



**WEST COAST DI ASSOCIATION**  
**SERGEANT MAJOR LELAND D. 'CROW'**  
**CRAWFORD CHAPTER**  
**MARINE CORPS RECRUIT DEPOT**  
**SAN DIEGO, CA. 92140**

**BYLAWS**  
**AMENDED 19 JULY 2018**

## **PURPOSE:**

*This organization is established for the fraternal, patriotic, historical, and educational benefit of Marine Corps Drill Instructors. It is established as a National Member Association to strengthen comradeship, preserve and perpetuate the memory and history of our fallen comrades, and to assist their widows and children. Demonstrate true allegiance to the government of the United States, and fidelity to the Constitution. This organization does not contemplate pecuniary gain or profit to members and is organized for nonprofit purposes.*

## **NAME:**

The name of this organization shall be: **West Coast Drill Instructor Association, Sergeant Major Leland D. ‘Crow’ Crawford Chapter.**

## **SEAL:**

*The emblem seal of the Association shall be the combined units’ insignias on a coin with USMC Field Hat with Crossed Swords and words “Crow Crawford Chapter West Coast Drill Instructor Association”, “Recruit Training Regiment MCRD San Diego California” as attached to these bylaws on the last pages.*

## **CONFORMITY:**

1. The management and work of this association shall be in conformity with these bylaws and the established policies of the Commanding General of Marine Corps Recruit Depot San Diego, California, and the State of California. The association shall provide a forum for fraternal, patriotic, and historical educational purposes.

2. No person because of race, color, creed, sex, age, disability, or national origin shall be unlawfully denied membership, unlawfully excluded from participation, or otherwise subjected to unlawful discrimination by the organization.

**The association is a nonprofit fraternal benefit organization and is not organized for the private gain of any person.**

a. No substantial part of the activities of this organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of any political statements) on behalf of any candidate for public office.

b. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, president, officer, or private person.

**3. Dissolution:** Upon the dissolution of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation, or corporation, which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under IRC Section 501 (c) (3) as determined by the Board of Directors.

**4. Association and Property.** The ownership of all property shall be in the name of **Leland D. 'Crow' Crawford Chapter** for use and management.

**5. Membership:** Eligibility for membership shall be USMC drill instructors past and present who have graduated from Drill Instructor School MCRD San Diego, California or Parris Island, South Carolina with the 0911/8511 Military Occupation Specialty (MOS). Past drill instructors must have completed a successful tour and transferred as a 0911/8511 MOS. Marines who had the MOS voided for misconduct are no longer eligible for membership. Any member terminated from the Armed Forces for other than honorable conditions, as indicated on their DD214, shall have their membership terminated immediately without any further action.

**6. Application:** Application for membership shall be in writing or submitted electronically. Each application will be considered for approval by the Board of Directors. Members of previous USMC Drill Instructor Associations will be accepted into this association with the same membership status but will be required to submit a new application for

membership without further action or cost as determined by the Board of Management.

**7. Membership Dues:** Membership dues will be determined and set by the Finance Committee and approved by the Board of Directors. Members who are disabled as a result of combat action with an armed enemy as designated by the Command in Chief shall be granted lifetime membership status without cost as determined by the Board of Directors. Surviving family members of deceased members may be granted lifetime membership status without cost as determined by the Board of Directors.

**8. Termination of Membership:** The association may terminate the membership of any member with due process as determined by the Board of Directors. Falsified applications will be terminated without further action or cost as determined by the Board of Directors.

**9. Honorary Memberships:** Honorary Memberships will be determined by the Board of Development Committee and recommended to the Board of Directors for approval. Standing Honorary Memberships will be bestowed on the Commanding Generals MCRD and Commanding Officers Recruit Training Regiment.

**10. Membership Information:** Information to members shall be disseminated via electronic mail as the need arises. At a minimum members will receive an information email at least once per month. Members without access to email will be sent an annual reunion announcement with reunion registration information via U.S. Mail.

**11. Principle Beneficiaries:** The use of the facilities and equipment and participation in the membership shall be restricted to the West Coast Drill Instructor Association qualified members and their families. When substantive continuing civilian participation is planned prior written approval shall be obtained from the Board of Directors.

**12. Reunions:** There shall be a reunion each year as determined by the Board of Directors. Information regarding the reunions will be published by the Board of Directors with reasonable notice for all members to make arrangements and preparations. The location for the reunions will be determined by an ad hoc committee appointed by the Board of Directors.

## **BOARD OF DIRECTORS**

**1. Administration:** The administration shall be entrusted to a local Board of Directors, which shall be responsible to the membership, local command authorities, and the State of California.

**2. Members of the Board:** The Board of Directors shall accept nominations of qualified members in good standing at any time. Such applications will be reviewed by the Board Development Committee, and upon recommendation of the committee will be voted upon at the next meeting of the Board of Directors. The election of officers is covered in a later chapter.

**a. Number and Term:** The Board of Directors will consist of a minimum of ten members and a maximum of twenty members. Members of the Board of Directors may serve indefinitely at the pleasure of the Board of Directors.

**b. Resignation:** Any Board Member may resign at any time by giving written notice to any member of the Board of Directors. Such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The remaining members of the Board of Directors will be notified within forty-eight hours of receipt by the President or Secretary.

**3. Advisory Board:** The Advisory Board shall consist of a representative from each battalion and company at RTR, MCRD, San Diego. Terms of their assignment to be designated by their respective Sergeants Major. The Board of Directors will be guided by the recommendations of the Advisory Board. Advisors in professional occupations may be added as deemed necessary by the Board of Directors. Advisory Board members are not voting members.

**4. Participation:** Board of Directors are expected to be active participants in the association's activities. Participation is measured by attendance at meetings, participation and involvement in committees, events, and activities. Board members with more than 50% unexcused absences from the meetings within on calendar year will be considered for removal

from the Board. Absences from meetings can be excused at the discretion of the President or his designated representative.

**5. Board Member Emeritus:** In order to honor the contributions and commitment of certain board members who no longer have the time or physical ability to attend meetings of the association, they may be assigned the title of 'Board Member Emeritus'. The Board Development Committee may consider for designation for Board Member Emeritus any member who has served at least one complete term on the Board of Directors and has had a positive impact on the mission, history, and stature of the association. Members in this status will be encouraged to attend meetings however, there will be no expectation of their presence. Members in this status will not have voting privileges. A Board Member Emeritus may return as an active voting board member of the Board of Directors by a vote of the Board.

**6. The General Duties of the Board of Directors:**

- a. Assist the President in order to provide the most efficient management for the association.
- b. Maintain the building(s) and any other assets of the association (whether owner or leased) in a good state of repair, assuring the attractiveness, efficient operation, safety, and security.
- c. Guide and encourage the development of a range of activities and services that best promote the welfare of the members and families.
- d. Initiate and conduct a planning process to provide for current and long range needs and the implementation of goals and objectives.
- e. Provide leadership in securing adequate financial resources for the successful operation of the Association and its extensions of services.
- f. The Board of Directors shall not secure loans or otherwise pledge the name of the Association or enter into contracts and leases, unless specifically authorized by the majority of the Board of Directors and notification to the membership.

**g.** Approve and submit annually to the membership a budget of anticipated expenditures and revenues for the upcoming year.

**h.** The Board of Directors shall forward copies of the minutes of its meetings, quarterly narratives and statistical reports and any other required information, including financial data on a timely basis. It shall also forward the required reports and information to the California Secretary of State and the Commanding General of Marine Corps Recruit Depot San Diego.

**i.** The Board of Directors shall work in the cooperation and collaboration with the local veterans and military fraternity groups.

## **OFFICERS:**

**1. Officers:** The officers of the Board of Directors shall be: President, Vice President, Secretary, Treasurer, and Parliamentarian and the Immediate Past President.

**2. Election:** Officers of the Association will be elected from within the Board of Directors. Nominations will be solicited from April 1 until June 30 of the election year. No nominations will be accepted after June 30 without the majority approval of the Board of Directors. The elections will take place during the July regular Board Meeting. All ballots will be cast in person. No proxy votes or electronic votes will be accepted. The Board Development Committee will be responsible for counting the votes and reporting the results to the Board. If there are no contested officer positions the slate may be approved by voice vote of the Board at the July meeting. All elected officers will be announced to the membership and assume their duties at the Annual Reunion Banquet.

**3. Term:** Officers will be elected to a two-year term. Officers shall serve no more than two consecutive terms. After two two-year terms an officer must step down from the billet for one term (two years) before becoming eligible to serve in an officer billet. In the event of an officer voted into a position which has been vacated, this term would not be considered a term for the purposes of compliance with this paragraph. Due to the critical nature and the need for consistency in their billets, the

Secretary and Treasurer may be exempted from the two consecutive term rule by approval of the Board of Directors.

**4. Officer Duties:** As members of the Board of Directors the officers have the same duties as those non-officers on the Board of Directors. In addition to those previously outlined duties, the Officers have the following responsibilities:

**a. President:** The President shall oversee and ensure all mandates of the Board of Directors are met. The President shall preside at all meetings of the Board and be present at all committee meetings. Appoint all ad hoc committees and have the power to remove members for non-participation or reorganize such ad hoc committees.

**b. Vice President:** In the absence of the President, the Vice President shall have all the powers and performs all the duties of the President. The Vice President shall assist the President in overseeing and ensuring all mandates of the Board of Directors are met. In the case of the resignation or removal of the President the Vice President will assume the duties and responsibilities of the President until such time as a new President is elected.

**c. Secretary:** The Secretary shall be responsible for submitting the minutes of the meeting of the Board of Directors for approval. The Secretary shall maintain and update the Association's governing documents and records.

**d. Treasurer:** The Treasurer shall monitor all funds of the Association, which shall be kept in separate accounts as designated and approved by the Board of Directors. The Treasurer shall oversee the compliance of the budget and paying all bills against the Association upon vouchers properly certified. The Treasurer will render financial reports at regular meetings of the Board of Directors.

**e. Parliamentarian:** The Parliamentarian shall assist the Executive Committee and Board of Directors regarding correct meeting and decision making procedures.

**f. Immediate Past President:** The Immediate Past President offers advice and support to the President and the Board of Directors.



## **MEETINGS OF THE BOARD OF DIRECTORS:**

**1. Meetings of the Board:** A regular meeting of the Board shall be held bi-monthly. Additional meetings may be held at the discretion and call of the President or at the request of five members of the Board of Directors. Notice of regular meetings will be provided no less than ten days prior to the board meeting date.

**2. Quorum:** A simple majority shall constitute a quorum for meetings of the Board and all of its committees. Should a quorum not be present, the members present may adjourn, subject to the call of the President, and any business which could be transacted at the regular meeting may be transacted if there is a quorum as such adjourned meeting.

**3. Special Meetings:** Special meetings of the Board of Directors may be called by the President at any time. He shall call such meeting whenever three members or when the Command General or Command Officer Recruit Training Regiment so requests, specifying the objective of the meeting and providing at least a five day notice. The objective for which the special meeting is called shall be stated in the notice to members and no business shall be transacted at such meeting except that for which the call was issued. In the event all members of the Executive Committee determine there is an emergency, then a special meeting may be called with no less than a two-day notice. Notice of special meetings will be sent via email.

**4. Rules of Order:** All meetings of the Board of Directors and Executive Committee shall be conducted in accordance with the most current version of *Robert's Rules of Order, Newly Revised Edition*.

## **COMMITTEES:**

**1. General:** Members of the Board of Directors shall be appointed as members to committees for one-year terms. With the exceptions of the Executive Committee, all standing committee chairs will be nominated by the President and approved by the Board of Directors. Officers may serve as Committee Chair of a Standing or Ad Hoc Committee. All committees shall report their proceedings to the regular meetings of the Board of Directors.

With the exception of the Executive Committee, standing committees will meet at the discretion of the Committee Chair.

**2. Standing Committees:** The following shall be standing committees of the Board of Directors: Executive Committee, Finance Committee, and the Board Development Committee.

**3. Ad Hoc Committees:** The President of the Board shall, from time to time, appoint ad hoc committees and task groups to serve for a particular event or purpose. They will be temporary in nature to accomplish their specific mission, and report their proceedings to the Board of Directors.

**4. Executive Committee:** The Executive Committee shall consist of the officers of the Board of Directors and chairperson of all standing committees. The Executive Committee shall hold meetings in the months when there are no regular Board meetings. The president of the Board of Directors shall be the Chair of the Executive Committee.

**a. Duties and Responsibilities:** The Executive Committee will have the primary responsibility for the development, implementation, and monitoring of current long-range plans for the Association as adopted by the Board of Directors. Implementation shall include financial, programmatic and facility components necessary to support the policies, current needs, and long range plans. The Executive Committee shall review and recommend policies; provide the President with evaluations of, recommendations for, the Association; ensure that there is a management succession plan; and make recommendations to the Board of Directors on other related matters as appropriate for their consideration.

**b. Authority:** The Executive Committee shall oversee and make decisions concerning the ordinary course of Association business. The Executive Committee shall not have the authority to remove standing committee chairs. The actions of the Executive Committee shall be ratified by the Board of Directors.

**5. Finance Committee:** The Finance Committee shall oversee the financial affairs of the Association, subject to the approval by the Board of Directors and in conformity with California state law and the Commanding General Marine Corps Recruit Depot San Diego, California. This includes supervision in the preparation of the annual association budget. The

Treasurer or the Chair Person for the Finance Committee shall report the current condition of the Association at each regular meeting of the Board of Directors.

**6. Board Development Committee:** The Board Development Committee shall be responsible for the evaluation of current board composition (active duty advisors; military retirees; military family representatives), evaluating and soliciting new members to serve on the Board of Directors; and accountability of Board member participation. The Board Development Committee shall also provide a slate of officers and Board member nominations for election to the Board of Directors.

**AMENDMENTS:**

The Board of Directors may only amend these bylaws by vote of two-thirds of the Board of Directors at any regular meeting, with the proposed amendment having been provided to the board members with the notice of the meeting. A copy of the notice having been sent to the Secretary of State of California and the Commanding General Marine Corps Recruit Depot San Diego, California.

**FISCAL YEAR:**

The fiscal year of the Association shall close at the end of the 31<sup>st</sup> of December of each year.

**PRINCIPAL OFFICE:**

The Association has no physical address. The mailing address for the Association is: West Coast DI Association, PO Box 400084, San Diego, CA 92140.

**CERTIFICATION:**

The above bylaws are presented for consideration by the Board of Directors.

**President: Chip Dykes:** \_\_\_\_\_

**Vice President: Alan Hulett:**\_\_\_\_\_

**Secretary: Gregg Stoner:**\_\_\_\_\_

**Treasurer: Doug Barr:**\_\_\_\_\_

**Parliamentarian: Lonnie Long:**\_\_\_\_\_

**Immediate Past President:  
Bobby Woods:**\_\_\_\_\_

**Board Member: Harold Franco:**\_\_\_\_\_

**Board Member: Ron Hoffman:**\_\_\_\_\_

**Board Member: Dave Francisco:**\_\_\_\_\_

**Board Member: Duane Siegmann:**\_\_\_\_\_

**Board Member: Tom Donner:**\_\_\_\_\_

**Board Member: Bill Paxton:**\_\_\_\_\_

**Board Member: John Clampitt:**\_\_\_\_\_



