

BYLAWS

DEPARTMENT OF FLORIDA

June 2012



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BY- LAW APPROVAL  
BY-LAW REVISION June 2012

## ARTICLES OF INCORPORATION

These Articles of Incorporation were signed 11 August, 1948 for the purpose of forming a non-profit corporation pursuant to the provisions of Act 162, Public Acts of 1982.

- FIRST: The name of the corporation is "Department of Florida, Marine Corps League Auxiliary, Incorporated."
- SECOND: The term for which it is organized shall be perpetual.
- THIRD: The purposes for which the corporation is organized are as follows:
- 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 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 service and those who have returned to civilian life.
  - h. to aid Marines as well as their widows and orphans.
  - i. to perpetuate the history of the United States Marine Corps by fitting acts and to observe the anniversaries of historical occasions of particular interest to Marines.
- FOURTH: Membership in this corporation shall be open only to the Wives, Widows, Mothers, Grandmothers, Stepmothers, Aunts, Sisters, Daughters, Granddaughters, Stepdaughters (not less than sixteen (16) years of age) and Daughters-in-law of a Marine or FMF Corpsmen eligible to belong to the Marine Corps League, Inc. and Women Marines, Former, Active and Reserves, and Associate Members.
- FIFTH: Said Corporation is to be financed under the following general plan: Membership dues assessed annually, and receive contributions of money or property to be devoted to carrying out the purposes of the organization.
- SIXTH: These Articles of Incorporation and the following Department of Florida By-Laws will in no way Conflict with the Marine Corps League Auxiliary National By-Laws.

These Articles of Incorporation were filed 28 AUGUST 1948

Corporation Identification # 59-3602917

PREAMBLE

In the name of the Beneficent God of all, we the Wives, Widows, Mothers, Grandmothers, Sisters, Daughters, Granddaughters, Stepmothers, Stepdaughters, Daughters-in-Law, Aunts, Nieces, Mothers-in-Law and Sister-in-Law Of men and women, who have honorably served, or are now Honorably serving our Country in the United States Marine Corps, or a FMF Corpsman Units in excess of ninety (90) days and earned the Marine Corps Device or Warfare Device worn on the Service Ribbon authorized for FMF Corpsmen, and Women Marines (former, active and reserves), and Associate Members for the common good of this Nation, and all the nations and people of our World, and in order that the fundamental Rights and freedom of every person may be preserved, to foster interest in the affairs of The United States Marine Corps and the Marine Corps League, Incorporated, to protect And advance the welfare of wounded and disabled Marines and their dependents, and for The further purposes set forth hereinafter, due solemnly and firmly associate ourselves Together in a non- profit corporation known as the "Marine Corps League Auxiliary" and Ordain and establish these By-laws under authority to a Charter duly granted by the National Headquarters of the Marine Corps League Incorporated.

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BY-LAWS  
DEPARTMENT OF FLORIDA  
MARINE CORPS LEAGUE AUXILIARY

Article One

GENERAL

Section I - The name of the Organization shall be known as the Department of Florida , Marine Corps League Auxiliary, Incorporated.

Section 2 - The salute of the Department shall be raising the right hand to the corner of eyebrow, fingers straight - thumb alongside of index finger when in full uniform. When wearing the Auxiliary cover only or with proper street dress, raise right hand over the heart.

Section 3 - The slogan of the Department shall be "Semper Fidelis"

Section 4 - The Colors of the Department are BLUE and GOLD.

Section 5 - The Motto of the Department is "Auxiliary of Service".

Section 6 - The Flower of the Marine Corps League Auxiliary is the Orange Blossom.

Section 7 - PURPOSE

a. The purpose of the Department of Florida is to promote an interest in the Marine Corps League Auxiliary.

b. To assist in the forming of new Units. (See National-By-Laws, MCLA., Article -Seven-Section 700 - Charters).

c. To act as a mediator in the transaction of business for the Units of Florida with any problem or need for advice not obtainable in their Unit.

Article Two

MEETINGS

Section I – The Department of Florida shall hold one Spring Conference, one Fall Conference and one State Convention at the date to be set by Invitation of the Marine Corps League, Dept. of Florida.

Section 2 – Staff meetings may be called by the Department President, or any elected officer (in order of protocol) performing her duties, with no less than thirty (30) days written notice to the membership.

- Section 3 - Any member in good standing, wishing to speak on the **floor on any given** subject, must rise, be recognized by the President. Upon recognition she may speak twice on any one subject, for a limit of three (3) minutes each time.
- Section 4 - All subjects must pertain to Auxiliary business.
- Section 5 - The membership in attendance - with a **majority** vote will decide any issue at large.

### Article Three

#### REVENUE

- Section-I - DUES - The revenue from the Department of Florida shall be derived from an annual per capita tax (dues) and other sources as designated. The fiscal year is from September 1 to August 31. Per capita tax to be mailed to the Department Treasurer immediately upon receipt of same from members.
- Section 2 - REGISTRATION FEE – See Department Administrative Procedures for current fees.
- a. The registration fee will be split with the hosting Unit. If no hosting Unit exists, then the Department of Florida shall retain all fees.
  - b. Registration desk will be set up by the Department of Florida MCLA, appointed by the Department President, should no hosting Unit exist.
- Section 3 - FUNDRAISERS – The Department of Florida Ways and Means Committee Chairperson shall be the Senior Vice President, with a Committee of three (3).
- a. The Ways & Means Chairperson shall decide an appropriate project to replenish the Department Treasury at Department conferences (2) and Department Convention.
  - b. The revenue realized shall be placed in the general account for use of Veterans and related Auxiliary programs.
  - c. Unit sales, *with 30-day advance approval of the Board of Trustees*, at the state convention and conferences, will give 10% of the proceeds to the Dept. of Florida

### Article Four

#### BONDS

- Section I - All Department Officers handling Department monies shall be bonded. The Department President and the Department Treasurer are covered under a "blanket" bond held in National Headquarters. The bonding of additional Department Officers, when necessary shall be arranged by the Department, at the expense of the Department.
- a. The monies for bonding are to be sent through the Department Treasurer and are to reach National Headquarters by August 31.

Article Five

AUDITING

Section I -

The Treasurer's books shall be audited at the Department of Florida Convention and at the two conferences. The results of the audits are to be recorded in the minutes of the correlated meetings.

Section 2 –

The Treasurer shall give a written report of income and expenses of Treasury funds to the membership at each meeting.

Section 3 -

The Department Treasurer shall balance her books by May 31<sup>st</sup> and have ready for audit at the Department Convention. The books shall be turned over to her successor after receiving the last bank statement and no later than July 15.

Article Six

DISBURSEMENTS

Section I - PRESIDENT

A. EXPENSES FOR DEPARTMENT MEETINGS

- a. The Department President, or in her absence the elected officer according to protocol, performing her duties, shall attend two (2) Conferences and the Department Convention and will receive reimbursement after attending each conference and the Department Convention. See Department Administrative Procedures for current amounts.
- b. The Hosting Unit (or Detachment) shall be responsible for a room and registration fee.
- c. Should the Department host these above named functions, the Department Auxiliary shall then accept the responsibility of paying for room and registration.

B. PAST PRESIDENT PIN

The Past President's Pin shall be purchased and presented to the retiring President of the Department of Florida, providing she has served in that elected office from installation to installation

Section 2 - SECRETARY - TREASURER

The Department Secretary and Department Treasurer, each, shall receive reimbursement after attending and performing her duties for each Conference and the Department Convention. See Dept. Administrative Procedures for current amounts.

- a. An appointed substitute for either position at either meeting will be paid.

Section 3 – CHAPLAIN

The Chaplain, or appointed substitute, will be reimbursed for monies spent while performing her duties in relationship to cards and postage.



Article Seven

DEPARTMENT FUNDS

Section I - All funds, belonging to the Department of Florida - MCLA, shall be deposited in the bank in the name of Department of Florida - Marine Corps League Auxiliary and not in the name of an individual.

Article Eight

POWERS

Section I - Between Department Conventions, the Department shall be governed by the Department President and her elected staff, (Board of Trustees), subordinate to the National Convention and the by-laws of that body.

Article Nine

CANDIDATES FOR OFFICE

Section I - The Department of Florida shall have as its Board of Trustees a President, Senior Vice President, Junior Vice President, Judge Advocate and Junior Past President.

Section 2 – Candidates for elected Department office must be members in good standing and be present at time of nomination and election. In extenuating circumstances, a letter in advance will be accepted. Said candidate should also have served in an elected capacity at the unit level.

Article Ten

ELECTIONS

Section 1- Department of Florida elections shall be held at the state convention.

Section 2 - VOTING shall be in compliance of National By-Laws section 105 (Delegates) and Section 110 (Voting).

Article Eleven

INSTALLATIONS

Section I - DEPARTMENT: Installing Officer for the Department shall be any current elected or Past National Officer; or Past Department President.

a. The standard report of Officers and Installation of Department officers must be filed with National Headquarters NOT LATER THAN July 31.

Section 2 - UNIT: Installing Officer for any unit in the Department of Florida shall be any current elected or Past National Officer; Department President; any current elected Department Officer or a Past Unit President.

a. Each Unit shall hold an ANNUAL ELECTION of Officers after September 1 and no later than May 15.

b. Units will send the Department President the date, place and time of their meetings for the President's information.

c. The standard report of Officers and Installation of Unit Officers must be filed with the Department immediately following Installation ceremony.

#### Article Twelve

##### QUORUM

Section I – The presence of a majority of the Department Board of Trustees shall constitute a quorum for the transaction of business.

#### Article Thirteen

##### FILES

Section I - Files shall be kept for five (5) years, past four (4) and current year. All legal records to be retained in Secretary's file. Oldest file to be destroyed each year. All membership applications are to be retained in Treasurer's file NEVER TO BE DESTROYED.

#### Article Fourteen

##### AMENDMENTS

Section I - These By-laws may be revised, amended or repealed by a majority vote of the properly registered and approved DELEGATES at Department Convention. The proposed revision, amendment or repeal is to be submitted in typewritten form in the exact intended wording to the Department Judge Advocate NO LESS THAN ninety (90) days prior to the opening of Department Convention. In the interim, all by-law amendments will be sent to all Department staff members (elected and appointed) and all Units. The Judge Advocate will review and present the proposals to the Convention Body for acceptance or rejection.

Section 2 - The By-laws may be revised, amended or repealed by a majority vote every year at Department Convention.

## Marine Corps League Auxiliary

### Duties Of Offices

#### PRESIDENT:

Follows the Ritual Book and presides at all meetings. Observes the National Charter, By-laws and Administrative Procedures. Seeks advice of the Board of Trustees calling meetings as needed. Keeps a log of Department of Florida Reports as well as any reports she may have written during her tenure. Records should be kept for four (4) years, plus the current year for a total of five (5) years. Coordinates activities and events when needed with the **Department Commandant**.

#### SENIOR VICE PRESIDENT:

Gives every assistance to the President and conducts meeting in her absence. She will also serve as the Ways and Means Chairperson.

#### JUNIOR VICE PRESIDENT:

Acts as Membership Chairperson. Creates programs and incentives that will provide growth of membership. In absence of President and Senior Vice President, she will perform the duties of that office.

#### JUDGE ADVOCATE:

She shall advise, construe, counsel and render opinion of law and procedure to the President when requested to do so. Should any doubt arise on a question of law or procedure on a Unit level, the Unit Judge Advocate should request an opinion from the Department Judge Advocate.

#### JUNIOR PAST PRESIDENT:

As outgoing President, serves as member of the Board of Trustees for one (1) year. Contributes generously and impartially from past experiences. Turns all property entrusted to her over to proper authority at the close of her term of office.

#### BOARD OF TRUSTEES:

Consists of the elected Officers and the current Junior Past President

#### TREASURER:

Alphabetizes the transmittals. Computes bonding information. Sends out Renewals, the transmittals along with check to cover Department and National dues, initiation fees, arrears dues if any, to the National office in the allotted time. Keeps records in a permanent book, which should be available **for auditing and historical** purposes. May complete and mail the National Credential/ Delegate Form. Retains all applications in a permanent file.

## DUTIES OF OFFICES

### SECRETARY:

Records minutes of the meetings, which are read at the next meeting for correction and/or approval, in a bound book. Reads all pertinent correspondence & keeps on file. This office may be combined with the office of Treasurer.

### CHAPLAIN:

At meetings, opens the Bible (23rd Psalm) and closes. Gives the opening and closing prayer according to the Ritual, sends names of deceased members to the National Chaplain, National Headquarters and appropriate National division Vice President.

### CAPTAIN OF GUARD:

Advances and posts colors as directed by the President. Answers roll call of all officers. Keeps attendance record. Verifies credentials of members by current membership card and/or delegate badge. Admits guest and waiting **members**. Announces guest and presents them to the President. Escorts guest to and from the podium. Assists in initiations, installations and memorial services.

### HISTORIAN:

Assemble and maintain a record of the Department of Florida MCLA achievements in a bound book and instruct Unit historians.

### COMMITTEES:

Refer to National By-Laws and enclosures for forms and instructions.

## WE ARE NON-SECRETARIAN, NON-POLITICAL AND NON-PARTISAN


This is a brief description of duties. Please refer to *the* Marine Corps League Auxiliary Administrative Procedures, By-Laws, Enclosures, Ritual Book and Protocol for details.

BY-LAW APPROVAL

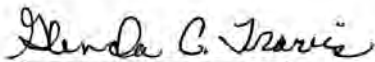
These By-Laws were presented and approved by majority vote by the elected  
And qualified delegates to the Department of Florida Marine Corps League  
Auxiliary Convention in June, 2004.

APPROVED:

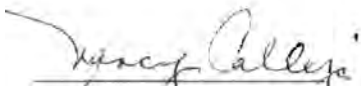
  
PATRICIA CAMARA, PRESIDENT


  
LOIS STRUTHERS, JUDGE ADVOCATE

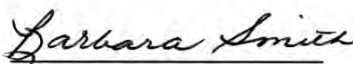
BY-LAW COMMITTEE

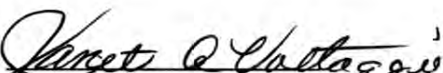
  
GLENDA TRAVIS, SR. VP  
CHAIRPERSON

  
JOAN GALLAGHER, JR. VP

  
NANCY CALLEJA  
GEN. VANDEGRIFT UNIT

  
FRANCES GRAY  
GEN. VANDEGRIFT UNIT

  
BARBARA SMITH  
SPRING HILL UNIT

  
JANET VOLTAGGIO  
SPRING HILL UNIT

**BY LAW APPROVAL**

These Bylaws were presented and approved by a majority vote by the elected and qualified delegates to the Department of Florida MCLA Convention in June, 2004.

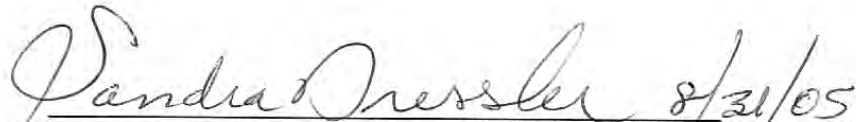
APPROVED

PATRICIA CAMARA, PRESIDENT, DEPT. OF FLORIDA

LOIS STRUTHERS-PAYNE, JUDGE ADVOCATE, DEPT. OF FL

These Bylaws are presented and approved by the National Marine Corps League Auxiliary, 2005

APPROVED:

 *Sandra Dressler 8/31/05*

SANDRA DRESSLER

NATIONAL JUDGE ADVOCATE  
MARINE CORPS LEAGUE AUXILIARY

## **Administrative Procedure**

### **(A)Appointed Officers, Committees:**

#### **(1) Convention/Conference Representative**

**The Auxiliary shall appoint a Convention/Conference Committee Representative as a liaison to the League:**

- a. Will be appointed by the Department President, with the advice and consent of the Board of Trustees, at the Department Convention**
- b. Term will be for one(1) year**
- c. Representative will liaise between the Hosting Detachment/Unit and the Department to meet the needs of the Auxiliary**

#### **(2) Scholarship Representative**

**The Auxiliary shall appoint a Scholarship Representative, as a liaison to the League.**

- a. Will be appointed by the Department President, with the advice and consent of the Board of Trustees, at the Department Convention.**
- b. Term will be for one (1) year.**
- c. Representative will liaise between the Department Scholarship Committee of the MCL.**

## **Standing Rules**

- 1. Auxiliary shall adopt an operating budget at each Convention for the insuring year.**
- 2. Application for Member of the year Award will be posted on the Department web site.**
- 3. Katie Reed Award will be awarded at the Department Convention.**



**By- Laws Certification:**

This is to certify that the amendments to the By-Laws of the Department of Florida, Marine Corps League Auxiliary were submitted to the National Judge Advocate, Marine Corps League Auxiliary for approval and were adopted by a majority vote of members in good standing at June 2012 Convention.

*Patricia M. Skelding*

Patricia Skelding  
Department of Florida, President

6/16/2012

Date

*Evelyn B. Joppa*

Evelyn B. Joppa  
Department of Florida, Judge Advocate

6/16/2012

Date

*Karen Aune*

Karen Aune  
National Judge Advocate

8/1/12

Date





## DEPARTMENT OF FLORIDA

### Auxiliary Member of the Year Award

The Auxiliary Member of the Year Award is the highest honor that can be bestowed upon a **regular** member of the MCL Auxiliary. The candidates for this award are nominated by the people who know them best; the members of their unit.

The award shall be presented to a **REGULAR MEMBER IN GOOD STANDING of the Dept. of Florida MCL Auxiliary** who has rendered service(s) and/or performed a deed(s) above and beyond the duties and obligations required of a member of the Dept. of Florida Auxiliary.

Said award is to be presented annually at the Dept. of Florida MCL/MCLA June Convention.



#### Nomination Instructions

Letters of nomination must originate at the UNIT LEVEL. No individual, nor any subsidiary unit of the Auxiliary (i.e. Fleas), shall submit a letter of nomination. All letters of nomination shall include a letter signed by the Unit President and the Secretary stating that the nominee for the Auxiliary Member of the Year Award was approved at a regular meeting of the unit by a majority vote. **ONLY ONE NOMINATION PER UNIT PER YEAR.**

In the event a nominee is the President, the letter of nomination is to be signed by the Sr. Vice President and Secretary. In the event a nominee is the Secretary, the letter of nomination shall be signed by the President and Sr. Vice President.

Each nomination submitted shall be placed in a sealed envelope identified as "Nomination, Dept. of Florida Marine Corps League Auxiliary Member of the Year". This envelope shall then be placed in another envelope and mailed, **certified/return receipt requested** to:

\*\*Chairperson,  
Dept. of Florida Marine Corps League Auxiliary Member of the Year Society

Please be certain the nomination is **POST MARKED NO LATER THAN 15 MAY** preceding the Department Convention at which the nominee is judged.

**\*\*Special Note:** The first year of this award the Selection Committee will be chaired by the Department President and consist of her elected officers and the Jr. Past Department President. The annual recipient of the award is to become the chairperson of the Selection Committee for the coming year with a Department Officer of lesser rank dropped off until a minimum of five honorees are available to serve on the Selection Committee. Eventually, the Selection Committee members will be all recipients of this Award.





Department of Florida  
Auxiliary Member of the Year Award  
Nomination Form

Date: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Unit Name: \_\_\_\_\_

**Certification:**

The above named nominee for the Department of Florida Auxiliary Member of the Year Award was approved by the Unit by a majority vote.

Signature of President: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Please refer to Nomination Instructions on previous page for additional information. **NOMINATION MUST BE POST MARKED NO LATER THAN 15 MAY.**

Type or print reason(s) for selection of this nominee; if more space is needed use back or add another sheet.

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Make two copies of the completed nomination form.

Put one copy into an envelope marked "AUXILIARY MEMBER OF THE YEAR NOMINATION" and then put that envelope into an envelope addressed to:

PRESIDENT, MEMBER OF THE YEAR SOCIETY

THIS MUST BE MAILED CERTIFIED, RETURN RECEIPT REQUESTED AND POSTMARKED NO LATER THEN MAY 15 of the current year.