# ARTICLE FOUR
# COMMITTEES

**SECTION 400 - COMPOSITION** - Three types of committees may be established by the Detachment Commandant with the advice and consent of the Detachment Board of Trustees to assist in the conduct of business within the Detachment. The term of office for all committee members shall expire at the end of the term of office of the Detachment Commandant. Members may be reappointed for another term. In addition to the established committees, the Past Detachment Commandants Council is established to function as an ongoing advisory body within the organization of the Detachment.

**A.** Standing Committees may be appointed to meet as required throughout the year to deal with matters that come within their area of responsibility. These committees are the Membership Committee, the Budget and Finance Committee, and the Bylaws Committee.

**B.** Special Committees may be appointed to deal with matters specific to a particular issue. These Committees are the Audit Committee, and Nominating Committee.

**C.** Temporary Committees will be appointed on an as required basis to deal with specific matters that do not fall within the jurisdiction of other existing committees and cannot be handled in an expeditious manner by the Detachment Staff. The composition and scope of the Temporary Committees will be determined by the matter(s) to be considered.

**SECTION 401 - MEMBERSHIP COMMITTEE** - This committee will be responsible for the development and conduct of a program to maintain and add to the current membership and further advance the interests of the Music City Detachment. This committee will be chaired by the Detachment Junior Vice Commandant and will consist of such additional members as may be required.

**SECTION 402 - BUDGET AND FINANCE COMMITTEE** - This committee will be responsible for the preparation of a financial program and budget for the conduct of business within the Detachment for the year. Additionally, this committee will monitor the budget and devise ways of increasing funds of the Detachment. This committee will be chaired by the Detachment Senior Vice Commandant and will include the Detachment Paymaster and such additional members as may be required.

**SECTION 403 - BYLAWS COMMITTEE** - This committee will receive and review all proposed changes and amendments to the Detachment Bylaws. The committee will report all proposals received to the Membership in a Regular Business Meeting with a recommendation for appropriate action. This committee will be chaired by the Detachment Judge Advocate and will consist of additional members appointed by the Detachment Commandant.

**SECTION 404 - PAST DETACHMENT COMMANDANTS COUNCIL -** Recognizing the honor and importance bestowed to the office of Commandant by the Marine Corps League, the Music City Detachment hereby formally establishes the Past Detachment Commandants Council. This Council shall consist of all living Past Detachment Commandants, and shall be chaired by the Junior Past Detachment Commandant. This Council is established as permanent organization within the Detachment, and changes in composition may be made only as a result of appropriate disciplinary action as defined in the appropriate sections of the National Bylaws and the National Administrative Procedures. The Past Detachment Commandants Council shall function as an advisory board for the Detachment Commandant and the Detachment Board of Trustees, and shall also function as a Grievance Committee for the Detachment. This Council shall meet at such times as may be required.

**A.** In its role as an advisory board, the Past Detachment Commandants Council shall be guided by the appropriate sections of the National Bylaws and the National Administrative Procedures that describe the Past National Commandants Council.

Amended Nov 2011

Amended Nov 2009

**B.** In its role as a grievance committee, the Past Detachment Commandants Council may receive and review complaints of improper action on the part of officers or individual members within the Detachment. Complaints may originate and be submitted by any Member in Good Standing. Recognizing that this type of action may be divisive within the Detachment, the Past Detachment Commandant's Council may be asked, with the consent of the Petitioner, to function as a mediating council to informally deal with complaints within the Detachment and possibly resolve them without the necessity of formal action. In this role, the complaint will be submitted in writing to the Junior Past Detachment Commandant and will be as factually complete as possible. This Council will not be a disciplinary agency of the Detachment; neither will it replace the disciplinary procedures established in the National Bylaws and the National Administrative Procedures. The Council's function in this role is intended to provide a channel to informally present such complaints and possibly resolve them without formal disciplinary action. Should the aggrieved Member not agree to mediation by the Council and elects to submit a formal complaint in accordance with Chapter Nine of the National Administrative Procedures, the Council will terminate any involvement with the complaint. The Council's findings will be advisory, and will be submitted to either the Board of Trustees or the Detachment Regular Business Meeting, as appropriate, with recommendations for specific corrective actions. If, however, voluntary corrective action is taken and the complainant is satisfied, that complaint may be closed. The Council will retain the original written complaint and its final resolution or recommendation, which will be available for review at the Detachment Regular Business Meeting. A quorum for the Council when acting as a grievance committee will be three (3) members, including the Chair. If the complainant requests a formal meeting before the Council, it will be scheduled at a mutually acceptable time and date when a quorum will be available.

**C.** This Council will **not** be a disciplinary agency since the Detachment has no jurisdictional disciplinary authority over Members of the Detachment. Once a formal complaint is filed on a grievence of discliplinary charges in accordance with Chapter Nine of the National Administrative Procedures, this Committee will cease any deliberations or actions on the complaint.

Amended Nov 2009

**D.** The Past Detachment Commandants Council may collect or receive funds to accomplish specific goals, subject to the approval of the Detachment Board of Trustees.

Amended Nov 2009

**SECTION 405 - AUDIT COMMITTEE** - This committee will annually audit all books and records of the Detachment and will inventory all Detachment property and to report the results of this audit at the first Detachment Regular Business Meeting that follows the completion of the audit. It is the responsibility of all members who have custody of such records, books and property to make such available to the Committee for a timely audit. This committee may utilize the services of the Budget and Finance Committee and other such officers or committees of the Detachment as may be required to complete the audit in a sound and timely fashion. The Detachment Commandant may convene this committee for additional auditing as may be made necessary by events. This Committee shall be chaired by the Junior Past Detachment Commandant, and shall consist of at least two other members, who shall be Past Detachment Commandants, if possible

**SECTION 406 - NOMINATING COMMITTEE** – Whenever it is invoked, this Committee will be responsible to provide a slate of qualified officers for the ensuing year. The Committee will consist of at least three members, who should be Past Detachment Commandants, whenever practical. Due to the importance of this Committee's recommendations, the selected members should be individuals who have served in elective office in the Marine Corps League. Additionally, members who intend to stand for one of the Detachment Elective Offices will not be named to this Committee. The Committee will be appointed in October of each year to allow for the orderly flow of the following events:

Amended Nov 2009

**A.** An individual member desiring to stand for office shall notify the Nomination Committee and provide a brief summary qualifications and offices held within the League.

**B.** The Committee may receive names from sources other than the individual. If any are thus tendered, the Committee will insure that the individual is willing to serve in the appropriate office prior to further consideration.

**C.** The Committee will then determine a slate of one nominee for each Elective Office. The selection of the slate need not require the unanimous agreement of all members, but should reflect a general consensus of the members.

**D.** This slate will be presented to the entire Detachment Membership in the Detachment Newsletter or separate mailing at least fifteen (15) days prior to the January Detachment Regular Business Meeting

Amended
Nov 2009

**SECTION 407 - CONDUCT OF BUSINESS** - Except as may be noted in these Bylaws, the business of these Committees may be in person, by telephone, by mail or by such other means, such as E-Mail and other electronic means as is available to all members of the Detachment Staff.

**SECTION 408 - VACANCIES AND ABSENCES** - In the event of vacancies or absences on any committee or board, the Detachment Commandant may appoint replacements to serve in place of the missing member. Absent members will normally resume their post upon return.

**-- END OF ARTICLE FOUR –**