# ARTICLE SIX
# FISCAL AND FINANCIAL

**SECTION 600 - GENERAL** – The Detachment will conduct all Financial matters under its control in an open manner. Normally, Financial Statements will be available for inspection at every Regular Business Meeting. Questions concerning Financial matters will be directed to the Detachment Commandant and the Detachment Adjutant-Paymaster. The Detachment Budget and Finance Committee and the Detachment Audit Committee will provide guidance and direction in the conduct of the Detachment's Financial Affairs.

**SECTION 601 - STATUS** – The Detachment is Incorporated in the State of Tennessee as a Non-Profit Organization, under blanket authorization of the National Organization. As such, the Internal Revenue Service recognizes the Detachment as a 501 (c) 4 organization. Normally this classification may not accept tax-exempt donations; however, a special provision was made for the League to accept donations. Documentation is available for this provision from the Paymaster, if needed. Also, the Detachment is qualified under this authorization for exemption from Tennessee Sales Tax, subject to the provisions of Tennessee Statutes.

Amended Nov 2009

**SECTION 602 – FINANCIAL OFFICERS AND BONDING** – In accordance with the National Bylaws and Administrative Procedures, all designated Financial Officers in the Detachment are covered by a blanket bond maintained by the National Organization. All disbursements will require the signatures of two of the designated Financial Officers. The designated Financial Officers of this Detachment are the:

**A.** Detachment Commandant

**B.** Detachment Adjutant-Paymaster

**C.** Detachment Senior Vice Commandant

**D.** Detachment Junior Past Commandant

**SECTION 603 – AUTHORIZATION TO RECEIVE AND DISBURSE FUNDS**

Amended Sep 2001

**A.** Only the designated Financial Officers of the Detachment are Authorized to Receive and Disburse Funds. Any and all functions, which are official or semi-official functions of the Detachment, will include provisions for any funds involved to be paid to a Financial Officer, normally the Adjutant-Paymaster. Upon receipt of the funds, the Paymaster (or Adjutant-Paymaster) will provide for such payments as are required for the function.

**B.** The Detachment Adjutant-Paymaster will insure that the proper documentation for the Sales Tax Exemption is available and utilized, whenever appropriate.

**C. LIMITATION** – Except as is specifically provided in these Bylaws, no Officer or individual Member of this Detachment shall have the authority to financially obligate the Detachment in any way unless previously approved by the Detachment Board of Trustees or the Membership in a Regular Business Meeting."

Amended Nov 2009

**SECTION 604 – SPECIAL AUTHORIZATION TO OBLIGATE FUNDS** -- The Board of Trustees may authorize specific Officers of the Detachment to obligate funds for specific purposes. An example of such authorization could be the Detachment Chaplain to be able to cover the costs of memorial remembrances for deceased Members, or a Member's immediate family, or for the Adjutant-Paymaster to produce and mail Newsletters and other pertanent items. . Whenever such special authorizations are approved, a reasonable maximum amount will be specified and the matter will be reported to the Membership at the next Regular Business Meeting. Special authorizations must be renewed annually, usually at the first Regular Business Meeting following the Installation of Officers

Amended Nov 2009

**SECTION 605 – DUES AND FEES** – The amount of Dues and Fees to be collected from Members for Annual Membership will be set by the Membership in a Regular Business Meeting. Changes in the amount of the Detachment portion of the Dues and Fees will be collected on the first day of the third month after the vote that approved the increase. Changes in the amount of dues collected that are the result of action by either the Department or National Conventions will be handled in accordance with the respective Bylaws. Dues and Fees for Membership will be forwarded to the Department Adjutant-Paymaster on a timely basis, with a Dues Transmittal Form and separate checks for the appropriate amounts due the Department and the National Headquarters.

Amended Nov 2009

**SECTION 606 – SPECIAL PROVISIONS AND RESTRICTIONS** – The Detachment may set aside or designate certain funds for a particular purpose or project. When ever such funds are so designated or set aside, they may not be utilized for other purposes without the expressed consent of the Membership. Such consent will be only provided as follows.

**A.** The intent to change the designation will be published to the Membership either by the use of the Detachment Newsletter or by separate mailing at least sixty (60) days before a vote may be taken. The circumstances of the intent will be discussed and debated at least one Regular Business Meeting prior to a vote being taken. A two-thirds (2/3) majority of the Members present at the first Regular Business Meeting following the satisfaction of these provisions may change the designation of such funds.

**B.** In the event that provisions of the preceding paragraph (Section 606, Paragraph A.) cannot be met, a two-thirds (2/3) majority of the entire Membership shall be required to change the designation of such funds. Such vote may be by mail, and if so, the envelopes provided will have an external marking to show that it is a vote, and will remain unopened until the vote is counted as specified in the voting instructions.

Amended Nov 2011

**C.** In the event that funds are solicited for a specific purpose, i.e. Marines Helping Marines, Young Marines, Sword Fund, etc, these funds are considered to be designated for that purpose and in this case the designation may not be changed without the consent of the donor(s). In this event, individual donor(s) may withdraw their donation if they desire.

**-- END OF ARTICLE SIX --**