

**BYLAWS  
MARINE CORPS LEAGUE  
DEPARTMENT OF PENNSYLVANIA**

**ARTICLE ONE  
DEPARTMENT CONVENTION**

**SECTION 100 - AUTHORITY** - The Supreme legislative and policy making power of the Department of Pennsylvania, shall be vested in a Department Convention composed of the properly elected, registered, and approved Delegates in good standing.

**SECTION 101 - CREDENTIALS, DELEGATES, ALTERNATES**

- (a) Delegates, Alternates, and Members desiring to attend business sessions of a Convention must possess a paid up membership card, plus properly executed and signed credentials, and must be registered with and approved by the Convention Credentials Committee.
- (b) Delegates and Alternates to the Convention shall be determined on the basis of Detachment strength, reported to and on record with the Department Paymaster by thirty (30) days preceding each Convention. The allowable representation shall be one (1) Delegate and one Alternate for each block of ten (10) members and/or major portion thereof each Detachment's strength. Also one (1) Delegate and one (1) Alternate for the Detachment Charter.

**SECTION 110 - VOTING**

- (a) The majority of those Delegates present and voting will carry any measure or decide any issue, except as otherwise provided in these Bylaws.
- (b) Each Delegate complying with Section 101 of these Bylaws and Section 220 of the Administrative Procedures shall be entitled to one (1) vote. Such Delegate or Alternate in the absence of a Delegate present at the time of voting, may on behalf of registered and approved absent Delegates, cast the vote of the Detachment's full Delegate strength.
- (c) A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates, except as provided for in (e).
- (d) A Detachment Commandant, being a registered and approved Delegate, or his registered and approved designee, in the Detachment Commandant's absence, may cast the full Delegate strength of the Detachment subject to the will of and in the manner specified by the registered and approved Delegates present from that Detachment.
- (e) In the event of a Challenge of the stated vote of any Detachment by a registered and approved Delegate from that Detachment, the Roll of Delegates of that Detachment shall be called, and the Detachment Delegate shall rise and be identified as an approved Delegate before casting the Detachment vote.

**SECTION 115 - ELECTIVE OFFICERS**

The Department Officers to be elected by each Convention shall be Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate.

**SECTION 120 - NOMINATIONS**

- (a) All nominations for elective office shall be made from the floor not later than the day

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preceding the day upon which elections are to be held.

- (b) Nominees must be members in good standing of the Department of Pennsylvania, Marine Corps League, and as each is placed in nomination, must arise and state that if elected, the nominee will accept the office and serve loyally and faithfully during the term to which elected. Absentee nominees will be allowed provided a letter of acceptance has been received by the Department Commandant prior to the start of Nominations.
- (c) Districts shall caucus immediately after the election of officers and select their nominee, presenting the name of the nominee when District Vice Commandants nominations are called for. Such nominee must be on the floor at the time of nomination, and must be a member in good standing of the District. Absentee nominees will be allowed provided a letter of acceptance has been received by the Department Commandant prior to the start of Nominations.

**SECTION 125 - ELECTIONS**

- (a) The election and installation of Officers shall be the last order of business of the Convention. The election of Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate, shall be by Roll Call vote properly recorded. The election of District Vice Commandants, shall be by acclamation.
- (b) Two (2) Past Department of Pennsylvania Commandants present shall act as Judge and Teller.
- (c) The chair having called for "Election of Officers", matters NOT related to this Order of Business, shall NOT be permitted to interfere, nor shall any Delegate be permitted to leave the Convention Hall until the election is concluded.

**SECTION 130 - TERM OF OFFICE** - All officers shall be elected for one (1) year, and may succeed themselves in office if re-elected by the Delegates, except for the office of Commandant, which officer may be re-elected for only one additional consecutive term.

**SECTION 135 - QUORUM** - The minimum number required to transact the regular and legal business of a Convention shall be the majority of registered Delegates who are present at the Convention.

**SECTION 140 - RIGHT TO SPEAK** - All registered and approved Delegates shall have the right to speak on the Convention Floor on any matter or question before the Convention. Members may be granted the Floor by the Chair as and when appropriate.

**ARTICLE TWO  
BOARD OF TRUSTEES**

**SECTION 200 - COMPOSITION** - The Board of Trustees shall consist of the elected Department Officers, Junior Past Commandant, and the Vice Commandant of each District.

**SECTION 205 - POWERS** - Complying with the provisions of the Congressional Charter, the National Bylaws and Administrative Procedures, these Bylaws and Administrative Procedures, the Powers and Authority of the Department Board of Trustees between Conventions shall be:

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- (a) to employ and terminate employment of such employees as are necessary and advisable, determine their duties and fix their compensation;
- (b) to suspend or remove from office for cause any Department or Detachment Officer, and to suspend or expel any member for cause in accordance with National By-laws Section 630 and Chapter 9 of the National Administrative Procedures;
- (c) to exercise such other powers and to do such other things as are compatible with these Bylaws in the best interest of the Marine Corps League, and to exercise executive power between Conventions.

**SECTION 210 - DUTIES OF TRUSTEES** - In addition to the specific duties of the individual Trustees, as hereinafter stated, it shall be the duty of each Trustee to acquire a working knowledge of the National Bylaws and Administrative Procedures of the Marine Corps League and these Bylaws and Administrative Procedures. The specific duties of the Members of the Board of Trustees shall be:

- (a) **COMMANDANT** shall preside at all sessions of the Convention and at all meetings of the Board of Trustees. The Commandant shall, with the Board, have direction and control of the executive and administrative affairs of the Department of Pennsylvania, Marine Corps League, between Conventions. In addition the Commandant shall:
  - (1) observe and enforce the observance of the Congressional Charter, the National Bylaws and Administrative Procedures;
  - (2) direct to all Officers and Members such orders as are not in conflict with the National and these Bylaws and Administrative Procedures and are necessary for the proper conduct of business;
  - (3) call such meetings of the Board as are required by these Bylaws and Administrative Procedures and are necessary;
  - (4) seek the advice of the Department Board of Trustees;
  - (5) in equal parts with the Department Senior Vice Commandant and/or the Department Paymaster, have custody of all funds and property of the Department subject to the supervision of the Board of Trustees;
  - (6) with the advice and consent of the Board of Trustees, appoint the following Staff Officers:
    - a) Chief of Staff
    - b) Sergeant-at-Arms
    - c) Aides-to-Commandant
    - d) Legislative Officer
    - e) Americanism Committee Chair
    - f) Samuel Nicholas Memorial Committee Chair and at least three members of the committee.
    - g) Service and Rehabilitation Officer
    - h) V.A.V.S. Committee Chair
    - i) Historian
    - j) Liaison to the First and Fourth Marine Corps Districts

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- k) Public Affairs Officer
  - l) Liaison to the Marine Corps League Auxiliary of PA
  - m) Liaison to Women Marine Association
  - n) Scholarship Committee Chair
  - o) Quartermaster
  - p) Convention Committee Chair
  - q) Department Adjutant
  - r) Department Paymaster
  - s) Department Chaplain
- (7) with the advice and consent of the Board, appoint such other Standing Committees as are deemed necessary and designate the Committee Chair;
- (8) in conjunction with the Paymaster approve or disapprove all disbursement of Funds;
- (9) represent the Department at all social functions and ceremonies in such a manner as will enhance the dignity, honor and prestige of this Organization;
- (10) be a Delegate to the Pennsylvania War Veterans Council and represent the Marine Corps League at such meetings of the Council, wherein possible;
- (11) represent the Department or designate in writing an alternate to represent the Department at the meetings of the Pennsylvania Veterans Commission;
- (12) perform such other duties as are directed from time to time;
- (13) within 15 days after receiving the names of all the required Assistants, with the advice and consent by majority vote of the Board, approve or disapprove the appointments of the Assistants submitted by the Judge Advocate, Adjutant, Paymaster, and Chaplain. In the event an Assistant is disapproved, the Commandant shall immediately instruct the Officer who submitted the original name to re-submit another name within 15 days and the preceding approval process shall begin again until an appointment is made.
- (b) **DEPARTMENT SENIOR VICE COMMANDANT** shall give every assistance to the Commandant and, during the absence or illness of the Commandant, perform the duties of that Office. The Department Senior Vice Commandant shall supervise all District Vice Commandants, vigorously pursue the enrollment of all eligible Marines with the Department of Pennsylvania and perform such other duties as may be assigned by the Commandant.
- (c) **DEPARTMENT JUNIOR VICE COMMANDANT** shall in the absence or illness of the Commandant and the Senior Vice Commandant, perform the duties of that Office. The Department Junior Vice Commandant shall supervise the ways and means of the Department and perform such other duties as may be assigned by the Commandant.
- (d) **DEPARTMENT JUDGE ADVOCATE** shall:
- (1) interpret the Department Bylaws and Administrative Procedures and shall advise, construe, counsel and render opinions on questions of League Law and Procedure to the Commandant & Board of Trustees during conventions and board meetings and further render rulings to Detachments when requested to do so in the manner

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outlined in Section 210 (d) of the National Bylaws, providing copies of such rulings to the Department Adjutant for appropriate distribution;

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

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(e) **VICE COMMANDANTS OF DISTRICTS** shall:

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

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

- (3) appoint no greater than one Assistant District Vice Commandant and assign related duties. The Assistant District Vice Commandant may cast the District Vice Commandant's vote in the absence of that officer; the District Vice Commandant may appoint additional support staff as required to meet the District's goals and objectives.

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- (4) recommend to the Board of Trustees one (1) member from the District Vice Commandant's respective District to serve on the Scholarship Program Committee for a period of one year.

- (5) appoint no greater than one Assistant District Vice Commandant and assign related duties. The Assistant District Vice Commandant may cast the District Vice Commandant's vote in the absence of that officer; the District Vice Commandant may appoint additional support staff as required to meet the District's goals and objectives.

- (6) recommend to the Board of Trustees one (1) member from the District Vice Commandant's respective District to serve on the Scholarship Program Committee for a period of one year.

- (f) **JUNIOR PAST COMMANDANT** shall be a full voting member of the Board, contributing generously and impartially from past experience to the best interest of the Department of Pennsylvania.

**SECTION 215 - VACANCY** - The order of succession to the office of Commandant shall be Senior Vice Commandant, Junior Vice Commandant. In the event of other vacancies, the Commandant, with the advice and consent of the Board, shall appoint a successor to serve until the next Convention.

**SECTION 220 - BOARD MEETINGS** - The Board shall meet at least three (3) times during each year and additionally at the call of the Commandant. The conduct of business at all Board Meetings shall be governed by these Bylaws, Administrative Procedures and the latest edition of Roberts Rules of Order Revised.

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**SECTION 225 - QUORUM** - The presence of a majority of the Board members shall constitute a quorum for the transaction of business.

**SECTION 230 - VOTING** - Each Board Member shall have one (1) vote. There shall be NO proxy voting.

**SECTION 235 - CONDUCT OF BUSINESS** - The Board of Trustees may conduct business between Conventions at any regular or special meeting, or by first-class or electronic mail sent by the Adjutant.

**SECTION 240 - EXPENSES** - The Department may reimburse the Board Members actual expenses incurred, provided funds are available and budgeted.

**ARTICLE THREE**  
**STAFF**

**SECTION 300 - COMPOSITION** - The Staff shall be composed of the Board of Trustees and all appointed Officers and all Committee Chairmen; the appointed Officers and the Committee Chairmen and the Past Commandants, being identified collectively as Staff Officers and individually as a Staff Officer.

**SECTION 305 - POWERS** - The power and authority of the Staff shall be the same as that of the Board of Trustees, except that Staff Officers and the Past Department Commandants shall have no vote and shall not be considered in determining a quorum for Board of Trustees Meetings.

**SECTION 310 - DUTIES OF STAFF OFFICERS** - The Staff officers shall acquire a working knowledge of the National and Department Bylaws and Administrative Procedures and shall act as assistants to the Board with individual specific duties.

- (a) **CHIEF OF STAFF** shall perform as a Staff Officer, coordinating staff functions and planning for the Commandant and assuming other administrative tasks as assigned by the Commandant.
- (b) **SERGEANT-AT-ARMS** shall preserve order at Conventions and Staff Meetings and perform such other duties as are required by the Commandant. The Sergeant-at-Arms is empowered to deputize such Deputy Sergeants-at-Arms as may be necessary for the proper performance of his duties.
- (c) **AIDES-TO-COMMANDANT** shall assure that Quarters, Meeting Facilities and Materials are available for the performance of the Commandant Activities.
- (d) **LEGISLATIVE OFFICER** shall maintain contact with the Commonwealth Legislature and the National Legislative Officer on all matters affecting the welfare of Marines and Veterans. Keep the Department Staff informed and submit appropriate reports.
- (e) **AMERICANISM CHAIRMAN** shall formulate and execute a Program to effectuate the purposes of the Marine Corps League.
- (f) **DEPUTY DIRECTOR YOUNG MARINES** shall coordinate and supervise all activity within the Young Marine Units of the Department and such other duties which

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may be outlined in the Young Marine directives.

- (g) **SERVICE & REHABILITATION OFFICER** shall assist members in matters concerning Veterans Benefits.
- (h) **DEPARTMENT V.A.V.S. REPRESENTATIVE** shall be governed by the duties outlined in Section 310, paragraph (q), of the National Bylaws sections which apply to the Department Representative.
- (i) **HISTORIAN** shall assemble and maintain a record of Department History and Achievements.
- (j) **FIRST AND FOURTH MARINE DISTRICT LIAISONS** shall be the liaison with the First and Fourth Marine Corps Recruiting District representatives currently located at New Cumberland, PA.
- (k) **PUBLIC AFFAIRS OFFICER** shall act as the Public Affairs and Press Officer for the Department and perform such other duties as are assigned by the Commandant.
- (l) **LIAISON OFFICERS** shall maintain close contact with and promote coordination between the organization to which they are assigned and the Department of Pennsylvania, Marine Corps League.

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- (m) **CHAIR SCHOLARSHIP COMMITTEE** shall
  - (1) notify the Convention body of the procedure for applying for a Department Scholarship;
  - (2) distribute all scholarship applications to applicants who are recommended in the procedure in DAP Section 640;
  - (3) compile a packet on each applicant and
  - (4) notify the Marine Corps League of Pennsylvania Foundation of the names of applicants who have been awarded Scholarships.
- (n) **DEPARTMENT QUARTERMASTER** shall maintain adequate quantities of merchandise, for resale, and display same as often as practical. Reordering of merchandise shall be directed to National Headquarters M.C.L. as much as possible. Upon receipt of merchandise, certify the invoice and forward same to the Department Paymaster for payment. Turn over to the Department Paymaster all receipts from sales and maintain adequate records to allow proper audits of the merchandising efforts.

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(o) **ARMORER**

The U. S. Army owns all ceremonial rifles [rifles] which the Army Donations Program [Army] has issued to qualified detachments in the Department of Pennsylvania. The terms under which the rifles have been issued are contained in the Conditional Deed of Gift Ceremonial Rifles [Agreement] signed by each detachment. The Armorer shall:

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- (1) Liaison with Army. Maintain liaison with the Army and have knowledge of the procedure by which the Army issues ceremonial rifles to a detachment and the detachment returns ceremonial rifles to the Army. He shall recorded the procedure in an SOP;

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- (2) Records. Maintain in Department records (A) a copy of each Detachment agreement with the Army for rifles issued to the detachment and (B) notation of the location of each rifle;
  - (3) Biennial Review of Records. During each two (2) year period personally contact each Detachment to confirm the location of the Detachment's rifles as follows: (A) Even years: the first half of the lineal list of detachments; and (B) Odd years: the second half of the lineal list of detachments;
  - (4) Department Armory. Store in the Department Armory all rifles (A) secured during the deactivation of a detachment or (B) voluntarily turned in to the Department by a detachment. The Armory shall maintain the federal license required to store firearms; and
  - (5) Return rifles. Assist the Detachment to return to the Army all ceremonial rifles secured during (A) the deactivation of a detachment or (B) voluntarily surrendered.
- (p) **DEPARTMENT ADJUTANT** shall:
- (1) cause to be kept the minutes of all Conventions, all Board Meetings, and perform such other duties as are usually assigned to recording secretaries;
  - (2) make available to each Detachment within sixty (60) days following each Convention a brief summary of the minutes showing actions and decisions affecting Bylaws, Administrative Procedures, policy and administration;
  - (3) make available to each Detachment Judge Advocate the rulings of the Department Judge Advocate filed with Department Adjutant;
  - (4) serve as direct liaison between the Board and all Committees;
  - (5) receive and review all Committee reports, prepare them in report form, and forward them to the Board for consideration bringing all recommendations of Committees to the attention of the Board of Trustees;
  - (6) keep the Board informed of the progress of Committees;
  - (7) with the Department Commandant, cause to be prepared and transmitted to the National Commandant, Marine Corps League, on or before the first day of August in each year, a report of the proceedings and activities of the Department Convention;
  - (8) perform such other duties as may be assigned by the Commandant;
  - (9) surrender all books, records and other property of the Department, with which the office is charged, to the duly appointed and qualified successor;
  - (10) to be a Delegate to the Pennsylvania War Veterans Council and represent the Department at such meetings;
  - (11) submit to the Commandant of the Department of Pennsylvania, within 15 days after installation, the name of a member in good standing of the Department of Pennsylvania, who will assist the Adjutant in the performance of the above duties and only in the absence or incapacitation of the Adjutant actually perform the duties

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of the Adjutant.

(q) **DEPARTMENT PAYMASTER** shall:

- (1) administer the allocation of funds of the Department as authorized by the budget approved at the Department Convention;
- (2) assure that all funds received by the Department are deposited in a bank approved by the Board of Trustees;
- (3) be responsible for disbursing all funds of the Department. All Department funds in excess of the current year approved budget may be deposited in the interest- bearing, demand deposit account or invested appropriately;
- (4) at the opening of each Convention acquaint the Credentials Committee with any indebtedness of any Detachment;
- (5) not make or permit to be made any expenditure of the Department funds in excess of those specifically provided by the Annual Budget adopted by each Convention, but shall refer such proposed excessive expenditure to the attention of the Board. If such proposed expenditures of the Department funds are approved by a two-thirds (2/3rds) vote of the full membership of the Board, such expenditures may be made;
- (6) report to the Board of Trustees any officer or member making expenditures in violation of section 210(f)(5). Such member shall be subject to disciplinary action in accordance with the provisions of these Bylaws;
- (7) keep all proper and necessary books including a correct record of all membership accounts;
- (8) close the books for the collection of dues and for the determination of voting rights thirty (30) days prior to each Convention;
- (9) provide the Credentials Committee with a complete record of all Detachment's Delegate strength allowed on the basis of each Detachments' membership strength as shown by transmittals on file and those Detachments with less than fifteen (15) members;
- (10) keep all monies designated for the Department of Pennsylvania Scholarship Memorial Fund in a separate account from the General Fund after accumulating a minimum of \$2,500.00;
- (11) place all monies contributed to the Department of Pennsylvania "Memorial Scholarship" category of the Department of Pennsylvania Scholarship program into a specific investment accounts that is appropriately identified;
- (12) issue checks to all successful scholarship applicants after being notified by the Chairman of the Scholarship program that all requirements have been met and report at each annual Convention of the Department of Pennsylvania, assets of the permanent "Memorial Scholarship" fund;
- (13) submit to the Commandant of the Department of Pennsylvania, within 15 days after installation, the name of a member in good standing of the Department of

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Pennsylvania, who will assist the Paymaster in the performance of the above duties and only in the absence or incapacitation of the Paymaster actually perform the duties of the Paymaster.

(r) **CHAPLAIN** shall:

- (1) perform such duties of a spiritual nature as are customarily performed by members of the clergy and as are required by the Bylaws, Administrative Procedures and rituals of the Marine Corps League;
- (2) submit to the Commandant of the Department of Pennsylvania, within 15 days after installation, the name of a member in good standing of the Department of Pennsylvania, who will assist the Chaplain in the performance of the above duties and only in the absence or incapacitation of the Chaplain actually perform the duties of the Chaplain.

**SECTION 315 - VACANCY** - In the event of a vacancy in any appointive office, any Committee Chairmanship or any Committee Member for any cause, the vacancy shall be filled immediately by the Commandant subject to subsequent approval by the Board.

**SECTION 320 - CONTRACTING AUTHORITY** - No Member, Officer or Committee of the Department of Pennsylvania, Marine Corps League shall enter into or sign any contract or agreement for the purpose of binding the Department without first submitting said contract or agreement to the Department Judge Advocate for consideration and recommendation to the Board. The Board thereafter, by majority vote, shall accept or reject, in whole or in part, the contract or agreement submitted to it for consideration.

**ARTICLE FOUR – DEPARTMENTS**

SEE NATIONAL BYLAWS

**ARTICLE FIVE – DETACHMENTS**

SEE NATIONAL BYLAWS

**ARTICLE SIX – MEMBERS**

SEE NATIONAL BYLAWS

**ARTICLE SEVEN – SUBSIDIARIES AND SUBORDINATE GROUPS**

SEE NATIONAL BYLAWS

**ARTICLE EIGHT  
MISCELLANEOUS**

**SECTION 800 – AMENDMENTS**

- (a) The Department Bylaws and Administrative Procedures may be revised, amended or repealed by a two thirds (2/3) vote of the properly registered and approved Delegates voting at a Department Convention, provided that the proposed revision, amendment or repeal is submitted to the Department Headquarters marked to the attention of the Department Adjutant no later than April 1st prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments

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or repeals will be in typewritten form and will be in the exact wording intended. Submission should be sent via U.S. Mail, or by other carriers, including submission via electronic media. All amendments are subject to the approval of the National Judge Advocate.

- (b) To avoid possible confusion, each submission will address only one Section. However, if the proposal incorporates a revision, amendment or repeal that will interact with any other Sections, the changed or corrected wording of those Sections may be included in the single submission.
- (c) The Department Adjutant will make available copies of each proposal, without personal comment, no later April 30 prior to the Department Convention at which the proposed amendment is to be considered.

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**SECTION 805 - EFFECTIVE DATE** - Each revision, amendment, or repeal of a provision of the Department Bylaws which is approved at a Department Convention, as outlined in Section 800, which does not provide for an effective date shall become effective upon the close of the Department Convention at which it is approved

**SECTION 810 - DEPARTMENT BYLAWS DISTRIBUTION** - Two (2) copies of the approved Department Bylaws and Administrative Procedures will be sent, without charge, to the following: Each Detachment in good standing in the Department of Pennsylvania and the National Judge Advocate. One (1) copy will be given to each elected Department of Pennsylvania Officer and to those members who have purchased a copy of the bylaws and have submitted the perpetual update form to the Department Judge Advocate. Any member may purchase additional copies of the Department Bylaws and Administrative Procedures from the Department Quartermaster for a nominal fee.

**SECTION 815 - BLANKET BOND** - See National Bylaws.

**SECTION 820 - DISSOLUTION** - Should this Organization be dissolved, all funds, property and assets of the Department of Pennsylvania, Marine Corps League shall be given to a non-profit organization as determined by the Department Board of Trustees, provided said choice is tax exempt under the provisions of the Internal Revenue Code.

**SECTION 825 - MEMBERSHIP LISTINGS** - The membership listing of the Marine Corps League of Pennsylvania is PROPRIETARY INFORMATION and under the DIRECT CONTROL of the Board of Trustees, Department of Pennsylvania, Marine Corps League.

Applicable portions of the membership listings shall be periodically provided to appropriate Detachments exclusively for internal usage in administrating membership of such applicable Detachments. The membership listing will not be sold, leased, copied, loaned, or assigned without the expressed permission, in writing, from the office of the Department Commandant upon approval of Board of Trustees of the Marine Corps League of Pennsylvania, Inc.

**SECTION 830 - VIOLATION** - Any member who violates the precepts of the National or Department Bylaws and/or Administrative Procedures of the Marine Corps League is subject to the provisions of Chapter Nine (9) grievance and discipline, as stated in the National Administrative Procedures