E. Honorary membership – Article V, Section 515, (C) (BL -10)
- F. Transfer of membership – Chapter 7, Section 7005 (AP7-1)
- G. Delinquent membership – Chapter 7, Section 7035 (AP7-5)

Section 6. DUES AND FEES

- A. Detachment 141 will use National and Administrative Procedures Section 7020 (AP 7-4) as a guideline for matters of dues and fees.
- B. Initiation dues for the detachment as of September 1 are \$40 and will be disbursed as follows:

National	\$25
Department	\$4
Detachment	\$11

C. Renewal dues for the detachment as of September 1 are \$35 will be disbursed as follows:

National	\$20
Department	\$4
Detachment	\$11

Section 7. PRESENTATION, VOTING AND SWEARING-IN OF APPLICANT

- A. When possible, the applicant will be presented by the sponsor.
- B. The sergeant-at-arms will escort the applicant from the meeting and all the regular members will vote whether to accept the applicant as a member.
- C. If the regular members vote not to accept the applicant, the sergeant-at-arms will escort said applicant from the meeting.
- D. If regular members vote to accept the applicant will be sworn in according to the Marine Corps League Ritual.
- E. After the completion of the swearing-in ceremony the new member will be awarded a temporary membership card and lapel pin.

Section 8. GOOD STANDING

Members of Detachment 141 must remain in good standing with National Administrative Procedures, Section 7030, (AP 7-5).

Section 9. LISTINGS

A list of all members of Detachment 141 is received from national by request and kept confidential as stated in Article V, Section 530 (BL 8-11) of National Bylaws. The internal member roster will not be sold, leased, copied, loaned or assigned to anyone other than a detachment member.

**BYLAWS
ARTICLE III
OFFICERS**

Section 1. The four elected officers are Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate. These officers constitute the Board of Trustees. The Board of Trustees shall appoint an adjutant, paymaster, sergeant-at-

arms, chaplain and other staff officers as deemed necessary. Elected and appointed officers collectively are considered detachment staff. All officers serving in elected offices must be regular members of the detachment (National BL, Section 920 (BL 27)).

Section 2. RESPONSIBILITIES

Officers will read and adhere to their duties and responsibilities in accordance with the Marine Corps League Guidebook for Detachment Officers, Chapter 2.6. page 52. Each officer will also abide by any additional responsibilities listed in the given reference.

**BYLAWS
ARTICLE IV
ELECTION OF OFFICERS**

Section 1. NOMINATIONS

Nomination of officers will be the last order of business at the September meeting each year. The election monitor will be a past officer who is not running for office. Each nominee will be a regular member in good standing at the time of the nomination. Each nominee will state to the chair that if elected he or she will accept the office and serve loyally and faithfully (NAP Section 2040).

Section 2. ELECTIONS

- A. Election of officers will be the last order of business at the October regular meeting each year and shall be a simple majority vote. The order of election is Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate (NBL Section 920 (a) (BL-29)).
- B. Before voting begins a final call for nomination shall be requested by the sergeant-at-arms. The names of any additional nominees shall be entered on a nominee board for all to see.
- C. The commandant will next call for "Election of Officers".

Section 3. TERM OF OFFICE

Each officer will be elected for a term of one year and may be reelected for additional terms. Appointed officers will serve a term that expires when the next election occurs and may be appointed to additional terms (NBL Section 920 (f) (BL-28)).

Section 4. INSTALLATION OF OFFICERS

Installation of officers will be done no later than the last day of November. The Report of Installation form must be submitted to department adjutant and be received at National Headquarters by June 30th of each year to establish

credentials for the National Convention. A detachment is NOT in good standing if this report is not received (NBL Section 940 (a) (BL-29)).

BYLAWS
ARTICLE V
VACANCY OF ELECTED POSITIONS

- Section 1.** The order of succession to the office of Commandant will be (1) Senior Vice Commandant (2) Junior Vice Commandant (3) Judge Advocate (NBL Section 925 (BL-28)).
- Section 2.** Upon a vacancy of adjutant and/or paymaster, the commandant and judge advocate will take possession of all books, records and properties held by the paymaster. The commandant will assume the double duty position of Commandant/Acting Paymaster and judge advocate shall assume the double duty position of Judge Advocate/Acting Adjutant.
- Section 3.** A vacancy may occur due to death, resignation, incapacitation or removal from office for cause. When an officer is not in attendance for two unexcused meetings during his or her term, it will be cause for removal. The board of trustees will appoint a successor by majority vote to fill the remaining unexpired term of office.
- Section 4.** If a vacancy occurs within two months of detachment elections the acting officer position will stand.
- Section 5.** If the vacancy occurs more than two months prior to detachment elections all remaining elected officers (the board of trustees) shall meet in special session within seven days to seek a replacement for the vacancy.
- Section 6.** Should a vacancy occur in an appointed office, commandant will make an appointment, as soon as possible, with the approval of the detachment staff to fill the unexpired term (NBL Section 925 a. (5) (BL-28)).

BYLAWS
ARTICLE VI
MEETINGS

- Section 1.** Regular membership meetings will be held on the second Monday of each month at 71 North Elm St., Westfield, Massachusetts. Meetings begin at 1900

hours with a quorum of not fewer than twelve regular members in good standing present (NBL Section 930 (BL-29)).

- A. The detachment may alter a meeting date with the board of trustees' approval.
- B. No alcohol beverages shall be consumed while detachment meeting is in session.
- C. IAW (in accordance with) Marine Corps League policy the membership oath cannot conflict with any political or religious views you may entertain. No political or sectarian debate permitted during meetings of the league.

Section 2. The board of trustees will meet once every quarter - January, April, July and October. A quorum will be (3) three. If required, a voice recognition phone call may be accepted (NBL 935 (BL-29)).

Section 3. Special meetings may be requested at any time by any staff member and include committee members for conducting business of a special nature see Article VII.

Section 4. All committee meetings held under Sections 1, 2 and, 3 must be reported at the next monthly meeting.

BYLAWS ARTICLE VII COMMITTEES

Section 1. The board of trustees may appoint committees which may be terminated by the board.

Section 2. Standing committees will continue indefinitely until terminated under Section 1 of this article.

Section 3. A special committee will have the same responsibilities as a standing committee but will not continue beyond a twelve months from its date of inception or termination by the board.

Section 4. A list of standing and special committees will be compiled by the board of trustees for future committee members' use.

Section 5. Building Committee:

- A. The commandant, adjutant/paymaster and judge advocate will constitute the building committee for the detachment.

- B. All expenditures in excess of \$150 must be approved by a majority vote of detachment members.

**BYLAWS
ARTICLE VIII
FISCAL AND FINANCIAL**

Section 1. INCOME

- A. All income of the detachment is derived from membership dues, fund raisers, donations and quartermaster sales.
- B. All income deposited into any account under the name of Westfield River Valley Marine Corps League is the property of the membership in its entirety.
- C. Donations for a specific use will be secured in the appropriate account.
- D. Fund raising will be in conformance with Chapter 10, Section 1000 (AP 10-1) of the National Administrative Procedures and any local requirements.

Section 2. EXPENDITURES

- A. Two authorized signatures are required on all checks. They will be two of the following: Commandant, Senior Vice Commandant, Junior Past Commandant and Paymaster. Checks are not to be pre-signed.
- B. Any expenditure in excess of one hundred fifty dollars (\$150) must be approved by the membership. The commandant may approve once up to \$150 within a 30-day period for non-budgeted items. Additional expenditures must be approved by the board of trustees. Any expenditures in dispute must be approved by a majority vote of the membership at a regular monthly meeting that qualifies with a quorum.

<u>Spend Limits</u>		<u>Approval Authority</u>	
Commandant	\$150	Membership	\$150
Sr. Vice	\$150	Board of Trustees	\$100
Jr. Vice	\$100	Paymaster	\$35
J.A.	\$50		

- C. Any detachment member may be reimbursed for expenses incurred provided said expenses were pre-approved by the commandant and are accompanied by legitimate receipts (see Enclosure 2).
- D. Card holders may use existing detachment credit/debit account to purchase necessary items for the detachment when approved by any one member of the board of trustees and receipts must be turned-in to the paymaster.
- E. No member of the detachment will obligate the detachment financially in any manner contrary to Article VIII, Section 2.

- F. Expenditures for the purpose of assistance to a Marine, FMF Corpsman/ Chaplain or family member will be made following the criteria outlined in Article VIII, Section 2. However, emergency assistance may be issued by the full board of trustees in special session without consulting the general membership. Under no circumstances will assistance be issued as a loan.

Section 3. ACCOUNTS

- A. All detachment accounts will be deposited with an institution that is insured by the FDIC.
- B. Certificates of deposit in the name of the Westfield River Valley Marine Corps League will have signatories. Those authorized to sign on record with the bank will be assigned by the board of trustees.
- C. The fiscal year begins on July 1 and end on June 30 of the following year.
- D. There will be an audit of all detachment's accounts and records are performed quarterly. Said audit must be completed thirty (30) days prior to detachment elections and results presented to the Department of Massachusetts on the day of officers' installation.

**BYLAWS
ARTICLE IX
UNIFORMS**

Section 1. Uniform regulations will be governed by and in compliance with the current bylaws and administrative procedures of the National Marine Corps League.

Section 2. National Administrative Procedure, Uniform Code-Marine Corps League Enclosure (3) may be referred to for reference purpose.

**BYLAWS
ARTICLE X
AMENDMENTS**

Section 1. Proposed changes may be presented to the Detachment Judge Advocate by any member at any time. The Judge Advocate will put forth such proposal at the next regular meeting at which time the membership may accept, deny or table said proposed changes until next meeting (NBL, Article XI, Section 1100 (BL-35) and NAP, Section 10020 (AP 10-4)).

Section 2. Bylaws and administrative procedures may be added, changed, deleted by a majority vote in any regular monthly meeting.

- Section 3.** If said proposed changes are accepted by majority vote, such changes as written, will be recorded by the Judge Advocate and forwarded to Department Judge Advocate for approval and recording.
- Section 4.** Said changes become effective immediately upon approval by the Department Judge Advocate.
- Section 5.** In the event the proposal is rejected by the Department Judge Advocate the detachment will review and correct the proposal for resubmission if desired.
- Section 6.** There will be a full review of Detachment 141 Bylaws and Administrative Procedures every five years by an appointed committee.

Attachment 1

ADMINISTRATIVE PROCEDURES and POLICIES

Section 1. POLICY

The policy of Detachment 141 will be in compliance with Department and National Administrative Procedures.

Section 2. GRIEVANCE AND DISCIPLINE

Grievance and discipline of any member of Detachment 141 will be conducted according to National Administrative Procedure, Chapter Nine, Section 9025 (AP 9-8).

Section 3. ARMORY

All rifles, swords and other weapons issued to, or that which becomes the property of Westfield River Valley Detachment 141 will be kept securely locked in the detachment armory locker.

Section 4. DUTIES OF THE ARMORER

The appointed armorer will have sole responsibility for all issues pertaining to the armory. The armorer will maintain and keep clean all rifles and other weapons, provide for their security and accountability. Keys to the weapons locker shall be issued to commandant, ceremonial officer and armorer. Security will be strictly maintained. A key may be temporarily released to another staff officer. The armorer will maintain a logbook of weapons going in and out which will include:

Name: _____ Date: _____
Time Out: _____ Time In: _____
Serial #: _____ FID/Permit/Lisc #: _____
Signature: _____

The log with bound pages and numbered sequentially.

Section 5. MAIL

The detachment adjutant, paymaster or his/her designee will be responsible for all incoming mail to the detachment and will be the holder of the mailbox key.

Section 6. KEYS

A. A log will be kept for all keys issued showing name, date issued and date returned. Upon completion of one's term of office, keys will be returned to the key custodian. Each appointed officer will be issued keys pertinent to their positions which will be determined by the commandant (see Enclosure 4).

- B. Effective 1 September 2019, any member who loses a key will be assessed a \$5 fee.

Section 7. ALCOHOL

There will be no alcohol sold by the detachment.

Section 8. SMOKING

There will be no smoking within the detachment.

Section 9. FINANCE

- A. This detachment supports two Young Marines units, Westover and Paper City. Donations will be made every January to both Young Marines units.
- B. Members of this unit that are in the Soldier's Home of Holyoke or another long-term facility will have their annual dues paid by the detachment.
- C. Cash advances need to be requested in writing (see Enclosure 3).
- D. This detachment maintains a building account which needs periodic funding from the general account not to exceed \$2,000.00 annually.

Section 10. CONVENTIONS

Detachment will reimburse delegate for banquet dinner for Department and National conventions (see Enclosure 2).

Enclosure 1

**SIGNATURE SHEET FOR VIEWING AND
VERIFYING APPLICANT'S
APPLICATION FOR MEMBERSHIP**

The following Regular Detachment Staff members have reviewed applicant's Separation Papers, Honorable Discharge Certificate, DD214, DD215 if applicable, Active Duty ID, Retirement ID, Marine Corps League application for membership, Detachment 141 Personnel History and have found applicant found for membership.

1.

Print Name _____

Signature _____

2.

Print Name _____

Signature _____

3.

Print Name _____

Signature _____

Date of Verification: _____

Date for prospective member to be presented for membership: _____

Sponsor to present new applicant: _____

Enclosure 2

Reimbursement Request Form

Westfield River Valley MCL - Detachment 141

Name of Person: _____

Date: _____

ATTACH ORIGINAL RECEIPTS

Item Purchased	Amount

TOTAL

Approved by: Commandant
 Sr Vice Commandant
 Jr Past Commandant
 Paymaster

Signature:
Signature:

Check Number: _____

Date of Check: _____

Enclosure 3

Expense Form

Expense must be approved PRIOR to purchase

Westfield River Valley MCL - Detachment 141

Name of Person: _____

Date: _____

Amount Requested:

Reason: _____

ATTACH ORIGINAL RECEIPTS

Item Purchased	Amount
TOTAL	

Approved by:

- Commandant
- Sr Vice Commandant
- Jr Past Commandant
- Paymaster

Signature:

Signature:

Check Number:

Date of Check: _____

