

The Bylaws Of The Marine Riders Group, Incorporated



National Document Copy

The Marine Riders Group

Bylaws

Article I - Organization Name

This organization named *The Marine Riders Group, Inc.*

Article II - Mission Statement

To raise public awareness of the rich history and traditions of the United States Marine Corps. To provide aid and support to the members of the United States Marine Corps, U.S. Navy Corpsmen serving with Fleet Marine Forces, members of our sister services and their families, especially in their time of need. To vigilantly demonstrate for a full accounting of all service personnel who continue to serve in the capacity as Prisoners-Of-War and those still listed as Missing-In-Action (POW/MIA).

Article III – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern *The Marine Riders Group, Inc.* in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any Special Rules of Order *The Marine Riders Group, Inc.* may adopt.

Article IV - Nature of the Organization

Section 1. *The Marine Riders Group, Inc.* is a civilian organization with no affiliation to the United States Marine Corps or any other organization.

Section 2. *The Marine Riders Group, Inc.* shall be absolutely non-political.

Section 3. *The Marine Riders Group, Inc.* will not recognize any distinction of class, race, religious creed or belief, nationality or sect.

Article IV - Nature of the Organization

(Continued)

Section 4. All members shall act in good faith with other members and, uphold the finest traditions of the United States Marine Corps.

Section 5. *The Marine Riders Group, Inc.* will not recognize any distinction of military rank.

Section 6. National, State and Local level officers, elected or appointed, shall not accept a gift or gratuity from a non-member business or individual for themselves, their spouses, significant others or their family, the value of which exceeds \$10.00. Such gifts or gratuities which exceed the \$10.00 limitation shall be graciously declined. The donor may make a substitute donation to the general national treasury. Violation of this bylaw shall result in judicial action under Article IX.
(See Appendix H for guidance)

Article V - Organizational Levels

Section 1. *The Marine Riders Group, Inc.* shall be organized into a single National Organization (hereinafter referred to as *the MRG*) and its Board of Officers shall include the elective offices of Commandant, Senior Vice-Commandant, Treasurer and Junior Vice-Commandant (Secretary)/Historian. It shall also include the Offices of Sergeant-At-Arms and Chaplain, who will be appointed by the MRG Commandant at the beginning of his/her term of office. A commander from each state will automatically be included on the MRG Board of Officers.

Section 2. Each state may contain as many posts as can be populated and supported. Each post should be populated with a minimum of 10 members to be successful.

A. The Post will be guided by a Sergeant Major, a Gunny and a Paymaster, all which are to be elected. A Sergeant-At-Arms/Road master may be appointed within the Post.

B. The State's Sergeants Major shall appoint a State Commander from within their respective state posts to represent that state on the National Board of Officers. Said Commander will represent the voice of his/her state to the board but will not have voting privileges on national agenda items.

Article V - Organizational Levels

(Continued)

Section 3. As the membership increases, additional posts may be formed in separate geographical areas of the state. Typically there should be a minimum of 20 miles distance between posts. Members wishing to form a separate post must submit a petition to the national board for a separate post. At a minimum the petition must include the proposed geographical location, the proposed identifying post name (i.e. Chesty Puller's Riders), a proposed post meeting calendar, and a brief summary of the basis for the request for creating a new post (i.e. large number of members, etc. . .).

Article VI- Eligibility and Membership

Section 1. All current Active Duty, members of the active and inactive reserve, retired and former members of the United States Marine Corps who were honorably discharged or; discharged with a General Discharge under honorable conditions are eligible for membership.

Section 2. Membership shall also be extended to those United States Navy Corpsmen who served with the Fleet Marine Forces who were honorably discharged or; discharged with a General Discharge under honorable conditions.

Section 3. All applicants must be a member in good standing with the Marine Corps League. Applicants shall annotate their MCL Membership Number on their application. Applicants failing to do so will have their application returned without further action. See Appendix M for additional guidance.

A. MRG Posts are not allowed to become group members of any other organization.

B. Individual Members shall not belong to any organization that has convicted felons as members or where suspect illegal activity occurs within that organization.

Section 4. The Post Sergeant Major and/or his designee shall be the judge of its own membership and retains the authority to determine a prospective member's eligibility. All members must submit their application, with supporting documentation, to the MRG Treasurer.

Section 5. Post Membership:

A. To belong to a post, a member must first be a member in good standing with the MCL and the MRG national organizations.

B. Post membership is generally based on a geographical basis. However each member can choose which post he/she desires to join.

C. No member can belong to more than one post.

Article VII - Associates

Section 1. Recognizing the dedication and hard work of spouses of the United States Marines and United States Navy Corpsman assigned to the FMF, each post may, upon written notification to the MRG Commandant, admit to their post Associates who are the spouses or significant other persons of the organization's members. The Associate designation is **not** intended to include the adult children, siblings or parents of any active post member.

Section 2. The spouse need not have been married to the member while he/she was on active duty. Spouses of deceased Marines or FMF Corpsman may be members of the Associate with proof of the deceased's service.

Section 3. The parents, siblings, sons, daughters and extended family of all active members will always be welcomed at preplanned gatherings (fundraisers, holiday parties, etc.) of the membership. However, only active and associate members may be present at formal proceedings of a post or national meeting.

Section 4. *The MRG* is an exclusive society with limited membership eligibility and therefore does not recognize the need for formation of any auxiliary subgroups.

Article VIII - Elections and Appointments of Officers

Section 1. Governance of *the MRG* shall be managed by a Board of Officers. Its Board of Directors shall consist of the Commandant, Senior Vice-Commandant and the State Commanders all of whom shall oversee the operation of the MRG and direct its efforts towards fulfilling the organizational mission statement.

Section 2. Composition and Duties.

A. Commandant. The Commandant will serve as chief administrative officer of the MRG and will preside over all national meetings. He/She shall be guided in their duties as per the guidelines in Appendix A.

B. Senior Vice-Commandant. The Senior Vice-Commandant will assume the duties of the Commandant in his/her absence. He/She will assist the Commandant in the routine performance of duties. He/She will **distribute** the National Back Patch and other organizational items and logos as needed. He/She shall be guided in their duties as per the guidelines in Appendix B.

Article VIII - Elections and Appointments of Officers

(Continued)

C. Adjutant/Treasurer. The Treasurer will have charge of all MRG finances and disbursements. Disbursements shall be as directed by majority vote of the general membership or the Commandant and two officers when time does not permit. He/She shall be guided in their duties as per the guidelines in Appendix C.

D. Junior Vice-Commandant/Historian. The Junior Vice-Commandant will keep a complete and correct record of all proceedings at meetings. He/She will process new member applications and keep all membership records. He/She will work closely with the Senior Vice-Commandant on new member product disbursement. He/She shall be guided in their duties as per the guidelines in Appendix D.

E. Sergeant At Arms. The Sergeant at Arms will perform meeting security and maintain order. This position will also provide Road Guard duty and can appoint road captains needed during rides. He/She shall be guided in their duties as per the guidelines in Appendix E.

F. Chaplain. The Chaplain shall conform to the MRG meeting procedures and perform duties for the Group. He/She shall be guided in their duties as per the guidelines in Appendix F.

G. Post Sergeant(s) Major. The Post Sergeant Major will serve as the senior administrative officer of the post and will preside over all post meetings. He/She shall be guided in their duties as per the guidelines in Appendix G.

Section 3. Election of National Officers.

A. Election of national officers shall be by written ballot only. Nominations may be oral or emailed. Nominations will open September 1st and will close September 30th of the election year. All ballots must be sent to membership by or before October 10th of the election year. All ballots must be received by National by the close of business, October 25th of the election year. Election results will be announced within 5 days. New officers will take office November 10th for the duration of that term.

B. Beginning with election year 2007, the election of MRG officers shall be held every three (3) years per the above outlined election schedule. The elected officers shall assume their office on November 10th and serve until November 9th, three (3) years hence. Election results should be forwarded to the entire membership as soon as possible.

Article VIII - Elections and Appointments of Officers

(Continued)

Section 4. At least sixty (60) days prior to said election schedule, the Commandant, or Designee will issue an Election Call to be distributed to each Member in good standing. Said Election Call shall identify the MRG Offices to be filled by election and the means by which prospective candidates may be placed on the ballot. The Commandant will appoint an Election Committee of not less than three (3) members in good standing. No candidate for MRG Office may serve on the Election Committee.

Section 5. The State Commander of the Posts of their respective state shall be appointed by the Sergeants Major of their state.

Section 6. Each Post shall nominate and elect a Post Sergeant Major, Gunny and Pay Master within thirty (30) days of the Formation Date of their Post.

A. Procedures of nominating and electing will follow national guidelines.

1. Post Officer Elections will be every two years in the odd-numbered years. Each Post will convene a 3 person election committee.

a. Nominations for Post Officers must be made by September 1st in election years.

b. Ballots for Post Officers shall be counted on November 1st in the election year.

c. Post Officers shall assume their post on November 10th of the election year.

d. The Post election committee will be responsible for ballot distribution, safeguarding the ballots and tallying the votes.

2. Post Officers can only serve two consecutive terms. After two consecutive terms they must stand down for one term before being nominated/elected to serve again.

3. No member may hold more than one position, elected or appointed, within the Post

Section 7. An officer is elected to a two (2) year term and may only serve one (1) consecutive term. Any officer who serves a second consecutive term must stand down for one (1) term before serving in any other officer position.

Section 8. Prior to assuming the office, the elected officer must be a member in good standing. To be considered in good standing, the member must meet all eligibility requirements and must have dues paid in full to the national and post treasury.

Section 9. Each Post is free to appoint other Post positions as needed (Chaplain, Road Master, Sergeant-At-Arms, etc...)

A. These positions do not supercede MRG positions. MRG National Officers **cannot be** appointed to these Post positions.

Article VIII - Elections and Appointments of Officers

(Continued)

Section 10. In the event that all elected offices are not filled through the voting process, the Commandant may appoint a member, who has expressed a desire to serve, to fill the vacant position. No appointment shall be made without the appointees consent. All appointees must fulfill the same requirements of being a member in good standing and their dues paid.

Section 11. Other appointed positions may include, but are not limited to: Colors Coordinator; Fund Raising Chairperson; Recruitment Officer; Road Foreman; or any other position that the MRG Board of Officers feels is necessary for the ongoing function of the organization.

Article IX – Judicial Proceedings

Section 1. Any officer of this organization, after a fair and impartial hearing, may be impeached if his/her conduct is found to be detrimental to this organization or by reason of dereliction of his/her duties.

Section 2. Only the MRG Board of Officers shall vote on impeachment hearings.

Section 3. Any member in good standing has the right and obligation to request such a hearing when deemed necessary. All requests of this nature must follow the chain of command from Post level to the MRG national level.

Section 4. Any impeached officer shall be expelled, and shall not be readmitted to any segment of *the MRG*.

Section 5. The MRG Board of Officers may appoint a member to fill the unexpired term of an office vacated by impeachment.

Section 6. The power to suspend or expel an active or Associate member shall reside only with the MRG Board of Officers or an ad hoc judiciary committee, duly appointed by the Commandant.

A. An ad hoc judiciary committee shall be comprised of three members who are

1. Not a member of the same Post, and:
2. Not in the chain of command of the accused, or
3. Not related to the accused by family relation, marriage or cohabitation.

B. Individual members may bring charges of misconduct or misdeed against another member to their respective Post Sergeant Major.

Article IX – Judicial Proceedings

(Continued)

C. The Post Sergeant Major or his delegated representative must notify the MRG Adjutant of any charges of misconduct or misdeed against of any member. All facts of the case or proceedings must be submitted in written form.

D. The MRG Board of Officers, or an ad hoc judiciary committee appointed by the Commandant, shall hold a fair and impartial hearing to determine whether the member in question has violated the rules of *the MRG* or if the conduct of the member in question is detrimental to the good order or image of *the MRG*.

E. The MRG Board of Officers will review all of the facts, written statements and written testimony surrounding the charge(s) and render a written decision within fourteen (14) days after receipt of the written charge(s) from the Post Sergeant Major. If an ad hoc judiciary committee is appointed, it will review all of the facts, written statements and written testimony surrounding the charge(s) and render a written recommendation within twenty-one (21) days after receipt of the written charge(s) from the MRG Board of Officers.

F. The *MRG Board of Officers* shall review all ad hoc judiciary committee recommendations and concur with the recommendation, or order other disciplinary action to be taken.

1. The MRG Board of Officers cannot order any disciplinary action greater than that recommended by an ad hoc judiciary committee.

2. The MRG Board of Officers can order lesser disciplinary action than that recommended by an ad hoc judiciary committee.

G. The Commandant will issue a written disciplinary order within thirty (30) days of charges filed by the Post commander or thirty (30) days after receipt of the member's appeal, whichever is later.

H. A member who is expelled or suspended may appeal his/her expulsion or suspension to the *MRG Board of Officers* for reconsideration within thirty (30) days of the action.

I. The *MRG Board of Officers'* determination of appeal shall be considered final.

Article IX – Judicial Proceedings

(Continued)

J. After any action that results in the suspension or expulsion of a MRG member, and after a review of the action at the Post level in which the member's suspension or expulsion is upheld, the State Commander or his designee shall report such actions to the National Commandant or his designee.

K. The Junior Vice-Commandant shall maintain a record of all charges filed, summarize all judicial actions taken, and record the Commandant's disciplinary action order. These records are to be retained in perpetuity as part of the historical records of the MRG.

Section 7. Any member who has been expelled from any Post shall not be admitted into any other Post.

Article X - Finances

Section 1. *The MRG* is a not-for-profit organization and its finances are derived from the collection of annual dues. The MRG Board of Officers may approve other fund raising projects.

Section 2. Dues shall be set for the following year at the annual MRG meeting.

Section 3. The Adjutant/Treasurer shall give his report at each MRG meeting. The report shall include all business expenditures and deposits to the treasury.

Section 4. The Treasurer shall report any unforeseen problems immediately upon discovery to the Commandant.

Section 5. At no time should the MRG Treasury Account be allowed to fall below ten percent (10%) of the anticipated yearly dues income.

Section 6. Post dues are authorized.

A. Each Post is free to vote on Post dues if desired.

B. Post dues are in addition to national dues and will remain at the Post level. But such funds **shall not** be commingled with any member's personal bank accounts.

C. Each Post is free to operate a Post kitty. But such funds **shall not** be commingled with any member's personal bank accounts.

Article X - Finances

(Continued)

Section 7. In the event of dissolution of any individual component or the entirety of *the MRG* remaining funds, in a singular financial instrument, shall be donated as directed by the MRG Board of Officers as follows:

A. In the event of Post dissolution, remaining funds will be sent to the MRG Treasurer. Funds will remain within the State in which the dissolved Post was located.

B. In the event of MRG dissolution, the remaining funds shall be disbursed in a single lump sum charitable contribution to a worthy veteran's organization.

Article XI - Meetings

Section 1. In respect to **Article II**, the Roberts Rules of Order shall govern all meetings.

Section 2. All posts may adopt bylaws to govern their post. No bylaws drafted and accepted by the Post membership may supercede or replace any National bylaws. The Post Sergeant Major will coordinate with the Treasurer/Adjutant to resolve bylaws differences.

Section 3. The MRG Board of Officers shall meet a minimum of twice per year, on days that provide convenience for all members and at a predetermined location. The MRG meetings will be open to all members. The Sergeant-At-Arms is charged with the responsibility of maintaining good order at the MRG meetings and the enforcement of these rules.

Section 4. Each Post must hold a minimum of two (2) Post meetings per year. Any member good standing may attend these meetings. Attendance by individual members is encouraged, but **not** mandatory. Each Post is free to organize Post meetings that do not conflict with MRG scheduled meetings.

Section 5. No member shall discuss the business of this organization with anyone outside the membership of *the MRG*.

Section 6. These By-laws expressly prohibit the MRG Board of Officers from meeting in secret. The MRG Board of Officers shall not meet in executive session without the minutes of such executive session being made available to any member upon request.

Article XII - Back Patch Logo

Section 1. The Back Patch Logo of *the MRG* shall be the red and yellow of the United States Marine Corps. The one piece design shall consist of the outline of a spearhead bordered in yellow; a red background within the border; a yellow Eagle, Globe and Anchor centered within the border, surrounded by 5 yellow stars and a top ribbon of red, bordered in yellow and yellow lettering therein spelling out "Marine Riders". The design shall be a one piece patch, measuring approximately 17 inches high by 14 inches wide.

Section 2. A patch of similar design described in Article XII Section 1 shall be issued to Associate members.

Section 3. The MRG patch design is the sole real and intellectual property of *the MRG*.

Section 4. At no time shall anyone other than a member in good standing wear the back patch of the *MRG*. At no time shall a non-member use or wear the back patch of *the MRG*.

Section 5. Members of *the MRG* may, at their option and expense, purchase additional MRG back patches from the MRG treasurer. Funds for these purchases will be remitted to the MRG Treasurer.

Section 6. Posts may not duplicate this design for obtaining MRG back patches for their members. Members of *the MRG* may use this design with modifications for fund raising and recruiting efforts upon approval of the Commandant or his coordinator.

Section 7. Posts are permitted to design and wear individual Post patches or insignias.

A. Members attending meetings must wear at least one article of clothing that displays the MRG Logo. Failure to do so will result in a \$2.00 fine, payable immediately.

B. Placement of patches on a Vest or Jacket

1. The American Flag shall be the highest patch on the right front.
2. The POW patch is the highest patch on the left front.
3. Service patches are to be worn on the right front, below the American Flag.

Article XII - Back Patch Logo

(Continued)

- C. The Marine Riders Group Back Patch shall be centered on the back of the vest or jacket. The tip of the spearhead shall be a minimum of 2 inches below the top (collar) edge on the back of the vest or jacket.
- D. Absolutely no "Property" patches, pins, or ribbons.
- E. Absolutely no patches or pins containing obscene or foul language or imagery.

Article XIII - Amendments

Section 1. This document may be amended by a two-thirds majority vote at any annual meeting. National MRG By-laws may be revised 3 years after it is implemented.

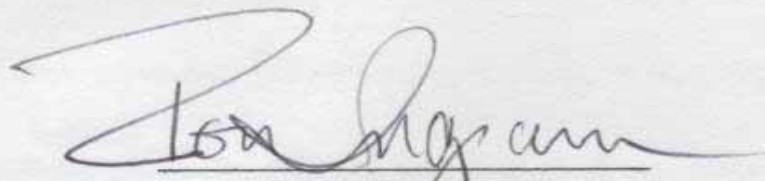
Section 2. Additional Posts may be added to *the MRG* after a petition is received by the Junior Vice-Commandant; a proposed amendment is voted on during a scheduled MRG meeting and the amendment is accepted by a two-thirds majority of the MRG membership.

STANDING RULES

1. The highest-ranking officer of *the MRG* present at meetings shall be considered the chairperson of that meeting. Officer rankings are as follows:
 - A. National Level: Commandant, Senior Vice-Commandant, Adjutant/Treasurer, Junior Vice-Commandant/Historian, Sergeant At Arms, and Chaplain
 - B. State Level: State Commander.
 - C. Post Level: Sergeant Major, Gunny, Pay Master.
2. Associate members have no voting privileges regarding organizational issues.
3. In the event of conflict between MRG members, those members should attempt to resolve issues amongst themselves. If the issue cannot be fairly resolved, an impartial panel shall mediate the dispute. The panel's decision shall be deemed final.
4. Members of *the MRG* shall always conduct themselves in the highest traditions of the United States Marine Corps while wearing our Back Patch Logo.

By the authority contained in Article VIII, Section 1, the undersigned accepts and declares this document to be the new by-laws of *The Marine Riders Group, Inc.* All previous by-laws are obsolete and void.

By my signature, these by-laws become effective on the 1st of September in the year of our Lord 2005.

A handwritten signature in black ink, appearing to read "Ron Ingram", written over a horizontal line.

Ron Ingram,
1st Commandant
Marine Riders Group

APPENDIX A

1. The duties of the Commandant are to:
 - a. Serve as the "face and voice" on all matters of external business.
 - b. Shall personally sign all documents related to the MRG. Included are:
 - i. Disciplinary Orders, suspension or expulsion.
 - ii. New Post Amendments
 - iii. Amendments to the By-Laws.
 - c. Preside over the Annual Meetings.
 - d. Preside over meetings of the Board of Officers.
 - e. Ensure that policies adopted by the MRG are well and faithfully executed.
 - f. Manage discipline within the ranks of the membership.
 - g. Appoint from time to time ad hoc and standing committees to assist in the execution of specific points of MRG business pursuant to Article IX.
 - h. Additional duties as added by amendments.
2. The Commandant has no authority to execute any other duties except those specified above and those added by amendment to these By-Laws.

APPENDIX B

1. The duties of the Senior Vice-President are to:
 - a. Assume the leadership of the MRG in the event that the Commandant is unable to execute the duties of his office.
 - i. This may be due to illness, death or extenuating situations that require the Commandant to be absent for a period greater than 10 days.
 - ii. The leadership shall revert to the Commandant when he/she is able to resume his/her post.
 - b. Cast the deciding vote of a tie on any issue before the MRG Board of Officers.
 - c. Assist the Treasurer with the timely collection of dues.
 - d. Serve as primary point of contact with the State Commanders and Post Sergeants Major.
 - e. Appoint from time to time ad hoc and standing committees to assist in the execution of specific points of club business pursuant to Article IX.
 - f. Additional duties as added by amendments.
2. The Senior Vice-Commandant has no authority to execute any other duties except those specified above and those added by amendment to these By-Laws.

APPENDIX C

1. The duties of the MRG Adjutant/Treasurer are to:
 - a. Collect annual membership dues.
 - i. Pursuant to collecting annual membership dues, it shall be the duty of the Senior Vice-Commandant to advise members no less than one month before their renewal date that their membership anniversary is approaching and dues are payable.
 - ii. Provide a membership list to the Senior Vice-Commandant of members' dues anniversary dates.
 - b. Manage MRG financial account(s).
 - c. Ensure that signature cards on all accounts are current and require the signature of the Commandant and Senior Vice-Commandant.
 - d. Publish a quarterly financial report to the membership.
 - e. Appoint from time to time ad hoc and standing committees to assist in the execution of specific points of club business pursuant to Article IX.
 - f. Advise the MRG Board of Officers on legal and protocol issues, as they relate to the national and state by-laws and Roberts Rules of Order.
 - g. The Adjutant's legal advice shall not extend into civil law. Appropriate legal counsel shall be retained at the appropriate time to provide guidance on matters outside the jurisdiction of the MRG.
 - h. The Post Paymaster shall report new members to the National Treasurer by transmittal of the new members' dues.
 - i. Additional duties as added by amendments.
2. The MRG Adjutant/Treasurer has no authority to execute any other duties except those specified above and those added by amendment to these By-Laws.

APPENDIX D

1. The duties of the Junior Vice-Commandant/Historian are to:
 - a. Record and make available to all members records of all business conducted by the MRG Board of Officers.
 - b. Publish minutes of all meetings and the Bi-Annual meetings to the membership.
 - c. The Junior Vice-Commandant shall publish to the membership notice of any MRG Board of Officers at least 30 days prior to any such meeting.
 - d. Maintain the MRG membership roster and make it available to the membership.
 - e. The Junior Vice-Commandant shall coordinate with the National treasurer to maintain an accurate membership list and transmit said membership list to the National Board of Officers and Post Sergeants Major on a quarterly basis.
 - f. Upon receiving a Petition for Post Formation, the Junior Vice-Commandant shall forward the petition to the MRG Board of Officers and post a petition notice to all members. The posting of the petition may be accomplished by sending it to the Web Master for display on the national website.
 - g. Appoint from time to time ad hoc and standing committees to assist in the execution of specific points of club business pursuant to Article IX.
 - h. Additional duties as may be assigned by the Commandant, Senior Vice-Commandant or by amendments.
2. The Junior Vice-Commandant has no authority to execute any other duties except those specified above and those added by amendment to these By-Laws.

APPENDIX E

1. Article V, Section 1 establishes a post for a MRG Sergeant-At-Arms to be appointed by the Commandant at the beginning of his term. The Sergeant-At-Arms' term of office shall be the same as that of the other officers. He/she may appoint such assistants as may be necessary, subject to the approval of the Commandant.
2. It shall be the duty of the Sergeant-At-Arms to maintain order in the meetings under the direction of the presiding officer. It is his/her duty to enforce certain rules without being asked to do so by the Chair. These rules are, but not limited to:
 - a. *While the Chair is putting a question, no member shall walk across the room.*
 - b. *When a member is speaking, no other member may pass between him/her and the Chair.*
 - c. *No member may remain at the Junior Vice-Commandant's table during a roll call.*
3. In the event that the Commandant, Senior Vice-Commandant and the Junior Vice-Commandant are all absent from a meeting, the Sergeant-At-Arms calls the meeting to order and presides until the election of a temporary Chair.
4. With the exception of the three rules listed in Section 2 above, the Sergeant-At-Arms acts only under the direction of the Chair. When asked to do so by the Chair, he/she warns members who are violating rules and may remove him/her from the hall if directed to do so by the Chair, according to the by-laws.
5. The nature of the duties of Sergeant-at-Arms require that he/she be in good physical condition
6. As the Sergeant-at-Arms must work closely with the presiding officer, he/she must be one who is in the confidence of the Chair.
7. Additional duties of the MRG Sergeant-At-Arms include:
 - a. Securing the room used for all meetings immediately prior to the opening of the meeting.
 - b. Ensure that all persons present in the meeting room are authorized to be present.
 - c. Ensure that all MRG property has been removed from the meeting room at the conclusion of the meeting.
 - d. Additional duties as assigned by the Commandant, Senior Vice-Commandant or by amendments to these By-Laws.
8. The MRG Sergeant-At-Arms has no authority to execute any other duties except those specified above and those added by amendment to these By-Laws.

APPENDIX F

1. The duties of the MRG Chaplain are:
 - a. Presenting the Opening Invocation at all meetings.
 - b. Present a report of all members who are hospitalized or have become deceased, family of members who are ill or have become deceased.
 - c. Responsible for the timely mailing of get well or sympathy cards on behalf of the MRG.
 - d. Presenting the Closing Invocations at all meetings.
 - e. Additional duties as assigned by the Commandant, Senior Vice-Commandant or by amendments to these By-Laws.
2. The MRG Chaplain has no authority to execute any other duties except those specified above and those added by amendment to these By-Laws.

APPENDIX G

1. The duties of the Post Sergeant Major are:
 - a. Provide a roster of personnel within their respective Post to the MRG Junior Vice-Commandant and MRG treasurer on a quarterly basis.
 - b. Provide the MRG Web Master with a list of meeting dates, events and activities for dissemination to the entire MRG.
 - c. Be present at all MRG meetings.
 - d. Report to the Commandant any information concerning any difficulties, problems with other organizations, members who are in distress due to family illnesses, hospitalization or death in their immediate family; any member who themselves are serious ill, hospitalized, become deceased; or any personal crisis for which the membership can lend support.
 - e. Relay to the MRG Chaplain any information concerning any members who are in distress due to family illnesses, hospitalization or death in their immediate family; any member who themselves are serious ill, hospitalized, become deceased; or any personal crisis for which the membership can lend support.
 - f. Appoint from time to time ad hoc and standing committees to assist in the execution of specific points of club business pursuant to Article IX.
 - g. Contact the MRG Board of Officers for public information or press releases. No article, (written, photo essay, videotaped or otherwise) will be submitted to a journalist without the prior approval of the MRG. Spontaneous news coverage of any event is the sole exception to this responsibility. Marines' good conduct and the image we strive to uphold shall be the guiding factors in a spontaneous news coverage event.
 - h. Additional duties as assigned by the Commandant, Senior Vice-Commandant or by amendments to these By-Laws.
2. The Post Sergeant(s) Major have no authority to execute any other duties except those specified above and those added by amendment to these By-Laws.

APPENDIX H

Gratuities, or gifts with monetary value, are often offered by non-member businesses or individuals as a means to solicit *MRG* business from members whose responsibility is the execution of business for the organization. Acceptance of gratuities, kickbacks or whatever term you'd like to apply, by an officer of any group undermines the integrity of that group. It is NOT acceptable for this group. Our federal charity exemption from the IRS prohibits any part of the organizations net earnings inure (to become of advantage) to the benefit of any private shareholder or individual. This rule applies to all members and their families

As an example, our Junior Vice-Commandant may be responsible for booking a block of hotel rooms for an upcoming national meeting. XYZ Hotel offers a free room to the Junior Vice-Commandant if he or she chooses XYZ Hotel.

The Junior Vice-Commandant wisely declines such an offer for him or herself and instead advises the Manager of XYZ that an overall room rate reduction for all hands or a decrease in the rental rate for use of their conference room is more appropriate under the circumstances.

If an offer of a token gift is made, and the value of that gift is less than \$10.00, the officer or member may accept it. The offer and acceptance of such a gift, and its final disposition, shall be included in an after action report submitted up the chain of command to the national level. Members receiving such gifts may choose to auction the item as part of a fund raising effort.

APPENDIX I
LEFT BLANK INTENTIONALLY

APPENDIX J
LEFT BLANK INTENTIONALLY

APPENDIX K
LEFT BLANK INTENTIONALLY

APPENDIX L
LEFT BLANK INTENTIONALLY

APPENDIX M

With respect to Article VI, Sections 1, 2 and 3, each prospective member may provide proof of his or her service with the Marine Corps as follows:

A. U. S. Marines

1. Active Duty Members - copy of their current ID card (DD Form 2) or; copy of his/her DD Form 214; DD Form 215, or; a copy of his/her DD 256 MC Honorable Discharge from a previous enlistment.
2. Reserve Members - copy of their Reserve ID card or; copy of his/her DD Form 214; DD Form 215, or; a copy of his/her DD 256 MC Honorable Discharge from a previous enlistment or other document showing release from Active Duty.
3. Retired Members - copy of their Retired Marine military ID card and/or a copy of his/her DD Form 214; DD Form 215, or; a copy of his/her DD 256 MC Honorable Discharge.
4. Former Members - a copy of his/her DD Form 214; DD Form 215, or; a copy of his/her DD 256 MC Honorable Discharge.

B. U. S. Navy Corpsmen

1. Active Duty Members - copy of their current ID card (DD Form 2) or; copy of his/her DD Form 214; DD Form 215, or; a copy of his/her Navy Honorable Discharge from a previous enlistment and; a certificate of FMF Corpsman training or other document detailing their service with the Fleet Marine Force.
2. Reserve Members - copy of their Reserve ID card or; copy of his/her DD Form 214; DD Form 215, or; a copy of his/her Navy Honorable Discharge from a previous enlistment or other document showing release from Active Duty and; a certificate of FMF Corpsman training or other document detailing their service with the Fleet Marine Force.
3. Retired Members - copy of their Retired Navy military ID card and/or a copy of his/her DD Form 214; DD Form 215, or; a copy of his/her Navy Honorable Discharge and; a certificate of FMF Corpsman training or other document detailing their service with the Fleet Marine Force.
4. Former Members - a copy of his/her DD Form 214; DD Form 215 or; a copy of his/her Navy Honorable Discharge and; a certificate of FMF Corpsman training or other document detailing their service with the Fleet Marine Force.

APPENDIX N
LEFT BLANK INTENTIONALLY

