



**Empire State Leathernecks
Detachment #1493
Administrative Procedures**

Approved 16 May 2023



Marine Corps League
Department of New York
Office of The Judge Advocate

16 May 2023

Judge Advocate
Detachment #1493
Empire State Leathernecks
Marine Corps League
PO Box 360
Hastings-on-Hudson, NY. 10706-0360

Your Bylaws as submitted to me for review have been reviewed and found to be in accordance with National and Department Bylaws and are therefore accepted and approved as directed by Article 4 section 505 of the National Bylaws.

Please note that as New National or Department Bylaws are passed, your Bylaws should be re-examined to make use that they will still be in compliance. Remember that they may never be in conflict with either the Department or National Bylaws.

Best Regards,

Michael A. Pisciotti
Judge Advocate
Department of New York
Marine Corps League

APPROVED
16 MAY 2023
OFFICE OF THE JUDGE ADVOCATE
DEPARTMENT OF NEW YORK
MARINE CORPS LEAGUE

ONCE A MARINE, ALWAYS A MARINE!

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**Marine Corps League
Empire State Leathernecks Detachment #1493**

Administrative Procedures

ARTICLE 1

General

Section 100 -- Name:

By virtue of the Charter granted by the Marine Corps League National Commandant, the name of this organization shall be Empire State Leathernecks Detachment #1493, Marine Corps League hereinafter referred to as the Detachment.

Section 110 -- Purpose:

- (a) To preserve the tradition and to promote the interests of the United States Marine Corps.
- (b) To cooperate and assist all Veterans Hospitals in any way.
- (c) To assist all Marines, both active and inactive, in any way possible, and to secure assistance from whatever source available.
- (d) To promote cooperation between this Detachment and all other Marine Corps League Detachments, and all other Veterans Organizations.
- (e) To lend the Empire State Leathernecks Detachment endorsement to all causes that promote Americanism.
- (f) To serve as a "Member at Large" Detachment within the Department of New York with the aim being to promote the eventual transfer of members to Detachments in their local areas as active members of the League.

Section 120 – Administrative Procedures

These Administrative Procedures are adopted per Article IX Section 905 of the National Bylaws of the Marine Corps League.

Section 130 – Location

The principal offices of the Marine Corps League Empire State Leathernecks Detachment shall be located at a place or places as the Department of New York Board of Trustees may select in the best interest of its membership.

Section 140 – Non-Profit:

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

ARTICLE 2

Installation of Officers

Section 200 – Installation

- (a) The Installation of Officers shall be conducted at the first Department meeting subsequent to the Department Convention, in where the Department Officers were elected.
- (b) A "Report of Installation" form as specified in the National Administrative Procedures shall be submitted as per Article IX, section 940 of the National Bylaws by the Detachment Adjutant (or Adjutant Paymaster).

ARTICLE 3

MEETINGS

Section 300 – Detachment Meetings

- (a) The Detachment meetings shall be held at each Department Meeting.
- (b) Time and place shall be listed on the Department Meeting Agenda.

ARTICLE 4

FINANCE

Section 400 – Reporting

- (a) The Detachment Paymaster shall provide quarterly financial reports to the Board of Trustees and membership.
 - a. The report shall include a summary of accounts.
 - b. The report shall include Income and Expenditures, and transaction history.
 - c. The report shall include when the Detachment IRS 990-N tax return is filed.
 - d. The report shall include any other information that may be deemed important.

Section 500 – Audit

- (a) The books and accounts are subject to an annual audit.
- (b) The books and accounts are subject to review upon request from any member of the Board of Trustees, or membership.

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