



# Marine Corps League Department of North Carolina



**To:** Department of North Carolina, Marine Corps League  
**From:** Scott L Shermeyer, MCL Member, DoNC  
**Attn:** DoNC Adjutant  
**Subject:** Proposed Revision to Current DoNC Bylaws  
**Date:** Wednesday, March 02, 2022

## References:

1. Marine Corps League National Bylaws, 2021 Edition, effective 13 August 2021
2. Marine Corps League National Administrative Procedures, 2021 Edition, effective 13 August 2021
3. Department of North Carolina, Marine Corps League Department Bylaws, dtd 30 June 2018

## Target:

### Article Three - Staff, Section 310 - Duties of Staff Officers

### Proposed Addition/Revision (relocated from Board of Trustees):

#### A. DEPARTMENT ADJUTANT shall:

1. Cause to be kept the accurate minutes of all Conventions, all Board meetings, and perform such other duties as are usually assigned to recording secretaries.
2. Cause to be transmitted to each Detachment within sixty (60) days following each Convention or Board meeting a brief summary of the minutes showing actions and decisions affecting the Bylaws, Administrative Procedures, policy and administration;
3. Maintain adequate inventories of supplies and merchandise, order all material to be used by the Headquarters; certify all invoices for services and materials received and forward such invoices to the Department Paymaster for payment;
4. Publish and distribute to each Detachment Judge Advocate the opinions and ruling of the Department Judge Advocate filed with Department Headquarters;
5. Serve as direct liaison between the Board and Committees;
6. 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.
7. Keep the Board informed of the progress of Committees;
8. 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 of each year, a report of the proceedings and activities of the Department.

9. Provide the Credentials Committee a copy of the 31 March membership roster provided by the National Adjutant's office for the purpose of determining qualified Detachment's Delegate strength at the annual Department Convention.
10. Perform such other duties as may be assigned by the Commandant;
11. Surrender all books, records and other property of the Department, with which the office is charged, to your duly appointed and installed successor.

## **Proposed Action:**

**Move the currently worded duties of adjutant, above from Article Two - Board of Trustees to Article Three - Staff**

## **Rationale:**

- The correct placement for department Adjutant position is under Staff Officers
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Semper Fidelis, (*Always Faithful, to God, Corps, Country, Community, & Family*)

Sincerely and Respectfully Submitted,



Scott Shermeyer, Department of North Carolina, Marine Corps League