

DUTIES OF DETACHMENT OFFICERS

A temporary Commandant, Adjutant and Paymaster are selected by the members of the Detachment to act as their respective Officers, with the cooperation of all the members to secure new members before the date set for the closing of the Charter Application when the permanent staff of Detachment Officers will be elected. Subsequent elections may be held in accordance with the National Bylaws and Administrative procedures.

DETACHMENT COMMANDANT: Directs Marine Corps League activities of his community, presides at all Detachment meetings, serves as advisor to all committees of his Detachment and is in direct charge of all functions of his Detachment. He administers the Oath of Membership to all new members of his Detachment after he has been officially sworn into Office by the Department Officer or any Officer deputized for the purpose by a National or a Department Officer.

DETACHMENT SENIOR VICE COMMANDANT: Shall give every assistance to the Detachment Commandant and during the absence or illness of the Detachment Commandant perform the duties of that Office. He shall assist all committees and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the Marine Corps League.

DETACHMENT JUNIOR VICE COMMANDANT: Shall create and promulgate such membership incentives and programs as will engender enthusiastic response that will result in continuous membership growth. In the absence or illness of the Detachment Commandant and the Detachment Senior Vice Commandant, he shall perform the duties of that office.

DETACHMENT JUDGE ADVOCATE: Shall interpret the Detachment Bylaws, Department By laws and the National Bylaws (the latter two (2) in the event there are no Detachment or Department Bylaws). He shall advise, construe, counsel and render opinions on questions of law and procedure to the detachment Commandant during meetings. Make decisions on the local level in disputes or if unable to do this refer the problem to the next higher echelon of the Marine Corps League, i.e. Department or National if no Department exists.

JUNIOR PAST DETACHMENT COMMANDANT: Shall contribute generously and impartially from past experience to the best interests of the Marine Corps League.

DETACHMENT ADJUTANT: Shall keep a true record of all meetings, typewritten or neatly hand written in ink in a ledger or log book; keep a record of all members and forward notices of meetings events, etc., of the Detachment to the membership and work closely with the Paymaster to maintain an up-to-date membership file of the Detachments active (paid up) and inactive (delinquent) members. The Adjutant shall also handle and keep a record of Detachment correspondence as directed by the Detachment Commandant and perform such duties as directed by the Commandant.

DETACHMENT PAYMASTER: Shall keep a true record of all moneys received and expended by the Detachment-and in close cooperation with the Adjutant prepares an up-to-date record of dues paid by the membership and forwards notices to members when their dues have lapsed and also such other duties as may be assigned by the Detachment Commandant.

DETACHMENT ADJUTANT/PAYMASTER: The above offices of ADJUTANT and PAYMASTER may be combined wherein the duties of both would apply.

DETACHMENT CHAPLAIN: Shall perform such duties at meetings as prescribed in the League Ritual, take an active part in all memorial and funeral services in which the Detachment participates, visit the sick and perform such other duties as directed by the Detachment Commandant.

DETACHMENT SGT-AT-ARMS: Shall preserve order at all meetings and perform such other duties as are required by the Detachment Commandant. Also will fulfill all duties prescribed in the Marine Corps League Ritual.