

## Gold Country Detachment #885 Bylaws

### 2005 Board of Trustee's Signatures

Effective Date

Commandant, Nick de Zaparkanszky

Senior Vice Commandant, Jim Brodeur

Junior Vice Commandant, David Spencer

Judge Advocate (JAG), Stephan Povio

Adjutant, Larry Ransdell

Paymaster, David Voors

These By-Laws were presented to and approved by a majority vote of the members of Gold Country Detachment #885 at a meeting on \_\_\_\_\_.

### Article I -- Name, Purpose & Resolve

#### Section 100 -- Name & Incorporation

The official name of the organization is the "Gold Country Detachment", #885. The detachment was CHARTERED on 7 June 1994 in accordance with the authority of the Marine Corps League National Bylaws and Administrative Procedures (hereunto referred to as MCL-NBAPS). It was incorporated in the State of California as a NON-PROFIT organization in accordance with California & United States tax regulations. The principal office shall be maintained in the city of Grass Valley, County of Nevada, and State of California.

#### Section 101 -- Mission & Charter

- To preserve the traditions & promote the interests of the United States Marine Corps.
- To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service in fellowship, that they may effectively promote the ideals of American freedom and democracy.
- To hold sacred the history & memory of the patriots who have given their lives to this nation.
- To aid voluntarily & render assistance to all Marines, former Marines, their widows and orphans.
- To perpetuate the history of the United States Marine Corps.
- To perform fitting acts which observe the anniversaries of historical occasions of peculiar interest to Marines and members of the Marine Corps League.

#### Section 102 -- Detachment & National Bylaws

- (A) In accordance with the MCL NBAPS, the Gold Country Detachment has defined these Bylaws which have been approved by the Department Judge Advocate.
- (B) The Detachment By-Laws and associate Administrative Procedures are available for examination to any "Member in Good Standing", upon request of said member to the Judge Advocate or Adjutant.

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- (C) Any Detachment Member may purchase copies of the National MCL NBAPS from the National Adjutant/Paymaster. Additionally, Members may purchase copies of the Detachment Bylaws for the cost of reproduction from the Detachment Judge Advocate or Adjutant.
- (D) Upon his request the Past Detachment Commandant's shall be provided, without charge, with one copy of the Detachment Bylaws and associated Administrative Procedures and all published changes.

## **Section 103 – General Voting Requirements**

- (A) Except as otherwise provided in these Bylaws, a fifty (50%) percent plus one (1) vote by the “Members in Good Standing” shall carry any measure and decide any issue within the Detachment. Likewise, except as otherwise provided in these Bylaws, a fifty (50%) percent plus one (1) vote of a Committee's Members shall carry any measure and decide any issue within a Committee.
- (B) The following issues, measures and actions must be decided by a Detachment vote.
  - Election of officers
  - Setting the annual budget
  - Dispersing of funds and the giving of charitable donations from the general fund not previously approved in the annual budget.

## **Section 104 – Charter Suspension & Revocation**

- (A) The charter of the Gold Country Detachment may be suspended or revoked by the Marine Corps League for the following reasons:
  - Persistent failure to maintain a minimum of fifteen (15) members in good standing.
  - Persistent failure to promptly forward funds due to the National body.
  - Acts and conduct bringing the Marine Corps League into public disrespect.
  - Willful violation of National Bylaws.
  - Violation of Federal, State, or Municipal laws or ordinances.
  - Other activities detrimental to the good name of the United States Marine Corps or the Marine Corps League.

## **Section 105 – Charter Voluntary Surrender**

- (A) The Gold Country Detachment may voluntarily surrender its Charter in accordance with the procedures outlined in Sections 560 or the National Bylaws.
- (B) Voluntary surrender of the charter should be considered if it is determined that there are not a minimum of fifteen (15) members of the Detachment who remain ready, willing, and able to carry on the Detachment. Upon this determination the Detachment, the Gold Country Detachment Board of Trustees shall immediately notify its jurisdictional Department, of its intent to dissolve and surrender its Charter.
- (C) The surrender of the Detachment charter shall not be deemed effective or accepted until all members of the Detachment have been appropriately transferred.

## **Section 106 -- MCL Authority Given to Subsidiaries & Subordinate Groups**

The Gold Country Detachment shall function and operate directly or indirectly under the Congressional Charter and name of the Marine Corps League. As such the Detachment is and shall ever be subject to the authority, supervision, direction, control, and discipline of the Marine Corps League. The Detachment has adopted Bylaws that are compatible or consistent with the Bylaws and Administrative Procedures of the Marine Corps League.

Detachments of the MCL shall never take part in any labor or management dispute or issue. It shall ever be non-sectarian, non-political & non-partisan. Membership shall not be based on the grounds of race, color, creed, nationality or sex. Nor shall it be used as a medium for political ambition or preferment. Nor shall present/former military rank or present/former civilian position be used as a basis for special consideration or preferment.

## **Section 107 -- Marine Corps League Incorporation Requirements**

The Detachments, engaged in services or business, either for profit or for non-profit, or wishing to use the name of the Marine Corps League will be incorporated in accordance with SECTION 700 of the MCL NBAPS.

## **Section 108 -- Employee Identification Number (EIN)**

The Detachment, in addition to their incorporation, must obtain and maintain their own EIN number under the Marine Corps League's Group Exemption Number 0955. The Detachment shall not utilize the EIN number of the national organization.

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## **Section 109 – Eligibility and Attendance to the National Convention**

### **(A) Detachment Eligibility**

Gold Country Detachment will be reported to the National Convention Credentials Committee, and the Detachment and its Officers/Delegates will not be recognized on the floor of the National Convention for the following reasons:

- (1) The Detachment is in default of monies from due to National Headquarters as of June 30, prior to the National Convention and such debt has not been satisfied as required by Section 105 (c) of the National Bylaws. The Credentials of the Detachment's Delegates and Alternates shall not be approved unless settlement is made by the Detachment's Delegates at the convention site in cash, unless previously resolved.
- (2) The Detachment as of June 30 immediately prior to the current National Convention, fails to report on standard transmittal forms to National Headquarters that it has fifteen (15) or more members.

### **(B) Committee to the National Convention**

- (1) The Committee representing the Detachment at the National Convention shall be selected by a majority vote of the Detachment Board of Trustees but shall include the Commandant if he/she desires and is available to attend. The Detachment will fund reasonable transportation, lodging & food allowance for two delegates. These expenses shall be budgeted into the Detachment's Annual Budget.
- (2) Gold Country Detachment Delegates, Alternates, and Members desiring to attend business sessions of a National Convention must possess a paid up membership card. They are determined on the basis of the Detachment's membership on record at National Headquarters as of June 30 immediately preceding the National Convention. The Detachment's delegate calculations are computed excluding Associate and Honorary members in the Detachment's total membership. The delegate voting strength of the Detachment are as follows:
  - The first fifteen (15) Regular members, one (1) Delegate and one (1) Alternate.
  - Each additional full block of fifteen (15) Regular members, one (1) Delegate & one (1) Alternate.
  - Partial number of fifteen (15) Regular members, one (1) Delegate & one Alternate.
- (3) Notwithstanding the provisions stated above, no paid "member in good standing" may be deprived of his individual vote at a National Convention.

## **Section 110 – WEB Site**

The Official Detachment WEB Site is: <http://www.mcl885.org/>

## **Article II -- Membership**

### **Section 200 -- Eligibility for Detachment Membership**

- (A) The Detachment shall be the sole judge of its membership, providing said person meets the requirements of Article Six, Section 600 of the MCL NBAPS. The Detachment however, may not accept as a member any person whose name has otherwise been stricken from the rolls of the Marine Corps League.
- (B) In accordance with the laws of the United States of America, the United States Marine Corps, the Marine Corps League, the State of California, local governments and the principles of the Gold country Detachment; As long as all other membership requirements are met, membership to the Detachment will not be denied on the basis of race, religion, sex, creed, or national origin.

### **Section 201 -- Members-in-Good-Standing**

- (A) Members shall be considered a "**MEMBER IN GOOD STANDING**" in the Marine Corps League and the Gold Country Detachment, except when:
  - Required dues are not paid, and transmitted, on or before membership expiration date as is shown on the member's card.
  - A member is indebted or in arrears to the member's Detachment, Department, or to National Headquarters.
  - Under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 910 of the MCL NBAPS.
- (B) Only Regular Member or Associate Member in "Good Standing" may request a transfer to any other detachment who agrees to accept him/her or shall be transferred to Member-At-Large status by completing the standard transfer form as set forth in Enclosure Seven to the National Administrative Procedures.

### **Section 202 -- Application for Membership**

- (A) Any eligible person may initiate application for membership to the Gold Country Detachment by completing a standard application form and presenting the application to the detachment adjutant with the required

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documents, dues and fees. The adjutant shall verify that applicant has served with the Marine Corps under honorable conditions as is indicated by a copy of the applicant's Form DD 214.

- (B) Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment's roll except for cause or by that member's request for a transfer.

## **Section 203 -- Types of Membership**

### **(A) Regular Membership**

Only persons who are serving or who have served honorably in the United States Marine Corps, "ON ACTIVE DUTY," for not less than ninety (90) days and persons who are serving or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points and U.S. Navy Corpsmen 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 and those who earn the Warfare Device authorized for FMF Corpsmen shall be eligible for regular membership in the Marine Corps League. Additionally, some Korean War Era Marines who were ordered to active duty prior to completion of Recruit Training or Officers Training and subsequently received an Honorable Discharge prior to completion of ninety (90) days active or Reserve duty, shall be deemed eligible for Regular Membership. Nothing in Section 600(a) shall be deemed to be retroactive prior to August 10, 2002, to affect current Regular Members.

### **(B) Associate Membership**

Those individuals who have reached the age of 18 and are not qualified for regular membership in this detachment, but espouse the principles and purposes of the Marine Corps League, as contained in its Congressional Charter, may upon application to the Detachment, be accepted for associate membership. This includes Individuals who are serving or have served in other branches of the Armed Forces of the United States and have served honorably.

- (1) Associate members, upon acceptance, will pay dues in the same amounts as prescribed for regular members, including initiation fees. A membership pin and membership card, indicating "Associate Member" will be issued by National Headquarters.
- (2) The appropriate uniform and cover, including an ornamental device and lettering, as designed by the National Uniform Committee, will be worn (see uniform sections).
- (3) An associate member is entitled to the rights, privileges, and benefits of a regular member, however, such member shall not vote on a membership application, an election of officers, or hold an elected office.
- (4) Associate member are allowed to vote on its internal affairs provided such vote does not affect a policy of the Detachment or the Marine Corps League.
- (5) An Associate Member in good standing in the Detachment, who subsequently qualifies as a Regular Member as set forth in Article Six, Section 600 of the National Bylaws, upon vote of the detachment to accept such associate member as a regular member, shall be transferred from Associate membership to Regular membership by forwarding the standard "Request for Transfer" form as set in Chapter Seven, Section 710 of the MCL NBAPS clearly indicating on such form that it is a transfer from Associate to Regular membership.

### **(C) Honorary Members**

- (1) The Detachment may, at the discretion of the Commandant, nominate for honorary membership those persons who have been of extraordinary service to the Nation, to Nevada County, to the United States Marine Corps or the Marine Corps League. Payment of dues is not required. Such honorary membership shall require approval by the members in good standing of the Detachment.
- (2) Honorary members are not entitled to the rights, privileges and benefits available to regular member or an associate member. A suitable certificate will be issued to honor the occasion. Payment of dues or initiation fees is not required; however, such membership will not be entitled to the official publication of the Marine Corps League, except by paid subscription. Membership card and certificate will be available from National Headquarters. MCL NBAPS, Article 5, Section 540 applies to Honorary Members.

### **(D) Member – At – Large**

- (1) Any person desirous of joining the Marine Corps League may make application on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Headquarters or by presenting the application to a Regular Member of the Marine Corps League.
- (2) The National Executive Director at National Headquarters shall be the sole judge of the membership classification of Members-At-Large, once he/she is in receipt of and has verified the appropriate documentation (outlined above). If it is determined that the applicant is eligible for Regular Membership,

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- the National Executive Director will cause the Members records to be changed from "Associate" to "Regular" and issue a new membership card to reflect that status.
- (3) A member who is in good standing in this Detachment may become a Member-At-Large in the following manner:
    - The member shall tender a written resignation of his membership to the Detachment Commandant.
    - Upon acceptance of the resignation by a vote of the Detachment, the Detachment Adjutant, on a standard form via the jurisdictional Department Paymaster or Adjutant/Paymaster, shall notify National Headquarters of such resignation.
    - Upon receiving the notification or resignation, the Department and National Headquarters shall remove the name of the resignee from the Detachment membership roster.
    - National Headquarters shall carry the resigned member on its membership roster as a Member-At-Large.
  - (4) This Detachment may accept a Member-At-Large and shall remit a standard transmittal form, via the jurisdictional Department Paymaster or Adjutant/Paymaster, to National Headquarters requesting that said member be transferred from a Member-At-Large status to member status of this Detachment.
- (E) **Life Members**
- (1) Regular or Associate Members of the Detachment who are in good standing may become a Life Member, upon proper payment of the fee, as is required herein. A Life Member shall not be subject to the payment of further dues to a Detachment, Department, or National. Such member shall have all the privileges, rights, and benefits enjoyed as a member so long as that Life Member shall live.
  - (2) Should a Detachment member choose to become a member in another Detachment, the member must become a member in good standing by paying Annual or Life Membership dues in each additional Detachment. Life Membership fees has been established by the National Convention. The full Life Membership fee shall be paid to National Headquarters with no discounts, no rebates, and no installment plan, whether such fee is paid by the individual or awarded by the Detachment.
  - (3) Commencing with the beginning of the fiscal year of the second anniversary year, and each subsequent July 1st anniversary year of all participating Life Member on the active rolls of the Detachment, the Life Member's Detachment, Department, and National Headquarters will share proceeds derived above based on the ratio of 1/3 to Detachment, 1/3 to Department, and 1/3 to National Headquarters (General Fund). Prior to the second anniversary year of a Life Member's participation, no interest will be distributed for that Life Member's.
  - (4) Should a participating Life Member die, his quota of interest division shall terminate. The "unused" portion of the member's original investment in Life Membership shall remain in the blocked fund. NO REFUND shall be made to survivors, nor to his Department or Detachment.
  - (5) If the Detachment awards a Life Membership and wishes that the Awardee becomes a National Life Member, it is necessary for the Detachment shall pay to National Headquarters the participating fee stated herein and the Life Member and the Detachment shall be participants.
  - (6) All Past National Commandants, all Past National Adjutant/Paymasters and all Medal of Honor recipients who are members of the Marine Corps League, shall be carried on the rolls on the National, Department, and this Detachment as paid up Life Members of the Marine Corps League (nonparticipating).

## **Section 204 -- Dues & Fees**

The payment of annual National membership dues entitles all members in good standing an automatic subscription to the Marine Corps League publication, and enrollment privileges in any National Group Insurance Programs that may be in effect.

- (A) The National annual per capita dues and fees are recommended by the Budget and Finance Committee at the Mid-Winter National Staff Meeting and require approval by the delegates at the National Conventions, provided that the general membership has been advised, in writing, of the proposed dues amount not less than sixty (60) days prior to the convening of the convention. An announcement in the Marine Corps League Magazine, "Summer issue", will suffice as written notification.
- (B) An initiation fee shall be recommended by the Budget and Finance Committee. The initiation fee shall be as is approved by the delegates at the National Convention. The fee shall be collected for each new member in addition to the annual National dues. Each new member shall be provided an official membership lapel button which shall be provided by National Headquarters.
- (C) All of the National membership dues and fees which are due National Headquarters are in addition to the dues of the Detachment and the Department which are authorized under the provisions of the National Administrative Procedures, Chapter Five, Section 520 and Chapter Six, Section 615.
- (D) The Membership year and the annual dues shall expire on the last day of the anniversary month of such member's original dues having been received at National Headquarters.

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## **Section 205 -- Responsibilities of Membership**

It is very important to note that true “**Active Membership**” goes far beyond the requirements for paying your annual dues. Although it is recognized that every member has their own schedule and other factors that may limit participation, **ALL MEMBERS** are **HIGHLY ENCOURAGED** to **ACTIVELY PARTICIPATE** in the business of the Detachment as described below as far as their health and schedule will allow.

**Remember, this is your Detachment if you don't actively participate don't complain!**

- (A) Attending Regular & Special Meetings on a consistent basis.
- (B) Vote at the annual election of officers, the appointment of committees, acceptance of new member and other initiatives that are created during the course of regular business.
- (C) Performing clean-up duties at the Veterans Memorial Wall when assignment comes up on the duty roster.
- (D) Volunteering to participate on one of the many regular and/or special committees. These committees represent the voice of the Detachment in various Detachment affairs. This is especially true of fund raising and charitable activities. These fund raisers are the primary source of income to the detachment.
- (E) Attending public events and ceremonies when ever possible. This is especially important for funerals & memorial services/ceremonies of our fallen comrades-in-arms and events on National Holidays.
- (F) Detachment Members shall not represent the Detachment or the Marine Corps League in any public function or ceremony without the express authority of the Detachment Commandant. All requests for participation in such functions should be directed to the Public Relations Director or the Commandant.

## **Section 206 -- Delinquent Members**

- (A) A member shall be identified as delinquent whenever the member's dues are not paid and transmitted on or before membership expiration date as shown on member's card.
- (B) Such member shall be retained in the delinquent status for a maximum one year, during which time the member may erase this status by making payment of all dues in arrears and all dues current and provided that the member is not indebted in another manner to the Gold Country Detachment, Department, or to National Headquarters.
- (C) Should the affected member remain in the delinquent status in excess of one year, such member shall be dropped from all membership rolls. The good standing status of such member shall be restored only through the processing of a standard application form as a new member, which shall include the current initiation fee and dues as established by the MCL NBAPS, Article Six, Section 610. However, a member who is delinquent and wishes to retain the continued membership status may do so by submitting the standard application form, accompanied by **ALL past dues and assessments** which have accumulated during the entire period of the applicant's delinquent status.
- (D) Delinquent member may not be transferred from one Detachment to another or into a “Member-At-Large” status.
- (E) **Delinquent members ARE NOT “Members-in-Good-Standing”** ... and therefore do not retain the rights and privileges of members who are. This includes the right to vote for officers, on the detachment budget or on issues other Detachment business.

## **Section 207 -- Ineligible Members (Complains, Grievances and/or Charges)**

- (A) If there is reason to believe a member of the Detachment does not meet the membership qualifications to be a regular member of the Detachment and the Marine Corps League, this (these) reason(s) must be submitted in writing, to the Detachment Commandant who will require the Detachment Judge Advocate to make a careful investigation into the complaint, grievance or charge(s) as presented. If the person to be investigated is the Detachment Commandant, the request will be given to the Detachment Senior Vice Commandant.
- (B) If after a careful investigation has been made and it is determined that the member charged does not have the necessary qualifications, said member will be dropped from the rolls immediately. Proper notice of such action and the reasons therefore shall be expedited to the Department and National Headquarters. A copy of this notice will be mailed to the person removed from the rolls by Certified Mail, return receipt requested.
- (C) The MCL NBAPS require that if the member is carried on the rolls as a “Member-at-Large”, the reasons will be submitted, in writing to the National Commandant.
- (D) If the person to be investigated is the Detachment Judge Advocate, the Detachment Commandant will appoint a Past Detachment Commandant to hold the investigation.
- (E) If the Detachment or a Member of the Detachment should have any complaints, grievances and/or charges against a National Marine Corps League member, Department member or a member of another Detachment, they shall notify the Detachment Commandant, who will refer it to the Marine Corps League for adjudication. It must be referred in writing via certified mail to the National Judge Advocate for appropriate action. Chapter Nine, Sections 900, 901, 902, 903, 904, 905, 906, 907,908, 910, 911, 912, and 913, MCL NBAPS, are applicable in correspondence circumstances.

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## **Section 208 -- Rights of Members**

No Detachment member shall be deprived of any rights and privileges in the Marine Corps League except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried, and found guilty in accordance with the provisions of the National Bylaws and Administrative Procedures dealing with offenses and penalties. (Refer to Chapter Nine).

## **Section 209 -- Rights of Appeal**

The right of appeal under the provisions of the MCL NBAPS shall not be denied.

## **Section 210 -- Resignation**

Any member who resigns from the Detachment either in writing or verbally to a member of the Board of Trustees in the presence of a witness, (the BOT member will then put the resignation in writing) shall be removed from the active roles. Should such member reconsider their decision, and desire to again be a member of the Detachment they shall be required to wait a minimum of three (3) months (cooling-off period) and re-apply for membership through the standard application process.

## **Section 211 -- Certification of Life Members**

The Detachment will annually audit its participating Life Members as shown on the Quarterly Member Listing of 30 June each year. Following the audit, the Detachment will annotate a copy of the Quarterly Member Listing with appropriate remarks to show additions, deletions and other adjustments. Each adjustment will include the reason, and whenever possible, will cite supporting documentation (i.e. Dues Transmittals, Transfer Forms, etc.) to assist in correcting the records in National Headquarters. The annotated Listing will be certified to be correct as annotated by the Detachment Commandant and the Detachment Adjutant or Paymaster, and will be returned to the National Adjutant/Paymaster at National Headquarters through the Department no later than 31 December following its receipt. No funds from the interest on the Life Member Fund will be distributed to the Gold Country Detachment until the certified listing is received at National Headquarters. Should the Detachment fail to submit the annual Eligible Life Member Audit by 31 December of a given year, the Detachment's quota of the interest distribution shall remain in the blocked fund.

## **Section 212 -- Dual Members**

Dual Membership is defined as membership in more than one Detachment by the same individual. When a member of the Marine Corps League becomes a regular member in good standing in more than one detachment, such membership in the subsequent detachments shall be counted for voting strength at department and national conventions only as an associate member. Such regular member shall be a regular voting member in the detachment of such member's greatest tenure unless he/she makes a signed written request for transfer of voting rights to the receiving detachment, which upon acceptance shall forward the copies of the transfer of voting rights to National Headquarters via the jurisdictional Department Paymaster or Adjutant/paymaster, if a department exists. The Transfer Form, Enclosure Seven, of the MCL NBAPS will be utilized for the purpose of transfer of voting rights to another detachment.

## **Section 213 -- Membership Listings**

The membership listing of the Detachment is **PROPRIETARY INFORMATION** and under the **DIRECT CONTROL** of the Detachment Board of Trustees and Staff Officers. Applicable portions of the membership listings shall be provided to the Marine Corps League, and the Department exclusively for internal usage in administering membership of the League, Department and Detachment. **The membership listing will not be sold, leased, copied, loaned or assigned.**

## **Section 214 -- Marine Corps League Auxiliary**

The Marine Corps League and the Gold Country Detachment recognizes and adopts the Marine Corps League Auxiliary as the official Women's Auxiliary of the Marine Corps League, and declares the Marine Corps League Auxiliary shall ever be subject to the control and supervision of the Marine Corps League. (See Article Seven (7) of the MCL NBAPS).

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## **Section 215 -- Military Order of the Devil Dogs**

The Marine Cops League and the Gold Country Detachment recognizes and adopts the Devil Dogs as the official subsidiary organization of the Marine Corps League, and declares the Marine Corps League Auxiliary shall ever be subject to the control and supervision of the Marine Corps League. (See Article Seven (7) of the MCL NBAPS).

Membership in the Military Order of the Devil Dogs shall be limited to regular members of the Marine Corps League, consistent with the restrictions and requirements of the Constitution and By-Laws of the Military Order of the Devil Dogs.

## **Article III -- Officers**

**Table I**

<b>Detachment Officers</b>		
<b>Board Of Trustees</b>	<b>Elected</b>	<b>Appointed</b>
Detachment Commandant	Detachment Commandant	Sergeant-At-Arms
Senior Vice Commandant	Senior Vice Commandant	Quartermaster
Junior Vice Commandant	Junior Vice Commandant	Chaplain
Adjutant and/or Paymaster	Adjutant and/or Paymaster	Historian
Judge Advocate	Judge Advocate	Committee Chairmen
Past Commandant (Optional)		Public Relations Director
		Veterans Services Director

## **Section 300 – Board of Trustees**

The elected Officers of the Detachment are its Board of Trustees. However, the Commandant is authorized to appoint the outgoing Detachment Commandant or a Past Detachment Commandant to serve as an additional member of the Board of Trustees for a one-year term. Other Appointed Officers (as defined below) are not a part of the Detachment Board of Trustees.

**(A) Charter & Authority**

In accordance with the Detachment Charter the powers and authority of the Detachment Board of Trustees shall be:

- To ensure Detachment compliance with MCL NBAPS and mandates.
- To authorize the employment of personnel and approve their compensation.
- To propagate the Ritual for the proper conduct of official meetings and ceremonies, and such other information as is deemed advisable, for the establishment of uniform procedures throughout the Detachment.
- To suspend or remove from office for cause any Detachment officer and to suspend or expel any member for cause. (See Chapter Nine, Sections 909 and 912 of the MCL NBAPS.)
- To exercise such powers and to do such other actions as are compatible with the National, Department and Detachment Bylaws and Administrative Procedures which are in the best interest of the Marine Corps League.
- To approve or disapprove the minutes of the Detachment meetings at the next regularly scheduled Detachment meeting, only to the degree of correcting errors or omissions.

**(B) Duties – Board of Trustees Members**

In addition to the specific duties of the individual Board Members, as hereinafter stated, it shall be the duty of each member of the Board of Trustees to acquire a working knowledge of the National, Department and Detachment Bylaws and Administrative Procedures.

**(C) Term Limits and Prerequisites of Elected & Appointed Officers**

- (1) In accordance with Article Five, Section 512 of the MCL NBAPS, Gold Country Detachment has the sole right to establish term limits for our officers, both elective and appointive. All Elected & Appointed Detachment Officers shall serve for a 1 year term, with the exception of the Adjutant/Paymaster. The National MCL has advised the Detachment that because of the training required for this position relative to the administrative activities, a **minimum** term of 2 years is advised.
- (2) Elected and appointed officers of the detachment shall be limited to two (2) consecutive terms for any office.

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- (3) In general, it is desired but not required, that members should hold junior positions within the detachment as a means of mentoring them for the responsibilities of higher offices and to provide training in the National, Department and Detachment Bylaws & administrative procedures.

(D) **Board of Trustees Meetings**

- (1) The Detachment Board shall meet:

- Before the regular monthly members meeting to:
  - Review pending actions.
  - Establish the next meeting's agenda and activities.
  - Submit and review submissions for the next months monthly news letter (Boondocker).
- Immediately prior to each National convention to close out issues and actions from that fiscal year; to finalize preparation for the ensuing convention and to identify pending and unaccomplished executive actions warranting any action by the Convention or by the National Board of Trustee during the ensuing fiscal year.
- At the call of the Detachment Commandant, for special or emergency reasons, providing that a quorum of the Board is assured.

- (2) Conduct of Business

The conduct of business at all Detachment Board Meetings shall be governed by the MCL NBAPS, parliamentary reference shall be in accordance with Robert's Revised Rules of Order.

- The Judge Advocate is responsible for monitoring the adherence of the Board to Robert's Rules of Order.
- The Adjutant is responsible for taking, producing & filing minutes of the Board of Trustees meetings.

- (3) Quorum

The presence of a majority (fifty percent plus 1) of the Board of Trustees shall constitute a quorum for the transaction of business.

- (4) Voting

Each Detachment Board Member shall have one (1) vote. There shall be NO proxy voting. The Detachment Judge Advocate shall abstain from voting on all matters wherein an official opinion has previously been rendered by the Detachment Judge Advocate.

## **Section 301 – Duties & Responsibilities of Officers**

(A) **Commandant**

- Observe and enforce the observance of the Congressional Charter of the Marine Corps League, as well as the National, Department and Detachment BAPS.
- Direct to all Officers and Members such orders as are not in conflict with the MCL NBAPS which are necessary for the proper conduct of business.
- Call meetings of the Detachment Board of Trustees and General Member's meetings as are required by the Detachment Bylaws.
- Seek the advice of the Detachment Board of Trustees, Staff & Immediate Past Commandant as necessary.
- With the Detachment Paymaster, have custody of all funds and property of the Marine Corps League, subject to the supervision of the Detachment Board of Trustees.
- Directs all Marine Corps League activities in Nevada County and is in direct charge of all activities of the Detachment.
- Presides over at all Detachment meetings.
- Administers the oath of membership to all new members of the Detachment.
- With the help of the Adjutant and Judge Advocate (as needed), maintains communication with state, national and local Marine Corps League units.
- Approves the master calendar of Detachment activities.
- With the help of the Adjutant and Staff (as needed), establishes the agenda for monthly or special Detachment meetings.
- Schedules the annual election and installation of Officers.
- Recognizes service to the Detachment and Nevada County, i.e. such as a retiring Commandant.
- With the help of the Adjutant, Veteran's Service Director & Public Relations Officer, maintain communication with all Nevada County Veterans Services Officers, local area recruiters, and all appropriate veterans organizations within the local area.
- Organizes and have active the following committees:
  - Membership/ Telephone
  - Marine Corps Birthday celebration

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- Fund raisers, such as dinners, merchandise sales, etc.
- Ceremonies & Color Guard
- Participation in activities such as parades, funerals, Memorial Day, Veterans Day, etc.
- Budget Development
- Toys for Tots Program
- Other committees as required

## (B) Senior Vice Commandant

- Shall give assistance to the Detachment Commandant, and during the absence or illness of the Commandant, perform the duties of that office as outlined in the Marine Corps League Ritual and as recommended by the Detachment Commandant.
- Serves as chairmen of the membership Committee.
- Recruit new members for the Detachment and verify their eligibility.
- Serve as an ex-officio member of all standing and special committees.

## (C) Junior Vice Commandant

- Shall create and promote membership incentives and programs designed to produce enthusiastic response and resulting in the continuous growth of Detachment membership.
- In the absence or illness of the Detachment Commandant and the Detachment Senior Vice Commandant, he/she shall perform the duties of that office.
- Serves as a member of entertainment or social activities committees.
- Perform such duties as outlined in the Marine Corps Ritual and as recommended by the Gold Country Detachment Commandant.
- Assist the Commandant and other officers in insuring success of all active Detachment committees.

## (D) Adjutant (special term limits of 2 years minimum)

- Keep records (minutes) of all meetings, typewritten or neatly handwritten in ink.
- Provide notices of special meetings & events to members. Notification of meetings and events can be via the Detachment monthly news letter, the Boondocker. The Boondocker is published and available per request in hard copy, in e-mail and posted on the Detachment web site.
- In close cooperation with the Paymaster, the Adjutant will maintain an up-to-date membership file of the Detachment's active (paid-up) and inactive (arrearers in dues) members. The Adjutant will forward notices to members when their dues have lapsed.
- Handling and keeping records of the Detachment's correspondence as directed by the Commandant.
- Will maintain an active roster of Detachment members to include:
  - Name
  - Address
  - Contact telephone numbers (Business, home and cellular phone; as applicable)
  - Date of installation
  - DD-214 verification
- Surrender to the duly appointed successor all Marine Corps League books, records, and other property with which the office is charged.
- Shall perform such other duties as assigned by the Commandant.
- Will provide an "up-to-date" list of "active" members (Members in Good Standing) to the Sergeant at Arms prior to the start of any regular or special meeting.

## (E) Judge Advocate (JAG)

- Maintains and interprets the National and Department By-Laws and Administrative Procedures.
- Maintains and approves the By-Laws & Administrative Procedures of the Gold Country Detachment.
- Shall provide advice, counsel, and render opinions on questions of Law and Procedure pertaining to the Marine Corps League and the Detachment to the Detachment Commandant, Board of Trustees, Staff and Detachment Members, when so required.
- At regular membership meetings, Board of Trustee meetings, Staff Officers meetings or Committee meetings or upon the request of the Commandant, other Detachment Officer or Committee Chairperson; shall render an opinion on Law and Procedure to the Commandant or committee chairperson. Whereupon the Commandant or Chairperson will rule on the opinion and the question, which ruling shall be final unless overturned as the result of an appeal. A standing vote of two-thirds (2/3rds) of the total vote will be required to reverse the ruling of the Commandant or Chairperson.
- All questions of Law and Procedure pertaining to the Detachment shall be referred to this officer through channels, who shall rule in writing, mailing copies of the ruling to the parties concerned and to the

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Commandant. Such ruling shall be binding unless and until reversed by the National Judge Advocate or the National Board of Trustees or the National Convention.

(F) **Paymaster (special term limits of 2 years minimum)**

- Responsible for all monies received by the Detachment resulting from the payment of dues, from fund raising activities, from the sale of merchandise, from donations and from any other source.
- Shall maintain detailed transactional records of monies received & expended by and for the Detachment.
- The financial records shall either be kept in standard paper financial ledgers (in ink) or in electronic form using commercially available software such as; Excel, Quicken, etc... When the financial records are kept in electronic form, a copy of the saved file(s) shall be supplied to the Adjutant each month as a "back-up" copy. Additionally, a printed copy of the Detachment "books" shall be supplied to the Adjutant quarterly. The Paymaster shall ensure that the processes & tools used follow generally accepted accounting practices and provide adequate financial audit trails.
- Shall manage bank checking and savings accounts that are held in the name of Gold Country Detachment. All accounts shall be balanced monthly. The Detachments "books" are open to external auditing and review by the Detachment members. However, the Paymaster need not report the detailed transactions at the regular monthly meeting, as long as the transactions were approved in the Detachment's Annual Budget. A report of the monthly account balances and any discrepancies shall be presented to the Detachment at the regular monthly meetings.
- Will submit a list of paid memberships to the Adjutant monthly.
- Surrender to the duly appointed successor all Marine Corps League books, records, and other property with which the office is charged.
- Surrender to official & authorized financial auditors books, records, and other documentation necessary.

(G) **Sergeant-At-Arms**

- The Sergeant-At-Arms is responsible for the preservation of order and military discipline at:
  - All meetings of the Gold Country Detachment as required by the Commandant and as prescribed in the Marine Corps League Ritual.
  - Administrative hearings (as requested by the Judge Advocate) resulting from grievances or the discipline of any Detachment Officer or Member.
  - At functions and ceremonies sponsored by the Gold Country Detachment.
- The Detachment Sergeant-At-Arms is empowered to deputize such Deputy Sergeants-At-Arms and Field Music as may be necessary for the proper performance of his duties.
- Will verify the status of members from the list generated by the Adjutant, to ensure only "Members in Good Standing" are in attendance.

(H) **Quartermaster**

- Maintains up-to-date information on uniforms, price lists, catalogs, decals, etc.
- Maintains appropriate levels of inventory of uniform articles as approved by the Commandant and Board of Trustees. For example caps, sunburst emblems, shirt patches, belts & buckles, tie clasps.
- Promotes the sale of inventory & orderable articles as one of the sources of funding for the detachment.
- Orders, receives and issues materials, uniforms and equipments as requested by Members.
- All orders of \$50 or more per member require a 50% deposit prior to placing the order.
- Providing a audit trail of order from conception to final payment as shown below:
  - Initial placement of an order from the Member
  - Placement of the order with the Supplier
  - Receipt of the order from the Supplier
  - Payment to the Supplier in the name of the Detachment
  - Issue and Receipt of the article(s) by the Member
  - Payment for the article(s) by the Member

(I) **Chaplain**

- Performs such duties at meetings and ceremonies, as prescribed in League Ritual.
- Actively participates in memorial and funeral services in which the Gold Country Detachment participates.
- Visits the sick and infirmed member of the detachment and local veterans.
- Performs such other duties as recommended by the Detachment Commandant.
- Upon notification of the death of any member of the Gold Country Detachment, the Chaplain shall:
  - Immediately contact the family of the deceased member to offer assistance and present expressions of condolence.

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- Without delay, report the death of the member, citing the deceased's full name, next of kin, and known funeral arrangements to the Department Chaplain with a copy furnished to the National Adjutant/ Paymaster.
- Notify all members of the Detachment and urge their attendance at the funeral services of the deceased member.

(J) **Historian**

Part of the Detachment charter is to preserve & promote the history & traditions of the Marine Corps. The Historian is responsible for recording the history, knowledge and experiences of the Detachment members.

- Maintain the Detachment's display cases with Marine Corps mementos & memorabilia.
- Maintain photo albums with historic photos of our Detachment Members as well as a bulletin photo board of the those Nevada County residence serving in Active & Reserve roles in the Marine Corps.
- Provide input to the Detachment's monthly news letter (Boondocker) promoting historical events.

(K) **Veteran's Services Director**

Another part of our charter is to assist Marine Corps veterans their families. The Veteran's Service Director shall:

- Become acquainted with the Federal Laws & regulation (within the framework of service to veterans), their interpretations and applications.
- Prescribe training, practices, and instructions for Detachment Service Officers.
- Assist Marine veterans, and veterans of all U. S. Military services upon request, and their dependents, widows or widowers, in securing the benefits provided by law and regulations.
- Be in charge of all Veterans' Administration activities of the Marine Corps League.
- Supervise the activity of all Service Officers.
- Prepare and amend when necessary, such regulations, instructions, or procedures as may be required to affect a viable Detachment Service Program, including the publication and distribution of same.
- Conduct such workshops or training seminars in conjunction with the National Service Committee as may be appropriate toward the improvement and enhancement of the Service Officer and Service Committee Programs.

(L) **Ceremonial Guard**

**The Detachment's Ceremonial Guards are the most visible component to our community.**

All Ceremonial Guard Members shall conduct themselves with the **utmost professionalism** keeping with the fine traditions of the Marine Corps and the League. Uniforms of the guard members shall be clean, serviceable, pressed, fit appropriately and be in accordance with National and Detachment uniform requirements. In addition, even though there are no grooming standards for the League, the Detachment's Ceremonial Guard represents the League and the Marine Corps to the public. A good Marine haircut and a close clean shave help to present the **BEST IMAGE** of the Corps, the League and our Detachment.

- (1) Only Members-In-Good-Standing may volunteer to participate in Ceremonial Guard Duties for the various ceremonies, memorials and events throughout the year.
- (2) To be eligible to participate in a particular event the Member must:
  - Be physically able to perform the duties and actions of the particular event.
  - Attend meetings regularly. You can't represent the Detachment if you don't participate in the regular business of the Detachment.
  - Participate in a minimum of two practices pertaining to the type of ceremony being attended.
  - Practices shall be held a minimum of once a month, typically immediately before or after the regular monthly meeting. Others practice sessions may be called with adequate notice as the state of the guards readiness dictates. **The only practice for an event shall not be just prior to the event, this is a recipe for disaster.**
  - Own the proper uniform for the event or ceremony.
  - Be able to meet the other members of the Ceremonial Guard at the predetermined time and place, in preparation for a particular event or ceremony.
- (3) No member of the Ceremonial Guard shall solicit donations for activities in either an active or passive manner. Should a donation be offered without solicitation, the donation shall be accepted in the name of the Detachment.
- (4) The Commandant, Paymaster and Ceremonial Guard Committee Chairman shall define when funds may be directed to the Ceremonial Guards are authorized for extraordinary travel expenditures.

(M) **Public Relations Director**

- Serves as the Editor-In-Chief of the Detachment's monthly news letter, the "Boondocker." This is a very critical responsibility since much of the Detachment's communication is made via the news letter.

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- Articles/Pictures for the “Boondocker” shall be submitted to and approved by the “Editor-In-Chief”.
- Act as the Press Officer for the Detachment & perform such other duties assigned by the Commandant.
- All requests for participation in public functions should be directed to the Public Relations Director.

## (N) Preceding Years Detachment Commandant

- If invited by the current Detachment Commandant to be a member of the Board of Trustees and such invitation is approved by the board of trustees, shall be a full voting member of the board of trustees.
- Shall contribute generously & impartially from past experience to the best interest of the Marine Corps League and the Gold Country Detachment.

## Article IV -- Election of Officers

### Section 400 – Election & Installation of Officers

- (A) The Gold Country Detachment shall hold an ANNUAL ELECTION of Officers between October 1 and May 15 each year.
- (B) Installation of elected officers shall be conducted no later than the last day of the month subsequent to the election.
- (C) Voting related to the Annual Election of Officers shall ensure that all Members in Good Standing have the opportunity to vote either at the balloting meeting or via “mail-in absentee votes”. Ballots for mail-in absentee voting shall be delivered to the address of record of all Members along with notification of the date of the election meeting, a minimum of 14 days prior to the balloting meeting. It is the responsibility of the absentee voter to vote and return the ballot either personally or via the mail to the Detachment Adjutant or Judge Advocate, in time to be counted at the balloting meeting. Upon receipt of any absentee ballots, neither the Adjutant nor the Judge Advocate will view the absentee ballots. Absentee ballots received after the ballot meeting will not be counted in the election results.
- (D) Before voting begins, the Commandant shall select two (2) Past Detachment Commandants, not on the ballot, to supervise voting and correctly tally the votes cast. In the event that sufficient Past Detachment Commandants are not available at the balloting meeting, then past Adjutant or Judge Advocate combinations shall be selected to complete the total number required.
- (E) The current Adjutant and Judge Advocate shall assist the voting supervisors in administrative capacities, but shall not participate in the counting of votes. All absentee ballots and those ballots received at the ballot meeting will be counted.
- (F) The election of officers shall not begin until the appointed election supervisors advise the Detachment Commandant that they are prepared to supervise the election.
  - When so advised, the Commandant shall then call for the "Election of Officers."
  - Upon such announcement, the **Commandant shall not accept or entertain any issue, question or subject which is not strictly related to the nominations or voting being conducted.**
  - **Without explicit permission of the Commandant,** voting members shall not be allowed to enter or leave the floor until the vote in progress is concluded.
- (G) Report of Officers and Installation shall be forwarded to the National Headquarters, the Division Vice Commandant, and the Department Adjutant within fifteen (15) days of the installation. Report of Officers and Installation shall be received at National Headquarters no later than June 30 each year (MCL NBAPS, Chapter 6, Section 620 applies to this section).
- (H) Report of Officers and Installation shall be forwarded to the National Headquarters, the Division Vice Commandant, and the Department Adjutant within fifteen (15) days of the installation. Report of Officers and Installation shall be received at National Headquarters no later than June 30 each year (ML NBAPS, Chapter 6, Section 620 applies to this section).

### Section 401 – Eligibility

All Officers serving as elected Detachment offices shall be Active Regular Members (Members in Good Standing) of the Detachment. In accordance with Article Six, Section 600 (b) of the ML NBAPS, at the will of the Detachment, Associate Members may serve in appointed offices only.

### Section 402 – Bonding of Officers

All Detachment Officers handling Detachment funds are bonded by the National Headquarters in the amount of \$10,000.00 with a deductible of \$1,000.00. Any additional bonding coverage desired for Detachment Officers shall be arranged by the Detachment at the expense of the Detachment (Article Eight, Section 815(m) of the National Bylaws applies).

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## **Section 403 – Elected Positions**

The following officers shall be elected positions; Commandant, Senior Vice Commandant, Junior Vice Commandant, Adjutant/Paymaster & Judge Advocate.

## **Section 404 – Appointed Positions**

The Detachment Commandant may select and appoint one or more members to serve as Sergeant-at Arms, Chaplain, Quartermaster, Veterans Services Director, Historian, Public Relations Director and other Officers he/she deems necessary (see table I, Article III). As necessary an elected officer may hold a position as an Appointed Officer as well.

## ***Article V -- Resignation, Death or Impeachment of Officers***

### **Section 500 – Vacancy Due to Death, Resignation or Impeachment of Officers**

- (A) Other than the Commandant, the vacancy of any elected officer or committee member, for any reason whatsoever, shall be filled by nomination of the Commandant with approval by his Staff of elected Officers.
- (B) Any Detachment member appointed to fill the un-expired term of an officer or committee member shall hold office until the expiration of the original officer's or committee member's term. Such appointment shall not preclude said officer or committee member from nomination at the conclusion of the expiring term.
- (C) The order of succession to the Commandant's Post shall 1<sup>st</sup> be the Senior Vice Commandant and then the Junior Vice Commandant.

## ***Article VI -- Detachment Meetings***

### **Section 600 – Venue**

- (A) The venue (location, day of the month and time) of the Gold Country Detachment regular monthly meetings are set by a majority vote of the active Detachment members and may only be changed or modified by a vote of the membership. The Detachment Bylaws and Administrative Procedures do not need to state the venue and do not need to be revised to reflect approved changes of venue.
- (B) When a regularly scheduled meeting date falls on a National Holiday, the date of the meeting will be adjusted by direction of the Commandant. Typically, it will be set for the week immediately preceding or following the regular meeting date.

### **Section 601 – Proceedings**

- (A) The Gold Country Detachment Charter (or a copy), the National colors, and a Bible shall be displayed at all business meetings.
- (B) Meetings shall be conducted in accordance with established the Marine Corps League Ritual and "Roberts Rules of Order".

### **Section 602 – Establishing a Quorum**

- (A) In accordance with Article Five, Section 520 of the MCL NBAPS, Gold Country Detachment may fix the number of members required to be present for the transaction of business.
- (B) A majority (fifty percent plus one) of the members of the Board of Trustees shall be required to conduct Trustee business and to transact detachment business; such as at the monthly general meetings.
- (C) In addition to a quorum of the Board of Trustees, the detachment has established the figure for attendance of active members (members in good standing) at the regular monthly meeting, to be not less than or fifteen (15).

### **Section 603 – Voting**

Each Gold Country Detachment Member shall have one (1) vote. There shall be NO proxy voting. The Detachment Judge Advocate shall abstain from voting on all matters wherein an official opinion has been rendered by the Detachment Judge Advocate.

## ***Article VII -- Committees***

### **Section 700 – Selection**

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- (A) Various standing and special committees shall be established as needed to support the business and activities of the Detachment throughout the year. Not all committees will be active at all times.
- (B) Each committee shall have a chairman, who is appointed by the Detachment Commandant. The commandant may seek the counsel of his staff or the detachment at large to help in this decision making process. However, Committee Chairman and members are not elected positions, they are appointed.

## **Section 701 – Organization**

The Committee Chairman is responsible for organizing the committee and ensuring that the committee completes its mission in manner befitting United States Marines, the Marine Corps League and this Detachment. This includes soliciting volunteers to participate on the committee.

## **Section 702 – Accountability**

- (A) The Chairman is accountable to the Detachment Commandant and his senior staff. As such, the Chairmen of all active committees will report to the Detachment Commandant and his senior staff on the committee's activities, progress, issues and budget each month.
- (B) No Committee member shall contract for the payment of goods or services unless it is within their area of responsibility, budgeted and approved. Committees will operate within their defined budgets!

## ***Article VIII -- Fiscal & Financial***

### **Section 800 -- Detachment Budget**

- (A) The budget of the Gold Country Detachment shall be developed by the Board of Trustees and Staff Officers by analyzing the past financial history (when available; such as spending & expenses, merchandise sales, fund raising and contributions) membership and activities levels. Once developed and approved by the Board of Trustees and Staff Officers, the Annual Detachment shall be proposed to the Detachment membership for a vote.
- (B) The Paymaster shall notify all Detachment Members of the intent to ratify the budget a minimum of 14 days prior to the proposed meeting date to ensure members can adequately plan to attend this important event.
- (C) Once the annual Detachment budget is approved by the detachment membership, the Board of Trustees and Staff Officers are authorized to execute according to the details of the financial plan.

### **Section 801 -- Use of Funds**

Under no circumstances shall the Gold Country Detachment contribute general fund monies to a charitable cause without being specifically proposed and approved by a majority vote of the membership (as described above) or general fund raising campaigns or political issues and/or candidates. Members of the Gold Country Detachment, Marine Corps League shall not commit the Detachment to any function or activity or endorse any function or activity in the name of the Detachment, except those provided by these By-Laws, without the explicit affirmation of a quorum of the Detachment determined at a scheduled or special meeting of the Detachment members conducted in accordance with these By-Laws.

## ***Article IX -- Amendments to Bylaws***

### **Section 900 -- Amendments or Adotion**

The By-Laws of the Gold Country Detachment may be amended, repealed, added to, or new By-Laws may be adopted by the vote or written assent of a majority (fifty percent plus one) of the Detachment members eligible to vote, at a special meeting of the Detachment call by the Commandant. Copies of the proposed Amendments, repeals, additions or new By-Laws shall have been mailed to each member of the Detachment at least fourteen (14) days before the date of the meeting at which they are to vote or at which time a vote by mail is due.

### **Section 901 -- Effective Date**

Each revision, amendment or repeal of a provision of the Gold Country Detachment Bylaws and/or Administrative Procedures which are approved by the Members, shall include an effective date.

### **Section 902 -- Signatures of Approval**

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Each member of the then current Board of Trustees shall sign the amended or new by-laws to signify the by-laws have been approved for adoption by a vote of the Board of Trustees and the active membership, as defined elsewhere in this document.

## **Article X -- Addendums**

**Addendum 1000 -- Uniform Regulations**

**Addendum 1001 -- Close Order Drill Manual**

**Addendum 1002 -- Equipment and Clothing Listing**

Note: Addendums and any associated revisions are controlled independent of this document.