

# **DEPARTMENT OF TENNESSEE**

## **MARINE CORPS LEAGUE**



## **ADMINISTRATIVE PROCEDURES**

**2019**

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## CERTIFICATE

2019

### DEPARTMENT OF TENNESSEE ADMINISTRATIVE PROCEDURES

This is to certify that this is the new and correct Edition of the Administrative Procedures of the Department of Tennessee, Marine Corps League, as adopted at the Annual Department Convention, convened in Murfreesboro, Tennessee, on the First day of June, in the year of our Lord, Two Thousand and Nineteen. All previous Administrative Procedures enacted by the Department of Tennessee are hereby superseded and replaced by this Edition.

**Kenneth L. Kotchevar**  
Department Commandant

**Glen Barry Evans, PDC**  
Department Judge Advocate

ATTESTED:

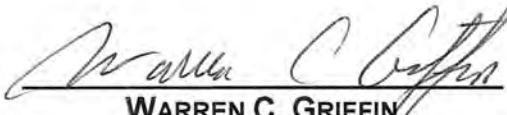
**Gerald W. Jesch**  
Department Adjutant






### **CERTIFICATE**

Having reviewed the new Administrative Procedures of the Department of Tennessee, Marine Corps League, enacted in their Annual Department Convention on 1 June 2019, and finding them neither in conflict nor inconsistent with the National Bylaws and Administrative Procedures, I do hereby approve of said Administrative Procedures in accordance with Article VIII, Section 810 of the National Bylaws effective this date.

  
**WARREN C. GRIFFIN**  
**NATIONAL JUDGE ADVOCATE**  
**MARINE CORPS LEAGUE**

  
**(Date)**



**DEPARTMENT OF TENNESSEE**  
**ADMINISTRATIVE PROCEDURES**  
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# CHAPTER ONE

## GENERAL

**SECTION 1000: NAME AND PURPOSE.** The name of the body corporate is the **DEPARTMENT OF TENNESSEE, MARINE CORPS LEAGUE** and is a Not-for-Profit corporation, incorporated in the **STATE OF TENNESSEE** under the Internal Revenue Service Group Exemption Number 0955.

**SECTION 1005: LOCATION.** The principal offices are to be located in a place designated by the presiding Department Commandant.

**SECTION 1010: CORPORATE SEAL:**

- A.** The corporate seal of the DEPARTMENT OF TENNESSEE, MARINE CORPS LEAGUE shall be Corporate Seal of the Marine Corps League with the words "Department of Tennessee" inscribed below or to the side of the Marine Corps League Corporate Seal.
- B.** Correspondence and other documents of the DEPARTMENT OF TENNESSEE may use a Logo consisting of a combination of the Corporate Seal inserted onto an outline of the State of Tennessee.
- C.** The subordinate Detachments of the DEPARTMENT OF TENNESSEE may develop their own Corporate Seal and Logo, however, in each case it will include the Corporate Seal of the Marine Corps League.

**SECTION 1015: POLICY:**

- A.** The supreme power of the DEPARTMENT OF TENNESSEE, MARINE CORPS LEAGUE shall be vested always in its membership functioning through Delegates at all Department Conventions; executive and administrative powers only will be delegated to its Board of Trustees or to individual members of the DEPARTMENT OF TENNESSEE.
- B.** The policy of the DEPARTMENT OF TENNESSEE, including all of its subordinate Detachments, concerning Individual Participation and Organizational Participation in the political process is contained in the Bylaws of the Department of Tennessee, Article II, Section 215.
- C.** Nothing in the preceding subsection shall prohibit the DEPARTMENT OF TENNESSEE or any subordinate Detachments from participating in political issues affecting the welfare of the United States Marine Corps, the National Security of the United States of America, or any Veterans' claims for justice arising from service in the Armed Forces of the United States of America.

**END OF CHAPTER ONE**

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## CHAPTER TWO

### **DEPARTMENT CONVENTIONS AND CONFERENCES**

**SECTION 2000: MEETINGS:** The Department of Tennessee shall hold an annual Department Convention and shall hold at least two Department Conferences during each calendar year.

**SECTION 2005: TIME AND PLACE:**

- A. The Department Convention will be held between 1 May and 15 July, normally during the month of June, unless prevented by National Emergency or other unpreventable cause. The time and place of each Department Convention shall be decided by the Delegates present and voting at a Department Convention two (2) years in advance, provided that, in an emergency, the present and voting Delegates may assign this duty to the Department Board of Trustees.
- B. The Department Conferences will be conducted between Conventions. Unless otherwise scheduled by the Department Commandant, these meetings will normally be held in October (Fall session) and in April (Spring session), each on a Saturday, at a location selected by the Department Commandant. The Conferences are intended to disseminate important information gained in National Level conferences and are open to all Members.

**SECTION 2010: PROCEDURES.** Immediately preceding the convening of each Department Convention, the Department Commandant and Department Board of Trustees will determine and establish the sequence and procedure the business of the Convention shall be conducted, provided such determination is in conformity with the Department Bylaws and Administrative Procedures.

**SECTION 2015: SCHEDULE:** Unless otherwise scheduled by the Hosting Detachment Commandant, with the concurrence of the Department Commandant, the Convention will normally be held on a Thursday, Friday and Saturday in the month of June. Thursday will be a travel day, with Informal Meetings and possible Committee Meetings. Friday is a full day of Committee Meetings and Training Sessions with the Business Meetings occurring on Saturday. A banquet will normally be held on Saturday Evening to finalize the Convention.

**SECTION 2020: DEPARTMENT CONVENTION FEES:**

- A. **DELEGATE AND ALTERNATE FEES:** All Delegates and Alternates, must be approved and certified by their Detachment. Each Detachment should file a list of Delegates and Alternates on the appropriate form as described in Article IV, Section 415 and Section 420 of the Department Bylaws (See Appendix 9). The Fee assessed for each Delegate and Alternate is Ten Dollars (\$10.00). However, if the Delegate and Alternate Listing is filed at least fifteen (15) days prior to the opening of the Convention, an Advanced Fee of Five Dollars (\$5.00) will apply. The Fees for Delegates and Alternates will be paid directly to the Department Paymaster.
- B. **CONVENTION REGISTRATION FEES:** The Host Detachment will devise a Form that will include the Name, Organization, (MCL or MCLA) and any current or past offices held (See Appendix 10). Guests that attend will also be listed on the Form. It will also include the menu choices and cost of the banquet. The Fee assessed for each Individual is Ten Dollars (\$10.00). However, if the Registration Form is filed with the Host Detachment at least fifteen (15) days prior to the opening of the Convention, an Advanced Fee of Five Dollars (\$5.00) will apply. Fees for all Registrants and Guests will be paid directly to the name and address furnished by the Host Detachment.

- C. **PAYMENT:** Unless determined otherwise by the individual Detachment, Delegate and Alternate Fees will be paid by the Detachment, and the Convention Registration Fees will be paid by the individual(s) attending.
- D. **CHALLENGING CREDENTIALS:** In the process of registration, should a member's credentials as a Detachment Delegate or Alternate be challenged by the Credentials Committee, the member's Department Commandant (or duly appointed representative in the absence of the member's Detachment Commandant) may authenticate the credentials of the members in question, providing that such action does not authorize more delegates and alternates than the Detachment is allowed under provision of the National Bylaws and Administrative Procedures.
- E. **DETACHMENT STANDING:**
1. Should a Department or a Detachment be in default of payments of funds from any source due the Department or the National Headquarters as of March 31, prior to the Department Convention, such fact shall be reported by the Detachment Paymaster to the affected Detachment, and to the Department Convention Credentials Committee. The Credentials of that Detachment's Delegates and Alternates shall not be approved unless settlement is made by the Detachment's Delegates at the convention site in cash, unless previously resolved.
  2. A Detachment which, as of 31 March immediately prior to the current Department Convention, fails to report on standard Dues Transmittal Forms to National Headquarters that it has fifteen (15) or more members, the Department Paymaster shall report such fact to the Department Convention Credentials Committee which shall not approve that Detachment's Delegates and Alternates.
  3. Notwithstanding these provisions of Department Administrative Procedures, no paid member in good standing may be deprived of his individual vote at a Department Convention. (See Department Bylaws, Article IV, Section 415)

**SECTION 2025: DEPARTMENT CONVENTION PROGRAM BOOK:** The Host Detachment shall produce a Department Convention Program Book (often referred to as the Ad Book) for the Department Convention. The Program Book will include, but is not limited to, the items listed in Appendix 8. The Program Book will provide a source of revenue for the Host Detachment by also including paid advertisements in addition to the required items.

**SECTION 2030: MEMORIAL TABLE REQUIREMENTS:** The Memorial Tables will be placed in prominent locations at the Convention, set in accordance with Appendices (5), (6) and (7). The Host Detachment will coordinate these requirements with the Department Chaplain.

**SECTION 2035: SAMPLE FORMS:** The following sample forms are for Convention planning use by the Host Detachment. Editable Copy will be furnished the Host Detachment on request.

- A. *Convention Delegates* (Appendix 9),
- B. *Convention Registration* (Appendix 10),
- C. *Convention Ads Order Form* (Appendix 11);
- D. *Sample Convention Schedule* (Appendix 12)
- E. *Suggested Convention Banquet Sequence of Events* (Appendix 13)
- F. *Convention After Action Report* (Attachment 14): The *Convention After Action Report* is vital to the Detachment that will be hosting the convention the following year. It will assist that detachment in preparing for their convention.



**SECTION 2040: RULES OF ORDER:** The Department Bylaws and Administrative Procedures, along with the Rules of Order in Appendix 4, shall govern the procedure and conduct of each Department Convention. The Parliamentary Authority for Conventions shall be the latest edition of *Robert's Rules of Order Newly Revised*, in accordance with Article IV, Section 460 of the Department Bylaws.

**SECTION 2045: NOMINATION AND ELECTION:** The Nomination and Election of the Department Officers will be conducted in accordance with Article IV, Sections 425, 430, 435 and 440 of the Department Bylaws.

**SECTION 2050: INSTALLATION OF DEPARTMENT OFFICERS:**

- A. The Installation of Department Officers will be conducted in a formal ceremony of the Incoming Department Commandant's choosing.
- B. The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the outgoing Department Commandant or a Past Department Commandant.
- C. The Installing Officer will designate, or have the retiring Department Commandant appoint, a Sergeant-at-Arms and a Chaplain for the Installation Ceremony. The members assuming these duties will be in good standing but not currently being installed into office.
- D. It shall be the responsibility of the Installing Officer to sign, date, and insure that the Report of Officer Installation is forwarded via the Department Adjutant to National Headquarters, where it must be received no later than July 31, annually.
- E. The Installation of Department Officers will be conducted in a formal ceremony of the Incoming Department Commandant's choosing.
- F. The Department Officers of the Marine Corps League Auxiliary shall also be Installed in a formal ceremony of the Incoming Department President's choosing. The selection and procedures to be employed shall be in conformance with the National and Department Bylaws and Administrative Procedures of the Marine Corps League Auxiliary.

**SECTION 2055: RESPECT:**

- A. Mutual respect, and proper procedures shall be observed and employed to the maximum extent in all meetings and appropriate functions of the Department of Tennessee.
- B. The Bible shall be opened, placed on an Altar which is covered with a clean and attractive Altar Cloth, during all the meetings of the Marine Corps League. No disrespect to the
- C. Bible, by act or word, shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Altar or Bible as a resting place for any item or material. All space between the Altar and the Chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open.
- D. The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

**SECTION 2060: PROTOCOL:**

- A. There are several definitions of protocol in Merriam-Webster's Online Dictionary. The one that would apply to our use would be "a code-prescribing adherence to correct etiquette and precedence (as in diplomatic exchange and in the military services)." It would be the usage or custom especially in social matters or a rule of conduct or behavior. In the official realm, it would be good manners as we deal with each other and with other entities in the Department of Tennessee, Marine Corps League.
- B. The following guidelines should be followed when inviting a guest to a function of the Department of Tennessee, Marine Corps League.
  - 1. Invitations should be in writing and should address the purpose of the event, the date and time, and the uniform of the day for League or Auxiliary members or the appropriate dress for guests who are not members of the League or Auxiliary. While a verbal invitation may be appropriate in some cases, a carefully written invitation should prevent misunderstandings.
  - 2. All invitations, written or verbal, that are accepted should be followed as soon as possible with a written confirmation which should include all pertinent details concerning the event, dress, and a detailed itinerary of the visit.
  - 3. Care must be taken in issuing broad announcements about upcoming events so that there will not be any misunderstandings. It should be made clear that an announcement is just that: an informative statement that may be acted upon or not, at the discretion of the individual. Casual Guests that are not specifically invited are responsible for their own arrangements.
  - 4. An Invited Guest shall be the responsibility of the host who extended the invitation, whether League or Auxiliary, and the host shall tend to any arrangements. Normally, an Invited Guest who is a member of the League or Auxiliary will be provided lodging, registration and scheduled meals, while their transportation shall be their own responsibility. If the Invited Guest is not a member of the League or Auxiliary, it shall be up to the host to make specific arrangements on a case-by-case basis.
  - 5. An officer of the host organization should be assigned to meet the Invited Guest and make sure that they are able to make any appointments or events that they are scheduled to attend, particularly if the Guest is not familiar with your city or location.
  - 6. If the Invited Guest is to serve as a speaker, he/she should be advised in advance of a special topic and how long the talk should be. They should also be told whether or not there will be a question and answer session.
  - 7. When a formal dinner is scheduled, the Invited Guest and their spouse should be seated at the head table.
  - 8. Proper arrangements should be made for the Invited Guest's departure, particularly if they are traveling via commercial carrier, and for transportation of distinguished guests to and from normal transport terminals.
- C. Always remember that the Guest is your Guest and treat them accordingly.
- D. Officers within the Marine Corps League or Marine Corps League Auxiliary should always be considered as Official Guests whether they are formally invited or casual attendees. Always remember that it is the office that deserves respect. Do not let personal relationships color the manner with which you handle your dealings with these Officers.

**SECTION 2065: COORDINATION WITH THE MARINE CORPS LEAGUE AUXILIARY:** The Department of Tennessee of the Marine Corps League Auxiliary will normally hold their Department Convention concurrently with the Department of Tennessee of the Marine Corps League. The Department Commandant will coordinate with the Department President of the Auxiliary to ensure that, as much as possible, there are no administrative problems or issues between the two. Accordingly, the following guidelines are established:

- A. AUXILIARY SUPPORT:** The, Department of Tennessee of the Marine Corps League Auxiliary will also ensure that there is adequate support provided to the Host Detachment to accommodate the Auxiliary's requirements. Since there is not an Auxiliary Unit associated with each Detachment within the Department of Tennessee, the Host Detachment will coordinate with the Department President to identify and eliminate potential problems.
- B. REGISTRATION:** The Department of Tennessee of the Auxiliary will provide Registration assistance, as may be required, at the Department Convention to ensure that all Auxiliary Members are properly registered. The specific details will be resolved between the Host Detachment and the Department President.
- C. REGISTRATION FEES:** The advance Convention Fees designated in SECTION 2020 of this ARTICLE of the Department Bylaws shall be collected by the Host Detachment. Delegate Fees, if any, shall be the prerogative of the Auxiliary, and any advance Registration Fees and names identified for Auxiliary Members shall be turned over to the Department of Tennessee, Marine Corps League Auxiliary.
- D. RESPONSIBILITIES:** The Department of Tennessee of the Marine Corps League Auxiliary shall be responsible for the conduct of their Department Convention. Activities and Facilities will be coordinated between the Department Commandant, the Department President, and the Host Detachment. In the event of an impasse in a specific issue, the issue will be referred to the Department Commandant and Department President for resolution. Whenever facilities are provided for Auxiliary-Invited Guests, i.e. National President, National Officers, etc., it shall be the responsibility of the Auxiliary Department to provide those facilities. If Casual Guests from the Auxiliary attend on their own, their arrangements are their own responsibility. Only Invited Guests rate rooms, meals, or other amenities which are to be provided by the party that extended the Invitation.

**SECTION 2070: CONVENTION COMMITTEES:** In addition to the Standing Committees of the Department, the Department Convention Administrative Committees shall be Credentials Committee, Resolutions Committee and Rules Committee. The Financial Oversight Committee and the Nominating Committee will operate under the oversight of the Department Board of Trustees, in accordance with Article VIII of the Department Bylaws.

- A.** The Department Vice Commandant of each Grand Division shall forward to the Department Commandant, no later than 1 May prior to each Department Convention, the name of one (1) member of his Division who plans to be at the Department Convention for each of the three Administrative Committees. If no names are submitted by the aforementioned date, the Department Commandant will then recommend whom he/she deems appropriate to fill that position with the approval of the Board of Trustees.

- B. So far as is possible, all Department Vice Commandant of the Division will appoint one (1) member of each Division to serve upon each Department Administrative Convention Committees, notifying each appointee of the selection and further shall appoint a Chairperson of the committee in order to call the first meeting and organize the committee business, as appropriate. Should there be a division within any Committee upon any proposal the minority shall have the privilege of stating the reasons for their position after the Committee Chairman's report on such proposal.
- C. The duties of the Department Convention Administrative Committees are contained in Article VIII of the Department Bylaws.

**SECTION 2075: BIDS FOR A DEPARTMENT CONVENTION:** The Department Convention Committee is established as a Standing Committee in Article IV, Section 830 of the Department Bylaws, and will receive all bids from the various Detachments within the Department, subject to the below provisions:

- A. Any Detachment may make a formal written bid to Host a Department Convention provided that such bid, in complete detailed form as outlined hereinafter, is in the hands of the Department Convention Committee a maximum of three (3) years and a minimum of two (2) years prior to that Department Convention Committee meeting at which consideration is desired. Formal, written bids must be received no later than 30 May, two (2) years prior to the requested year to host a Department Convention. All formal written bids must include the following minimum requirements:
  - 1. A resolution approved at a regular meeting of the bidding Detachment signed by the Detachment Commandant and Adjutant/Paymaster inviting the Department of Tennessee to hold its Department Convention in their city no less than two (2) years after the date of consideration.
  - 2. If their bid is accepted, the Detachment shall closely coordinate with the Department Convention Committee. making no contracts or agreements of any nature with anyone without the prior approval of the Department Board of Trustees.
  - 3. All monies which belong to the Department of Tennessee which were collected by the Host Detachment prior to and during the Department Convention, will be turned over to the Department Paymaster no later than the conclusion of that Department Convention.
  - 4. The Department Vice Commandant of the Grand Division of which the bidding Detachment is located must endorse the Bid, assuring the Department of Tennessee of the Detachment's full cooperation. If the Detachment's bid is disapproved by the Department Vice Commandant of the Division, the disapproval must substantiated in a written statement.
  - 5. Written detail of any planned entertainment activities with estimated cost of each event and estimated cost of activities ticket.
  - 6. Assurance of reasonable availability of chauffeured vehicles for emergency use
  - 7. Assurance of a convenient Headquarters Command Post and Information Center normally located in the vicinity of the Registration Desk.

8. An adequate and acceptable complimentary hall to accommodate the Joint Opening Session, Complimentary Meeting Rooms for Marine Corps League Auxiliary, Fleas, Military Order of the Devil Dogs (MODD), Memorial Service, Banquet (with dancing availability), and Committee Conference rooms;
  9. All Convention hotel-motel public areas will be wheelchair accessible and be eligible to display the International Wheelchair symbol. Five percent (5%) of all hotel-motel rooms will be wheelchair accessible, with a minimum of ten (10) rooms. Whenever possible, one handicapped/paralyzed member will be on an inspection tour.
  10. Total available rooms with Convention rates, both single and double; a flat rate per room is preferable.
  11. Choices of Special Luncheons, Dinners, and Banquet with Convention prices.
- B. The above conditions apply to all Department Conventions, Department Board of Trustees Meetings and Department Conferences, as appropriate. (See National Administrative Procedures, Chapter Two, Section 2065)
  - C. At the scheduled time, Department Convention bids and locations are presented to the Convention body for consideration. The Chairman of the Department Convention Committee shall announce to the body whether or not each bid meets all the requirements outlined in this Section.
  - D. The Department and/or Local Convention Committee shall not permit any Detachment, Auxiliary Unit, individual or group of individuals or itself, to engage in the sale of military or Marine Corps League related merchandise in, on or about the convention site, without the expressed approval of the Department Board of Trustees.
  - E. In the event a Detachment which has committed itself to host a convention decides that it cannot host such Convention, then the Department Board of Trustees shall automatically assume the Executive Duty of selecting an alternate location, without requirement of above referenced vote; this action is subject to ratification at the next Department Conference.

**SECTION 2080: ADDITIONAL HOST REQUIREMENTS:** The Host Detachment will provide;

- A, Rooms for the Department Commandant and the Department President at no cost to them.
- B. Banquet Tickets for the Department Commandant and the Department President and their spouse or guest at no cost to them.
- C. Upon completing these Additional Requirements, at least ninety (90) days before the Convention, the Host Detachment will provide the Department Commandant and the Department President the details they may need to be aware of upon arriving at the Convention, including any Confirmation Numbers.

**SECTION 2085: STENOGRAPHIC EXPENSE:** The stenographic expense, if any, including recording the proceedings of the Department Convention and Conferences, shall be borne by Department.

**END OF CHAPTER TWO**

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## CHAPTER THREE

### DEPARTMENT STAFF

**SECTION 3000: COMPOSITION OF THE DEPARTMENT STAFF:** The Department Staff Officers shall be comprised of the Department Board of Trustees, appointed Department Staff Officers, Committee Chairmen, and Past Department Commandants. The Department Staff Roster will consist of the Department Staff Officers, and the Detachment Commandants.

**SECTION 3005: POWERS:** The power and authority of the Department Staff shall be the same as that of the Department Board of Trustees, except only the Voting members of the Board of Trustees designated in Article II, Section 600 shall have a vote and shall be considered in determining a quorum for Department Board of Trustees meetings.

**SECTION 3010: DUTIES OF STAFF OFFICERS:** The Department Staff Officers shall acquire a working knowledge of the Department Bylaws and Administrative Procedures of the Marine Corps League and shall act as assistants to the Department Board of Trustees with individual specific duties.

**SECTION 3015: DEPARTMENT CHIEF OF STAFF,** when utilized, shall coordinate the staff functions of the other Staff Officers and perform other such duties as may be required or as assigned by the Department Commandant.

**SECTION 3020: DEPARTMENT VICE COMMANDANTS OF THE GRAND DIVISIONS:**

- A. The Department Vice Commandants function is to assist the Department Commandant by maintaining communications and contact with the Detachments within his Grand Division.
- B. The Department Vice Commandant will utilize various forms of communication, analog and digital, to accomplish this.
- C. There are no specific guidelines on how to accomplish the mission.
- D. The Department Vice Commandant will report to the Department Commandant frequently, passing along any concerns or kudos he may have.

**SECTION 3025: DEPARTMENT AUDITOR:**

- A. Tennessee Code prohibits anyone other than a Certified Public Accountant, a Public Accountant or a licensed Accounting Firm from Auditing, or in any way stating that the accounts, physical or financial, are correct as presented on any document. Therefore, an Audit, usually requiring employment of one of the above entities, will be entertained only on a basis to identify and correct a serious problem due to the involved costs.
- B. When contracted, an Auditor will be directly under the control of, and answerable to, the Department Board of Trustees.
- C. The duties and description of responsibilities shall vary to encompass the specific issue of concern.
- D. The Department will normally utilize a Financial Oversight Committee, described in Article VIII of the Department Bylaws.

**SECTION 3030: DEPARTMENT SERGEANT-AT-ARMS:** shall preserve order at Department Conventions and all Department Conferences and perform such other duties as are required by the Department Commandant. The Department Sergeant-at-Arms is empowered to deputize such Deputy Sergeants-at-Arms and Field Music as may be necessary for the proper performance of their duties.



**SECTION 3035: DEPARTMENT CHAPLAIN** shall:

- A. Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the Department Bylaws and Administrative Procedures of the Marine Corps League.
- B. Be responsible for and have charge of arranging and conducting an impressive, dignified and inspiring non-denominational Department Memorial Service at each Department Convention, including in such ceremony representatives of those Subordinates and Subsidiaries that are appropriate. The Memorial Service shall include a list of Marine Corps League Members who have died during the past year which will be either READ ALOUD or WRITTEN in the Program Book to be distributed to those in attendance or as a single scroll type Honor Roll prominently displayed at the Memorial Service site.
- C. As the Department Chaplain receives notification of a Marine Corps League member's demise, he will immediately forward that information to the appropriate parties.

**SECTION 3040: DEPARTMENT LIAISON OFFICERS** shall be assigned by the Department Commandant to maintain close contact between the Department and specific Veterans Organizations in order to coordinate with the other Veterans Organizations, and with the Tennessee Legislative Body, and to assist the Department Legislative Officer in expressing our concerns, both pro and con, about Legislation that will effect Veterans. Other Department Liaison Officers, as the needs may indicate, can be appointed with specific instruction as to duties from the Department Commandant and/or the Department Board of Trustees.

- A. **MILITARY ORDER OF THE DEVIL DOGS LIAISON:** The Department Commandant will appoint one (1) member of the Military Order of the Devil Dogs (recommendation made by the Tennessee Pack Leader) for the explicit purpose of attending Department Board of Trustees Meetings and reporting back to the Military Order of the Devil Dogs. The purpose of this is to bring a closer relationship between the Marine Corps League and the Military Order of the Devil Dogs. Sections 3000 and 3005 of this Chapter apply.
- B. **MARINE CORPS LEAGUE AUXILIARY LIAISON:** The Department of the Marine Corps League Auxiliary should ensure that a Member of her Department is assigned as a Liaison to the Department of Tennessee to provide a timely exchange of information and to identify mutual goals as well as potential problems.
- C. **YOUNG MARINES OF THE MARINE CORPS LEAGUE LIAISON:** The Department Commandant will appoint one Adult Leader (recommended by the Commanding Officer of the Tennessee Young Marines) to provide a Point of Contact for the exchange of information and to bring a closer relationship between the Young Marines and the League.
- D. **DEPARTMENT MARINE-FOR-LIFE LIAISON:** The Marine-For-Life Network (M4L) connects transitioning Marines and their family members to education resources, employment opportunities, and other Veterans services that aid in their career and life goals outside of military service. The Network offers Marines and family members connections to military-friendly employment, education, and other Veteran and community resources.

**SECTION 3045: DEPARTMENT VETERANS SERVICE OFFICER (VSO):**

- A. If a Department Veterans Service Officer (VSO) is appointed, they must be accredited by at least one Veterans Organization and have the sponsorship of a State or County Veterans Affairs (VA) to gain access to the VA intranet to process claims.
- B. The duties and responsibilities of this position are found in the Marine Corps League National Administrative Procedures, Chapter Three, Section 3060.



**SECTION 3050: DEPARTMENT OR DETACHMENT SERVICE OFFICER(DSO):**

- A. The Department or Detachment Service Officer (DSO) will have immediate access to a group of qualified veterans who may rate some type of VA Benefits. That group is your Department or Detachment; all of whom are Honorably Discharged Marines, Navy FMF Hospital Corpsman, or Navy FMF Chaplains who deserve to have all their benefits explained to them. To assist your Detachment members, you need to become a Detachment or a Department Service Officer. Listed below is a brief description of the necessary steps and description of a Department or Detachment Service Officer (DSO).
1. Seek the approval of your Detachment/Department Commandant.
  2. Provide in writing a letter from your Commandant recommending you for the position of Detachment/Department Service Officer.
  3. Be a regular member of the Detachment/Department.
  4. Take a Veteran Service Officers training.
  5. Complete VA Application for Accreditation as Service Organization Representative (VA Form 21).
  6. Connect with a County Veterans Service Officer (CVSO) or State Veterans Service Officer (SVSO) who holds a cross-accreditation with the Marine Corps League to process your Veterans' paperwork.
  7. If your local County or State office does not have a Veterans Service Officer (VSO) who is cross accredited, have them complete a VA Form 21 and provide certification of their training and letter from their supervisor to and the Department Director of Veterans Service (HQ MCL) for "cross-accreditation" processing
  8. If you are in an area with a Marine Corps League (MCL) Department accredited Veterans Service Officer (VSO), i.e. Michigan or Ohio, you will pass paperwork to an MCL Departmentally accredited Veterans Service Officer (VSO) for processing.
  9. Ensure you are on the mailing list for County and State Veterans Job Fairs; Veterans Outreach programs and workshops as well as education and job opportunities for Veterans.
  10. Create a library of pertinent VA forms and then begin to schedule meetings with each of your detachment members to determine their individual needs.
  11. Ensure that your Detachment/Department Commandants are aware of your need to maintain a concurrent training program and to establish a budget allowing you to complete required continuing education every three years.
  12. Must always follow the rules and requirements prescribed by the Marine Corps League.
  13. Please direct any questions to National Director of Veterans Services at Marine Corps League National Headquarters.

**SECTION 3055: DEPARTMENT PUBLIC AFFAIRS OFFICER** shall act to promote the Public Affairs and establish Press Relations for the Department Organization and perform such other duties as may be assigned by the Department Commandant.

**SECTION 3060: DEPARTMENT PROTOCOL OFFICER** will carry out the Protocol Requirements and Duties listed in Chapter Two, Section 2065 of the Department Administrative Procedures, and other such duties may be required or as assigned by the Department Commandant. This is a collateral duty of the Department Junior Vice Commandant, as Chair of the Department Convention Committee.

**SECTION 3065: DEPARTMENT LEGISLATIVE OFFICER:** It shall be the duty of the Department Legislative Officer:

- A. To chair the Department Legislative Committee.
- B. Maintain contact with the Tennessee's Representatives in Congress and members of the Tennessee Legislature in regard to legislative matters affecting the interests and welfare of Marines, FMF Hospital Corpsmen, FMF Chaplains, and other veterans.
- C. Keep the Department Staff informed of recent and currently pending actions related to veterans' affairs with the Legislature.
- D. To present resolutions, emanating from Department Legislative Committee, prepared for the Marine Corps League for submission to the Legislature.

**SECTION 3070: DEPARTMENT VAVS REPRESENTATIVE:** It shall be the duty of the Department Veterans Affairs Volunteer Service (VAVS) Representative to:

- A. Recognize that the State of Tennessee contains three different and somewhat separate Regions for the Department of Veterans Affairs. The Department VAVS Representative should maintain contact with the three Veterans Affairs Volunteer Service Staffs for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS Program.
- B. Promulgate the objectives of the VAVS Program and cultivate the interest of constituent Departments, Detachments, and subsidiary units in their participation in the VAVS Program at hospitals within their locale.
- C. Receive recommendations, from Detachments and Departments, of members willing to serve in the VAVS Program, and, as appropriate, request VAVS certifications for required representatives and deputies.
- D. Provide written guidance and instructions to Department and Detachment VAVS Chairmen and VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports.
- E. Receive and compile comprehensive VAVS Program activity reports from the various participating Detachments and provide copies to the Department Board of Trustees.
- F. Request each Division assign a VAVS Representative who in turn will be the liaison for each Department and Detachment. Provide training material to all MCL VAVS volunteers in each Division. Track and follow-up prior to Convention each Divisions volunteer hours and with the Division Liaisons and VAVS Committee Chairperson select the recipients of the Marine Corps League VAVS awards as outlined and prescribed in enclosure four (4) of the Department Administrative Procedures. Submit an annual report as described above to the Department Board of Trustees for each Department Convention.
- G. Attend annual VAVS meetings conducted by the Department of Veterans Affairs for the representatives and deputies of participating organizations within the approved budget.

**SECTION 3075: DEPARTMENT HISTORIAN** shall, under the direction of the Department Board of Trustees, assemble and maintain a record of the Marine Corps League history of achievements applicable to the Department of Tennessee.

**SECTION 3080: DEPARTMENT PARLIAMENTARIAN:** It shall be the duty of the Department Parliamentarian to serve as a consultant to advise the Department Commandant and other officers, committees, and members on matters of parliamentary procedure. The parliamentarian's role during a meeting is purely an advisory and consultative one; since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.

**SECTION 3085: ADDITIONAL COMMITTEES AND DUTIES:** In addition to the Committees listed in Article VIII of the Department Bylaws, the following Committees may be utilized as additional Standing Committees at the discretion of the Department Commandant and the Department Board of Trustees. Their suggested duties are as follows:

- A. DEPARTMENT AMERICANISM PROGRAM:** The Americanism Program shall have the duty of formulating, implementing, and executing an Americanism program to affect the purposes of the Marine Corps League. Currently, the Americanism Program will function as a part of the Awards and Citations Committee. (See Chapter Ten, section 10025 of these Administrative Procedures for guidelines.)
- B. DEPARTMENT LEGISLATIVE COMMITTEE** shall be chaired by the Department Legislative Officer and consist of additional members as appointed by the Department Commandant with the advice and consent of the Board of Trustees. Guidelines for these Committee will be adapted from the Marine Corps League National Administrative Procedures, Chapter Three, Section 3105.E.
- C. DEPARTMENT WAYS AND MEANS COMMITTEE:**
  - 1. The Department Ways and Means Committee shall be comprised of a Chairman, a Vice Chairman and up to five (5) additional members.
  - 2. Shall have the duty of communicating with the Corporate Community (both Defense related and non-Defense related corporations and organizations), to secure corporate involvement, sponsorship and support of the United States Marine Corps and Veteran Marines, through the programs of the Marine Corps League.

**SECTION 3090: DETACHMENT COMMANDANTS COUNCIL:** The Department Commandants Council, an integral part of the Department Staff and is a collective advisory body. It is composed of all Detachment Commandants and chaired by the Department Senior Vice Commandant, and is charged with the responsibility of providing assistance to the Department Board of Trustees. It shall be the general duty of this Council to:

- A.** Study ways and means toward stimulating growth, both in membership and stature of the Marine Corps League and the enhancement of administrative and command relationship between the Department Headquarters, Department Board of Trustees and other components.
- B.** Receive and evaluate suggestions and relationships which are oriented to the improvement of the Marine Corps League, its growth, the enhancement of components, Department Headquarters and the Department Board of Trustees.
- C.** As called upon, execute in-depth study tasks as assigned by the Department Commandant or the Department Board of Trustees through the Council Chairman.
- D.** Pursuant to accomplishing the above responsibilities, they shall develop a proposed plan, policies, procedures and systems for recommendation to the Department Board of Trustees for its consideration.
- E.** Meet annually during the Department Convention, following which a Council report will be rendered.

**SECTION 3095: DEPARTMENT BOARD OF TRUSTEES VOTING:** Each Department Board Member shall have one (1) vote. There shall be NO proxy voting. The Department Judge Advocate shall abstain from voting on all matters wherein an official opinion has been rendered by the Department Judge Advocate. Between Department Conventions, the Department Board of Trustees is empowered to conduct business at any regular or special meeting, by e-mail, teleconferencing, or telephone.

- A.** All regular or special business meetings requiring a YES, or NO vote shall be handled routinely by the Department Chief Recording Secretary or the Department Chief of Staff. The Department Chief of Staff will call each Department Board of Trustee's name for their respective YES or NO vote. The Department Recording Secretary or the designated recorder will record each Board members vote. If the Board of Trustee is not present, he/she will be listed as not present, did not vote.
- B.** All business meetings by teleconferencing requiring a YES or NO vote shall be handled routinely by the Department Chief Recording Secretary or the Department Chief of Staff. The Department Chief of Staff will call each Department Board of Trustee's name for their respective YES or NO vote. The Department Recording Secretary or the designated recorder will record each Board members vote. If the Board of Trustee is not on the teleconferencing call, they will be listed as not present, did not vote.
- C.** All business conducted by telephone requiring a YES or NO vote shall be handled routinely by the Department Chief Operating Officer, calling each Board Member, identically stating the questions to be considered, and asking for a YES or NO vote. The Department Chief Operating Officer may tape record each call and vote. Failure to respond with a vote upon telephone request shall be recorded as NOT voting.
  - 1. Upon request by a Department Board of Trustee Member, a specific time extension may be granted within which the member must call back to cast the telephone vote, such time extension not to exceed 24 hours.
  - 2. The Department Chief of staff shall make tallies of the telephone balloting, reflecting results as prescribed for those used in reporting results of email balloting, and shall email identical copies of the tallies to each Department Board of Trustees Member.
- D.** All business conducted by email requiring a YES or NO vote shall be handled routinely by the Department Chief of Staff. A Standing Operating Procedure will be developed for e-Mail voting by the Board of Trustees.
- E.** The results of each e-mail, teleconferencing and telephone balloting shall be made available to the Detachments within five (5) business days after compiling of the vote.

### **END OF CHAPTER THREE**

## **CHAPTER FOUR**

### **GRAND DIVISIONS OF TENNESSEE**

**SECTION 4000. FORMATION:** To obtain more effective administrative functioning, the Department of Tennessee is divided into three geographical units called Grand Divisions.

**SECTION 4005. BACKGROUND:** The State of Tennessee has been historically divided into three geographic units, primarily from political pressures and other desires. Communications and commerce basically revolve around the Grand Divisions.

**SECTION 4010. POWERS.** The function of Grand Divisions is administrative only. No Grand Division will adopt Bylaws or assess dues. Only expenses authorized in advance by the Department Convention or the Department Board of Trustees for a Grand Division will be paid by the Department. The duties and authority of the Department Vice Commandants of Grand Divisions are covered in the Department Administrative Procedures, Chapter Three, Section 3020.

**SECTION 4015. DIVISION ALIGNMENT.** The Grand Divisions of the Department of Tennessee, Marine Corps League are aligned by county in accordance with the geographical location in the State of Tennessee:

- A. EAST TENNESSEE DIVISION:** Anderson, Bledsoe, Blount, Bradley, Campbell, Carter, Claiborne, Cooke, Cumberland, Granger, Greene, Hamblen, Hamilton, Hancock, Hawkins, Jefferson, Johnson, Knox, Loudon, Marion, McMinn, Meigs, Monroe, Morgan, Polk, Rhea, Roane, Scott, Sequatchie, Sevier, Sullivan, Unicoi, Union, and Washington counties.
- B. MIDDLE TENNESSEE DIVISION:** Bedford, Cannon, Cheatham, Clay, Coffee, Davidson, DeKalb, Dickson, Fentress, Franklin, Giles, Grundy, Hickman, Houston, Humphreys, Jackson, Lawrence, Lewis, Lincoln, Macon, Marshall, Maury, Montgomery, Moore, Overton, Perry, Pickett, Putnam, Robertson, Rutherford, Smith, Stewart, Sumner, Trousdale, Van Buren, Warren, Wayne, White, Williamson, and Wilson counties.
- C. WEST TENNESSEE DIVISION:** Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, McNairy, Madison, Obion, Shelby, Tipton, and Weakley counties.

### **END OF CHAPTER FOUR**

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## CHAPTER FIVE

### DETACHMENTS

**SECTION 5000: CHARTER:** A Detachment may be organized, chartered and instituted in the following manner:

- A. STANDARD CHARTER APPLICATION FORM:** This Form shall be signed by no less than twenty (20) persons who are eligible for Regular Membership in the Marine Corps League.
1. No charter application shall include the name of a person who is not eligible for regular membership as is required by Article IX, Section 900 of the National Bylaws.
  2. No Charter Application shall include the name of a Current Member of an existing Detachment who has not received the approval of transfer as is required in Chapter Seven, Section 7005 of the National Administrative Procedures. Any individual who signs the charter application who is currently a regular member of the Marine Corps League, either as a Member-at-Large or as a Regular Member of an existing Detachment must provide a Request for Transfer Form (See Chapter Seven, Section 7005 of these Administrative Procedures), to be attached to the Charter Application. In the case of a regular member seeking to become a Dual Member in the new detachment, they must be shown on the Membership Dues Transmittal form as a NEW DUAL MEMBER.
- B. CURRENT REGULAR MEMBERS OF THE MARINE CORPS LEAGUE:**
1. A *Request for Transfer* will be attached with the first and second parts will be completed for Current Regular Members of an existing Detachment. The third part is not required for charter application purposes.
  2. A *Request for Transfer* will be attached with only the first part will be completed for Current Regular Member-at-Large.
- C. SUBMITTING THE CHARTER APPLICATION FORM:** The charter application form must be accompanied by completed membership Dues Transmittal forms (See enclosure 6 of the National Administrative Procedures) listing all persons signing the charter application:
1. It must include the required Department and National per capita dues and fees for each new member.
  2. It must include a *Request for Transfer* for each current Regular Member who wishes to transfer to the new Detachment.
  3. Regular Members who wish to be Dual (Multiple) Members in the new Detachment must be identified on the Dues Transmittal with the code NDM.
  - 4, The dues and fees shall be paid with a separate remittance check for the applicable dues and fees due to the Department (if any) and National.
  5. The Organizing Officer will sign both the Charter Application and the Membership Dues Transmittal forms.
  6. When accurately completed, both the charter application and the dues transmittal forms shall be forwarded to the Jurisdictional Department Paymaster (Paymasters as used in this Chapter shall also mean Adjutant-Paymaster when both duties are performed by the same person) who shall ascertain that all persons who have signed the Charter Application are listed on the dues transmittal forms and that all necessary *Request for Transfer* forms are attached to the Charter Application and shall also ascertain that the proper dues have been submitted.



7. The Department Paymaster shall remove the appropriate copy of the charter application and dues transmittal forms), accept the appropriate Department dues (if any) and shall certify to the Department Commandant that he/she has reviewed the charter application form and dues transmittals and that to the best of his/her knowledge and belief such forms are accurate and all dues paid.
  8. If the Charter Application and/or Dues Transmittal forms are not complete or accurate, the Department Paymaster shall immediately notify the organizing officer for such corrections as may be necessary. Review of charter applications and related documents shall be handled in as expeditious manner as possible.
  9. Upon review, if accurate and all dues have been received, the Department Paymaster shall immediately forward the charter application and remaining copies of the Dues Transmittal forms along with a check for National Dues [hereinafter "application packet"] to the jurisdictional Department Commandant. The jurisdictional Department Commandant shall review the application packet and shall indicate their approval or disapproval thereon over their signature. The jurisdictional Department Commandant shall then immediately forward the application packet to the appropriate National Vice Commandant of the Division.
  10. The Division National Vice Commandant shall review the application packet and shall indicate thereon either approval or disapproval over his/her signature and expeditiously forward the application packet to the National Commandant at National Headquarters for processing.
  11. If either the Department Commandant or the Division National Vice Commandant recommend that the charter not be approved, such officer shall provide a detailed written explanation for the recommendation not to approve the charter, which explanation shall be forwarded with the application packet to the National Commandant.
- D. NATIONAL RECEIPT OF APPLICATION:** Upon receipt of an application, the National Commandant shall review the application and accompanying recommendation(s) and may approve or disapprove such application. If approved, the National Commandant shall grant such Charter. The Charter shall be signed by the National Commandant, countersigned by the National Chief Operating Officer, the appropriate Division National Vice Commandant and the Department Commandant where a Department exists. There shall be affixed to each Charter the official seal and ribbon of the Marine Corps League.
- E. DOCUMENTATION PROVIDED:** National Headquarters shall provide each new Detachment with one (1) copy of the current Ritual and two (2) copies of the current and up-dated National Bylaws and one copy of the Guidebooks for Detachment Officers. These documents shall be mailed to the Jurisdictional Department Commandant simultaneously with forwarding the new Charter to the Jurisdictional Division National Vice Commandant for signature. The jurisdictional Department Commandant or their designee shall ensure that the documents are delivered to the possession of the new Detachment.
- F. CHARTER PRESENTATION:** The Charter shall be presented with an appropriate ceremony at an open public meeting.
- G. CHARTER SIGNING:** Each new Charter, before framing, shall be signed by each member who signed the charter application.



- H. **PROMPT ACTION:** Failure of the Department Paymaster, Department Commandant or the National Division Vice Commandant to act with promptness in processing and forwarding an application for a Charter, or signing a Charter as outlined above in this section, shall make such Officer liable to disciplinary action as set forth in Chapter Nine of these Administrative Procedures if such failure is brought to the attention of the National Board of Trustees.
- I. **SPECIAL CONSIDERATION:** Under special consideration, a Detachment Charter may be issued to less than twenty (20) applicants by the National Commandant if a recommendation for approval is made to the National Commandant by the Department Commandant and/or Division National Vice Commandant. A Charter issued under this provision is subject to all requirements of the National Bylaws, Article IX, Section 900.

**SECTION 5005: AUTHORITY:** Each Detachment shall be governed by its Board of Trustees (the elected officers) subordinate to the Department and National Convention, the Charter and the Bylaws and Administrative Procedures of such bodies including such bylaws and procedures as it may itself promulgate which are not in conflict with either National and/or Department Bylaws and Administrative Procedures.

**SECTION 5010: MEETINGS:**

- A. Each Detachment will establish their meeting schedule in a regular pattern so that the Members can make the "best possible fit" of the Meeting Schedule in their own routines. This will aid in helping the attendance at the Meetings. This schedule will be listed on the Detachment's Report of Officer Installation (ROI) and noted at the Department.
- B. By having this Schedule available, Department Officers and other visiting League Members may visit the Detachment from time to time.
- C. If the Schedule is changed before the next annual ROI, the Commandant will insure the Department Commandant and the Department Vice Commandant of their Division are notified on a timely basis.
- D. If a Meeting is cancelled for any reason, this same notification must be made.

**SECTION 5015: DUES:** Annual dues shall include the total of the Detachment, Department and National per capita dues and fees. All per capita dues and fees which are due the Department and National Headquarters shall be forwarded with a standard Dues Transmittal form immediately to the Department Paymaster for processing, with separate checks for the Department and National. The Department Paymaster shall immediately remit to the National Chief Operating Officer those transmittal forms and such funds which are due to the National Headquarters.

**SECTION 5020: INSTALLATION OF DETACHMENT OFFICERS:**

- A. The Detachment Commandant-elect shall select an Installing Officer of his/her choice. Such information shall be forwarded to the Department Commandant.
- B. The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant, an elected Department Officer, a Past Department Commandant, the outgoing Detachment Commandant or a Past Detachment Commandant.
- C. It shall be the responsibility of the Installing Officer to sign, date and ensure that the Report of Officer Installation is forwarded to the appropriate authority within the time frame specified in Article IX, Section 9040 of the National Bylaws.

**SECTION 5025: QUORUM:** Each Detachment should fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the Detachment Bylaws. (See *Robert's Rules of Order Newly Revised*, Chapter XI, Section 40 for the rules concerning a Quorum.)

**SECTION 5030: MEMBERS:**

- A.** Each Detachment shall be the sole judge of its membership, providing said person meets the requirements of National Bylaws Article V, Section 515. No Detachment, however, may accept as a member any person who is currently incarcerated or on supervised probation for any felony conviction or any misdemeanor conviction which has resulted in incarceration of more than two years and who is currently incarcerated or serving active probation as a result of a sentence imposed by any court of competent jurisdiction. No Detachment may accept for membership any person who has been convicted of a crime where the victim is a child. No Detachment shall accept for membership any person whose name has been stricken from the rolls of the Marine Corps League.
- B.** Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment's roll except for cause (Chapter 9, Administrative Procedures) or by that member requesting Transfer or by their Resignation (Chapter Six, Section 6025 or Section 6055, respectively, of these Administrative Procedures).
- C.** An Associate Member in good standing in a Detachment who subsequently qualifies as a Regular Member as set forth in Article V, Section 515(b) of the National Bylaws, upon vote of the detachment to accept such associate member as a regular member, shall be transferred from Associate membership to Regular membership by forwarding the standard "Request for Transfer" form as set in Chapter Seven, Section 7005 of the National Administrative Procedures clearly indicating on such form that it is a transfer from Associate to Regular membership.
- D.** In the event that the Detachment votes not to accept an Associate Member as a Regular Member, such Associate Member may request transfer to any other detachment who agrees to accept him as a regular Member or shall be transferred to Member-At-Large status by completing the standard transfer form as set forth in Enclosure Seven to the National Bylaws and Administrative Procedures.

**SECTION 5035: BONDING:** The Bonding Policy for the Marine Corps League is stated in various Sections of the National Bylaws and Administrative Procedures, and is distilled in Chapter Seven, Section 7010. The Detachment needs to understand the Policy as well as its limitations and develop a plan to be stated in their Bylaws; as in Article VIII, Section 810 of the Department Bylaws.

**SECTION 5040: ADDITIONAL DETACHMENT:** When a Charter is sought for a Detachment which is to be located within the limits of any municipality wherein another Detachment exists, the written consent of the existing Detachment shall accompany the application. Should such existing Detachment disregard a request for consent, or refuse consent, the Department Commandant, employing discretion, may approve and recommend the granting of such charter. In the event the Department Commandant fails to act or refuses approval of the proposed new Detachment, an appeal may be made to the National Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

***Municipality*** - from *Black's Law Dictionary*: "A municipality is a legally incorporated association of inhabitants of limited area for local governmental or other public purposes. It has to have publicly designated boundaries."

**SECTION 5045: DEFAULT:**

- A.** A Detachment which is in default of any monies from any source due the Department of Tennessee and such debt has not been satisfied as required by National Administrative Procedures, Chapter II, Section 2025(c), or it fails to report its Detachment's Report of Officers and Installation as of 31 March prior to the Department Convention such fact shall be reported to the Department Convention Credentials Committee, such Detachment and its Officers will not be recognized on the floor of the Department Convention.
- B.** A Detachment which is in default to the National Marine Corps League, under the stipulations of National Administrative Procedures, Chapter II, Section 2025(c), such Detachment and its Officers will not be recognized on the floor of the National Convention.

**SECTION 5050: CHARTER SUSPENSION OR REVOCATION:**

- A. CAUSE:** The charter of a Detachment may be suspended or revoked for:
  - 1. The persistent failure to maintain a minimum of fifteen (15) members in good standing, or;
  - 2. The persistent failure to promptly forward funds due to the National body, or;
  - 3. Acts and conduct bringing the Marine Corps League into public disrespect, or;
  - 4. Willful violation of National Bylaws and Administrative Procedures, or;
  - 5. Willful violation of Federal, State, or Municipal laws or ordinances, or;
  - 6. Failure to obtain an EIN from the IRS and maintain an active status under IRS Code 501 (c) 4, or.
  - 7. Failure to incorporate within one (1) year of chartering, or.
  - 8. Other activities detrimental to the good name of the Marine Corps League.

**AUTHORITY:** The suspension or revocation of charters may be consummated by a Department Board of Trustees and/or the National Board of Trustees and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures in a manner considerate of the well-being and good name of all concerned.

- C. ASSET CUSTODY:** When a Detachment Charter is suspended or revoked, the Board of Trustees of the jurisdictional Department, or where a Department is non-existent, the jurisdictional National Division Vice Commandant shall upon written authorization of the National Commandant, certified by the National Chief Operating Officer, assume custody of such Detachment's assets and liabilities.
- D. DURATION OF SUSPENSION:** A charter being "suspended" should be for a specific amount of time issued by the Department or National Board of Trustees. Upon satisfying the suspending entity that the reason for the suspension has been corrected, that Department or National Board of Trustees can remove the suspension. The Detachment is then back in "Good Standing."
- E. LIABILITIES:** The Board of Trustees of the jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Detachment in question. However, if a jurisdictional Department is non-existent, the responsibility for satisfying the outstanding liabilities shall devolve to the National Board of Trustees upon receiving, from the jurisdictional National Division Vice Commandant, such assets and liabilities which are in his custody.

- F. ASSET STATUS:** The Detachment properties and assets will be held by the Department for a period of one year or until a new Detachment is formed. Should a new Detachment be formed during that period, and the new Detachment retains the old Detachment name, *ALL* properties and assets will be returned. After the one (1) year, the properties and assets will revert to the Department. The Charter will be returned to National Headquarters and placed in the archives. All assets will then become the property of the Department. All ceremonial rifles must be accounted for per issuing regulations (Title 10, US Code 2572), either physically or through police/fire reports.

**SECTION 5055: CHARTER VOLUNTARY SURRENDER:**

- A. PROCEDURE:** The Charter of a Detachment may be voluntarily surrendered for such reasons as may be determined by the Detachment. Upon a determination that it is no longer practical to maintain said detachment, the Detachment Board of Trustees shall immediately notify its jurisdictional Department, or if a jurisdictional Department is non-existent, its National Vice Commandant of the Division, in writing of its intent to dissolve and surrender its Charter. The Detachment shall then:
1. Call a Special Meeting of the Detachment by giving written notice of such special meeting to all members of the Detachment at least fourteen (14) days prior to such Special Meeting. If the regular meeting date of the Detachment is to be used for the Special Meeting, the aforesaid written notice must still be given to all Detachment Members at least fourteen (14) days before the regular meeting date.
  2. Upon consideration of the voluntary surrender of the Detachment Charter by the Detachment, if it shall be determined that the Detachment Charter shall be voluntarily surrendered and there is not a minimum of fifteen (15) Members of the Detachment who remain ready, willing, and able to carry on the Detachment, then:
  3. The Detachment shall immediately notify, in writing, the jurisdictional Department, or where such Department is non-existent, the jurisdictional National Vice Commandant of the Division, of the Detachment's vote to voluntarily surrender its Charter.
  4. The Detachment shall determine from each Member of the Detachment, where such Member desires to be transferred to upon the surrender of the Detachment Charter.
  5. Prepare for each such Member the standard *Request for Transfer* form as set forth in Enclosure Seven of the National Bylaws and Administrative Procedures and pursuant to the provisions of Chapter Seven, Section 7005 of the National Administrative Procedures and shall forward the same to the gaining Detachment for such action as the gaining Detachment shall deem appropriate.
  6. If a Member of the Detachment fails to indicate where such Member desires to be transferred to, or if a "gaining" detachment shall not elect to accept a proposed transfer, then and in that event, the member shall be transferred to a "Member- At-Large" upon the surrendering Detachment submitting a standard transmittal form as set forth in Enclosure Six of the National Bylaws and Administrative Procedures.
  7. The Detachment shall, to the extent assets are available, satisfy all legitimate liabilities of the Detachment prior to voluntary surrender but shall not otherwise dissipate any assets of the Detachment other than the normal course of business of the Detachment.
  8. Upon acceptance of the surrender of its Charter, if the Detachment is incorporated, the Detachment shall take such action as is deemed appropriate to properly dissolve the corporation in accordance with applicable state law.

- B. MEMBER TRANSFER:** No surrender of a Detachment Charter shall be deemed effective or: accepted until all Members of the Detachment have been appropriately transferred.
- C. ACCEPTANCE:** Upon acceptance of the surrender of the Detachment Charter by the jurisdictional Department, or where such Department is non-existent, by the jurisdictional National Vice Commandant of the Division, such jurisdictional Department or jurisdictional National Vice Commandant of the Division shall upon written authorization of the National Commandant, certified by the National Chief Operating Officer, assume custody of such Detachment's assets and liabilities.
- D. LIABILITIES:** Upon acceptance of the surrender of the Detachment Charter by the jurisdictional Department, or where such Department is non-existent, by the jurisdictional National Vice Commandant of the Division, such jurisdictional Department or jurisdictional National Vice Commandant of the Division shall upon written authorization of the National Commandant, certified by the National Chief Operating Officer, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of any assets of the Detachment, satisfy any remaining liabilities. However, if a jurisdictional Department is non-existent, the responsibility for satisfying the outstanding liabilities shall devolve to the National Board of Trustees, within the limits of any assets received from the jurisdictional Division National Vice Commandant of said Detachment.
- E. ASSET CUSTODY:** After satisfying the legitimate liabilities of the surrendering Detachment, any Detachment properties and assets will be held by the jurisdictional Department for a period of one (1) year or until a new Detachment is formed during that period. Should a new Detachment be formed during that period, and the new Detachment retains the old Detachment's name, all properties and assets will be returned to the Detachment upon the written authorization of the National Commandant, certified by the National Chief Operating Officer, approving the reactivation of the surrendered charter.
- F. DEPARTMENT ACTION:** After the one (1) year period, the properties and assets will revert to the jurisdictional Department and will then become the property of the jurisdictional Department. The jurisdictional Department shall return the surrendered Detachment charter to National Headquarters which charter shall then be placed in the archives.
- G. NATIONAL BOARD OF TRUSTEES:** However, if a jurisdictional Department is non-existent, the National Board of Trustees shall hold any Detachment properties and assets subject to the same terms and conditions as set forth above for a jurisdictional Department except that at the end of the one (1) year period, the Detachment properties and assets shall revert to National Headquarters and will then become the property of National.

**SECTION 5060: CEREMONIAL RIFLES:**

- A.** The U. S. Army conducts a Ceremonial Rifle Program for Veterans Organizations to be able to receive excess M-1 Garand Rifles for ceremonial use. Details are on the MCL National Web Site, and a copy of that document is included in these Bylaws and Administrative Procedures as Appendix 22.
- B.** When Ceremonial Rifles are held by a Marine Corps League Department or Detachment, they must be maintained and stored as set forth in the issuing agreement and regulations (Title 10, United States Code, Section 2572),
- C.** Periodically, the U. S. Government may require an accounting of the Ceremonial Rifles and a prompt reply is required.

- D.** If the Department or a Detachment that possesses Ceremonial Rifles under this program ceases operation, regardless of the circumstances, all Ceremonial Rifles must be properly accounted for and disposed of by the surrendering organization as set forth in the issuing agreement and regulations. The accounting must be either physically or through police/fire reports of any weapon not currently in that Marine Corps League organization's possession.

**END OF CHAPTER FIVE**



## CHAPTER SIX

### MEMBERS

**SECTION 6000: INITIATION:** All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with the Ritual and be presented the official membership card and lapel pin of the Marine Corps League; however, in a case where the applicant is unable to attend an obligation ceremony, said applicant shall be required to assume the obligation of membership by his/her signature on membership application.

**SECTION 6005: MEMBERSHIP DUES AND FEES:** The payment of annual National Membership dues entitles all members in good standing an automatic subscription to the Marine Corps League publication, and enrollment privileges in any National Group Insurance Programs that may be in effect.

- A. The National annual per capita dues and fees shall be recommended by the Budget and Finance Committee at the Mid-Winter National Staff Meeting and require approval by the delegates at the National Conventions, provided that the general membership has been advised, in writing, of the proposed dues amount not less than sixty (60) days prior to the convening of the convention. An announcement in the ***Semper Fi, the Marine Corps League Magazine, Summer Issue***, will suffice as written notification.
- B. If an initiation fee shall be recommended by the Budget and Finance Committee, the initiation fee shall be as is approved by the delegates at the National Convention. The fee shall be collected for each New Member in addition to the annual National Dues. Each New Member shall be provided an official Membership Lapel Button which shall be provided by National Headquarters.
- C. All of the National membership dues and fees which are due National Headquarters are in addition to the dues of a Detachment and a Department which are authorized under the provisions of the National Administrative Procedures, Chapter Five, Section 5010 and Chapter Six, Section 6010
- D. The membership year and the annual dues shall expire on the 31st day of August of each year. The Current Annual renewal rate will be due on the 31st day of August of each year.
- E. New members joining the MCL between 1 July and the last day of February will pay the full amount of the current National Dues + \$5.00 Initiation fee and will have a membership expiration date of the following year (13 or 14 months). New members joining between 1 March and 30 June, will pay ½ half the current National Dues + \$5.00 Initiation fee.
- F. The membership year and the annual dues shall expire on the 31st day of August of each year. New members joining the MCL between 1 July and the last day of February will pay the full amount of the current National Dues + \$5.00 Initiation fee and will have a membership expiration date of the following year (13 or 14 months). New members joining between 1 March and 30 June, will pay ½ half the current National Dues + \$5.00 Initiation

**SECTION 6010: GOOD STANDING:** All members shall be considered in Good Standing in the Marine Corps League when:

- A. The Member's required dues are paid, and transmitted to the National Headquarters, (via the Department if the Department exists).
- B. The Member is not indebted or in arrears to the Member's Detachment, Department, or to National Headquarters.

- C. The Member is not under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 9010 of the Administrative Procedures.
- D. In all cases involving the transfer of a member of a Detachment, the losing Detachment approving of the transfer shall certify in writing if the transferring member is in good standing. (See Enclosure Seven (7) Administrative Procedures).

**SECTION 6015. MEMBERSHIP APPLICATION.**

- A. The Standard Application Form published by the National Headquarters shall include the requirement for completion of identifying information, date, administrative data as may be considered appropriate, a signature, and the certification specified in :
  - 1. The standard application form received by a member-sponsor shall be turned in to the Detachment official designated to receive such applications, along with all dues and fees, as soon as practicable, but not later than the next regularly scheduled meeting of the Sponsor's Detachment.
  - 2. The Detachment Adjutant shall read and record the application at the proper time, stating all pertinent data including name of sponsor, and clearly state that the required dues and fees have been verified and are in the possession of the Detachment staff. The Detachment Adjutant-Paymaster must include the original signed application form with the Membership Transmittal Form when forwarding the Transmittal to National Headquarters. (If deemed necessary, a COPY of the application may be kept on file at the Detachment level)
  - 3. No applicant shall be present for that portion of the meeting in which the application is being considered.
- B. The acceptance of applicants to Membership in a Detachment is the sole province of the Detachment.
- C. In cases where an applicant is rejected for Membership, all monies received from the affected applicant shall be returned to such applicant by the sponsoring member.
- D. When a locally prepared Application Form is utilized, the wording must be identical to the Standard Application Form, except that the Member-at-Large information may be omitted, and the Full-Year and Half-Year Dues both may be specified.

**SECTION 6020: DUAL (MULTIPLE) MEMBERSHIP:**

- A. This is defined as Membership in more than one Detachment by the same individual. When a member of the Marine Corps League becomes a regular member in good standing in more than one Detachment, A Dual (Multiple) Member is required to be in Good Standing in the subsequent Detachment(s) to be able to vote or hold office in that Detachment.
- B. Such membership in the subsequent Detachment(s) shall not be counted for voting strength at Department and National Conventions. Such regular member shall be counted as a Regular Voting Member in the detachment of such Member's greatest tenure unless he/she makes a signed written request for transfer of voting rights to the receiving Detachment, which shall forward the copies of the transfer of voting rights to National Headquarters via the jurisdictional Department Paymaster or Adjutant-Paymaster if a Department exists. The *Request for Transfer* Form will be utilized for the purpose of transfer of voting rights to another detachment.



**SECTION 6025: MEMBERSHIP TRANSFER:** Any member in good standing may transfer from one Detachment to another, without payment of additional dues or transfer fees, upon his application to and approval of the gaining Detachment and of the losing Detachment.

- A. Members-At-Large must be certified as members in good standing by the National Chief Operating Officer.
- B. The losing Detachment, upon receipt of a member's *Request for Transfer*, must process this request within thirty (30) days. If the request is approved, this action is noted on the request for transfer and appropriate copies are forwarded to the gaining Detachment. If the request for transfer is disapproved, the Detachment must note this action on the request and notify the Member making the request. Copies are then forwarded to the losing Detachment's Judge Advocate and Department Judge Advocate for their files.
- C. The gaining Detachment, upon receipt of a member's request for transfer, will vote on whether or not they will accept the Member's request for transfer into their Detachment. This vote must take place within thirty (30) days of receipt of the request form. If the request for transfer is disapproved, the Detachment must note this action on the request and notify the member making the request. Copies are then forwarded to the gaining Detachment's Judge Advocate, the losing Detachment's Judge Advocate and the Department Judge Advocate for their files.

**SECTION 6030: DELINQUENT MEMBER:** A Member shall be identified as delinquent whenever the Member's dues are not paid and transmitted on or before membership expiration date as shown on member's card.

- A. Such Member shall be retained in the delinquent status for a maximum one year, during which time the Member may erase this status by making payment of all dues in arrears and all dues current and provided that the member is not indebted to the Member's Detachment, Department, or to National Headquarters.
- B. Should the affected Member remain in the delinquent status in excess of one year, such Member shall be dropped from all Membership rolls. The Member may be restored to "good standing" status through the processing of a standard application form as a renewing member and forward the applicable renewal fee as currently established. Initiation fees are no longer applicable to delinquent members. A Member who is delinquent and wishes to retain the "continued membership status" shall do so by submitting the standard application form which shall be accompanied by ALL past dues which have accumulated during the entire period of the applicant's delinquent status.
- C. No delinquent member may be transferred.

**SECTION 6035: MEMBER-AT-LARGE:**

- A. Any person desirous of joining the Marine Corps League may make application on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Headquarters or by presenting the application to a Regular Member of the Marine Corps League. All applicants who submit applications on line or via mail for Regular Membership as a Member-At-Large must include a DD-214 that includes nature of discharge, establishing their eligibility for Regular Membership as set forth in the National Bylaws, Article V, Section 500. Applications for Member-At-Large will not be accepted for Associate Membership; however, current Associate Members in a Detachment may make a Request for Transfer to Member-At-Large.

- B. The National Chief Operating Officer at National Headquarters shall be the sole judge of the membership classification of Members-At-Large, once he/she is in receipt of and has verified the appropriate documentation (outlined above). If it is determined that the applicant is eligible for Regular Membership, the National Chief Operating Officer will cause the Member to be processed in as a Regular Member. If it is determined the applicant is not eligible, the National Chief Operating Officer will notify the applicant they do not qualify. Applications for Member-At-Large Regular membership submitted "in person" to National Headquarters or to any Regular Member of the League will be treated in the same manner as any applicant seeking to join a Detachment. Proof of eligibility should be requested in any instance where uncertainty exists.
- C. Effective on the renewal date, subsequent annual dues of Members-At-Large as established by the delegates all the National Convention, shall be remitted to National Headquarters.
- D. A member who is in good standing in a Detachment may become a Member-At-Large (M-A-L) in the following manner;
  - 1. The Member submits a Request for Transfer (see Enclosure Seven (7)) with Section 1 completed, and instead of a desired Detachment, the "or to M-A-L status" will be checked.
  - 2. The Detachment Paymaster (or Adjutant/Paymaster) submits the Request for Transfer with Section 2 completed by the Detachment Commandant, on a Dues Transmittal via the Jurisdictional Department Paymaster (or Adjutant/Paymaster), who forwards the Request to National Headquarters.
  - 3. Upon approval at National Headquarters of the Request for Transfer to M-A-L status, the Department and National Headquarters shall remove the name of the Member from the Detachment Membership Roster. National Headquarters shall carry the Member on its Membership Roster as a Member-At-Large.
  - 4. A Detachment from which a Paid Life Member resigns shall no longer be eligible to participate in the life interest distribution on behalf of said Paid Life Member; however, should the Paid Life Member thereafter become affiliated with a Detachment, such Detachment shall be eligible to participate in the life interest distribution of said Life Member.
  - 5. For the purpose of this subsection, a "member in good standing" shall mean a member as described in the Administrative Procedures, Article Six, Section 6030.
- E. A Member-At-Large is eligible to affiliate with a Detachment or sign the application for a Charter without further payment of a fee or dues; provided said member is in good standing at the time of affiliation or the charter is issued. A Detachment which accepts a Member-At-Large shall submit a Request for Transfer attached to a Dues Transmittal via the jurisdictional Department Paymaster (or Adjutant/Paymaster) to National Headquarters requesting that said member be transferred from a Member-At-Large status to member status of the Detachment.
- F. In any case in this section where a jurisdictional Department does not exist, the Detachment will submit the forms directly to National Headquarters.

**SECTION 6040: INELIGIBLE MEMBER:**

- A. If there is reason to believe a member of the Marine Corps League does not meet criteria established in the National and Department Bylaws and Administrative Procedures, the Detachment Commandant, will refer the matter to the Detachment Judge Advocate who will investigate the charge as presented, unless:
1. The person to be investigated is the Detachment Commandant, in which case the request will be given to the Detachment Senior Vice Commandant to conduct the, investigation, or
  2. The person to be investigated is the Detachment Judge Advocate, in which case the Detachment Commandant will appoint a Past Detachment Commandant to conduct the investigation.
- B. If the investigation determines that the member does not have the necessary qualifications to be a member, the officer who is investigating will present a written report of the investigation, with a draft of a Disciplinary Charge to the members of the Detachment Board of Trustees. The Charge will be filed with the Department Judge Advocate in accordance with National Administrative Procedures, Chapter Nine.

**SECTION 6045: LIFE MEMBERS:** Regular or Associate Members of the Marine Corps League who are in good standing (as defined in the National Administrative Procedures, Chapter Seven, Section 7030) may become a LIFE MEMBER, upon proper payment of the fee, as is required herein. A LIFE MEMBER shall be subject to the payment of NO further dues to that Detachment, Department, or National. Such member shall have all the privileges, rights, and benefits enjoyed as a member so long as that LIFE MEMBER shall live.

- A, Should a Marine Corps League Member choose to become a LIFE MEMBER in multiple Detachments, they must become a member in good standing by paying Annual dues and then Life Membership dues in each additional Detachment, if they so desire. The Life Membership fee shall be as established by the National Convention.

<b>Age Category</b>	<b>MCL 2014</b>
0-35	\$500.00
36 40	\$400.00
41-50	\$400.00
51-64	\$300.00
65- over	\$200.00

- B. The full LIFE MEMBERSHIP fee shall be paid to National Headquarters with no discounts, no rebates, and no installment plan, whether such fee is paid by the individual or awarded.
- C. Details of the handling of funds in the Paid Life Membership Blocked Account are contained in the National Administrative Procedures, Chapter Seven, Section 7050.

**SECTION 6050: CERTIFICATION OF LIFE MEMBERS:**

- A. Each Detachment will annually audit its participating Life Members as shown on the Quarterly Member Listing of 30 June each year. Following the audit, the Detachment will annotate a copy of the Quarterly Member Listing with appropriate remarks to show additions, deletions and other adjustments. Each adjustment will include the reason, and whenever possible, will cite supporting documentation (i.e. Dues Transmittals, Transfer Forms, etc.) to assist in correcting the records in National Headquarters.

- B. The annotated Listing will be certified to be correct as annotated by the Detachment Commandant and the Detachment Adjutant-Paymaster (or Paymaster) and will be returned to the National Adjutant-Paymaster at National Headquarters through the Department no later than 31 December following its receipt. No funds from the interest on the Life Member Fund will be distributed to a Detachment until the certified listing is received at National Headquarters.
- C. Should a Detachment fail to submit the annual Eligible Life Member Audit by 31 December of a given year that Detachment's quota of the interest distribution shall remain in the blocked fund.

**SECTION 6055: RESIGNATION:**

- A. A Member may submit their Resignation from the Marine Corps League to the National Commandant via the Department Commandant and the National Vice Commandant of the Division, with a copy to the Detachment Commandant.
- B. After consultation with the Detachment Commandant, the Department Commandant will forward the resignation to the National Commandant via the Division National Vice Commandant within fourteen (14) calendar days, stating:
  - 1. The circumstances of the resignation; and
  - 2. Their recommendations, if any.
- C. The National Vice Commandant of the Division will forward the resignation to the National Commandant within fourteen (14) calendar days with comments, if any.
- D. The National Commandant will:
  - 1. Accept the resignation and direct the National Adjutant-Paymaster to remove the member from the rolls. He/she will then forward the original resignation to the National Chief Operating Officer; OR
  - 2. Determine alternate administrative action.
- E. If directed by the National Commandant, the National Adjutant-Paymaster will remove the member from the rolls and notify the member by USPS mail that his/her name has been removed from the rolls effective retroactively do the date of the resignation letter, with an e-mail copy to the Division National Vice Commandant and the Department Commandant who will inform the Detachment Commandant.
- F. The Member forfeits their LIFE MEMBERSHIP by resigning. The money paid for the life membership and any remaining "regular membership" dues is not refundable.
- G. In the event that the Member has pending Charges based on Chapter Nine against them, the member must resign "with prejudice". (See Chapter Nine of the National Administrative Procedures)
- H. Unless the resignation was "with prejudice," a Member may rejoin the Marine Corps League by applying as a new member to a Detachment of their choice.

**SECTION 6060: MEMBERSHIP NUMBERS:** When a new Member is joined into the Marine Corps League, they shall be assigned a new sequential Membership Number immediately following the Membership Number assigned to the Member immediately preceding them. Once assigned, the Membership Number will be maintained for that particular Member. Membership Numbers once assigned will not be reassigned to another Member even though the original Member may have died, become delinquent and dropped off the Membership Rolls, have Resigned, or have been Expelled from the Marine Corps League. The same stipulation applies to the Paid Life Membership Number.

**SECTION 6065: DEATH OF A MEMBER OF THE MARINE CORPS LEAGUE:**

- A.** Upon notification of the demise of any member, the Detachment Chaplain shall:
- 1.** Immediately contact the family of the deceased Member for the purpose of offering any assistance and presenting expressions of condolence.
  - 2.** Without delay, report the death of the Member directly to both the National Chaplain and Department Chaplain (if applicable). The report will cite the full name of the deceased, name, address, and phone number of next of kin (if applicable), and any known funeral arrangements.
  - 3.** Utilize the "Notice of Death" form. (See AP Enclosure (8) or the forms are available from National Headquarters or the MCL National website.) This form will be in four parts: Detach and retain the bottom copy. Forward the balance to the Department Chaplain. The Department Chaplain will retain the bottom copy and forward the balance to National Headquarters "ATTN: Membership". National Headquarters will forward a copy to the National Chaplain.
- B.** It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to attend the funeral services of a deceased Member. To this end, the Detachment Commandant with assistance of the Detachment Chaplain and Adjutant-Paymaster shall develop a plan to notify Detachment members in a timely manner.

**END OF CHAPTER SIX**

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## **CHAPTER SEVEN**

### **DEPARTMENT FISCAL AND FINANCIAL**

#### **SECTION 7000: GENERAL FISCAL AND FINANCIAL:**

- A.** All expenditures authorized by this Chapter of the Administrative Procedures are limited by the presumption that adequate funds are available.
- B.** In the event that the treasury of the Department falls below one thousand dollars (\$1,000.00), expenses authorized by this Chapter of the Department Administrative Procedures will be held in abeyance until such time as the treasury regains the means to again meet these obligations.
- C.** The Department Paymaster is subject to open the Department Financial Records to the Financial Oversight Committee as required in Article VIII, Section 840 of the Department Bylaws.
- D.** The Board of Trustees has the authority to deny payment for any items not directly incurred in conducting Department Business.
- E.** All requests for reimbursement of expenses must be submitted with a completed Expense Voucher (See Appendix 20) and include the original credit card receipts, vendor receipts or paid vouchers indicating services rendered by the vendor. Previously approved expenses will be submitted to the Department Paymaster for a timely payment. Expenses that were not previously authorized will require appropriate authorization before payment.
- F.** Each expenditure or reimbursement will be by check and shall require the signature(s) of Officer(s) designated in Article IX of the Department Bylaws as certified to handle Department Funds.

#### **SECTION 7005: DEPARTMENT COMMANDANT EXPENSES AND AUTHORIZATIONS:**

- A.** In the execution of official duties, the Department Commandant is authorized to be reimbursed for reasonable expenses incurred while conducting Department business. This is to include, but is not limited to, attending National, Division and Department Conventions and Conferences, attending Detachment functions (other than their own Detachment) in an official capacity, activities pursuant to the formation of new Detachments and in recruiting activities aimed at increasing Membership in the Marine Corps League. The amount of the stipend will be recommended by the Budget and Finance Committee and will be in the amount approved when the Budget is adopted by the Body Assembled on the floor of the Department Convention. The stipend will not include "mileage allowance" and will apply to basic customary charges incurred by the Commandants for themselves, with no provision for incidental or unrelated expenses.
- B.** The Department Commandant is authorized to approve for expenditure (to cover ordinary and necessary expenses) of an amount not to exceed \$100.00 (one hundred dollars) per incident without prior approval of the Board of Trustees.
- C.** The Department Commandant is authorized, with the concurrence of the Department Board of Trustees, to issue an initial expenditure of \$1000.00 (one thousand dollars) per incident to alleviate or compensate for a Natural or Man-Made Disaster occurring within the state Boundaries of the Department of Tennessee.
- D.** Whenever responding to seemingly crises situations, care must be taken in handling Department Funds. When making significant disbursing of funds, in all possible case the payments should be made directly to the vendor, based on the invoices presented by the individual requesting aid.



**SECTION 7010: PRE-APPROVED EXPENSES:** In addition to the expenses listed in Section 7005, the following items are to be included in the annual Department Budget as Recurring Expenses:

- A. **DEPARTMENT JUDGE ADVOCATE:** The Judge Advocate is responsible to provide Official Copies of Findings, Grievance and Discipline Proceedings, and other documents to various parties as a necessary function of the Office. A stated amount will be included in the Annual Budget to satisfy these requirements without additional approval.
- B. **DEPARTMENT CHAPLAIN:** The Chaplain's duties will include the ability to respond to incidents that may include serious illness or even death of a Member or within a Member's immediate family. The Chaplain is authorized to spend up to \$75.00 per incident without additional approval.
- C. **DEPARTMENT ADJUTANT:** The Adjutant will have a stated amount included in the Annual Budget to be used without additional approval to carry out the Official Duties of the Office.
- D. **DEPARTMENT PAYMASTER:** The Paymaster will have a stated amount included in the Annual Budget to be used without additional approval to carry out the Official Duties of the Office.
- E. **DEPARTMENT PUBLICATIONS COMMITTEE:** The Committee is responsible to disseminate Official Documents to Members of the Board of Trustees, selected Staff Officers and Detachment Commandants. The Committee will have a stated amount included in the Annual Budget to satisfy these requirements without additional approval.
- F. **YOUNG MARINES:** The Commanding Officer of the Tennessee Young Marines is authorized the total sum of \$500.00 (Five-Hundred Dollars) to reimburse him for expenses incurred in the performance of his duties.
- G. **DESIGNATED ALTERNATE:** A Member who has Funds Budgeted for their use in the performance of their Official Duties, and is unable to complete those Duties may designate an Alternate Member to carry out those Duties and the Alternate may be Reimbursed.
- H. **ADJUSTMENTS BETWEEN CONVENTIONS:** If circumstances or demands change on any of these Recurring Expenses between Conventions, the Board of Trustees is authorized to modify those specific Budget Items subject to the availability of funds.
- I. **REIMBURSEMENT:** All Requests for Reimbursement must be made in accordance with Paragraph E of Section 7000, above.
- J. **OTHER RECURRING EXPENSES:** Over the course of time, Other Recurring Expenses may be identified, or certain stated items in the Annual Budget may be found to be no longer needed. The next Annual Budget will reflect such changes as approved by the body in the Department Convention.

**SECTION 7015: FUND RAISING:**

- A. **GENERAL:** Fund raising activities may be entered into by the National Marine Corps League, its Departments, Detachments and Subsidiary and Subordinate units;
  - 1. Provided all funds raised shall be for the sole benefit of such organization less such expenses incurred.
  - 2. Provided such Marine Corps League organization shall receive and disburse all funds.
  - 3. Provided such fund-raising activity does not violate any Federal, State, County, or Municipal law or ordinance or reflect discredit upon the Marine Corps League.
  - 4. Nothing in this section shall prevent the Department or Detachment Convention Committee, from selling ads or soliciting funds for any Convention publication.



- B. **FUND RAISING IF MORE THAN ONE (1) DETACHMENT IN CITY.** If a Detachment desires to conduct a particular city-wide finance raising project in a city wherein more than one Detachment exists, such Detachment shall advise all other Detachments in such city of its intention and request approval. Any Detachment opposing such project shall immediately file objection thereto with the Detachment proposing the project, and with the Department. The decision of the matter by the Department shall be final.
- C. **LIMITATIONS OF FUND RAISING BY DETACHMENT.** No Detachment of the Marine Corps League or Unit of the Auxiliary shall conduct a fund-raising project in any municipality or territory other than its own territory without first securing the approval of such other Detachment or Unit, as herein before provided
- D. **LIMITATION OF FUND RAISING BY NATIONAL.** The National Organization of the Marine Corps League shall not conduct any fund-raising project in any Department without first obtaining the permission of said Department.
- E. **SOLICITATION.** Any individual or committee soliciting funds for the National Organization, using the name of the Marine Corps League, whether selling advertising or merchandise of any sort, or soliciting donations, must submit a complete report, signed, written to the National Convention as to the amount and source of all funds disbursed, and a summary of final disposition of any and all netprofit.
- F. **FUND RAISING BY DEPARTMENT.** The Department shall not conduct any finance raising project in any city where there is one or more Detachments, without the consent of such Detachment or Detachments. Any Detachment opposing the project shall file immediate objection with the National Vice Commandant of that Division, and his decision in the matter shall be final.
- G. **FUND RAISING AT CONVENTIONS, CONFERENCES, AND MEETINGS.** Fund Raising at National Conventions shall be governed by the provisions of Chapter Two of the National Administrative Procedures. At all other Conventions, Conferences and Meetings, any and all fund raising shall be under the control of the Detachment, Department or other organization that is hosting the event. No other Detachment, Department or National Headquarters of the Marine Corps League or any other Unit, Department or National Headquarters of the Marine Corps League Auxiliary, nor any individual or groups of individuals shall be permitted to engage in any fund raising, including the sale of military or Marine Corps League related merchandise in, on or about the event site without the expressed approval and consent of the Detachment, Department or other organizations that is hosting the event.

**SECTION 7020: BONDING:**

- A. The National Organization will maintain a commercial crime policy to Bond officers of the Marine Corps League in accordance with Chapter Five, Section 5030, Chapter Six, Section 6035 and Chapter Ten, Section 10035 of the National Administrative Procedures. The Bond Limit will be \$10,000.00 with a deductible of \$1,000.00,
- B. In accordance with the terms of the League's Commercial General Liability Policy, the "Coverage Territory" includes the United States of America (including its territories and possessions), Puerto Rico and Canada. The same holds true for the Bonding Policy.
- C. The Department Officers designated to handle Funds and thus covered by this Bond Blanket Bond for Officers of the Department who are designated to handle Department Funds in accordance with Section 910, Article IX of the Department Bylaws, and as such they are included under a Blanket Bond provided through a commercial crime policy paid for and administered by the National Organization,

- E. The Sections cited in Paragraph A. listed the Detachment Officers covered by this Bond:
1. Detachment Commandant
  2. Detachment Adjutant-Paymaster or Paymaster, as applicable.
  3. Additional Officers that may be designated to handle Funds. Such Officers as are designated by the Detachment must be listed in an appropriate Article of their Bylaws to be effective.

**SECTION 7025: SOLICITATION OF CHARITABLE CONTRIBUTIONS:** The Department of Tennessee and the Detachments within the Department are permitted by Internal Revenue Service Regulations to accept Charitable Contributions which will be Tax Deductible by the Donor. The Tennessee Code, however, also requires that all entities who solicit or receive Charitable Contributions within the State of Tennessee register with the Tennessee Secretary of State if the gross receipts from collections are \$30,000.00 or more for any prior year. If the gross receipts from Charitable Contributions are less than, \$30,000.00 for all prior years, the entity is required to file an Exemption Request, which must be renewed annually in accordance with the instructions found on the Tennessee Secretary of State Web Site, A copy of the Exemption Request (without supporting documents) will be sent to the Department Paymaster immediately following the State approval.. If the organization does obtain more than \$30,000 during a single year, it will no longer be eligible for the Exemption. Failure to comply with these requirements can subject the entity, in our case the Department or Detachment, to a substantial civil penalty (fine).

**SECTION 7030: ANNUAL IRS REPORTS:**

- A. IRS Forms 990 and 990-EZ – The Department, the Detachments, and other entity, including the National subsidiary organizations identified in the sections of Chapter Eight, which directly or indirectly operates under the Congressional Charter and/or the name of the Marine Corps League *must* annually file with National Headquarters, via their Department, if such exists, a true and complete copy of the front page of its IRS Form 990 or 990-EZ (whichever is required to be filed with the IRS) no later than the due date of filing by IRS rules and regulations, normally by November 15 following the end of the fiscal year of June 30, unless an extension has been requested.
- B. IRS Form 990-N - Those Detachments, Departments or other entities which qualify under the IRS regulations may elect to file an IRS Form 990-N, an e-postcard on-line filing. There is no printed copy of this form, so these entities must print an Acceptance Receipt available on-line. A copy of the E-Mail Acceptance Receipt must be submitted the National Headquarters via their Department Paymaster. The Department Paymaster will forward the Acceptance Receipts to or may consolidate these receipts into a single document showing the name of the organization, the EIN, the Submission ID Number, and the date the submission was accepted by the IRS. If a consolidated single report is submitted, the document will be certified by the Department Commandant and the Department Paymaster as true and correct and then submitted to National Headquarters. Where there is no jurisdictional Department, the copy of the Acceptance Receipt will be submitted directly to the National Chief Operating Officer.
- C. The IRS Form 990 reports will be utilized by National Headquarters to update the annual report required by our Group Exemption filing requirements to the IRS. Failure to file the appropriate 990 reports to the IRS and updating of our annual filing will subject the subordinate or subsidiary entity to the loss of its exempt non-profit status.

**END OF CHAPTER SEVEN**

## CHAPTER EIGHT

### DEPARTMENT ADMINISTRATION

**SECTION 8000: RESPONSIBILITY:** The Department and Detachment Commandants are responsible to ensure that their respective organizations establish and maintain adequate records of their activities so as to satisfy the National Marine Corps League, as well as the State and Federal Government oversight agencies. The Forms and Reports listed in the Section below are included, but not limited to, the records required.

**SECTION 8005: RESOLUTIONS, SUBMITTING, AND PROCESSING:** Resolutions may be submitted by a member in good standing, a Detachment or by the Department for consideration by a Department Convention, provided said resolutions are in proper form and in compliance with all the following requirements:

- A. The Resolution must be typewritten with an original and three (3) copies and must be registered at with the Department Headquarters no later than 1 May, prior to the Department Convention at which action thereon is desired. One copy shall be retained by the Department Adjutant as a part of the permanent file; one copy shall be placed in "working file" to be referred to the Department Resolutions Committee for the Committee's consideration and recommendations; one copy shall be used by the Department Judge Advocate as the source for distributing the resolving clauses. The Fourth Copy, with an appropriate notation of Receipt, shall be returned to the proposer/sponsor, serving as evidence of compliance with this Section.
- B. All resolutions submitted for consideration by a Department Convention shall be drawn on such form as will identify it as being adopted by the Department of Tennessee, Marine Corps League in "Department Convention assembled." Any resolution not written in this form shall be returned by the Department Judge Advocate to the sponsor/proposer for correction.
- C. Except as expressly waived by a vote of two-thirds (2/3<sup>rd</sup>) of the present and voting Delegates at the Department Convention, no motion proposing adoption of a Resolution shall be placed on the floor of the Department Convention unless the requirements of this section have been complied with.
- D. The Department Staff shall prepare an adequate supply of all resolutions registered by the Department Judge Advocate in accordance with this section and shall make such supply available for distribution to all Delegates, and all members and the Resolutions Committee upon their arrival at the Department Convention. A complete file of all registered resolutions shall be available in for inspection by any Delegate or members of the Marine Corps League who desire to take advantage of such inspection.
- E. The Judge Advocate shall make a report to the first Department Conference following the Convention of the actions taken to comply with the Resolutions passed at the preceding Department Convention.

**SECTION 8010 FINANCIAL REPORTS:** Certain Financial Documents must be filed on a recurring basis to ensure that the Department and the Detachments are on a sound financial basis. These Reports are listed in Chapter Seven of these Administrative Procedures.

**SECTION 8015: FORMS AND REPORTS:** The following forms/reports must be completed and submitted periodically and on a timely basis. All forms/reports, especially those to be sent to National Headquarters, must be typed or printed, and all copies thereof must be legible. All forms required by the National MCL are available to download from the Library on the MCL National Web Site.

- A. REPORT OF OFFICER INSTALLATION:** The Installing Officer has responsibility to distribute copies of this form itself and in accordance with the National Bylaws and Administrative Procedures, and Chapter Two (2) Section 210 C of these Administrative procedures. (See enclosure Five (5), National Bylaws and Administrative Procedures.)
- B. MEMBERSHIP DUES TRANSMITTAL AND CHANGE NOTIFICATION:** The Department Paymaster should receive two (2) copies of this form from the Detachment Paymasters as Detachment renewals and new dues are collected. Two separate checks should be attached. The Department Paymaster will detach and deposit the check for Department Dues and retain the bottom copy of this form. The remaining original copy of this form and the check for National Dues should be forwarded at once to National Headquarters. (See Enclosure Six (6), National Bylaws and Administrative Procedures.)
- C. REQUEST FOR TRANSFER:** Must be submitted by the Gaining Detachment with Membership Dues Transmittal and Change Notification listing the transferee. The Paymaster retains bottom copy and forwards the original to National Headquarters with the Membership Dues Transmittal and Change Notification. (See Enclosure Seven (7), National Bylaws and Administrative Procedures.)
- D. NOTICE OF DEATH:** The Department Chaplain should receive three copies of this form. The Original and an additional copy will be sent to National Headquarters. National Headquarters will send one copy to the National Chaplain. (See Enclosure Eight (8), National Bylaws and Administrative Procedures.)
- E. REGISTRATION OF NATIONAL DELEGATE(S):** This form is distributed by National Headquarters with the National Convention information. Each Detachment, which will have one (1) or more Members attending the National Convention, should complete this form to ensure that their Members have full rights and privileges as Delegates or Alternates and may vote the total Detachment Strength. A copy should be provided to the Department Commandant for his/her information and action. (See Chapter Two (2), Section 2025 (b) of the National Administrative Procedures.)
- F. REPORT OF DEPARTMENT ACTIVITIES:** Each Detachment will provide a written report to the Department Adjutant three times a year, at the spring and fall Staff Meetings and at the Department Convention. The Department Adjutant will compile information from these reports and Department files to provide a complete written report to be available for presentation at the National Mid-Winter Conference and the Annual National Convention.
- G. ANNUAL REPORT OF INCORPORATION:** The Department and each Detachment are required to be incorporated as a Not-for-Profit Organization within the State of Tennessee and then to file a Corporation Annual Report with the Tennessee Secretary of State each year in order to function as an authorized entity. (See VIII, Section 850 and Article IX, Section 955 of the National Bylaws.) A copy of the Corporation Annual Report is to be sent to the National Paymaster, via the Department Paymaster each year.

- H. **MOTION LOG:** A *Motion Log* is not a requirement, but it is suggested as a tool to assist the Department and the Detachments in maintaining a simplified record of authorized actions. In Parliamentary Law, a *Motion* equates to a *Power of Attorney*; and once adopted it remains in effect until it is rescinded or modified by another *Motion*. Rather than having to go back through several years of Minutes to identify what has been authorized, a *Motion Log* provides an easier way to locate a Motion in question. A Suggested *Motion Log* is included as Appendix 24.
- I. **TOYS-FOR-TOTS** is a longstanding community program that is the property of the U. S. Marine Corps Reserve and is designed to help young people at Christmas. It is currently operated by the **TOYS-FOR-TOTS** Foundation on behalf of the Marine Corps Reserve. All Detachments of the Marine Corps League are encouraged to participate in **TOYS-FOR-TOTS** program as shown below:
- 1, Detachments that are in reasonable proximity of a Marine Corps Reserve facility may choose to participate through the program at the MCR facility. They will do this by appointing a Detachment **TOYS-FOR-TOTS** Coordinator to work with the MCR Facility/Unit Coordinator. The nature of the participation may vary between MCR facilities, so the Detachment(s) will have to coordinate their efforts with the program at the facility. Detachments that elect this option may be referred to as "Supporting Detachments."
  2. Detachments that are located too distant from a Marine Corps Reserve facility may choose to send a representative to the **TOYS-FOR-TOTS** Foundation for training and then operate independently. These Detachments are designated as Local Community Organizations (LCO), often referred to as "Stand Alone Detachments." They must submit an application to the **TOYS-FOR-TOTS** have their Coordinator certified by the by the **TOYS-FOR-TOTS** Foundation, and they must be recertified every five years, thereafter.
  3. Detachments may choose to warehouse **TOYS-FOR-TOTS** supplies and toys before, during and after the annual **TOYS-FOR-TOTS** Drive, but they are not permitted to profit from the storage of such items by charging rent.
  4. The Detachment **TOYS-FOR-TOTS** Coordinators and the LCO Coordinators are required to keep complete accounting records and will present a complete report to their Membership at the Detachment Meeting during the month of January each year. This report is subject to an impartial review by their Detachment's Financial Oversight Committee.
  5. No Detachment Coordinator or LCO Coordinator may obligate the Marine Corps League, the Department of Tennessee, or their Detachment in any way unless they have prior authority or pre-approval to do so from the appropriate body.  
(See Department Bylaws, Article IX, Section 925)
  6. All Detachment Coordinators and LCO Coordinators will provide the Department **TOYS-FOR-TOTS LIAISON** with a report of their activities using the form/format contained in Enclosure (14). The Department **TOYS-FOR-TOTS LIAISON** will consolidate the Detachment Reports and provide the consolidated report to the National Marine Corps League **TOYS-FOR-TOTS LIAISON** utilizing Enclosure (15)

**J. EAGLE SCOUT AWARD PROGRAM.** The Department of Tennessee participates in the National Marine Corps Leagues, Eagle Scout “Good Citizen Award Certificate” program. This program recognizes the achievements of our youth in Tennessee and Southwest Virginia whom have attained the Boy Scouts highest award. The information below provides guidance and requirements for this program. Each Detachment is encouraged to participate in this worthy program and appointing a Boy Scouts Liaison for their Detachment. This liaison does not have to be active in the Boy Scouts of America program.

1. The Detachment Liaison should make contact with their local area Boy Scout Council(s), identify themselves and asked to be put on the list of organizations who are to be notified when new Eagle Scouts have been selected. (Some councils may not be aware of the Marine Corps League’s Eagle Scout “Good Citizen Award Certificate” Program.) If there are more than one Detachment located within a Council’s District, these Detachments should coordinate their efforts by agreeing to sponsor specific counties/cities. As a general rule each Detachments covered area should be, to the County line that is the closest point midway between one Detachment and another Detachments geographical location. Keep in mind this may also require a Detachment to also support more than one Boy Scout Council. Detachments will also receive letters requesting Eagle Scout recognition that were sent directly to MCL National Headquarters from parents or Scout Masters and then forwarded to the Department Commandant.
2. Each Detachment Boy Scout Liaison will provide their contact information annually to the Department Commandant and the Department Boy Scout Liaison there is a new Installation of Detachment Officers or if the Detachment Liaison’s information changes, i.e. Name, mailing address, phone No’s, and E-mail address. This will assist the Department is maintaining accurate records.
3. The current “Good Citizen Award Certificate” is available from the Semper Fi Store, at MCL National Headquarters.
4. All Detachment Boy Scout Liaisons will provide the Department Boy Scout Liaison with two semi-annual reports each year using the form/format in Enclosure (16).
  - a. The first is from 1 July thru 31 December and will be submitted by 5 January each year.
  - b. The second is from 1 January thru 30 June and will be submitted by 5 July each year.
5. The Department Boy Scout Liaison will compile all Detachment reports into a single report using the form/format in Enclosure (17) and send it to the National, MCL Boys Scout Committee Chairperson, with a copy to the Department Commandant,

## **END OF CHAPTER EIGHT**

## CHAPTER NINE

### GRIEVANCE AND DISCIPLINE

#### SECTION 9000: INTRODUCTION:

- A.** The Marine Corps League policies and provisions for redress of real or perceived wrongs are contained in the Chapter Nine of the Marine Corps League Administrative Procedures. Before originating any complaint, it is necessary that Chapter Nine of the Marine Corps League Administrative Procedures be completely read, and a general understanding reached.
- B.** Although covered in Chapter Nine, a few general definitions are presented here.
1. **Appointing Authority:** The Department Commandant of the Department where the complaint was filed, or the National Commandant in the case of National Charges.
  2. **Petitioner:** In Civil Court this would be the Plaintiff, the one who files the charges. It may be an individual Member, a Board of Trustees, a Detachment or another entity that is part of the Marine Corps League. While an individual or entity that is not part of the Marine Corps League cannot file charges, in certain circumstances a Member may file on their behalf.
  3. **Respondent:** This would be the Defendant in Civil Court; the individual or entity who caused the complaint to be filed by their perceived action(s).
  4. **Grievance:** An injustice which gives ground for complaint because it is harmful or unjust. The goal of a Grievance is to resolve an injustice. It does not subject the Respondent to punishment.
  5. **Disciplinary Charges:** This is a formal accusation that the Respondent has violated provisions of the Bylaws or Administrative Procedures of the Marine Corps League, and punishment is sought.
  6. **Hearing Board:** A Board convened at the Department or National level to consider a Grievance or Disciplinary Charges.
  7. **Jurisdictional Judge Advocate:** Usually the Department Judge Advocate or the National Judge Advocate. In the event that either of these is disqualified and required to recuse themselves, and alternate Member may be appointed as a replacement.  
  
In the Department of Tennessee, when a replacement is required for the Jurisdictional Judge Advocate, a Past Department Commandant or Past Detachment Commandant is preferred.
  8. **Counsel:** The Petitioner and the Respondent may each engage a Member of the Marine Corps League to represent them, or assist in their representation. Selected Counsel must be:
    - a. In Good Standing in the Marine Corps League, and;
    - b. A Member of the Marine Corps League for at least a year.

**SECTION 9005: ADDITIONAL NOTES:**

- A.** A Hearing Board is not a Court of Law. The Rules of Evidence and the Admissibility and Credibility of Evidence are spelled out in Chapter Nine. What you may have learned in life may not apply in this venue.
- B.** Perhaps the most important understanding to take away from Chapter Nine is that a Detachment is not allowed to hold a Hearing Board on its own Members, and in fact does not have any disciplinary jurisdiction upon any Member.
- C.** The basic procedure is:
  - 1.** A Grievance or Disciplinary Charge is filed with the Jurisdictional Judge Advocate, with a copy to the Respondent and other(s) specified in Chapter Nine.
  - 2.** The Respondent has the right to file a rebuttal to the complaint.
  - 3.** The Jurisdictional Judge Advocate will investigate the complaint, or have another Member appointed as an Investigator.
  - 4.** The Jurisdictional Judge Advocate will recommend to the Appointing Authority whether or not to proceed with a Hearing Board or dismiss the complaint.
  - 5.** The Jurisdictional Judge Advocate will notify both the Petitioner and the Respondent of the Appointing Authority's decision.
  - 6.** If the Appointing Authority decided to convene a Hearing Board, it will proceed in accordance with Chapter Nine, otherwise the complaint is dismissed.
- D.** The Jurisdictional Judge Advocate will maintain appropriate records of the proceedings concerning the complaint, in accordance with Chapter Nine.

**SECTION 9010: MEDIATION:** A Hearing Board is really a last resort, particularly in the case of Disciplinary Charges. Whenever possible, the Detachment, and the Department in most cases, should attempt to bring about a satisfactory solution without having to go to the extreme of the formal process in Chapter Nine. However, when an Individual Member or a Detachment actually and formally files the complaint with the Jurisdictional Judge Advocate, Mediation is over and the Detachment must stand down.

**END OF CHAPTER NINE**



## **CHAPTER TEN**

### **AWARDS AND CITATIONS**

#### **SECTION 10000: AWARDS AND CITATIONS COMMITTEE:**

- A.** This Committee, established in Article VIII of the Department Bylaws will facilitate recognizing the Individual Members and Detachments of the Department for their participation in the various activities that the Department is involved in to accomplish the goals set forth for the Marine Corps League in our Federal Charter.
- B.** In order to accomplish this task, the Committee Members will familiarize themselves with Enclosure (4) of the National Bylaws and Administrative Procedures.
- C.** The Committee will receive recommendations from Members of the Department Staff and from the Detachments, and will evaluate those recommendations. Refer to Appendices 20 and 21 of these Bylaws and Administrative Procedures to make a recommendation.
- D.** The Committee will then forward the recommendations received to the Department Commandant and will include their evaluation of the recommendations. The Department Commandant, with the concurrence of the Department Board of Trustees, will make the final decision.
- E.** The Committee will maintain a Record of Awards and Citations presented by the Department.

#### **Section 10005: MARINE CORPS LEAGUE AWARDS:**

- A. Recognition:** The importance of recognizing Members and Detachments who are performing over and above the expected level cannot be over-emphasized. Marines need to know that their efforts are recognized and appreciated by their leaders, their peers, their families and their community.
- B. Presentation:** The method that Awards are presented is as important as the Awards, themselves. The presentation should always be at an open, public event, with maximum Member attendance as well as family members, and even some community dignitaries present, whenever possible. The Public Affairs Officer should make every effort to advance the performance of the Member and the Marine Corps League.
- C. Venue:** The choice of a proper venue is also important. The presentation should reflect the traditions of the Marine Corps and Marine Corps League, and probably include:
  - 1. An open Meeting, with invited guests.
  - 2. An Installation of Officers, again open and with guests.
  - 3. A celebration of the founding of the Marine Corps.
  - 4. An event scheduled in conjunction with any number of patriotic National Holidays.
- D. Selection of Awards:** In addition to Awards listed in the Sections below, Enclosure (4) of the National Bylaws and Administrative Procedures contains a full listing of Awards sanctioned by the National Marine Corps League. Appendix 15 to the Department Bylaws and Administrative Procedures is a listing extracted from Enclosure (4) that are appropriate for the Department and the Detachments to present.

**SECTION 10010: NATIONAL MARINE OF THE YEAR;** National Marine of the Year is the highest honor bestowed on a Member of the Marine Corps League. This award shall be presented to a REGULAR MEMBER of the Marine Corps League who has rendered service(s) and/or performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League, or a meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or a deed(s) of courage or valor without regard for his/her own safety.

**A. Nominations:** A letter of nomination for the National Marine of the Year Award must be submitted in the following manner:

1. Letters of Nomination will only be accepted from a Detachment.
2. All Letters of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee, for National Marine of the Year, was approved by the Detachment by a majority vote.
3. In the event the nominee is the Detachment Commandant, the Letter of Nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the event the nominee is the Detachment Adjutant, the Letter of Nomination shall be signed by the Detachment Commandant and Senior Vice Commandant).

**B. Details:** See Chapter Three, Section 3105,g of the National Administrative Procedures for information on how to submit a Nominee for National Marine of the Year. The preferred source of current information is the MARINE OF THE YEAR Web Site @ <http://www.mcl-moy.org>

**SECTION 10015: DEPARTMENT OF TENNESSEE MARINE OF THE YEAR “JOHN T. HICKS” AWARD:**

The most prestigious Award that can be presented by the Department of Tennessee is the Department of Tennessee Marine of the Year “John T. Hicks” Award. This Award shall be presented at the Department Convention Banquet to a Member of the Department who has rendered service and performed at a level above and beyond the duties and obligations of any office or position held within the Marine Corps League Department or Detachment. The Marine of the Year Committee will be made up of all Past Marines of the Year Recipients of the Department of Tennessee in attendance at the Annual Department Convention

**A.** The Rules to Nominate an Individual Member for the Marine of the Year “John T. Hicks Award are:

1. All Letters of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant (or Adjutant-Paymaster) stating the nominee for the Department Marine of the Year was approved by the Detachment by a majority vote. Only one nominee from each Detachment will be accepted and considered. In the event the nominee is the current Detachment Commandant, the Letter of Nomination must be signed by the Senior Vice Detachment Commandant and Adjutant (or Adjutant-Paymaster). The Marine nominated must be in Good Standing as a Member of that Marine Corps League Detachment.

2. The nomination package submitted shall be placed in a *SEALED* 8 1/2 x 11 (or larger) envelope marked: "Marine of the Year Committee" That envelope will be placed in another sealed envelope addressed and mailed to:

**Dept of TN, MOY Committee  
c/o David R. Hatfield  
925 Crest Court  
Seymour, TN 37865-6045**

3. The nomination Package must contain a cover letter to identify the nominee and the sponsoring Detachment. The original nomination package plus one (1) additional copy, (for a total of two copies), must be enclosed in the package.
  4. Nomination packages must be postmarked no later than 15 days before the Opening Session of the Convention OR turned into the Committee in person at the Commandants Counsel by 1500 on the day before the Opening Session of the Convention.
  5. The committee must receive a minimum of two nominees before it can consider an award.
  6. All nominations must be submitted as per these rules, no exceptions.
  7. Helpful guidelines:
    - Nominee should be a Marine member who has achieved noticeable success in promoting the Marine Corps League and the United States Marine Corps.
    - Include materials such as pictures, newspaper articles, ceremony programs and letters of appreciation. Send as much material as you can to show what the Nominee did in your community. The more material that you send, the better the committee can know your nominee.
- B. Any questions about the "Department Marine of the Year" "John T. Hicks Award" should be directed to the Committee Chairman.

**David R. Hatfield  
Committee Chairman  
Home / Office (865) 577-7303  
Or Cell (865) 803-3169  
[rockytopministor@bellsouth.net](mailto:rockytopministor@bellsouth.net)**

**SECTION 10020: GUIDELINES FOR A DETACHMENT MARINE OF THE YEAR PROGRAM:**

- A. Each Detachment in the Department of Tennessee is encouraged to establish their own Detachment Marine of the Year Program. The below guidelines are provided to form a framework for the program to insure a consistent and uniform process from year to year. The exact procedures may vary from Detachment to Detachment, but the overall program should generally fall within these Guidelines.
- B. Each Detachment that has an active Marine of the Year Program shall insert a written procedure into their Administrative Procedures, or into their Bylaws if they do not have Administrative Procedures, to establish a standard procedure for the selection of their Marine of the Year. The purpose is to Insure that the process is as fair and unbiased as possible and to keep from having to "reinvent the wheel" every time this event occurs.

- C. The Detachment will form a Committee to receive and evaluate all of the nominations submitted by the appropriate date. This Committee would normally consist of Past Recipients of their Marine of the Year Award organized as a *Marine of the Year Committee*. However, if there are not sufficient active past recipients, the Detachment will form a standing committee by a method of their choice.
- D. Any individual Member of a Detachment may nominate any other individual Member for this Honor. Both the Member making the nomination and the Member being nominated must be in good standing with all Dues paid and no encumbrances to the Detachment, Department or National. Written nominations to the Committee would be preferred, but the Detachment may determine that it is adequate to have the nominations made verbally.
- E. A cut-off date shall be established for the submission of nominations and the method of submission should be defined. Both the submission cut-off date and the actual presentation of the Award should be scheduled to allow sufficient time to subsequently process and submit a nomination for the Department Marine of the Year and/or the Billy Carter Award at the Southeast Division and/or the National Marine of the Year.
- F. The Society/Committee will have the sole responsibility and authority to select the Marine of the Year, and at the appropriate time they will present their selection to the Detachment. The decision of the Society/Committee is final and may not be appealed.
- G. The individual Member selected for Detachment Marine of the Year does not have to be the same individual as may be nominated for any of the higher Marine of the Year awards. As circumstances may change, so may the subsequent selections.
- H. The selection process should never include nominations from the floor. Nor should there be a vote by the General Membership for the nomination or selection. Either of these practices would inevitably evolve into a popularity contest, and the Marine of the Year should be about achievement(s) and not about popularity.

**SECTION 10020: HONORARY PAST DEPARTMENT COMMANDANTS:**

- A. The title Honorary Past Department Commandant may be awarded by the Department Convention only.
  - 1. The title Honorary Past Department Commandant may be bestowed upon a REGULAR MEMBER of the Marine Corps League who has, over an extended number of years, performed conspicuous service to the Marine Corps League on a Department level for the benefit of all Divisions, Departments, Detachments, and members of the League. It will not be awarded to an actual Past Department Commandant
  - 2. A nominee will be selected by the Past Department Commandants Council, and presented to the Convention under New Business
  - 3. Recommendations shall be made in writing to the Past Department Commandants Council for review and comment.
- B. Marines, FMF Hospital Corpsmen, and FMF Chaplains that have been awarded the title Honorary Past Department Commandant may wear the red cover with a gold crown of a Department Officer, with the lettering "**HONORARY PAST DEPARTMENT COMMANDANT, DEPARTMENT OF TENNESSEE**" and the **YEAR AWARDED** inscribed on the right side, on separate lines, parallel to the headband.
- C. An Honorary Past Department Commandant is not, by virtue of the title, a member of any committee or board of the Department of Tennessee.

**SECTION 10025: DEPARTMENT OF TENNESSEE AMERICANISM PROGRAM:** The Department's Americanism Program is modeled after the National Americanism Program. Currently, the Americanism Program will function as a part of the Awards and Citations Committee.

- A. The Detachment Entry may be submitted as a Bound Book, a Scrapbook, or an Album
- B. All Entries must be hand delivered to the site of the Department Convention. If a Member of the Detachment will not be present, another MCL Member may be designated to deliver the Entry.
- C. All Detachments may enter, and all are encouraged to do so.
- D. **Evaluation and Presentation of the Award** – All entries will be evaluated prior to the formal opening of the Department Convention. The winning entry will be announced at the Department Convention Banquet, and the Award will be presented at that time.
- E. All Entries will be returned after the Awards are announced at the Convention.
- F. **Suggested Title:**“(NAME) Detachment (YEAR) Diary”  
“Record of the (NAME) Detachment for (YEAR)”
- G. **Suggested Contents of the Entry Book**
  - Installations – Both Detachment and Department
  - Patriotic Events - Marine Corps Ball - Parades - Veterans Day Activities - Memorial Day Activities
  - Christmas Parties – Toys For Tots - VAVS Activities
  - Youth Activities – Young Marines - YPF - Boy Scouts
  - School or Sports Activities - Respect for Flag Classes - Veterans Appreciation
  - MCL Membership and Recruiting Programs
  - MCL and/or MCLA Social Events - Historical Events
  - Participation with other Veterans Organizations - Support of other Organizations
  - Events that may be included are not limited to this list.
- H. Include photographs, newspaper articles, and other documentation for each Event cited in the Entry Book. All items should include the date, and all photographs should include captions identifying the event and the individuals in the photograph.
- I. Documentation will be provided each year on the MCL Department Web Site and/or mailed out to each Detachment with specific instructions for submission for that year. The Entry Book should include events over an entire 12 month period determined by the Committee and published on the individual year's documentation.

**SECTION 10030: AWARDING AUTHORITY:**

- A. .Except as noted in this Section, all Department and Detachment Awards are presented by the respective Commandant as authorized in Enclosure (4) to the National Bylaws and Administrative Procedures and are listed in Appendix 20.
- B. The National Marine of the Year and the Department Marine of the Year are awarded only by the respective Marine of the Year Society. Their decision is final.
- C. The Honorary Past Department Commandant is nominated by the Past Department Commandants Council and receives a vote for conformation from the Delegates present and voting at the Department Convention. The result of the vote is final.
- D. The Department Americanism Award is presented only by the Department Americanism Program. Their decision is final.

**SECTION 10035: AWARD RECOMMENDATIONS:**

- A. A Detachment may recommend an Individual Member for an Award appropriate for a higher level. Recommendations for higher level Awards, National, Division or Department, must come from the Detachment, and not from an Individual Member.
- B. As noted, the Marine of the Year Awards may only be recommended by the Detachment that the Member belongs to. In the case of a Dual Member, either Detachment may make the recommendation, or it may be done jointly.
- C. To recommend a Member for a National Award, the *Award Recommendation Form* in Enclosure (4) of the National Bylaws and Administrative Procedures must be used.
- D. To recommend a Member for a Department Award, the *Award Recommendation Form*, Appendix 21 of the Department Bylaws and Administrative Procedures, must be used.
- E. All recommendations for Department Level Awards will be submitted to the Department Awards and Citations Committee for their evaluation and recommendation.
- F. All recommendations received by the Committee will be forwarded to the Department Commandant for final determination.
- G. Detachments are urged to develop an Awards Program to be included in their Detachment Bylaws and Administrative Procedures.
- H. There are a number of National Awards and Commendations contained in Enclosure (4) that are not listed here. All Members of the League, particularly Detachment Commandants, should familiarize themselves with these Awards and Commendations; because they normally require the Detachment Recommendation to be considered.
- I. It is suggested that the Department and the Detachments maintain a supply of appropriate Medals and Ribbons so Department and Detachments will:
  - 1. Be able to present them immediately to newly Elected or Appointed Officers, and;
  - 2. Be able to present any other Awards on a timely basis.

**END OF CHAPTER TEN**



## CHAPTER ELEVEN

### SUBORDINATE, SUBSIDIARY AND AFFILIATED ORGANIZATIONS

**SECTION 11000. SUBORDINATE ORGANIZATIONS.** The following are official subordinate organizations of the National Organization of the Marine Corps League and must be an IRS Code 501(c)4 Non-Profit Organization under the Marine Corps League IRS Group Exemption Number 0955.

- A. **DIVISION:** The Division is technically not a subordinate entity on the Marine Corps League, and it is not Incorporated as a separate Organization. It is rather an Administrative Subdivision of the National Organization designed to assist the National Organization with the communications and operation of the Subordinate Organizations.
- B. **DEPARTMENT:** The Department is an Incorporated Organization that encompasses the boundaries of a single, specified State. It is responsible to the National Organization to insure their actions are consistent and not in conflict with the National Charter of the Marine Corps League, as delineated in the National Bylaws and Administrative Procedures.
- C. **DETACHMENT:** The Detachment is the most important part of the Marine Corps League. This is the local Organization that administers to the individual Members. Without functioning Detachments and their Members, there would be no requirement for the Departments, Divisions or the National Organization. The Detachment is responsible for the actions of its Members and their consistent adherence to the Laws and Regulations of the United States of America, as well as the Marine Corps League.

**SECTION 11005. SUBSIDIARY ORGANIZATIONS.** The following are official subsidiary organizations of the Marine Corps League and must be an IRS Code 501(c)4 Non-Profit Organization under the Marine Corps League IRS Group Exemption Number 0955.

- A. **MARINE CORPS LEAGUE AUXILIARY.** The Marine Corps League recognizes and adopts the Marine Corps League Auxiliary as the official subsidiary Women's Auxiliary of the Marine Corps League and declares that the Marine Corps League Auxiliary shall ever be subject to the control and supervision of the Marine Corps League.
- B. **MILITARY ORDER OF THE DEVIL DOGS.** The Marine Corps League recognizes and adopts the Devil Dogs as an official subsidiary organization of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League. Membership in the Military Order of Devil Dogs shall be limited to regular members of the Marine Corps League, consistent with the restrictions and requirements of the Constitution and Bylaws of the Military Order of Devil Dogs.
- C. **MILITARY ORDER OF THE DEVIL DOG FLEAS.** The Marine Corps League recognizes the Military Order of Devil Dog Fleas as an official subsidiary organization of the Marine Corps League Auxiliary which shall ever be subject to the authority, supervision, direction and discipline of the Marine Corps League. Membership in the Military Order of Devil Dog Fleas shall be limited to members of the Marine Corps League Auxiliary.
- D. **THE MARINE OF THE YEAR SOCIETY.** The Marine Corps League recognizes the Marine of the Year Society as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision, direction and control and discipline of the Marine Corps League.
- E. **THE PAST NATIONAL COMMANDANTS SOCIETY.** The Marine Corps League recognizes the Past National Commandants Society as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision, direction and control and discipline of the Marine Corps League.

**SECTION 11010: AFFILIATED INDEPENDENT ORGANIZATIONS:** The following are independent organizations associated with the Marine Corps League. Each of them is Incorporated separately from the Marine Corps League and are not responsible to the Marine Corps League under the IRS Group Exemption Number 0955.

- A. MARINE CORPS LEAGUE FOUNDATION.** The Marine Corps League recognizes the Marine Corps League Foundation as an Official Organization affiliated with the Marine Corps League.
- B. MARINE CORPS LEAGUE YOUTH PHYSICAL FITNESS PROGRAM.** The Marine Corps League recognizes the Marine Corps League Youth Physical Fitness Program as an Official Organization affiliated with the Marine Corps League..
- C. YOUNG MARINES OF THE MARINE CORPS LEAGUE.** The Marine Corps League recognizes the Young Marines of the Marine Corps League as an Official Organization affiliated with the Marine Corps League. The Young Marines of the Marine Corps League operates as a separate entity under its own by-laws, as amended. Marine Corps League Detachments are encouraged to work with and support the local units. No member, Division, Detachment or Department of the Marine Corps League, unless a registered member of the Young Marines staff, shall interfere with the day-to-day operations of the Young Marines of the Marine Corps League.
- D. MARINES HELPING MARINES, INC.** The Marine Corps League recognizes the Marine Corps League – Marines Helping Marines – Wounded Marines Program as an Official Organization affiliated with the Marine Corps League. (At this time, the Marines Helping Marines, Inc has been temporary closed until their services are again needed.)

**END OF CHAPTER ELEVEN**



## CHAPTER TWELVE

### MISCELLANEOUS

#### **SECTION 12000: AMENDMENTS:**

- A.** The Administrative Procedures may be revised, amended or repealed by a majority vote of the properly registered and approved Delegates present and voting at a Department Convention, provided that the proposed revision, amendment or repeal is submitted to the Department Judge Advocate no later than 1 March prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form, and will be in the exact wording intended. Submission should be sent via Priority U.S. Mail or by other carriers where a Tracking Identification may be used to verify delivery.
- B. DEPARTMENT BOARD OF TRUSTEES ACTION:**
  - 1. The Department Board of Trustees have the authority to revise, amend or repeal portions of these Administrative Procedures whenever such action becomes necessary due to changes in Federal, State or Local laws or ordinances, or changes to the National Bylaws and Administrative Procedures.
  - 2. The Department Board of Trustees may also make changes that are desired to facilitate the functioning of the Department.
  - 3. When changes are made to the Department Administrative Procedures by the Department Board of Trustees under this authority, all Detachment Commandants will be notified of the changes and the reason for the changes by the most expeditious means available.
- C.** To avoid possible confusion, each submission will address only one Section. However, if the proposal incorporates a revision, amendment or repeal that will interact with any other Sections, the changed or corrected wording of those Sections will be included in the single submission.
- D.** Copies of properly submitted proposed revisions, amendments and repeals shall be posted, without personal comment, in PDF format available for review and printing, to the Department of Tennessee Web Site no later than 1 April (or by the Spring Department Conference, whichever occurs later) prior to the Department Convention at which the proposal is to be considered. The Department Judge Advocate shall provide notice of said posting by the most expeditious means. Such notice shall include instructions on how to access and review the proposed revisions on the Department Web Site.
- E.** A printed copy of the proposed revisions shall be made available to any existing Detachment Commandant, each member of the Department Board of Trustee, and each Past Department Commandant upon submission of a written request to the Department Judge Advocate; submission instructions, including any applicable deadlines, on how to receive a printed copy of the proposed revisions via U. S. Mail from the Department Judge Advocate shall be included in the notification of posting.
- F.** When a proposed amendment is brought to the floor of the Department Convention for consideration and a motion is made relevant to adoption thereof, that motion becomes a Main Motion, and as such the proposed amendment may be amended from the floor in accordance with parliamentary law. Such amendments to the Main Motion, however, must be germane to the Main Motion and must not exceed the scope of the Main Motion

- G.** The Department Publications Committee and the Department Judge Advocate shall have the authority to identify and, in conjunction the Department Bylaws Committee, correct errors in the Department Bylaws and Administrative Procedures that are deemed to be clerical in nature where the error is clearly evident to the Committee and the correction shall make no material change to the intent, form, or function of the Bylaw or Administrative Procedure in question.

**SECTION 12005: EFFECTIVE DATE:** Each revision, amendment or repeal of a provision of the Department Administrative Procedures which are approved at a Department Convention, as outlined in the Department Bylaws, Article XII, Section 1200, and does not provide for an effective date will become effective upon the close of the Department Convention at which it is approved, pending the approval of the National Judge Advocate.

**SECTION 12010: DEPARTMENT ADMINISTRATIVE PROCEDURES DISTRIBUTION**

- A.** The current edition of the Department of Tennessee Administrative Procedures, along with any published changes shall be posted on the Department Website for the access and review by all members of the Department of Tennessee, the Department Board of Trustees, Department of Tennessee of the Marine Corps League Auxiliary, and the Tennessee Pack of the Military Order of the Devil Dogs.
- B.** Changes approved at the Department Convention each year shall be posted to the website once completed and notice of said posting shall be provided. Such notice shall include instructions on how to access and review the approved changes on the Department website.
- C.** The Publications Committee will provide the Members of the Department Board of Trustees a printed copy of the updated Administrative Procedures upon receipt of the approval of the National Judge Advocate.
- D.** A printed copy of the approved changes may be purchased (printing and mailing cost) by any existing Detachment, Department of Tennessee of the Marine Corps League Auxiliary, and the Tennessee Pack of the Military Order of the Devil Dogs upon submission of a written request to the Department Judge Advocate. Submission instructions, including any applicable deadlines on how to receive a hard copy of the approved changes via U. S. Mail from the Department Publications Committee shall be included in the posting on, the Department Web Site.
- E.** Any member of the Department of Tennessee may purchase copies (printing and mailing cost) of the Department Administrative Procedures from the Department Publications Committee.

**SECTION 12015: DISSOLUTION.** Upon the dissolution of the Department of Tennessee or any subordinate Detachment thereof, the Department and/or the Detachment shall follow the procedures set forth in Article XII of the Marine Corps League National Bylaws, and the provisions of the Tennessee Code, Title 48, Chapter 64.

**SECTION 12020: VIOLATION.** Any member who violates the precepts of the National Marine Corps League or Department of Tennessee Bylaws and Administrative Procedures is subject to the provisions of Chapter Nine of these Administrative Procedures.

**END OF CHAPTER TWELVE**