

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

<b>Activity</b>	<b>Date or Frequency</b>	<b>Required by</b>
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.

## Detachment 1106 Required Activities

Activity	Date or Frequency	Required by
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 <sup>th</sup> ) but before October 15 <sup>th</sup>	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 <sup>th</sup> ) but before November 15 <sup>th</sup>	IRS Rules. See <a href="https://www.irs.gov/pub/irs-pdf/p">https://www.irs.gov/pub/irs-pdf/p</a>
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 2022 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 01/02/2023