



MARINE CORPS LEAGUE
DEPARTMENT OF MICHIGAN
Department Judge Advocate
Mark Sutton
5377 Durfee Rd.
Eaton Rapids, MI 48827
(248) 390-5481

30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT:

Article Three, Section 315, Senior Vice Commandant

The Senior Vice Commandant shall aid the Department Commandant and preside over the Department and the Convention during the absence of the Department Commandant and shall serve as a contact between the League and the Auxiliary.

The Senior Vice Commandant shall be the principal officer in charge of fundraising. To carry out that responsibility he or she shall:

- (a) Be the Chairman of the Fund-Raising Committee.
- (b) Be the principal liaison between the Board of Trustees and any professional fundraisers employed by the Department.
- (c) Be responsible for presenting to the Budget and Financing Committee and the Board of Trustees, the recommendations of the Fund-Raising Committee as required by these Bylaws or the Administrative Procedures.

The Senior Vice Commandant shall perform such other duties as may be assigned from time to time.

PROPOSED: (Changes in red)

Article Three, Section 315, Senior Vice Commandant

The Senior Vice Commandant shall aid the Department Commandant and preside over the Department and the Convention during the absence of the Department Commandant and shall serve as a contact between the League and the Auxiliary.

The Senior Vice Commandant shall chair the Detachment Commandants Council.

The Senior Vice Commandant shall be the principal officer **responsible for** fundraising. To carry out that responsibility, **they** shall:

- (a) Be the Chairman of the **Fundraising** Committee.

(b) Be the principal liaison between the Board of Trustees and any professional fundraisers employed by the Department.

(c) Be responsible for presenting to the Budget and Financing Committee and the Board of Trustees, the recommendations of the **Fundraising** Committee as required by these Bylaws or the Administrative Procedures.

The Senior Vice Commandant shall perform such other duties as may be assigned from time to time.

Rationale:

Insert paragraph 2, responsibilities should not be scattered throughout the bylaws. Section 446 mentions that the Senior Vice is to chair the detachment commandants' council, which is appropriate. However, it should be mentioned in the Senior Vice Commandant's responsibility section as well.

The word "fund-raising" is not correct; it is "fundraising".

This change shall take effect at the close of this convention.

Respectfully submitted,

Mark Sutton

Department Judge Advocate

Marine Corps League, Department of Michigan



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Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT:

Article Three, Section 330, Paymaster

The Department Paymaster shall be bonded as specified by the Department and National Bylaws.

The Paymaster shall be responsible for holding all securities, money, and property assigned to the Paymaster's Office, with the exception of the Veterans Service Grant which shall be deposited in a separate account.

The Paymaster shall pay out all money on order of the Department Commandant and make other payments as required by the approved Department budget or the Board of Trustees.

The Paymaster shall keep a record of all financial transactions with subsidiary detachments and notify all detachments of their indebtedness to the Department Headquarters.

No less often than quarterly, and at least seven days prior to each regularly scheduled Staff Meeting, the Department Paymaster shall provide to the Board of Trustees complete financial reports showing all income and expenses of the Department and a reconciliation of the actual income and expenses in comparison to the adopted Department budget on a line-item basis.

At least thirty (30) days prior to the Department Convention, the Paymaster shall certify each detachment's membership as reflected by the Department records.

Each detachment shall have ten (10) days in which to protest and correct this certification.

The Paymaster's records thirty (30) days prior to the Department Convention shall be considered the official record of membership for the purpose of voting at the Department Convention.

Each Detachment Paymaster shall report the name of the Bank or Banks, and account numbers, where the detachment funds are on deposit. This report shall be filed and verified each year by the Department Paymaster. (See also AP's Chapter SIX, SECTION 615.)

All requests for expense reimbursement shall be submitted to the Paymaster within thirty (30) day of incurring the expense.

The Paymaster must surrender his/ her books for audit to the five (5) immediate members of the Past Commandants Council, as required by Bylaw Section 440 and otherwise on its demand and must account for any discrepancy. Upon termination of office the Paymaster must surrender all Department equipment, books, etc., to his/ her duly elected or appointed successor, within fifteen (15) days.

The Paymaster must account for all property in his/ her possession and report same to the body at the annual convention.

PROPOSED: (Changes in red)

Article Three, Section 330, Paymaster

The Department Paymaster shall be bonded as specified by the Department and National Bylaws.

The Paymaster shall be responsible for holding all securities, money, and property assigned to the Paymaster's Office.

The Paymaster shall pay out all money on order of the Department Commandant and make other payments as required by the approved Department budget or the Board of Trustees.

The Paymaster shall keep a record of all financial transactions with subsidiary detachments and notify all detachments of their indebtedness to the Department Headquarters.

No less often than quarterly, and at least seven days prior to each regularly scheduled Staff Meeting, the Department Paymaster shall provide to the Board of Trustees complete financial reports showing all income and expenses of the Department and a reconciliation of the actual income and expenses in comparison to the adopted Department budget on a line-item basis.

At least thirty (30) days prior to the Department Convention, the Paymaster shall certify each detachment's membership as reflected by the Department records.

Each detachment shall have ten (10) days in which to protest and correct this certification.

The Paymaster's records thirty (30) days prior to the Department Convention shall be considered the official record of membership for the purpose of voting at the Department Convention.

All requests for expense reimbursement shall be submitted to the Paymaster within thirty (30) days of incurring the expense.

The Paymaster must surrender **their** books for audit **upon** demand **by the Department Commandant, Board of Trustees, or Budget and Finance Committee**, and account for any **discrepancies**. Upon termination of office, the Paymaster must surrender all Department equipment, books, etc., to **their** duly elected or appointed successor, within fifteen (15) days.

The Paymaster must account for all property in **their** possession and report **the** same to the body at the annual convention.

Rationale:

Paragraph 2, we no longer receive the Veteran Service Grant, it is not needed.

Paragraph 9 duties are performed by the Department Adjutant, according to the Administrative Procedures, Chapter Six, Section 615, and the Department Adjutant provides the report to the Department Paymaster.

Paragraph 11. The paymaster is required to surrender the financial books upon request at any time, not just specific times, and account for any discrepancies.

This change shall take effect at the close of this convention.

Respectfully submitted,

Mark Sutton

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Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT:

Article Four, Department Staff

PROPOSED: (Changes in red)

Article Four, Department Staff and Committees

Rationale:

Insert 'and Committees' because the article describes more than Department Staff. It outlines the department's authorized committees.

This change shall take effect at the close of this convention.

Respectfully submitted,

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Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and Section 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT:

Article Four, Section 400, Department Staff,

This Board of Trustees, all other elected officers, and the appointed officers shall be known collectively as the Department Staff.

PROPOSED (Added changes in RED):

The department staff shall consist of the Department BOT, appointed officers, and detachment commandants.

Rationale:

All elected officers are members of the board of trustees, no need to state this in the section.

This change shall take effect at the close of this convention.

Respectfully submitted,

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Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT:

Article Four, Section 405, Appointed Staff

The Department Commandant, with the approval of the Board of Trustees, shall appoint the following Department Officers: Adjutant, Chaplain, Chief of Staff, Public Relations Officer, Sergeant-at-Arms, Legislative Officer, Liaison Officers, VAVS Director and such other Aides-de-camp and officers as he may deem necessary to the best transaction of the business of this Department. These Officers shall be known as the Appointed Staff.

PROPOSED: (Changes in red)

Article Four, Section 405, Appointed **Officers**

The Department Commandant, with the approval of the Department BOT, shall appoint the following Department Officers: Adjutant, Chaplain, and Sergeant-at-Arms.

The Department Commandant may appoint a Chief of Staff, Public Relations Officer, Legislative Officer, Liaison Officers, VAVS Director, Historian, and such other Aides-de-camp and officers as they deem necessary, with approval of the Department BOT.

Rationale:

Rewrite the entire section. There is a distinction between 'shall' and 'may'. Shall is a mandatory term, and may is a permissive term. One is required; one is optional. The commandant should have the option to appoint to certain positions as they see fit. These positions are appointed officer positions, not staff, but they become members of the Department Staff.

This change shall take effect at the close of this convention.

Respectfully submitted,

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Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT:

Article Four, Section 410, Adjutant, Paragraph 7

The Department Adjutant shall mail to all Elected Officers and each Detachment Commandant a copy of the minutes from the Department Convention, Mid-Winter Rally, and State Staff meetings to the department staff within sixty (60) days after such meetings.

PROPOSED: (Changes in red)

Article Four, Section 410, Adjutant, Paragraph 7

The Department Adjutant shall **email** a copy of the minutes from the Department Convention, Mid-Winter Rally, and **Department** Staff meetings to the department staff within sixty (60) days after such meetings.

Rationale:

The department adjutant has not mailed minutes, but has been emailing them for years now. This is to put the adjutant in compliance and update our actual practice. The department staff includes all elected officers and detachment commandants, stating it is redundant.

This change shall take effect at the close of this convention.

Respectfully submitted,

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Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT:

Article Four, Section 435, Historian

The Department Historian shall acquire and display at the Mid-Winter Rallies and Conventions, artifacts, memorabilia, pictures, etc., depicting history of the Department of Michigan, Marine Corps League, in conjunction with his/ her written report. "The Michigan Marine News" shall turn sets of unpublished pictures over to the Historian.

PROPOSED: (Changes in red)

Article Four, Section 435, Historian

The Department Historian shall acquire **and hold in their possession** artifacts, memorabilia, pictures, etc., depicting **the** history of the Department of Michigan, Marine Corps League, in conjunction with **their** written report. **They shall provide the department adjutant with a written inventory of these items at the department convention.**

Rationale:

The department historian has not displayed items at the Mid-winter Rally or the Department Convention in years. This amendment is updated to reflect the actual practice of the position.

This change shall take effect at the close of this convention.

Respectfully submitted,

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Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT:

Article Four, Section 440, Past Commandants Council

There shall be a Past Commandants Council. Such council shall consist of all past Department Commandants of the Department of Michigan who are members of the Department. The Junior Past Commandant shall serve as chairman of the Past Commandants Council.

They shall finalize any and all projects they have begun while in office, to their satisfaction, with the assistance of other members of the council.

They will be answerable to the Department Commandant and Board of Trustees for the proper administration of League business under their cognizance.

The five (5) immediate Past Commandants shall audit the Paymaster's books twice a year, at the Midwinter Rally, and at the Department Convention.

The above members of the Past Commandants Council shall submit a written report at each Department Convention, and they shall take a complete annual inventory of all property belonging to the Department. Such an annual inventory shall be completed prior to the annual Department Convention.

They will recommend names for any elective office, to the membership, in the event such office has no candidates submitted.

They will require all Detachment Commandants and Adjutant/Paymasters to report each year with the Department Adjutant as to whom is in the possession of the Detachment Charter, and the address of such person. (See also Administrative Procedure SECTION 615.)

They shall perform other duties as may be assigned to them by the Department Commandant.

PROPOSED: (Changes in red)

Article Four, Section 440, Past Commandants Council

A committee known as the Past Commandants Council is authorized. The council shall consist of all past Department Commandants of the Department of Michigan who are current members of the Department. The Junior Past Commandant shall serve as chairman of the Past Commandants Council.

They shall finalize any projects they have begun while in office, to their satisfaction, with the assistance of other members of the council.

They will be answerable to the Department Commandant and Board of Trustees for the proper administration of League business under their cognizance.

They shall perform other duties as may be assigned to them by the Department Commandant.

Rationale:

When the department had a Department Veteran Service Office, receiving state funding, the past five commandants would meet on Thursday night before the mid-winter rally and the department convention to audit the books of the department paymaster and the DVS Office. Since the closing of the DVSO this practice has not continued. The paymaster has reported that an audit has not been completed in several years.

Paragraph 4 will be removed and assigned to the budget & finance committee, with procedures added to the administrative procedures.

Paragraph 5 is removed, because they haven't done this in years.

Paragraph 6 is removed. If they are delegates at a department convention, they may nominate a member from the floor like all other delegates.

Paragraph 7 is required by the administrative procedures, and the department adjutant receives these records. The PCC does not need to do this process.

This change shall take effect at the close of this convention.

Respectfully submitted,

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Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT: Article Four, Section 465; Does not exist

PROPOSED: Article Four, Section 465, Electronic and Hybrid Meetings.

Pursuant to the Michigan Nonprofit Corporation Act (MCL 450.2405), the Department of Michigan and its subordinate Detachments are authorized to conduct meetings by means of remote communication (including video conferencing and conference telephone).

(a) Presence: Participation in a meeting via such remote communication shall constitute "presence in person" for all purposes, including the determination of a quorum and the transaction of business.

(b) Required Measures: Any such meeting must implement reasonable measures to:

1. Verify that each person participating and voting is a member in good standing.
2. Provide members a reasonable opportunity to hear or read the proceedings in real-time.
3. Enable all participants to communicate with one another during the meeting.

(c) Voting: All votes taken during an electronic meeting shall be recorded by the Adjutant. Voting may be conducted via voice, visual show of hands, or an electronic polling tool. Per existing Department policy, proxy voting remains prohibited.

Rationale:

This section specifically authorizes electronic or hybrid meetings, in accordance with NBL Article VIII, Section 845, Freedom of Action.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton

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Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT:

Article Five, Section 545 Budget & Finance Committee

The Budget & Finance Committee (called “the Committee” in this section) shall be composed of the Junior Past Department Commandant, the Department Paymaster, and three (3) members elected by the delegates in assembly at the annual Department Convention.

The first election will elect one (1) member for three (3) years, one (1) member for a two (2) year term, and one (1) member for a one (1) year term. Each year thereafter, one (1) member will be elected for a three (3) year term.

The Chairman shall be the senior elected member of the committee. All members of the Committee shall be entitled to attend meetings of the Board of Trustees and to be heard on issues involving Department finances. If the Chairman is unable to attend a Board of Trustees’ meeting, another member of the Committee shall attend.

The Committee shall solicit proposed annual budget requests from each officer and Department committee and organization and shall hold such hearings with officers and Marine Corps League members as it may deem necessary. These activities shall be conducted so as to allow sufficient time for all budget requests to be submitted to the Committee at least 60 days before the Department Convention. The Committee shall meet at least 45 days before the Department Convention, to begin preparing the annual budget and shall review the projected income and requested expenses and the charitable budget prepared by the Fund-Raising Committee. Following such review, it shall prepare an annual budget for the Department and present a draft of that proposed budget to the members of the Board of Trustees at least 14 days before the start of the Department Convention. The Committee may modify the proposed budget in response to the advice or opinions of the Trustees or if it receives new information. The finalized proposed budget shall be presented to the delegates at the Department Convention.

The Committee may also make recommendations concerning ways and means of increasing the funds of the League.

It shall be the continuing responsibility of the Committee to monitor the income and expenses of the Department and to recommend any necessary changes to the Board of Trustees. The Paymaster shall assure that the financial reports required by Section 330 are provided to the members of the Committee.

Any proposed change in the annual Budget as adopted by Department Convention shall be submitted first to the Committee, through its Chairman, and the Committee shall communicate its opinion on the proposal to the Board of Trustees within three days. No elected or appointed officer, or committee, shall expend funds in excess of the budget adopted by the convention unless the increased expenditure has been approved by the Board of Trustees.

PROPOSED: (Changes in red)

Article Five, Section 545 Budget & Finance Committee

The Budget & Finance Committee (called “the Committee” in this section) shall be composed of the Junior Past Department Commandant, the Department Paymaster, and three (3) members elected by the delegates in assembly at the annual Department Convention.

The first election will elect one (1) member for three (3) years, one (1) member for a two (2) year term, and one (1) member for a one (1) year term. Each year thereafter, one (1) member will be elected for a three (3) year term.

The Chairman shall be **appointed by the Department Commandant**. All members of the Committee **are** entitled to attend meetings of the Board of Trustees **and to have a voice** on issues involving Department finances. If the Chairman is unable to attend a Board of Trustees’ meeting, another member of the Committee shall attend.

The Committee shall solicit proposed annual budget requests from department officers, committees, and program directors at least 60 days prior to the Department Convention. The Committee shall meet at least 45 days before the Department Convention to begin preparing the annual budget, and shall review the projected income, requested expenses, and the charitable budget prepared by the Fundraising Committee. Following such review, it shall prepare an annual budget for the Department and present a draft of that proposed budget to the members of the Board of Trustees at least 14 days before the start of the Department Convention. Members of the board of trustees should reply with modifications or recommendations as soon as possible. The finalized proposed budget shall be presented to the delegates at the Department Convention.

The Committee may also make recommendations on ways and means of increasing the League's funds.

It shall be the continuing responsibility of the Committee to monitor the **Department's income and expenses, to conduct routine spot audits**, and to recommend any necessary changes to the Board of Trustees. The Paymaster shall assure that the financial reports required by Section 330 are provided to the members of the Committee.

Any proposed change in the annual Budget as adopted by **the** Department Convention shall be submitted first to the Committee, through its Chairman, and the Committee shall communicate its opinion on the proposal to the Board of Trustees within three days. No elected or appointed officer, or committee, shall expend funds in excess of the budget adopted by the convention unless the increased expenditure has been approved by the Board of Trustees.

Rationale:

Modernizing the requirements of the committee.

This change shall take effect at the close of this convention.

Respectfully submitted,

Mark Sutton

Department Judge Advocate

Marine Corps League, Department of Michigan



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Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT: SECTION 540. Department Consent is Required from Detachment

No Department shall conduct any finance raising project in any city where there are one or more detachments without consent of such detachments.

Any detachment opposing the project shall file immediate objection with the National Vice Commandant of the Division, and his/ her decision on the matter shall be final.

PROPOSED SECTION 540. Department Consent is Required from Detachment

The Department shall not conduct any fundraising project in any city with one or more detachments without the consent of those detachments.

Any detachment opposing the project shall file **an** immediate objection with the National Vice Commandant of the Division, and **their** decision on the matter shall be final.

Rationale:

Grammar and sentence structure.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton

Department Judge Advocate

Marine Corps League, Department of Michigan



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Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT:

Article Five, Section 550 Fundraising Committee

PROPOSED: (Changes in red)

Move to: Article Four, Section 455 Fundraising Committee

Rationale:

Authorized department committees should be under a single article of the bylaws, not across multiple locations.

This change shall take effect at the close of this convention.

Respectfully submitted,

Mark Sutton

Department Judge Advocate

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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT:

Article Five, Section 545 Budget & Finance Committee

PROPOSED: (Changes in red)

Move to: Article Four, Section 460 Budget & Finance Committee

Rationale:

Authorized department committees should be under one article of the bylaws, not in multiple locations.

This change shall take effect at the close of this convention.

Respectfully submitted,

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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Administrative Procedures

CURRENT: Chapter One, [DELETED 2006]

PROPOSED: Chapter One General Purpose

SECTION 100. Purpose

The purpose of these administrative procedures are to provide more detailed information than the department bylaws provide.

To provide resources to be a better member, or current and future officers.

These do not override the department bylaws in any way.

These administrative procedures should be read by all department, detachment officers and members.

SECTION 105, Recommendations

It is the recommendation of this department that all members of the Department of Michigan read the following information to become familiar with the rules, and operations of the Marine Corps League.

- Read the National Marine Corps League Bylaws and National Administrative Procedures.
- Read the Department of Michigan Bylaws and Administrative Procedures.
- Read the bylaws of the members detachment.
- Visit the national website: <https://www.mcleaguelibrary.org>
 - We want to highlight the Library link – Member Library Link (note password is dd4), and the Shop – Semper Fi Store.
 - For department and detachment officers should be familiar with the Member Library Link which provides the forms used in officer positions.
- Visit the department website: <https://www.michiganmarines.org>

Rationale:

To give information to members on the purpose of the administrative procedures.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton

Department Judge Advocate

Marine Corps League, Department of Michigan



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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Administrative Procedures

CURRENT: Chapter Two, Department Convention

SECTION 200, Time Frame for Convention

The Department Convention shall be held in June, but not on the weekend containing Father's Day.

SECTION 205, Placing Bids to Host Convention and Mid-Winter Rally

All bids to host the Department Convention and Mid-Winter Rally must be submitted to the Time and Place Committee by April 1 of the year preceding the event. Bids shall include the dates, location, price of rooms and strip ticket and use of facilities.

SECTION 210, Site & Date of Convention and Mid-Winter Rally

The place and date of each convention and mid-winter rally shall be decided by the Delegates present and voting at the convention one (1) year in advance.

If at such time there is no submitted bid for a convention or a mid-winter rally, the Department of Michigan will be responsible for hosting said function.

SECTION 215, Financial Liability of Host

Host is liable for all costs in hosting said function. Exception: Department invites -Department pays.

SECTION 220, Hotel Contract

After the bid has been accepted, the host must then obtain a signed contract with the hotel.

The contract should include the price of rooms and banquet, number of comp rooms, meeting rooms with set-ups, Ships Store, hospitality, etc.

A copy of the contract should be given to the Time and Place Committee.

SECTION 225, Bond/Insurance Policy

Host shall secure a bond/insurance to cover any damages that may occur during the functions.

Host should procure a National Rider from the Marine Corps League National Headquarters.

SECTION 230, Commandant & MCLA President Lodging, etc.

Lodging and strip ticket are to be paid by the host for the Department Commandant and the Department MCLA President.

SECTION 235, Convention Information

Host shall keep both the Department Commandant and the Department President informed of all convention or mid-winter rally information.

SECTION 240, Site Visits

It is the discretion of the Department Commandant and/or the Department President to visit the site, upon request to the host.

The host, in turn, will make the necessary arrangements, date, and time to accommodate their visit.

PROPOSED: Chapter Two, Department Convention & Mid-Winter Rally

SECTION 200, Time Frame for Convention and Mid-Winter Rally

The Department Convention shall be held in June, but not on the weekend containing Father's Day. **The convention is typically held on a Friday and Saturday. The schedule is determined by the Department Commandant.**

The Midwinter Rally shall be held in January or February and must be held before the National Mid-Winter Rally. The schedule is determined by the Department Commandant.

The department commandant should consult with the convention corporation, the MCLA president, and the MODD Pack Leader to establish the schedule for Mid-winter and the Department Convention.

A hospitality room and a banquet at the Mid-Winter or Convention are optional.

SECTION 205, Placing Bids to Host Convention and Mid-Winter Rally

All bids to host the Department Convention and Mid-Winter Rally must be submitted to the Time and Place Committee by April 1 of the year preceding the event. Bids shall include the dates, location, prices of rooms, strip tickets, and use of facilities.

SECTION 210, Site & Date of Convention and Mid-Winter Rally

The place and date of each convention and mid-winter rally shall be decided by the Delegates present and voting at the convention one (1) year in advance.

If at such time there is no submitted bid for a convention or a mid-winter rally, the Department of Michigan will be responsible for hosting said function.

SECTION 215, Financial Liability of Host

Host is liable for all costs in hosting said function. Exception: Department invites -Department pays.

SECTION 220, Hotel Contract

After the bid is accepted, the host must obtain a signed contract with the hotel.

The contract should include the prices for rooms and banquets, the number of comp rooms, meeting rooms with setups, the Ship's Store, hospitality, etc.

Required: two meeting rooms to accommodate the meetings of the MCL and MCLA. Classroom seating and a head table with a lectern in the middle. Audio services for the podium are required. Use past attendee information to determine the number of seats and tables needed.

A copy of the contract shall be sent to the Time and Place Committee, and the Department Judge Advocate.

SECTION 225, Bond/Insurance Policy

It is recommended that the host incorporate as a convention corporation with the State of Michigan to shield the detachment corporation from liability. This allows the convention corporation to open a separate bank account to manage the funds.

The host shall secure a bond/insurance to cover any damages that may occur during the functions.

The host should procure a national insurance rider from the Marine Corps League National Headquarters.

SECTION 230, Commandant & MCLA President Lodging, etc.

The lodging and strip tickets for the department commandant and the MCLA president shall be paid by the host.

SECTION 235, Convention Information

The host shall keep the Department Commandant, the President, and the MODD Pack Leader informed of all convention or mid-winter rally information.

SECTION 240, Site Visits

It is the discretion of the Department Commandant and/or the Department President to visit the site, upon request to the host.

The host, in turn, will make the necessary arrangements, date, and time to accommodate their visit.

SECTION 245 Hospitality Rooms/ Banquets

It is tradition and common practice, but not required, to establish a hospitality room on the premises, and to hold a formal dinner banquet on Saturday evening of the events.

A hospitality room is a large hotel room or suite that allows attendees to visit in the evenings. These rooms generally have a spread of food and drink to help reduce the cost of dinner of the attendees. It also provides a place for camaraderie. The host charges attendees extra to fund this room. Communicate with the hotel to ensure there is no conflict with hotel rooms for such a room.

Banquets are semi-formal dinners on the last evening of the meeting. Work with the department commandant if they want to hold this event.

Rationale:
Clarification.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,
Mark Sutton
Department Judge Advocate
Marine Corps League, Department of Michigan



MARINE CORPS LEAGUE
DEPARTMENT OF MICHIGAN
Department Judge Advocate
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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Administrative Procedures

CURRENT: Chapter Three, Section 305; Taking Action Without Meeting

Any action (resolution, motion or consent) requiring the approval of, or permitted to be taken by, the Board of Trustees, the Department Staff, or any committee, may be taken without a meeting, if before the vote thereon notice of the proposed action is transmitted to all persons entitled to vote, by mail, E-mail, facsimile, or telephone, and if a majority of those entitled to vote consent in writing (which includes E-mail or facsimile) before the approved activity takes place.

This provision shall not be construed to apply to any action which these Bylaws require to occur only at the Department Convention.

PROPOSED: Chapter Three, Section 305; **Unanimous Written Consent (Email Voting)**

In accordance with Michigan Compiled Laws 450.2525. Any action required or permitted to be taken by the Board of Trustees, the Department Staff, or any committee may be taken without a meeting if **all** persons then in office and entitled to vote on the matter consent to the action in writing. Such written consent may be transmitted via email. The action is only effective when the Adjutant has received a "Yes" or "Consent" response from 100% of the voting members. These consents shall be filed with the minutes of the next regular meeting.

This provision shall not be construed to apply to any action which these Bylaws require to occur only at the Department Convention.

- a) **Scope and Purpose:** This policy applies only to the Department Board of Trustees (or Detachment Board). It allows the Board to take action on urgent matters between scheduled meetings without the need for a formal virtual or in-person session.
- b) **The Unanimity Requirement (MCL 450.2525)**
 - a. In accordance with Michigan law, any action taken via email must be unanimous.
 - b. **All Directors Must Respond:** For a motion to pass via email, *every* member of the Board currently in office must submit a written "Yes" vote.
 - c. **Effect of a "No" or "No Response":** If a single Board member votes "No," or if a member simply fails to respond to the email, the motion fails. It cannot pass by a "majority" via email; such matters must be deferred to a meeting.
- c) **Procedure for Initiating an Email Vote**

- a. The Proposal: The Commandant or Adjutant shall send an email to all Board members with the subject line: "ACTION REQUIRED: Board Unanimous Consent Request – [Topic]".
- b. The Content: The email must contain the exact wording of the motion and any necessary supporting documentation.
- c. The Deadline: The email must specify a date and time by which all responses must be received.
- d) Member Response Requirements
 - a. To be legally valid under Michigan's "Electronic Transmission" rules:
 - b. Members must reply using their official or registered email address.
 - c. The response must be clear (e.g., "I, [Name], consent to the motion regarding [Topic].").
 - d. Members cannot "conditionally" consent; the vote must be a binary "Yes" or "No."
- e) Recording and Filing
 - a. Once all responses are received, the Adjutant shall:
 - b. Notify the Board whether the motion passed (unanimous) or failed.
 - c. Print the entire email thread, including all individual responses.
 - d. File these records in the Minute Book as "Action Taken by Unanimous Written Consent." This has the same legal effect as a vote taken at a meeting.

Rationale:

Clarifies how the Department and Detachment BOT can vote via email in accordance with Michigan law.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton

Department Judge Advocate

Marine Corps League, Department of Michigan



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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Administrative Procedures

CURRENT: Chapter Four, Reserved for future use

PROPOSED: Chapter Four, Budget & Finance Policies and Procedures

Section 400: Required Reading

Read Article V of the Department Bylaws and the Budget & Finance Committee Authorization section.

(The following section is required IF the past department commandants' council amendments are approved)

Section 410: Audits

No less than twice a year, the Budget & Finance Committee members shall perform spot audits of the paymaster in the following manner:

The department paymaster shall provide the committee with the transaction logs and bank statements of all accounts. Each committee member shall review the records, match transactions to the bank statements, and then select two or more transactions to review. The member will ask the paymaster to provide the records (receipts, minutes, expense reports, or invoices) of those selected transactions to ensure they match and are properly authorized.

Discrepancies should be investigated by the committee, and inconsistencies shall be reported to the Board of Trustees.

Section 420: Bank Debit Card and Subscriptions

The Department Paymaster is authorized to hold a bank debit card for the department. If the department is under contract with a third-party accountant, the paymaster will forward a copy of the receipt and the chart of accounts number to the accountant for entry into the system. Similar to a check request.

All subscriptions held for the department, i.e., Zoom, website hosting, or other annual subscriptions, shall be managed by the paymaster, and the bank debit card used for those subscriptions shall be retained by the paymaster.

Section 425: Budget for Senior Vice Commandant for Fundraising

Per the bylaws, the senior vice commandant is responsible for annual fundraising. The committee should allow at least \$1,000 for the start-up costs of a fundraising campaign each year. Since the position could be challenged at each convention.

The incumbent senior vice commandant or candidate may request an amount for their program prior to an election, with the stipulation that the amount will be approved after the election. If the requester loses the election and no other requests are filed, the committee's recommended minimum will stand.

Section 430: Truth in Budgeting

The budget and finance committee shall provide a realistic view of the budget. It is not realistic to assume that all members on the current roster will renew for next year. The committee should take the number of annual members to date as of June 1 of the year, accounting for the percentage of deaths that occur, then multiply that by the department dues.

Fundraising expectations from the department's senior vice commandant should be that the amount raised will cover the cost of the campaign, and only a percentage of the total expected to be sold.

Rationale:

The budget and finance committee does not have a set of rules to abide by; this provides a starting point.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton

Department Judge Advocate

Marine Corps League, Department of Michigan



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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Administrative Procedures

CURRENT: Chapter Five, Reserved for future use

PROPOSED: Chapter Five, Department Raffles/Fundraising Procedures

The Fundraising Committee shall present its motion to the board of trustees or delegates at a convention with the following information (*this information will constitute the rules and regulations required to obtain a license from the State of Michigan*).

- A) The list of prizes and the cost of those prizes (if not money rewards).
- B) The ticket price.
- C) The number of tickets to be available for sale. This will be a fixed number, or there is no limit.
- D) All raffles will provide a contingency plan in the event that we do not reach the desired goal of ticket sales. Does it become a 50/50 raffle or a percentage of the money raised?
- E) If the person of a winning ticket cannot be found within 30 days of the drawing, a new ticket shall be drawn until all prizes are claimed.
- F) If the prizes are material items, the motion shall state who is responsible for delivery.
- G) All drawings shall be. *Need not be present to win.*

Rationale:

Motions for fundraising have been approved without all of the information needed for the campaign being stated up front. This provides the guidance for the fundraising committee.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton

Department Judge Advocate

Marine Corps League, Department of Michigan



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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Administrative Procedures

CURRENT: Chapter Six, Section 625, Detachment News Correspondents

Detachment Commandants shall appoint a news correspondent, and the name and address shall be furnished to the Department News Editor.

All articles will be submitted to the Detachment Commandant for review and forwarded to the Editor of "The Michigan Marine News".

PROPOSED: Delete Chapter Six, Section 625, Detachment News Correspondents

Rationale:

Detachments have enough trouble filling required positions; they do not need one more. We have not practiced this, nor do we have a means to enforce this.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton

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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Administrative Procedures

CURRENT: Chapter Six Section 630, Report to National MCL and Department Chaplain

Whenever the officers of a detachment become aware of the death of a member of that detachment they shall, without delay, report that fact on the MCL Notice of Death form to the Department Chaplain stating the deceased's full name, and next of kin.

PROPOSED: Delete Chapter Six, Section 630, Report to National MCL and Department Chaplain

Rationale:

Redundant. Death of a member is covered in Chapter Eleven, Section 1115.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton

Department Judge Advocate

Marine Corps League, Department of Michigan



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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Administrative Procedures

CURRENT: Chapter Nine The Michigan Marine News

SECTION 900. Establishment, Funding, Management

The official publication of the Department of Michigan shall be the “The Michigan Marine News”. It shall be operated on a self-supporting basis and managed by an Editor who shall be responsible to the membership for the operations.

SECTION 905. Solicitation of Advertising

It shall be the duty of the Editor of the “The Michigan Marine News” to edit and publish said organ, to supervise the solicitation of advertising, and perform all such duties as prescribed by the Department Board of Trustees. The Editor shall allow no person to solicit advertising without a letter signed by the current Department Commandant and affixed with the Department Seal.

SECTION 906. Approval of Budget

The Budget and Finance Committee in consultation with the Editor shall prepare the budget for “The Michigan Marine News” and include it in the department Budget to be voted upon and approved at the Department Convention.

SECTION 910. Authority of Editor

The Editor shall have full power to operate the “The Michigan Marine News”, including the appointment of the News Staff, the selection of the publisher, and the power to set advertising rates. The Editor may purchase such property as may be necessary to the operation of the publication as provided in the approved budget. Fund-raising contracts shall be subject to the requirements set forth in these Bylaws and Administrative Procedures.

SECTION 915. Editorial Policy

The Editor shall have the power to set editorial policy and the right to reject unsuitable material from the publication.

SECTION 920. Record of Expenses

The Editor shall keep an accurate record of expenses incurred in connection with the publication and shall be reimbursed by the publication when such expenses are properly incurred, i.e. travel, lodging and meals. These items shall be included in the budget.

SECTION 925, Funds

Funds raised for the operation of the “The Michigan Marine News” or expended for its operation shall be handled by the Paymaster in the same way as for other Department income and expenses.

SECTION 930, Fund Reserve

The Budget shall include a reserve for operating the Michigan Marine News equal to two years of normal operating expenses which shall be accumulated from the income of the “The Michigan Marine News”.

PROPOSED: Chapter Nine The Michigan Marine News

SECTION 900. Authorization

The official publication of the Department of Michigan shall be the “The Michigan Marine News”. It shall be operated on a self-supporting basis and managed by an Editor who shall be responsible to the membership for the operations.

SECTION 910, Authority of Editor

The Editor shall have full power to operate the “The Michigan Marine News”, including the appointment of the News Staff, the selection of the publisher, and the power to set advertising rates, as provided in the approved budget.

SECTION 915, Editorial Policy

The Editor shall have the power to set editorial policy and the right to reject unsuitable material from the publication.

Rationale:

Update to current reality.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton

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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Administrative Procedures

CURRENT: Chapter Ten, Department Marine of the Year Society

SECTION 1000: Department Marine of the Year Society

(1) Composition:

a. The Department of Michigan Marine of the Year Society shall be comprised of all past recipients of the Department Marine of the Year Award.

b. Each member must be a regular member in good standing of the Department of Michigan, Marine Corps League.

(2) Nominations — A letter of nomination for the Department of Michigan, Marine Corps League Marine of the Year Award must be submitted in the following manner:

a. Only regular members in good standing are eligible for this award.

b. Letters of Nominations will only be accepted from members in good standing in the Department of Michigan, Marine Corps League.

c. Letters of Nomination must be sent via U. S. Mail to the Chairman of the Department of Michigan, Marine Corps League, Marine of the Year Society, or delivered by email or other means allowed by the chairman and must be postmarked or delivered no later than 30 April of each year. The chairman may also allow letters of nomination to be delivered by other forms of communication.

d. The Society will not accept any nomination which was not submitted and/or received as required.

(3) Duties — The Chairman of the Department of Michigan Marine of the Year Society shall:

a. Be the third last recipient of the Department Marine of the Year Award prior to the current year.

b. By notice to the membership posted on the department's website, and/or in the Michigan Marine News, and/or by mail or email through the department's email service, to the detachments, announce each year after the

department convention and prior to the mid-winter rally, the rules of nomination, criteria and due date for nominations.

- c. Receive all Letters of Nomination from members and ensure they are postmarked or delivered no later than 30 April.
 - d. Inform all members of the Society when and where to meet to discuss and vote upon the Marine of the Year. The meeting shall allow participation by conference call. This meeting shall be conducted at least three weeks prior to the Department Convention. All meetings will be closed with only members of the Department Marine of the Year Society attending. All members of the Society are obligated to secrecy.
 - e. The Chairman and/or one or more members of the marine of the year society selected by the chairman shall order and purchase the Marine of the Year Medallion, Plaque and the Department Marine of the Year Medal with ribbon. The Marine in possession of the marine of the year trophy shall have the responsibility for seeing to the engraving of the individual name tag for the new recipient of the award. The cost of these items shall be borne by the Department of Michigan, Marine Corps League.
- (4) The chairman of the Department of Michigan Marine of the Year Society may allow additional procedures or policies regarding the nomination and deliberation that he or she believes will encourage nominations and/or expedite the society's deliberations and processing of the nominations, provided that the requirements set forth above are met.

PROPOSED: Chapter Ten, Subsidiaries and Subordinates

SECTION 1000: Department Marine of the Year Society

(1) Composition:

- a. The Department of Michigan Marine of the Year Society shall be comprised of all past recipients of the Department Marine of the Year Award.
- b. Each member must be a regular member in good standing of the Department of Michigan, Marine Corps League.

(2) Nominations — A letter of nomination for the Department of Michigan, Marine Corps League Marine of the Year Award must be submitted in the following manner:

- a. Only regular members in good standing are eligible for this award.
- b. Letters of Nominations will only be accepted from members in good standing in the Department of Michigan, Marine Corps League.
- c. Letters of Nomination must be sent via Email, U. S. Mail, or other means allowed by the chairman to the Chairman of the Department of Michigan, Marine Corps League, Marine of the Year Society, and must be postmarked or delivered no later than 30 April of each year.
- d. The Society will not accept any nomination **that** was not submitted and/or received as required.

(3) Duties — The Chairman of the Department of Michigan Marine of the Year Society shall:

- a. Be the third last recipient of the Department Marine of the Year Award prior to the current year.
 - b. By notice to the membership posted on the department's website, through the department's email service, to the detachments, or other means. An announcement shall be made each year after the department convention and prior to the mid-winter rally, outlining the nomination rules, criteria, and the nomination due date.
 - c. Receive all Letters of Nomination from members and ensure they are postmarked or delivered no later than 30 April.
 - d. Inform all members of the Society when and where to meet to discuss and vote upon the Marine of the Year. The meeting may be held in-person, electronically, via conference call, or as a hybrid meeting, in accordance with the Department Bylaws. This meeting shall be conducted at least three weeks prior to the Department Convention. All meetings will be closed with only members of the Department Marine of the Year Society attending. All members of the Society are obligated to secrecy.
 - e. The Chairman and/or one or more members of the Marine of the Year society selected by the Chairman shall order and purchase the Marine of the Year Medallion, Plaque, and the Department Marine of the Year Medal with ribbon. The Marine in possession of the Marine of the Year trophy shall have the responsibility for seeing to the engraving of the individual name tag for the new recipient of the award. The cost of these items shall be borne by the Department of Michigan, Marine Corps League.
- (4) The chairman of the Department of Michigan Marine of the Year Society may allow additional procedures or policies regarding the nomination and deliberation that they believe will encourage nominations and/or expedite the society's deliberations and processing of the nominations, provided that the requirements set forth above are met.

Section 1010, Department Associate Member of the Year Society

(1) Composition:

- a. The Department of Michigan Associate Member of the Year Society shall be comprised of all past recipients of the award, and the past recipients of the Department of Michigan Marine Corps League Marine of the Year.
- b. Each member must be an Associate member in good standing of the Department of Michigan, Marine Corps League.

(2) Nominations — A letter of nomination for the Department of Michigan, Marine Corps League Associate Member of the Year Award must be submitted in the following manner:

- a. Only Associate members in good standing are eligible for this award.
- b. Letters of Nominations will be accepted from regular and associate members in good standing in the Department of Michigan, Marine Corps League.
- c. Letters of Nomination must be sent via Email, U. S. Mail, or other means allowed by the chairman to the Chairman of the Department of Michigan, Marine Corps League, Marine of the Year Society, and must be postmarked or delivered no later than 30 April of each year.
- d. The Society will not accept any nomination that was not submitted and/or received as required.

(3) Duties — The Chairman of the Department of Michigan Associate member of the Year Society shall:

- a. Be the third last recipient of the Department Marine of the Year Award prior to the current year.
 - b. By notice to the membership posted on the department's website, through the department's email service, to the detachments, or other means. An announcement shall be made each year after the department convention and prior to the mid-winter rally, outlining the nomination rules, criteria, and the nomination due date.
 - c. Receive all Letters of Nomination from members and ensure they are postmarked or delivered no later than 30 April.
 - d. Until there are five Associate Members of the Year recipients who can participate in the reviewing of nominations, the winner shall be determined by the current past recipients of the Associate Member of the Year award, and the Department of Michigan Marine Corps League Marine of the Year Society members.
 - e. Inform all members of the Society when and where to meet to discuss and vote upon the Associate Member of the Year. The meeting may be held in-person, electronically, via conference call, or as a hybrid meeting, in accordance with the Department Bylaws. This meeting shall be conducted at least three weeks prior to the Department Convention. All meetings will be closed with only members of the Department Marine of the Year Society and the Department of Michigan Associate Member of the Year Society attending. All members of the Society are obligated to secrecy.
 - f. The Chairman and/or one or more members of the Marine of the Year society selected by the Chairman shall order and purchase the Associate Member of the Year Medallion, Plaque, and the Associate Member of the Year Medal with ribbon. The cost of these items shall be borne by the Department of Michigan, Marine Corps League.
- (4) The chairman of the Department of Michigan Marine of the Year Society may allow additional procedures or policies regarding the nomination and deliberation that they believe will encourage nominations and/or expedite the society's deliberations and processing of the nominations, provided that the requirements set forth above are met.

Rationale:

Changing the chapter name is in line with the National Administrative Procedures, updating the language, and adding procedures for the Associate Member of the Year.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton

Department Judge Advocate

Marine Corps League, Department of Michigan



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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and 905, the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Administrative Procedures

CURRENT: Chapter Eleven, Miscellaneous

SECTION 1105 [Deleted 2007]

SECTION 1110, Cap Regulation for Past Department Officers

All Past Department Officers at the completion of their term of office shall revert to the Detachment “Red Hat”, except past Department Commandants, may continue to wear the Department Cap, but must show date of service thereon.

SECTION 1115, Death of a Member

The Department Commandant and the Department Chaplain shall be notified immediately of the death of a member, in order that proper action may be taken.

SECTION 1120, Duty of Members to Attend Funeral

It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to be at the funeral services of a deceased member.

PROPOSED: Chapter Eleven, Miscellaneous

Section 1100, Cap Regulation for Past Department Officers

All Past Department Officers at the completion of their term of office shall revert to the Detachment “Red Hat”, except past Department Commandants, who may continue to wear the Department Cap, but must show the date of service thereon.

Section 1105, Death of a Member

The death of a member of the Marine Corps League shall be reported in accordance with the NAP Chapter Seven, Section 7010.

Rationale:

Simplifying the chapter.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton

Department Judge Advocate

Marine Corps League, Department of Michigan



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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and Section 905 the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Bylaws

CURRENT:

The bylaws refer to persons as him/her, or he/she.

PROPOSED (Added changes in RED):

Change all references to them/they/their

Rationale:

We are all Marines regardless of gender and our bylaws and administrative procedures should reflect that.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton
Department Judge Advocate
Marine Corps League, Department of Michigan



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30 April 2026

Subject: Proposed Amendments to:

In accordance with the Department Bylaws Article IX, Sections 900 and Section 905 the following is submitted for consideration by the body assembled at the 2026 Department Convention.

Department Administrative Procedures

CURRENT:

There are empty chapters within the administrative procedures.

PROPOSED:

The department judge advocate is authorized to remove the empty chapters and move subsequent chapters up, and make the appropriate changes to chapter and section numbers.

Rationale:

We shouldn't have empty chapters.

This change shall take effect at the close of this convention.

National Administrative Procedure

Respectfully submitted,

Mark Sutton

Department Judge Advocate

Marine Corps League, Department of Michigan