ARTICLE FOUR

COMMITTEES

SECTION 400 – COMPOSITION – Three types of committees will be established by the Department Commandant with the advice and consent of the Department Board of Trustees to assist in the conduct of business within the Department. The term of office for all committee members shall expire with the adjournment of the Department Convention unless otherwise specified in these Bylaws. Members may be reappointed for another term. In addition to the established committees, the Past Department Commandants Council is established to function as an ongoing advisory body within the organization of the Department.

(a) Standing Committees will 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, Budget and Finance Committee, Bylaws Committee, Publications Committee, Department Convention Committee and the Past Department Commandants Council.

(b) Convention Committees will be appointed to deal with matters specific to the Department Convention. These Committees are the Audit Committee, Credentials Committee, Resolution Committee, Rules 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 Department 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 Department of Tennessee by establishing new Detachments. This committee will be chaired by the Department 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 Department for the year. Additionally, this committee will monitor the budget and devise ways of increasing funds of the Department. This committee will be chaired by the Department Senior Vice Commandant and will include the Department Paymaster and additional members as may be required.

SECTION 403 – BYLAWS COMMITTEE

Amended 2010

(a) The Department Bylaws Committee is a standing committee to receive and review all proposed changes and amendments to the Department Bylaws. All proposals received will be reported to the Convention by the committee with a recommendation for appropriate action. This committee will be chaired by the Department Judge Advocate and will consist of one member from each Grand Division of the Department, to be nominated by the respective Division Vice Commandant. Detachment Judge Advocates will be nominated to this position whenever possible.

(b) In addition, the Department Judge Advocate will, at the request of the Department Commandant, assemble an *ad hoc committee* immediately prior to the Department Convention to evaluate the proposed changes, amendments and repeals to the National Bylaws and Administrative Procedures to present recommendations to the body assembled for a specific stance on each proposal. The membership of this *ad hoc committee* should come from Past Department Commandants and Past Detachment Commandants whenever possible.

SECTION 404 – PUBLICATION COMMITTEE – This committee will be responsible for the review of all items published by or for the Department for the purpose of accuracy of information and compliance with the National and Department policies. This committee will be chaired by the Department Judge Advocate, and will include the Department Adjutant and other such members as may be appropriate.

SECTION 405 – PAST DEPARTMENT COMMANDANTS COUNCIL – Recognizing the honor and importance bestowed to the office of Commandant by the Marine Corps League, the Department of Tennessee hereby formally establishes the Past Department Commandants Council. This Council shall consist of all living Past Department Commandants, and shall be chaired by the Junior Past Department Commandant. This Council is established as permanent organization within the Department, 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 Department Commandants Council shall function as an advisory board for the Department Commandant and the Department Board of Trustees.

(a) The Past Department Commandants Council shall meet during the Department Convention, and at other times as may be required.

(b) In its role as an advisory board, the Past Department 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.

(c) The Past Department Commandants Council may collect or receive funds to accomplish specific goals, subject to the approval of the Department Board of Trustees.

SECTION 406 – DEPARTMENT CONVENTION COMMITTEE – This committee will be responsible to the Board of Trustees for the production of the Department Convention. The Department Junior Vice Commandant will Chair this committee, and it will contain two other members, one of whom should be from the Detachment that hosted the last Department Convention and was directly involved in the production of that Convention. Its duties are twofold.

(a) It will receive and analyze all bids to host the Department convention. Normally, a Detachment wishing to host the Department Convention will inform the Committee two years in advance of its intention to bid. The declaration of intention will not be binding. Formal bids will be submitted to the Chair of the Committee prior to the Department Convention for the next year's Department Convention. The formal bids will include the proposed cost of rooms, including current taxes, at one or more hotel/motel, and the amenities to be provided by those facilities, such as pool, hospitality room, banquet arrangements, free rooms for invited guests, etc. The

bidder will also include a plan for publicity and any other factor that they feel will make a successful Convention. The bid will include a statement that the Detachment will cooperate with the Department Convention Committee. All bids received will be reported to the Convention with the Committee's recommendation for the one that best satisfies the Department's needs. The Department convention will then make the final selection of the site and Host Detachment for the next Convention. Consideration will be made to attempt to share the Department Convention among the Grand Divisions of the State of Tennessee, and among the Detachments within the Department, but this will not override selection of the best available site. Chapter Two, Section 240, of the National Administrative Procedures will provide additional guidance for bids and site selection.

(b) It will work jointly with the Detachment selected to host the next Department Convention to supervise and conduct the Convention. With the assistance of the Budget and Finance Committee, this Committee will promote the Department Convention along strict business lines to ensure the financial success of the Convention.

<u>SECTION 407 – AUDIT COMMITTEE</u> – This committee will audit all books and records of the Department and will inventory all Department property and to report the results of this audit at the Department Convention. 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 Department as may be required to complete the audit in a sound and timely fashion. This committee may be convened by the Department Commandant for additional auditing as may be made necessary by events. This Committee shall consist of Past Department Commandants, and shall be chaired by the Junior Past Department Commandant.

<u>SECTION 408 – CREDENTIALS COMMITTEE</u> – This Committee will be responsible for the examination and approval of the credentials of each Delegate and Detachment present at the Convention. The Department Adjutant (Adjutant/Paymaster) shall have available for the Committee, at the Convention Site, the total number of regular members in good standing of each Detachment in good standing within the Department as of the last day of the month prior to the month of the Convention, to be accompanied by copies of the Dues Transmittal Sheets. Conflicts as to the strength of a Detachment will be resolved by the best judgment of the Committee, based on documentation provided. Undocumented conflicts will be resolved in favor of the Adjutant. The Committee will not approve the credentials from any Detachment that is indebted to the National Headquarters or the Department of Tennessee when such indebtedness has been in default over thirty (30) days. The Committee shall report to the Convention the voting strength and method of voting for each Detachment represented. (Article One, Section 102 (e) shall apply.) In the event that additional qualified delegates or members arrive after this report is made, an amended report will be filed by the Committee. An amended report of voting strength will not affect the vote on any issue or matter that has occurred prior to the time the amended report is filed. The Credentials Committee will consist of a Chair and two additional members appointed by the Department Commandant. Past Detachment Commandants should be considered when constituting this Committee.

Amended 2010

SECTION 409 – RESOLUTION COMMITTEE – This Committee will have the responsibility to receive and review all resolutions presented for consideration at the Department convention. The Committee will, by majority vote, approve or disapprove of each resolution presented. All resolutions received will be reported to the Convention along with the Committee's findings for final consideration. The Committee will be chaired by the Department Judge Advocate and will have at least two other members appointed by the Department Commandant.

SECTION 410 – RULES COMMITTEE – This Committee shall determine the sequence and procedures for the business agenda of the Department Convention consistent with Article One, Section 111, of these Bylaws. The Department Commandant will be responsible to establish this Committee with sufficient lead-time to allow it to provide a written agenda prior to the opening of the Department Convention. Composition of this Committee is at the discretion of the Department Commandant.

Amended 2010

SECTION 411 – NOMINATING COMMITTEE – Whenever the Nominating Committee is invoked, it will be responsible to provide a slate of qualified officers for the ensuing year. The Junior Past Department Commandant will chair the Committee, and the Division Vice Commandants will comprise the Members of the Committee. However, Division Vice Commandants who intend to stand for one of the Department Elective Offices will not become a Member of this Committee, and the Department Commandant will name a substitute from that Division. The Committee will be established several months in advance of the Department Convention to allow for the orderly flow of the following events:

(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

(d) This slate will be presented to each Detachment Commandant approximately sixty (60) days prior to the Department Convention, normally by the Department Spring Staff Meeting. This will provide sufficient lead-time to allow the slate to be announced and discussed at the respective regular scheduled Detachment Meetings prior to the Department Convention.

SECTION 412 – CONDUCT OF BUSINESS – Except as noted in these Bylaws, the business of these committees may be conducted in person, or by telephone, mail or other such means as may be available.

SECTION 413 – VACANCIES AND ABSENCES – In the event of vacancies or absences on any committee or board, the Department 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