

**The Nineteen Required Activities
of
MCL Detachment 1106**

| Activity | Date or Frequency | Required by |
|---|---|---|
| 1. Monthly Meetings | Monthly | Det. Bylaws Art. III Sec. 1 |
| 2. Board of Trustees Meetings | Quarterly | Det. Bylaws Art. III Sec. 7.a. |
| 3. Commandant orders Budget and Finance Committee to prepare budget | In March | Det. Bylaws Art. IX Sec. 1.a. |
| 4. Commandant instructs Jr. Vice to form Nominating Committee | Month of March | Det. Bylaws Art. IV Sec. 3.a. |
| 5. Budget and Finance Committee submits budget to Detachment | At April meeting | Det. Bylaws Art. IX Sec. 1.b. |
| 6. Triennial Certification of Ceremonial Rifles | Every three years in April (2018, 2021, 2024, etc.) | 10 USC 4683 and October 15, 2009 email from US Army |
| 7. Board of Trustees assigns an Audit Committee | Second calendar quarter (April, May, or June) | Det. Bylaws Art. IX Sec. 2.a. |
| 8. Committee presents slate of officers | April Meeting | Det. Bylaws Art. IV Sec. 3.b. |
| 9. Election of officers | April Meeting | Det. Bylaws Art. IV Sec. 3.d. |
| 10. Report of Officer Installation | Within five days of installation | Det. Bylaws Art. IV Sec. 3.m. |
| 11. End of Fiscal Year Distribution | End of Fiscal Year (June 30) | Det. Bylaws Art. II Sec. 4. |

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| 12. Audit Committee reports audit findings | Not later than July meeting | Det. Bylaws Art. IX Sec. 2.b. |
| 13. File State of SC Annual Application for Registration Exemption | After end of fiscal year (June 30 th) but before October 15 th | South Carolina Solicitation of Charitable Funds Act; S.C. Code of Laws Title 33, Chapter 56 |
| 14. File Form 990 with the IRS | After end of fiscal year (June 30 th) but before November 15 th | As required by IRS rules. |
| 15. Marine of the Year Committee meeting | At least two months prior to Annual Awards Banquet | Det. Bylaws Art. XI Sec. 1.a. |
| 16. Life Member Audit | Use Quarterly Member Listing of 30 June from National and submit per Department Paymaster's instructions. | Section 7055 of 2023 Ed of MCL National Admin Procedures |
| 17. Committee chooses Marine of the Year | On or before first Monday of month preceeding Awards Banquet | Det. Bylaws Art. XI Sec. 6.b. |
| 18. Trustees' presentation of suggested dues rate | Following National Convention or no later than October meeting | Det. Bylaws Art. V Sec. 3.c. |
| 19. Recordkeeping | Record, maintain, and produce business records | South Carolina Code of Laws, Title 33 Chapter 31 Article 16 |

Updated 12/29/2024