



**Department of West Virginia
Detachment Guidebook**

2017

DEPARTMENT OF WEST VIRGINIA

DETACHMENT GUIDEBOOK

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Rick Shank**

May 19, 2017

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1. History and Incorporation

The Marine Corps League is the outgrowth of Marine Clubs established by Marines returning to the U.S. from the trenches of France in 1918. As those clubs grew in size and number, they became more active in the pursuit of objectives of interest to their members and in support of the Corps. In November 1923, Major General John A. Lejeune, then the Commandant of the Marines Corps, convened the first conference of Marines in support of the Corps. It became apparent there was a need for a formal organization. Plans were drawn and a petition was sent to Congress to grant a Congressional Charter to the League. A charter was granted on 3 August 1937, by Public Law #243, passed by the 74th Congress, USA. The name of the body corporate is the MARINE CORPS LEAGUE and is a non-profit corporation incorporated by an Act of the Seventy-fifth Congress of the United States of America at the First Session, begun and held at the city of Washington on Tuesday, the fifth day of January, 1937, and approved August 4, 1937.

The Detachment is formed for non-profit purposes and no member has a right to any form of profit or personally benefit from the assets or property of the Detachment, with the exception that a member might be hired to provide commercial services for which they can or should be paid. According to National Bylaws, upon dissolution of a Detachment, any remaining assets shall be distributed to the Department and or National.

The Department of West Virginia, including Detachments, which engage in services or business, either profit or non-profit, or which use the name of the Marine Corps League shall be incorporated in accordance with Article Seven, Section 700 of the National Bylaws. The Department or any detachment shall not utilize the EIN number of the National Organization. To apply for an EIN, use IRS Form SS-4 and follow the directions on the form.

Detachments should incorporate within the State of West Virginia as a IRC 501 (c) 4 non-profit organization with their own Employer Identification Number (EIN) under the Marine Corps League's Group Exemption Number 0955. This allows the Detachment to operate, collect monies for membership and activities, to collect charitable donations for detachment programs, and to act as a corporate entity for sales and other activities, with associated tax benefits for a non-profit entity. Incorporation protects the Officers and members of the Detachment, and by the same measure establishes the limitations for the organization in doing business as a non-profit organization. Therefore only members shall represent the Marine Corps League.

To avoid any legal ramifications of membership in the MCL, National HQ requires each detachment to file for corporate status within two years of receiving their charter. A correctly formed and operated Corporation shields each individual member of the League from becoming liable for the satisfaction of any possible court issued judgment. Officers of the Detachment have an ethical and fiduciary responsibility to make decisions in good faith that will bring no harm to the Detachment, and they can be held accountable for their decisions.

The Board of Trustees of a corporation has certain duties and must examine all aspects of the corporate business. These duties include a good faith effort to manage the affairs of the corporation through attending meetings, adherence to procedures, examining financial statements to assure each officer is complying with the rules, Bylaws and directives of the board and examination of the books and records where called for. Overlying all is the duty of good faith and reasonable judgment. To do otherwise is break faith with the membership at large and risk

personal liability. Full transparency of financial records is imperative for the benefit of the membership.

2. IRS Ruling for Non Profit Organization

This is a copy of the IRS Group Exemption 0955 letter from IRS with attachments which must be included in your Detachment files.

FROM : MARINE CORPS LEAGUE
Internal Revenue Service

PHONE NO. : 7032070047

Jul. 25 2000 09:38PM P2

Department of the Treasury

District
Director

MARINE CORPS LEAGUE
NATIONAL HEADQUARTERS
& MEG TOBURN
PO BOX 3070
MERRIFIELD, VA 22116-3070

Person to Contact: EO:TPA
Telephone Number: 1-800-829-1040
Refer Reply to: 99-1035
Date: November 29, 1998

* RE: GROUP EXEMPTION (GEN# 0955)
EIN: ██████████

This is in response to the letter, dated October 15, 1998, regarding your status as an organization exempt from Federal income tax.

Our records indicate that a ruling letter was issued in July 1946, granting your organization an exemption from Federal income tax under the provisions of Section 501(c)(4) of the Internal Revenue Code of 1954.

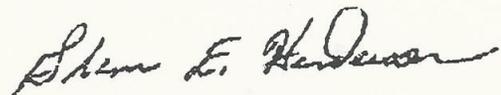
If your gross receipts each year are normally more than \$25,000.00, you are required to file Form 990, Return of Organization Exempt from Income Tax by the fifteenth day of the fifth month after the end of your annual accounting period.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under Section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T.

If any question arises with respect to your status for Federal income tax purposes, you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours,



Glenn E. Henderson
District Director

* This letter covers your subordinate units.

Seventy-Fifth Congress of the United States of America

At the First Session

Begun and held at the City of Washington on Tuesday, the fifth day of January, one thousand nine hundred and thirty-seven

AN ACT

To incorporate the Marine Corps League

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SEC. 1. That major General John A. Lejeune, United States Marine Corps, retired, honorary national commandant; Maurice A. Ilch, national commandant; Roy S. Taylor, senior national vice commandant; Kenneth B. Collings, junior vice commandant; Alexander F. Ormsby, national judge advocate; Reverend John H. Clifford, national chaplain; Edward A. Walker, national sergeant at arms; John B. Hinckley, Junior, national adjutant and paymaster; John E. Brock, national chief of staff, are hereby created a body corporate of the name "Marine Corps League."

SEC. 2. That the purposes of this corporation shall be: (a) to preserve the traditions and to promote the interests of the United States Marine Corps; (b) to band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy; (c) to fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms; (d) to hold sacred the history and memory of the men who have given their lives to the Nation; (e) to foster love for the principles which they have supported by blood and valor since the founding of the Republic; (f) to maintain true allegiance to American institutions; (g) to create a bond of comradeship between those in the service and those who have returned to civil life; (h) to aid voluntarily and to render assistance to all Marines and former Marines as well as to their widows and orphans; (i) to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of peculiar interest to Marines.

SEC. 3. That the corporation: (a) shall have perpetual succession; (b) may charge and collect membership dues and receive contributions of money or property to be devoted to carrying out the purposes of the organization; (c) may sue or may be sued; (d) may adopt a corporate seal and alter it at pleasure; (e) may adopt and alter by-laws not inconsistent with the Constitution and laws of the United States or of any State; (f) may establish and maintain offices for the conduct of its business; (g) may appoint or elect officers and agents; (h) may choose a board of trustees, consisting of not more than fifteen persons nor less than five persons, to conduct the business and exercise the powers of the corporation; (i) may acquire, by purchase, devise, bequest, gift or otherwise, and hold, encumber, convey, or otherwise dispose of such real and personal property as may be necessary or appropriate for its corporate purposes; and (j) generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the corporation is created.

SEC. 4. That the corporation shall, on or before the 1st day of December in each year, transmit to Congress a report of its proceedings and activities for the preceding calendar year, including the full and complete statement of its receipts and expenditures. Such report shall not be printed as public documents.

SEC. 5. That the right to alter, amend, or repeal this Act at any time is hereby expressly reserved.

Approved, August 4, 1937.

Approved
Aug 4
1937
President of the Senate pro tempore

Wm. B. Bankhead
Speaker of the House of Representatives

President of the Senate pro tempore

FORM 2860 (JANUARY 1966) U. S. TREASURY DEPARTMENT - INTERNAL REVENUE SERVICE CP:G:D Invoice No. 1969-11
DOCUMENT TRANSMITTAL AND BILL

Return To: Internal Revenue Service, Chief, Fiscal Section
1111 Constitution Avenue, N. W., Washington, D. C. 20224
We are enclosing a copy of the following Federal tax return(s) or other document(s). The charges are shown below. Please
make remittance payable to "Internal Revenue Service". Mail it to this office with the enclosed copy of this form. Stamps
are not acceptable.

Payee name and address
Mr. George K. Shamsogchian
National Trustee-at-Large
National Headquarters Marine
Corps League
310 Main Street, Room 524
Worcester, Massachusetts 01608

DATE OF YOUR LETTER
October 2, 1969
IN RE:
Copy of exemption letter

DESCRIPTION OF OCCUMENT

Letter dated July 31, 1966, addressed to Marine Corps League, c/o Mr. Thomas Sweeney, National Commandant, 28 Howard Street, Albany 7, New York, concerning exemption from certain Federal taxation.

NUMBER	ITEM	AMOUNT
1	Copies of returns or other documents @ \$1.00 per page (2 pages)	\$ 2.00
	Certifications @ \$1.00	
	Copies of other returns or documents @	
	Other	
TOTAL		\$ 2.00
Less amount submitted with request, if any		\$

DATE: OCT 20 1969
SIGNATURE AND TITLE: *[Signature]*
Chief, Disclosure and Liaison Branch
Collection Division
AMOUNT DUE: \$ 2.00
[Signature]
10/24/69

JUL 31 1946

IT:P:T:l
MAP

Marine Corps League
c/o Mr. Thomas Sweeney, National Commandant
28 Howard Street
Albany 7, New York

Gentlemen:

Reference is made to the information submitted for use in determining your status and that of your departments, detachments and auxiliary units for Federal income tax purposes.

Based upon the evidence presented it is held that you and your detachments and departments listed in your monthly bulletin of May, 1946, and your auxiliary units and departments listed in your monthly bulletin of June, 1946, and submitted with a certification dated June 18, 1946, of your national adjutant and paymaster are entitled to exemption from Federal income tax under the provisions of section 101(8) of the Internal Revenue Code and corresponding provisions of prior revenue acts.

Accordingly, you and your detachments, departments and auxiliary units appearing on the lists submitted will not be required to file income tax returns unless there is a change in the character, purpose or method of operation of your organization or of your detachments, departments and auxiliary units. Any such changes should be reported immediately to the Bureau in order that their effect upon your exempt status and that of the detachments, departments and auxiliary units under your jurisdiction may be determined.

You should furnish the Bureau annually, on the calendar year basis, lists in quadruplicate showing only the names, numbers and addresses of any new detachments, departments and auxiliary units which were chartered by you during the calendar year and the names, numbers and addresses of any detachments, departments and auxiliary units which for any reason have ceased to exist. Such annual lists should be accompanied by a statement sworn to by one of your principal officers as to whether the information heretofore submitted by you and on which this ruling is based is applicable in all respect to

ENCLOSURE (2)

Z - Marino Corps League -

the detachments, departments and auxiliary units appearing on the lists and should be forwarded so as to reach this office not later than February 15 of the following year.

Contributions made to you and your detachments, departments and auxiliary units are deductible by the donors in arriving at their taxable net income in the manner and to the extent provided by section 23(o) and (q) of the Internal Revenue Code, as amended.

However, under section 64(f), as added to the Internal Revenue Code by section 117 of the Revenue Act of 1943, you and your detachments, departments and auxiliary units are required to file annually information returns on Form 990 with the collector of internal revenue for the respective districts in which located so long as the exemption remains in effect. This form may be obtained from the collector and is required to be filed on or before the fifteenth day of the fifth month following the close of the respective annual accounting periods.

Bureau letter of January 18, 1944, advising that inasmuch as you had failed to establish that you are entitled to an exempt status you should file income tax returns is hereby revoked.

The collectors of internal revenue for the districts in which you and your detachments, departments and auxiliary units are located are being advised of this action.

By direction of the Commissioner.

Very truly yours,

(signed) E. I. Mc Larnoy

Deputy Commissioner

US Treasury Department

Internal Revenue Service
Washington, DC 20224

Date:
FEB 27 1970

In reply refer to:
Form M-3444
TRANSFORM - 225



MAR -3 1970

Marine Corps League
c/o Robert H. Larson, Natl.-Adj.-Paymaster
939 North Kenmore Street, Room 203
Arlington, Virginia 22201

Gentlemen:

Date of original group exemption letter: July 31, 1946
I.R. Code: Section 501(c)(4)

Based on the information supplied, we rule that the new subordinates recently submitted for addition to your group exemption roster are exempt from Federal income tax under the section of the Internal Revenue Code shown above. This ruling supplements your original group exemption letter.

The new subordinates are not required to file a Form 1120 income tax return. However, if they are subject to the tax on unrelated business income under section 511 of the Code, they must file Form 990-T. They are required to file an annual information return, Form 990. If you do not include the subordinates in a group return, each must file this return by the 15th day of the fifth month after its annual accounting period closes.

Next year, within 45 days after your annual accounting period closes, please send us two copies of the following information about your subordinates:

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates.
2. A list of the names, mailing addresses including ZIP Codes, and employer identification numbers (if required for group exemption letter purposes) of subordinates on your group exemption roster that during the year:
 - a. changed names or addresses;
 - b. were deleted from the roster;
 - c. were added to the roster.

A directory of subordinates may be substituted for this list if it includes the required information and identifies the affected subordinates according to the three categories above.

3. For subordinates added to the roster, a letter signed by one of your principal officers containing or attaching:
 - a. a statement that the information upon which your present group exemption letter is based applies to the new subordinates;
 - b. a statement that each has given you written authorization to add its name to the roster; and
 - c. a list of those to which the Service previously issued separate rulings or determination letters relating to exemption.
4. If applicable, a statement that your group exemption roster did not change during the year.

Please be sure to enter your employer identification number on all your tax returns and in your correspondence with the Internal Revenue Service. Contributions made to you and your exempt subordinate units are deductible by the donors as provided in section 170 of the Code.

Thank you for your cooperation.

Sincerely yours,



Chief, Rulings Section
Exempt Organizations Branch

3. Insurance

National MCL HQ will mail a copy of the Commercial General Liability Insurance certificate from Rust Insurance Agency to the Department and all Detachments. The period of coverage is annually from Sept 1 to Sept 1 of the following year. The Certificate of Insurance should be kept in your permanent files. It is important that the exclusions and restrictions listed in the summary be noted. This insurance is designated to protect you against claims alleging negligence that causes injuries to third parties (persons other than members). It does not cover lawsuits brought against a member by another. The policy also excludes any injury to participants in athletic events or other sports nature activities. The insurance provided normally takes care of events, parades and other activities in which the Department or Detachment members participate but does not provide coverage for the Department or Detachment or its members as sponsors of an event. As a new guideline, if you solely host the following special events and have 150 or more attendees, there is an additional charge to the department/detachments: Examples are Art/Craft Show, Fairs/Antique Show, Birthday Ball/Dinner Dances, Picnics, Car Washes, Golf Tournament, Casino Night and Auction/Wine Tasting, etc. This is why it's important that Departments and Detachments ensure they have only Marine Corps League members represent the League. This is not and was never intended to be an accident policy for the members.

4. Administration

A. Desktop Procedures - Detachments need to maintain copies of National, Department and their own Bylaws and Administrative Procedures. In addition the following is a guideline for other administrative reports, files and related correspondence that should be maintained for reference.

- B.** Detachment Bylaws
- C.** Department Bylaws with current changes
- D.** National Bylaws and Administrative Procedures with current changes
- E.** Guidebook for Detachment Officers
- F.** Marine Corps League Ritual
- G.** Charter
- H.** Articles of Incorporation
- I.** Permanent business certification - Business License

West Virginia requires Detachments to have a business license. Effective 2010 all license renewals were issued a permanent license. All non-profit corporations have no fee for their business licenses. If your business license has expired and you have not renewed it, contact the WV State Tax Department at 1-800-982-8297 and a renewal form will be mailed to your detachment so you can receive a **Permanent Business Certificate**. Ensure you have this permanent business license with you anytime you conduct a raffle or a fund raiser. Suggest making a copy of it and covering in a plastic frame, and keep your original in your detachment files.

J. Detachment Filing procedures yearly accounts - Files should be set up according to years. Retain all pertinent files and reports into your yearly folder. Example: 2012, 2013, 2014. These should include: IRS 990 N, Annual Corporate Report, Insurance policy, Paymaster Reports, Bank statements, Financial audits, Property inventory, detachment meeting minutes

K. Detachment Property Inventory - Should be performed prior to Officer Installation yearly to account for all detachment property.

- L.** Financial Records
 - (1) Bank Statements
 - (2) Financial Audit - annual
 - (3) Paymaster Reports
 - (4) Dues Transmittals

Mark on the form the date that you received it. Verify as much as possible that the form is correct. Remove the bottom copy for your files (you may want to make a copy of the front page as the bottom copy is usually illegible). Forward the rest of the copies and the National dues check to the Marine Corps League National Adjutant/Paymaster, 3619 Jefferson Davis Highway, Suite. 115, Stafford Va. 22554

Take the Department dues check, if any, and deposit it into the Department account. Make any changes to your member database if you keep one. When you receive the green sheet back from the National Paymaster, check if for any problems and then file it with your copy. Do not throw them away as you may get questions later about them.

M. Detachment Meeting Minutes - Should be maintained for reference and for any audit from state or IRS as your fund raising events, donations, and detachment administrative activities are documented.

N. Required Reports

The following reports are mandatory and will be completed as required and forwarded to the Department

(1) Report of Officer Installation (ROI) upon installation of new Officers and sent to the Department Adjutant or Adjutant/Paymaster. Maintain a copy in your detachment files.

(2) Annual Corporate Report- must be filed before 1 July yearly and send a copy to the Department Adjutant or Adjutant/Paymaster.

(3) IRS 990 N e file - must be completed with completed by the 15th day of the 5th month after the close of their Detachment fiscal year end with a copy of the confirmation letter from IRS to the Department Paymaster or Adjutant/Paymaster.

(4) Paid Life Membership (PLM) Audit using June 30 membership roster yearly - must be signed by Detachment Commandant and Paymaster, dated and forwarded to the Department Paymaster or Adjutant/Paymaster in time to arrive at National before Dec 31.

(5) Membership Dues Transmittal - immediately as members pay their annual dues to the Department Paymaster or Adjutant/Paymaster.

(6) Annual financial audit of Detachment done prior to new officer installation send a copy to the Department Paymaster or Adjutant/Paymaster.

(7) Monthly membership Meeting Minutes send a copy to the Department Adjutant or Adjutant/Paymaster.

(8) Detachment Meetings and or Department Convention Report give a copy to Department Adjutant or Adjutant/Paymaster at the meeting or convention.

O. Official Correspondence

P. Annual Corporate Reports

Every detachment that is incorporated within West Virginia must file an Annual Report for Corporations. The cost is \$25 and is payable to the WV Secretary of State's office. This must be completed before June 30 of each year. This should be done as soon as you have your elections and officers installed. If you have not received your renewal form, contact the WV Secretary of State 1-877-826-2954 or 1-866-767-8683 and have one sent to your detachment. Organizations that do not file their annual reports on time are at risk of being administratively dissolved or revoked and will be assessed a mandatory late fee of \$25 (twenty-five dollars) for non-profit organizations as required by West Virginia Code. If you have any officer changes after your

corporate renewal is filed, then you must file an application to change officers, a cost of \$15.00.

Q. IRS 990 N e file

Below is the new information now required. Read over the info and then log onto this site to get a new user name and password.

IRS has changed how they accept the filings and does not send a confirmation back to your mail so when you finally get logged into the site and answer all the questions and file, make a copy of what you entered before sending. IRS does not send you a confirmation copy or acceptance. Once you create a user name and password, Be sure to write it down. Log into your email account and you will be given a code to enter your information. It's only good for 15 minutes. When you try to log into the site, you can enter your user name okay but you will have to enter your password twice as it will deny you on the first attempt. After logging in and answering all the question, copy off what you entered. After filing, wait for about an hour and log back into the site and see if IRS accepted your file. Copy off the IRS acceptance and send a copy to your Paymaster and or Dog Robber

All Detachments and departments are nonprofit organizations and are required to file an annual IRS Form 990-N return regardless of their income. The fiscal year ends for most detachments and departments on June 30 yearly so you can file your 990 N e file after July 1. Some detachments file their 990 N by the 15th day of the 5th month after the close of their tax year.

Log on <https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard> and then just follow the instructions to complete the form 990-N. There's only a few questions. Have your EIN to help log in. You will receive an email acceptance receipt from IRS. National Administrative Procedures Section 800 requires that each detachment and department forward a copy of this acceptance receipt to their Department Paymaster. The Department Paymaster will forward the Acceptance Receipts to National Headquarters 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. National utilizes these 990 reports to update the annual report required by the Group Exemption filing requirements to IRS. Failure to file the 990-N to IRS, can subject your detachment to lose it's exempt non-profit status. Plus if you want to look up an organization to acquire vital information like 990-N go to guidestar.com.

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

How to file

To electronically submit Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, use the [Form 990-N Electronic Filing system \(e-Postcard\)](#).

- All organizations are required to register at IRS.gov prior to filing Form 990-N. You won't be asked to register again the next time you file.
- Form 990-N must be completed and filed electronically. There is no paper form.
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) [User Guide](#) while registering

and filing.

For filing system and website issues, refer to the second question on the [How to File: Frequently Asked Questions](#) page

- R. Report of Officer Installation (ROI)
- S. Paid Life Member Audit (PLM)

The Detachment Paymaster, along with the Detachment Commandant, will annually audit the Detachment's Life Members. The Detachment Paymaster will make a copy of the 30 June Quarterly Member Listing (roster). National sends a separate listing of all life members and this list should be used to verify your detachment PLM members. Using this copy the Detachment Paymaster will annotate any additions, deletions or other adjustments to the Life Members listed. Each adjustment will include the reason and, whenever possible, will cite supporting documentation to assist in correcting the records at National Headquarters. Upon receipt is the best time to do this so it's not forgotten. These are due at National before Dec. 31. If a detachment does not certify its PLM roster is true and accurate before the deadline, it will not receive its annual residual interest for its life members.

The Commandant and Paymaster must sign a statement on the original that they certify and annotate that the life member list is audited and is true and accurate and that there are no changes. This must also be dated. Make a copy after signing and then forward the original to your Department Paymaster so it can be mailed to MCL National Headquarters to arrive before Dec. 31. Your Department Paymaster will send your copy to the National Adjutant/Paymaster. Ref: National Bylaws Sections 645 and 646.

- T. Membership Rosters
- U. Letter to members about annual dues

**Leland D. "Crow" Crawford Detachment 956
Marine Corps League
Department of West Virginia
P.O. Box 852
Elkins, WV 26241**

304-636-4365

July 1, 2017

Audie Murphy
333 Blazing Guns Road
Abilene, TX 23456

Dear Audie,

Marine Corps League National HQ has changed the expiration date for all annual dues to August 31 yearly. National will no longer send out dues renewal notices to dues paying members. This change will save National HQ over \$70,000 in postage and printing fees. Your current dues will expire on August 31, 2017. This is to let you know that you can pay your 2018 dues after August 1 and they will automatically expire on August 31, 2018.

To keep your membership current in the MCL, please send a check for \$26 payable to MCL Detachment 956 and mail it to the above address. Thank you for your attention in this matter.

Audie, we thank you for your military service and for being a member of Detachment 956. We want you to remain a member of the Marine Corps League so you can enjoy reading the bimonthly *Semper Fi* magazine and can see what various detachments do within the state and across the nation. There is a special DMV, Marine Corps League license plate that you are eligible to have on your vehicle if you desire. We can send you information on this if you decide you want this plate. There are many Marine Corps units forward deployed aboard our Navy ships and land bases supporting missions around the globe. They have been doing an outstanding job and you can be especially proud that you also served in the greatest fighting force in the world and the Marines of today are still carrying the legacy of the Corps. November 10, 2017, the USMC will celebrate 242 years of being on the tip of the spear and you can be extremely proud that you were part of this. Please pay your dues so we can continue keeping you in good standing in our detachment. Our detachment meeting are the fourth Monday of every month at 6 PM at the American Legion Post 29 in Elkins.

Semper Fidelis,
Roger Ware
Past Commandant

V. Letter to Revoke Charter

Department of WV MCL
Box 11828
Charleston, WV 25339
October 5, 2010

From: Commandant, Department of West Virginia, Marine Corps League
To: Detachment 777 Past Commandant

The Department of West Virginia, Marine Corps League Board of Trustees during a MCL Quarterly Meeting in Clarksburg, WV on September 19, 2009, held a discussion about the status of Hardcore County Detachment . The last Report of Officer Installation for Detachment 777 was Jan. 9, 2000. Your detachment has become inactive since the last filing of this report and the members have failed to hold meetings, elect new officers and file all necessary reports

The Department of West Virginia Board of Trustees have unanimously voted to revoke the Charter of Hardcore County Detachment 777 for willful violation of subparagraph (d) of the Department and National Bylaws and Administrative Procedures. The Detachment Charter is revoked as the membership has failed to hold meetings, elect new officers and send in the Officer Installation Report since the last one filed was on 9 January 2000, as per National Bylaws and Administrative Procedures Section 560, Pages BL 5-4, BL 5-5, and BL 5-6.

Detachment 777 has 25 Paid Life Members and does not have a minimum of fifteen (15) members of the detachment who remain ready, willing and able to carry on the detachment. All paid members will be transferred where they desire.

As the last Commandant of Detachment 777, we need your assistance in locating the Detachment Charter so it can be returned to the Department and thus forwarding to National Headquarters of the Marine Corps League. The Department of WV shall assume custody of all Detachment 777 assets and property. We will require your assistance in locating and securing this material. My phone number is 304-000-0000. After receipt of this letter, you will be contacted to receive the charter, and arrange the transfer of all detachment assets and property. You are directed to contact those members of Detachment 777 who may have some of these items so they can be secured and delivered to the responsible Department officers. Your assistance in these matters will be appreciated.

Roger Ware
Department Commandant
Marine Corps League

W. Automatic Revocation - How to Have Your Tax-Exempt Status Retroactively Reinstated
Organizations whose tax-exempt status was automatically revoked because they did not file required Form 990 series returns or notices for three consecutive years can apply for reinstatement of their tax-exempt status.

Revenue Procedure 2014-11 explains the four procedures an organization may use to apply for reinstatement.

Streamlined retroactive reinstatement

Organizations that were eligible to file Form 990-EZ or 990-N (*ePostcard*) for the three years that caused their revocation may have their tax-exempt status retroactively reinstated to the date

of revocation if they:

- Have not previously had their tax-exempt status automatically revoked.
- Complete and submit Form 1023, Form 1023-EZ or Form 1024 with the appropriate user fee not later than 15 months after the later of the date of the organization's Revocation Letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website.

These organizations should write on the top of the Form 1023 or Form 1024, "Revenue Procedure 2014-11, Streamlined Retroactive Reinstatement," and mail the application and user fee to:

Internal Revenue Service

P.O. Box 12192

Covington, KY 41012-0192

In addition, the IRS will not impose the Section 6652(c) penalty for failure to file annual returns for the three consecutive taxable years that caused the organization to be revoked if the organization is retroactively reinstated under this procedure and files properly completed and executed paper Forms 990-EZ for all such taxable years. (For any year for which the organization was eligible to file a Form 990-N, the organization is not required to file a prior year Form 990-N or Form 990-EZ to avoid penalties.) The organization should write "Retroactive Reinstatement" on the Forms 990-EZ and mail them to:

Department of the Treasury

Internal Revenue Service

Ogden, UT 84201-0027

Retroactive reinstatement process (within 15 months)

Organizations that cannot use the Streamlined Retroactive Reinstatement Process (such as those that were required to file Form 990 or Form 990-PF for any of the three years that caused revocation or those that were previously auto-revoked) may have their tax-exempt status retroactively reinstated to the date of revocation if they:

- Complete and submit Form 1023 or Form 1024 with the appropriate user fee not later than 15 months after the later of the date on the organization's revocation letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website.
- Include with the application a statement establishing that the organization had reasonable cause for its failure to file a required annual return for at least one of the three consecutive years in which it failed to file.
- Include with the application a statement confirming that it has filed required returns for those three years and for any other taxable years after such period and before the post-mark date of the application for which required returns were due and not filed.
- File properly completed and executed paper annual returns for the three consecutive years that caused the revocation and any following years. The organization should write "Retroactive Reinstatement" on these returns and mail them to:

Department of the Treasury

Internal Revenue Service Center

Ogden, UT 84201-0027

These organizations should write on the top of the Form 1023 or Form 1024, "Revenue Procedure 2014-11, Retroactive Reinstatement," and mail the application and user fee to:

Internal Revenue Service

P.O. Box 12192

Covington, KY 41012-0192

In addition, the IRS will not impose the Section 6652(c) penalty for failure to file annual returns for the three consecutive taxable years that caused the organization to be revoked if the organization is retroactively reinstated under this procedure.

Retroactive reinstatement (after 15 months)

Organizations that apply for reinstatement more than 15 months after the later of the date on the organization's revocation letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website may have their tax-exempt status retroactively reinstated to the date of revocation if they:

- Satisfy all of the requirements described under the "Retroactive reinstatement (within 15 months)" procedure EXCEPT that the reasonable cause statement the organization includes with its application must establish reasonable cause for its failure to file a required annual return for **all three** consecutive years in which it failed to file.

In addition, the IRS will not impose the Section 6652(c) penalty for failure to file annual returns for the three consecutive taxable years that caused the organization to be revoked if the organization is retroactively reinstated under this procedure.

Post-mark date reinstatement

Organizations may apply for reinstatement effective from the post-mark date of their application if they:

- Complete and submit Form 1023, Form 1023-EZ or Form 1024 with the appropriate user fee.

These organizations should write on the top of the Form 1023 or Form 1024, "Revenue Procedure 2014-11, Reinstatement Post-Mark Date," and mail the application and user fee to:

Internal Revenue Service

P.O. Box 12192

Covington, KY 41012-0192

What's a reasonable cause statement?

A reasonable cause statement establishes that an organization exercised ordinary business care and prudence in determining and attempting to comply with its annual reporting requirement. The statement should have a detailed description of all the facts and circumstances about why the organization failed to file, how it discovered the failure, and the steps it has taken or will take to avoid or mitigate future failures. For a detailed explanation see Section 8 of Revenue Procedure 2014-11.

Pending reinstatement applications and previously granted applications

The reinstatement processes above apply to pending reinstatement applications to the extent they benefit an organization's ability to be retroactively reinstated.

For organizations that have been previously reinstated from the post-mark date but would have satisfied the streamlined retroactive reinstatement process requirements, they will be retroactively reinstated with no further action. They should keep their reinstatement determination letters and a copy of Revenue Procedure 2014-11.

For organizations that have been previously reinstated from the post-mark date but would have satisfied either the retroactive reinstatement within 15 months process requirements or the retroactive reinstatement after 15 months process requirements, they may reapply under Revenue Procedure 2014-11 on or before May 2, 2014. See Section 10 of Revenue Procedure 2014-11 for details.

Avoid being automatically revoked again – file annual returns

An organization can be automatically revoked again if it fails to file required returns for three consecutive years beginning with the year in which the IRS approves the application for reinstatement. Organizations seeking reinstatement of tax-exempt status after a subsequent revocation are not eligible to use the Streamlined Retroactive Reinstatement Process.

Additional information

- [Annual Reporting and Filing](#)
- Online course- [Applying for Section 501\(c\)\(3\) Status - An Overview](#) (37 minutes)
- [Revoked? Reinstated? Learn more.](#)

Notice 2011-44, Application for Reinstatement and Retroactive Reinstatement for Reasonable Cause under Internal Revenue Code Section 6033(j), is modified and superseded.

IRS Form 1024 - How to complete for Revocation

Complete Part I. Check b. for 501(c) 4, then fill in all the other lines. On Line 8 check. a for corporation

Complete Part II. 1 through 16.

Complete Part III. In A. Revenue: Line in line 1 and 8. Use your annual dues received for the past 3 years. Expenses: Fill in line 9 and 19 listing the dues funds you paid to National and the department

In B: Fill in line 1 and 11 with any cash left after dues are paid.

Line 12 is what you pay yearly for all dues and line 16 should be the same as 12.

Line 17 and 18 is self explanatory using total for assets and liabilities

Part VI: Skip lines 1 through 4 and Schedule A.

Complete Schedule B.

Skip Schedule C through K.

X. Marine Corps League License Plate information - WV has a special plate for MCL members. You have to complete one of pre-printed applications and send to the Department Adjutant/Paymaster to verify that you are a member in good standing. Your dues must be paid yearly if not a life member to retain the plate.

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5. Meetings

The Detachment will meet for regular meetings on a scheduled basis on the same day and same time once monthly or as necessary as ordered by the Commandant at a place to be designated. All members will be informed of the meeting date, time and location. Special meetings may be called by the Commandant or by the Board of Trustees upon reasonable notice to the members thereof.

The Detachment Commandant is in charge of all meetings and must maintain control of those meetings. Members are reminded that they took an oath to bring no harm to any of the members

and would follow and obey the rules of the League. All guests including Department, Division or National officers while attending a detachment meeting also follow the same rules as the Detachment Commandant is in charge of his meeting room and has the authority to have the Sgt-at-Arms remove a disgruntled or unruly member from the meeting.

The opening and closing ceremonies will follow the Ritual provided by National Headquarters of the Marine Corps League. The Bible, national insignia, Charter and gavel will always be present. A minimum number of members required to transact the regular and legal business of the Detachment is a quorum. The majority vote of those members present is required to approve general business. Officer meetings require no less than three to conduct business.

The Commandant will have an agenda that indicates the occurring events and reports. The business meeting will be concise, and will serve to inform members of Detachment activities and affairs, and solicit member ideas, information, and response to activities and reports. The meeting will allow time for introduction of guests and new members, induction of new members, and introduction of all the members. Membership meetings are where members can voice their thoughts or opinions so any potential conflicts can be discussed and settled by the members.

The Detachment is a corporate entity and must be run like a business entity with minutes taken to comply with corporate laws. Copies of minutes from all meetings will be kept in the Detachment's permanent files and copies will be sent to the Department Commandant. Members through their action and/or verbiage will not do anything detrimental to the good order of a meeting. Committees will meet at time and place deemed necessary and nonmembers will be excluded from meetings when conducting official business.

A. Ritual

OPENING CEREMONY

It shall be the duty of the Sgt. at Arms to arrange the quarters, place Charter, to place a Bible upon the altar; at the close of all occasions he shall return all equipment to its proper place. He shall also conduct the advance and retirement of the Colors. (Commandant may call for Marine Hymn at any point in the ceremony).

COMMANDANT: Sgt. at Arms, secure the quarters and satisfy yourself that all present are qualified to be present during the deliberations of this Detachment/ Department or National session).

SGT AT ARMS: Aye, aye, Sir.

SGT AT ARMS: The quarters are secured and all present are qualified to remain. (If persons present are not qualified, the Sergeant at Arms will report accordingly. If an open meeting visitors would be assumed to be qualified to remain, If prospective members are present they should be taken outside the meeting room until the point in the Order of Business where they will be called into the meeting to be initiated).

COMMANDANT: Sgt. at Arms, advance and post the Colors or (Colors are posted) and lead us in the Pledge of Allegiance.

SGT AT ARMS: Aye, Aye Sir.

(All persons wearing League hats will execute hand salute as Colors are advanced; those not veterans will execute civilian salute (hand over heart). Before Colors are to be advanced, the Commandant shall give two raps of the gavel to call all present to standing position. One rap of gavel shall be the signal to be seated).

COMMANDANT: The Chaplain will lead us in prayer.

CHAPLAIN: (Uncover) Supreme Commandant, we ask Thy blessing upon all here assembled. We pray for guidance in our deliberations, and that we may here exemplify the principles and purposes of our beloved Marine Corps League. We ask Thy protection and blessing for Marines who have died in the service of their County; and for all our members, both past and present. Grant that the Marine Corps League may grow and prosper in the humane purposes and principles upon which it is founded. Amen.
(Commandant, by one rap of gavel seats the Detachment)

COMMANDANT: Sgt. at Arms, declare this meeting open for the transaction of official business.

SGT AT ARMS: By authority of the Commandant of ____ Detachment ____, Department of WV, Marine Corps League, I declare this meeting open for the Conduct of official business.

2. Roll call of Officers
3. Applications for membership
4. Balloting of members on applications for membership. To be approved by a majority vote of those present and qualified to vote. Either voice vote or secret ballot may be used.
5. Ceremony of initiation (full or abridged form depending on size of Detachment, time and circumstance).
6. Minutes of previous meeting
7. Correspondence
8. Report of Paymaster
9. Report of any member or member's family sick or in distress
10. Report of Officers,-
11. Report of Standing Committees
12. Report of Special Committees
13. Unfinished business

14. New business

15. Ceremony of Installation of Officers (at the proper time of year according to Bylaws and Administrative Procedures).

NOTE: Installation Meetings may be open to the public if desired. If so, it is recommended that all regular business be omitted by motion and meeting adjourned following ceremonies.

16. Good of League

17. Announcements

18. Closing Ceremony

NOTE: TO RECESS MEETING--Chaplain will close Bible. Sgt. at Arms will lead in a salute to the Colors and declare the meeting in recess.

TO REOPEN MEETING--

Sgt. at Arms will lead in salute to the Colors (uncovered) Chaplain will reopen the Bible. Sgt. at Arms will declare the meeting duly reopened for the conduct of Official Business.

ORDER OF BUSINESS CLOSING CEREMONY

COMMANDANT: There being no further business we will proceed to close.

The Detachment will stand silent in respect of our deceased members.

(Commandant gives two raps of gavel Chaplain, without orders, reads the names of deceased members).

COMMANDANT: Sgt. at Arms, retire the Colors

SGT AT ARMS: Aye, aye Sir. (All present covered executes hand salute--others, civilian salute as the Colors are retired).

COMMANDANT: The Chaplain will lead us in prayer.

CHAPLAIN: (Uncover) Supreme Commandant, we humbly beseech Thee to bless what good we have accomplished and forgive that which we have done amiss. As we separate to go our several ways, we commit ourselves to Thy loving care. Amen.

COMMANDANT: Senior Vice Commandant perform the last duty of your post.

SENIOR VICE COMMANDANT: Marines, the _____ Detachment thanks you for your attendance, and requests you secure new members and further that you favor us at every future meeting with your presence, so far as your circumstances will permit

COMMANDANT: Sergeant at Arms, declare this meeting of the _____ Detachment Marine Corps League, officially closed.

SGT AT ARMS: By authority of the Commandant of The(Detachment), Marine Corps League I declare this meeting officially closed until (date of next meeting).

B. Committees

The Board of Trustees may appoint committees for purposes deemed necessary, and that committee members serve at the pleasure of the Board, and may be terminated by the Board. The Detachment shall appoint the following Committees:

Nominating Committee: This Committee is appointed by the Commandant to select the slate for Officers for the next election.

Audit Committee: This Committee will conduct an annual audit of the Detachment funds.

Membership Retention Team (MRT) : This will be three members including the Detachment Jr Vice Commandant, Paymaster and one member well versed in MCL policies and procedures. They will give their report at each meeting of what they have done on recruiting new members and retaining and contacting all unpaid members. The MRT should make contact with every

detachment member at least quarterly.

Project Committee: This committee is formed as necessary for special projects for the Detachment and may include: Toys for Tots, conventions, fund raisers and civic affairs or others deemed necessary.

Detachment Marine of the Year Committee: The membership may vote or a committee that may consist of all previous Detachment Marine of the Year recipients who will meet to select the annual Detachment Marine of the Year (DMOY). The criteria for selecting the annual DMOY will be determined by the membership or Committee. The previous recipient could be the Chairman and would call for the Committee to meet.

C. Detachment Minutes - Sample

Marine Corps League, Department of West Virginia

_____ Detachment _____

Membership Meeting Minutes _____, 20__

Meeting held at the VFW building in _____. Commandant _____ called the meeting to order at 6 PM with proper ceremony.

Roll Call of Officers: Commandant: ; Sr Vice Cdt: ; Jr Vice Cdt ; JA: : Adj: Paymaster: ;
Chaplain: ; Sgt-at-Arms: ; Jr Past Cdt: ; COS: Commandant excused absent members. Members
__ present: PLM , members with associate members

EIN: 55-0662515

Charter date: Nov 10, 1975

Incorporate date: Jan 14, 2001

990N filed: Jul 1, 2014 PLM Audit: Jul 3, 2014

Installation date: Apr 22, 2015

Annual Corporate Report Date; Financial Audit date: Detachment Property Inventory:

D. Membership

Membership is the life blood of the League. Retention and retaining members should be a high priority of the goals for each detachment. Every Marine is a salesmen and in their daily routine and travels promotes the USMC in so many ways. Carrying oneself as Marines do promotes leadership and confidence. Marines enjoy the company of other Marines and they seek out each other. Meer strangers before meeting, yet Marines thereafter are no longer strangers and look out for each other. The League does the same thing and encourages every Marine to seek out and sign up new members. When you serve on active duty you bond with those members of your unit and the same can be said of the League. As you attend your detachment meetings, department quarterly meetings and conventions, national staff meetings, Marine expo, and finally National conventions, you come to enjoy these events as much as a reunion. Because you see a lot of the same people at these events and often times members plan out their vacations, just so they can see each other. Marines have always enjoyed the traditions and rituals that they project as well as the discipline, but they also enjoy having fun. Adding humor and fun into your daily lives and events enhances your life and there's no reason why this can not be done in your league events also. Your past military rank should not be a factor in your league events because after all, membership in the league is voluntary. When you think about the League, you also have to

consider some expenses. These might include: purchase uniform items, travel to meeting and conventions, hotel and food costs and other incidentals. Every member made a commitment to sign up so let's get the fun back into the League and do what we can to keep the costs down so more members can attend the League events. Brainstorm, car pool, share expenses, and keep signing up more members so those newly discharged Marines can come home to the Corps and be active in the League. Talk with your local Marine Corps recruiters and get the word to them about the league as Marines being discharged are not being informed of the MCL. Take some brochures to them and invite the recruiters to your events as it will pay dividends

(1) Dual Membership

Dual membership is membership in more than one Detachment by the same individual. When a member of the MCL becomes a regular member in good standing in more than one detachment, such membership in the subsequent detachments shall be counted for voting strength at Department and National convention only as an associate member. Such regular member shall be 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 upon acceptance shall forward the copies of the transfer of voting rights to National HQ via the jurisdictional Department Paymaster or Adjutant/Paymaster. The transfer form will be utilized for the purpose of transfer of voting rights to another detachment. This is considered as a delegate in voting. Delegates can only vote to represent their Detachment once as any other is considered as an associate vote and will not be counted. This does not affect a regular member's vote in the detachment's general business. The transfer is for delegate voting only.

(2) Member at Large Transfer

A member who is 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. In all cases involving the transfer of a member of a Detachment, the losing Detachment approving of the transfer shall certify in writing if transferring member is in good standing. 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.

A member who is in good standing in a Detachment may become a Member-At-Large in the following manner:

- a. Member submit's a Request for Transfer form with Section 1 completed, and instead of a desired Detachment, the "or to ___ M-A-L status" will be checked.
- b. 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 Department Paymaster or Adjutant/Paymaster, who forwards the Request to National Headquarters.
- c. Upon approval at National HQ of the Request for Transfer to M-A-L status, the Department and National HQ shall remove the name of the Member from the Detachment Membership Roster. National HQ shall carry the Member on its Membership Roster as a Member-At-Large.

When a member transfers to M-A-L status, he has NO voting privileges at the Detachment or Department level and can only vote at the National Convention and can not serve on any committees. If he is a Dual member and also belongs to a Detachment, he can vote that membership in the Detachment and Department. There is no M-A-L at the Department level as it is National only.

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 the Department Judge Advocate for their files.

E. Elections

The National Bylaws specify that at least four members must be elected as Officers and that (only) elected Officers constitute a Board of Trustees. The outgoing Detachment Commandant or a Past Detachment Commandant will be appointed to serve a one-year term as a member of the Board of Trustees.

Officers will serve until the next annual election. A detachment through it's bylaws can establish term limits for officers.

Installation of Detachment Officers shall be recognized provided that all officers to be installed are members in good standing and that there are at least fifteen (15) paid up members in good standing on the Detachment roster.

The Detachment shall hold an annual election of Officers after October 1 and before May 15. Officers, both elected and appointed, may be Selected by the Detachment Members as they desire. The Detachment will elect a Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate. The Detachment can either elect or appoint a Chaplain, Sergeant-at-Arms, Adjutant, Paymaster or an Adjutant/Paymaster and such other officers as are

deemed necessary.

Installation must be conducted within thirty (30) days of the election, Report of Officers and Installation will be forwarded through the Department Adjutant to the Division Vice Commandant, and then to National Headquarters within fifteen (15) days of the Installation so as to arrive no later than 30 June of each year.

The Commandant will appoint a Nominating Committee. This Committee will select regular members for the four elected Officers and present their list at the next regular meeting where the Commandant will ask for floor

6. Duties of Board of Trustees

Trustees

(1) The elected Officers of the Detachment shall be the Detachment Board of Trustees; however, a Detachment is authorized to appoint the outgoing Detachment Commandant or a Past Detachment Commandant to serve a one-year term as a member of the Board of Trustees

(2) All Officers serving in elective offices must be Regular Members in good standing and have attended 50% of regular or special meetings of the Detachment in which they are elected to serve. Each officer is to take possession of those materials previously in the possession of the officer they replaced and they will turn over all materials in their possession to their successor.

(3) Each member of the Board of Trustees has the special duty to act in good faith with reasonable judgment for the interest of all its members and to examine all aspects of the detachment business including adherence to procedures, financial reports, submission of reports and substantiated expense accounts. No part of the property of the corporation and no part of its net earnings shall inure to the benefit of or be distributed to any director, member, or other private individual. The Trustees will ensure that the detachment never engages in a regular business of a kind ordinarily carried on for profit or in any other activity except in furtherance of

the purposes for which the MCL are organized. Full transparency of financial records is imperative for the benefit of the membership. Every member of the Board should be held accountable to their ethical and fiduciary responsibilities because they serve as a corporate officer.

(4) The Detachment will have an ongoing officer training program to ensure that every current or prospective officer has a working knowledge of the National and Department Bylaws and Administrative Procedures, their Detachment Bylaws and Robert's Rules of Order. Every officer must be well versed in the duties of all other officers within the detachment so they can take over and fulfill these duties as necessary. The Commandant and Adjutant/Paymaster or Paymaster will be bonded by a commercial crime policy paid for and administered by National. The bond limit will be in the amount of \$10,000 with deductible of \$1,000.

(5) The Board members must ensure that proper administrative, clerical and financial functions are being performed as necessary by all elected and appointed officers. This includes knowing their detachment EIN number, Charter date and Incorporation date, It also includes: holding staff and monthly meetings and keeping minutes, electing officers annually between September and May and ensuring the Report of Officer Installation (ROI) is submitted, filing of the IRS 990N as soon as possible after June 30 yearly. Some detachments have their 990 due every year by the 15th day of the 5th month after the close of your tax year, the audit and completion using the National June 30 detachment membership roster of all Paid Life Members (PLM), Detachment has a Web Sgt and functioning web page, recruitment and retention of members and the filing of Annual Corporate Report prior to July 1 annually. The submission of all membership dues transmittal and completion of the Paymaster Report each month for those members paying their dues in that month. The Board will ensure that any financial and property inventory is performed as necessary and at least annually. The responsibilities of the Board of Trustees are not only limited to these duties but all other that arise. They must be proactive to ensure their detachment officers complete all administrative and financial duties as required.

7. Duties of Elected and Appointed Officers

Commandant

It shall be the duty of the Commandant to set the example for other officers and members and preside at all meetings of the Detachment Board of Trustees. The Detachment Commandant together with the Board of Trustees shall have direction and control of the executive and administrative functions of the Detachment. The Commandant will ensure that the administrative chain of command is followed in the Detachment thus forwarding all correspondence through the Department. In addition, the Detachment Commandant shall:

(1) With the Detachment Paymaster or Adjutant/Paymaster or written appointed custodians, have custody of all funds and property of the Detachment subject to the supervision of the Board of Trustees. The Detachment Commandant may assign the care, custody of the Detachment funds to deposit and/or withdraw funds for the good of the Detachment. The letter of authorization shall be maintained with the Detachment Financial records for audit purposes. Jointly sign all Detachment checks with the Detachment Paymaster or Adjutant/Paymaster.

(2) Ensure to hold an annual election of officers between September 1 and May 15. Be responsible to ensure the Annual Report of Officer Installation is completed by the Installing Officer and properly submitted. Will also be directly responsible to ensure all reports are filed as

necessary by respective Detachment Officers.

(3) Will be ultimately responsible for the fiduciary nature of all Detachment funds and will ensure that an annual audit of detachment property and financial records is conducted prior to the annual installation of Officers. Will understand sources of revenue, expense control, cash flow and profit and loss information for financial stability of the Detachment. Will solicit fund donations or fund raising events as necessary.

(4) Ensure that all Officers read and have a working knowledge of the National Bylaws and Administrative Procedures, Department Bylaws and Administrative Procedures and Detachment Bylaws and that the Detachment and its members adhere to these Bylaws. Ensure Officers have Bylaws training classes and that prospective officers attend a Bylaws Training Class conducted by the Department.

(5) That members of the Marine Corps League represent the detachment and maintain MC/MCL professionalism during Detachment activities and civic events.

(6) Upon approval of the membership, submit a formal bid to the Department Time and Place Committee to host a Department Convention or Department Quarterly meeting.

(7) Ensure a copy of the Detachment Articles of Incorporation and Detachment Bylaws are on file with the Secretary of State to comply with corporate law..

(8) Assign a member as the Detachment Web Sergeant for the Department web site listed under National Headquarters.

(9) Conduct all meetings according to the Ritual of the Marine Corps League and be well versed in Robert's Rules of Order. Ensure that his detachment is represented and has a prepared summary of detachment activities to report during Department Quarterly meetings and Department Convention.

(10) Have Bylaws and Officer Training on a regular basis either during detachment meetings or set up training schedules.

(11) Establish a Membership Retention Team (MRT) with the Jr Vice Commandant as Chairman, and include Paymaster and one additional member well versed in MCL policies and procedures and ensure they give a report on membership and retention at each detachment meeting.

(12) Has the authority and opportunity to recognize members, non-member citizens of the community and companies for service and achievements in support of Detachment/League objectives.

(13) Will assign a Marine for Life representative and a unit Service Officer to advise members of veteran issues.

Senior Vice Commandant

The Senior Vice Commandant's position is important to assist and support the Commandant; to prepare for succession to the Commandant's office and to back up the Commandant when absent to perform the duties of that office. It shall be the duty of the Senior Vice Commandant to acquire a working knowledge of the National Bylaws and Administrative Procedures of the Marine Corps League, the Department of West Virginia and the Detachment and be well versed with Robert's Rules of Order. Should be administratively involved with all detachment activities and be able to prepare an agenda and be administratively informed of all the Detachment activities and events.

Junior Vice Commandant

It shall be the duty of the Junior Vice Commandant to create and promulgate such membership incentives and programs that will produce enthusiastic response resulting in continuous membership growth and retention of department members. The JVC should be familiar with the operations and projects of the Detachment, influence programs and act as a spokesman to the Board of Trustees on what members and prospective members are looking for from the organization. The JVC and the Adjutant should assure that there is a current membership list with phone numbers and addresses available periodically (at least quarterly). The JVC should also maintain a list of potential members, Marine units and other contacts to make sure that they are welcome at meetings, events and activities of the Detachment. In the absence and/or illness of the Commandant and the Senior Vice Commandant to perform the duties of that office. It shall be the duty of the JVC to acquire a working knowledge of the National Bylaws and Administrative Procedures of the Marine Corps League, the Department of West Virginia and the Detachment and Robert's Rules of Order. He shall serve as Chairman of the Detachment Membership Retention Team (MRT) and report status of membership recruiting and retention at each meeting. He will submit reports to the Department Jr Vice Commandant when required regarding membership and retention status of the detachment. He shall also serve as the Marine for Life representative.

Judge Advocate

Shall act as legal advisor to the Detachment, interpreting the National Bylaws and Administrative Procedures, the Department Bylaws and Administrative Procedures and the Detachment Bylaws. The most common issues to be brought before the Judge Advocate (JA) will be Detachment questions, which should have their findings in the Detachment by-laws and policies. In the absence of specific Detachment references, Department and National bylaws and policies apply. In addition, if there are precedents for specific issues not covered in the Detachment by-laws and policies and if these precedents are within the framework and spirit of the National and Department by-laws, such precedents can apply in rendering an opinion. The JA shall advise, construe, counsel and render opinion on law and procedure to the Detachment Commandant, Detachment Board of Trustees, and Detachments members when so required in the manner outlined hereafter:

(1) Questions of law and procedure pertaining to the Detachment, the JA shall rule in writing, mailing copies of the ruling to the parties and to the Detachment Commandant, and such ruling shall be binding unless and until reversed by the Detachment Board of Trustees. A ruling can be obtained from the Department Judge Advocate if submitted in writing.

(2) The JA will be thoroughly familiar with and have a working knowledge of the National and Department Bylaws and Administrative Procedures as well as their Detachment Bylaws and be able to advise the detachment on any questionable issues and or problems. In addition, should be able to answer questions regarding attendance at the Department and National meetings and processes for submitting changes to the Bylaws and policies, awards, and discussion topics for agenda items.

(3) The JA is to assure that strict adherence to all three levels of the Bylaws and policies are followed. Must also assure conformity to the letter and the spirit of accepted laws and policies of the League in general and to ensure that conditions of Charter and incorporation are maintained.

(4) The JA should review motions and votes, eligibility of voters, and activities on a regular basis to assure compliance. The JA should have documentation of issues and instances for the record for review in the future in any similar instances.

(5) The JA will be well versed in issues of parliamentary procedures, ritual, and business order during meetings.

(6) The JA is the keeper, protector and counselor of the laws, policies and procedures within the detachment. Must be diligent in assuring conformance to these credentials that allow the League and the Detachment to exist in an orderly manner. Also has the right and obligation to suggest meaningful change of the statutes from higher levels and a procedure for being heard.

(7) Will enforce through the Board of Trustees and advise members and Officers of the Detachment with the objective of maintaining order within the League organization.

(8) The JA should check bank accounts and checks to assure that dual signatures and procedures for expenditure of funds are being followed according to Detachment procedures.

(9) He will ensure that the detachment maintains all changes to the National BL and AP for continuity and accuracy.

Junior Past Commandant

Shall be a full voting member of the Detachment Board of Trustees and assist the Detachment Commandant as may be requested in the best interest of the Detachment. He shall also serve as the principle advisor to the Board of Trustees due to the past corporate knowledge and historical events. He should assist in providing continuity from one administration of officers to the next. His experience, background, and knowledge should be utilized for purposes of educating and assisting officers. He can provide past decisions and directions, experiences learned, and

direction for incomplete objectives and or unfinished plans. He should be considered a resource to be used by the Board of Trustees and Staff Officers in accomplishing their assignments.

Paymaster or Adjutant/Paymaster

(1) Serve as the Detachment's treasurer and in that capacity shall be directly responsible to the Detachment's Board of Trustees. Will be responsible for paying authorized bills and will assure the legitimacy of payment requests and Board of Trustees approvals, prior to releasing funds. Will have a right to question expenditures if necessary. Will ensure that new bank signature cards are completed on new Commandant and Paymaster after Officer installation each year.

(2) Cause to be kept all proper and necessary books for the recording of all the financial business of the Detachment, including a correct record of all membership accounts.

(3) Receive all monies, keeping a record of their sources and purposes and shall deposit said monies, in an approved and federally insured account, including, but not limited to, a checking account. All monies deposited shall be in the name of the Marine Corps League Detachment only.

(4) Provide such assistance to the Audit Committee to ensure the annual audit of the Detachment finances is completed prior to the annual installation of officers. Monthly audits can be conducted and be combined to satisfy the audit required. Otherwise, this report along with a copy of the monthly minutes of the meetings must be forwarded to the Department Commandant no later than 10 days after the installation of officers.

(5) Will audit the Quarterly Member Listing of 30 June each year from National Headquarters and make corrections, additions or other adjustments and certify it to be correct as annotated and ensure that the Detachment Commandant and he sign it and forward through the Department to National Headquarters before 30 December annually.

(6) Complete and file the annual IRS Form 990-N after the fiscal year ending 30 June or completed by the 15th day of the 5th month after the close of their tax year following the date of filing granted by IRS, the audit and completion and ensure National Headquarters and the Department Paymaster receives a true and complete copy of the IRS confirmation reply.

(7) Submit membership National per capita and Department per capita dues, application fees and life member fees to the Department Paymaster ensuring that these arrive before the end of the month of the member's renewal date.

(8) Serve as a member of Detachment Membership Retention Team (MRT) and keep track of all paid and unpaid members in the detachment on a monthly basis and report on membership status at each meeting. The National Membership quarterly roster will be used to track all paid and unpaid members.

(9) Will submit a dues transmittal form monthly for those members paying their dues in that

month. All dues must be forwarded within 30 days of receipt and will not hold any transmittals until all boxes are filled out.

Adjutant

Shall be the recording secretary of the Detachment meetings and affairs. Support the detachment officers through correspondence, documentation, written communication, media releases and other staff assistance as may be directed by the Detachment Commandant. The Adjutant is also responsible for official notifications to the members. When an application for new membership is received shall read and record the application at the proper time, starting all pertinent data including name of sponsor, and clearly state that the required dues and fee have been verified and are in the possession of the Detachment staff. Shall ensure that all applications are submitted using a 2013 or later date form.

When submitting a member for the National Marine of the Year Award or the Department Marine of the Year Award, a Letter of Nomination must be submitted by the Detachment. The Letter of Nomination shall contain a statement of certification from the Detachment Commandant and Detachment Adjutant stating the nominee was approved by the Detachment by a majority vote. Also insure that the member meets all requirements as set forth in the National and/or Department By-Laws. In addition the Detachment Adjutant shall:

(1) Keep and transcribe complete and accurate record of the business meetings at all Board meetings, detachment meetings for a permanent record for a period not to exceed three (3) years. If a separate Officers meeting has been held and if decision have been made by the Officers, then the Adjutant will read a report of that meeting at the general membership meeting. Will send a copy to the monthly minutes to the Department Adjutant or Adjutant/Paymaster.

(2) Assist the Detachment Commandant in preparing agendas for all business meetings and information for detachment special projects.

(3) Prepare the Detachment Quarterly Report and Detachment Annual Report for presentation during any scheduled Department Quarterly meetings or convention.

(4) Ensure the annual Report of Officer Installation is completed with renewal dues amount and is signed by the Installing Officer and forwarded through the Department. He will also ensure a listing of the new officers are given to the Detachment Web Sgt for the Locator page. Will ensure that the detachment has 15 paid members before they elect their officers and send in their ROI.

(5) After annual officer installations are completed, the Adjutant will complete and file the Corporation Annual Report prior to July 1 for the Detachment each year and mail to the WV Secretary of State, Business and Licensing Division and forward confirmation of Annual Corporate report to the Dept. Adjutant.

(6) If Officers are installed after 1 July the Adjutant will complete and file a Application to Appoint or change Officers, and/or Office Addresses with the WV Secretary of State and mail a

copy to the Department Adjutant

(7) The Adjutant will complete and file for a permanent WV State Tax Department Business Registration Certificate for the detachment. He will ensure this certificate is at all locations where the detachment members conduct fund raising activities.

(8) The Adjutant will prepare new bank signature cards after annual installation of Officers that includes the Detachment Commandant and Detachment Paymaster. The Adjutant will ensure a motion is made during a membership meeting and approved by vote to change bank signature cards and that it is recorded in the Detachment Minutes.

(9) The Adjutant will maintain desktop procedures and all Detachment turn-over files, copies of the National and Department Bylaws and Administrative Procedures, Detachment Bylaws, Detachment minutes and resolutions and Marine Corps League Guidebook for Detachment officers.

(10) The Adjutant in addition to preparing Detachment minutes, records and other communications is responsible in the absence of a Historian for maintaining, organizing and filing correspondence and letters and certifications of merit that will preserve a chronological documentary of detachment actions and events.

(11) Maintain and publish a Detachment Directory which shall contain:

- (a) Listing of detachment officers and general membership
- (b) Past Detachment Commandants
- (c) Past Detachment Marine of the Year

(12) To aid the detachment in the accountability of all recurring reports the Adjutant will include the following in the monthly meeting minutes:

Officer Installation date:	Detachment EIN:	Detachment Charter date:
Incorporation date:	Locator page last update:	PLM Audit: 990-N-
efile date:	Annual Corporate Report filed:	Financial Audit (yearly): Detachment
property inventory (Yearly):	Paid members	Unpaid members

Chaplain

Shall perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the National and Department Bylaws and Administrative Procedures of the Marine Corps League. The activities of the Detachment Chaplain require duties specifically assigned to him or her in the Ritual and the Commandant may assign such other functions within the category of that office as to him or her. He will complete a Notice of Death and forward to the Department Chaplain upon notification of the death of a Detachment member. Shall maintain a list of all deceased members and will read during meetings as per Ritual

Sergeant-at-Arms

Shall preserve order at all Detachment meetings, to keep an attendance roster of all meetings and to perform such other functions within the category of that office as many be assigned by the Commandant. The Sergeant-at-Arms is empowered to deputize such Deputy Sergeants-at-Arms as may be necessary for the proper performance of his duties. In addition, the Detachment Sergeant-at-Arms shall:

- (1) Take custody of all detachment property (Colors, Charter, Gavel, Bible, etc.) and shall ensure that such properties are inventoried and present and in their proper place at all meetings and as may be directed by the Detachment Commandant.
- (2) The Sgt at Arms will be well versed in his part of the Ritual and will ensure the Meeting Room and/or other event room is properly set up and will ensure the place is cleaned afterwards. He shall have a working knowledge of the National, Department and Detachment Bylaws and Administrative procedures
- (3) The Sgt at Arms will be in charge of all military protocol activities and will take charge of all military themed events and activities thus ensuring necessary personnel are in proper dress and knowledgeable of the activity or event.

Chief of Staff

Shall perform as a Staff Officer, coordinating staff functions and planning for the Detachment Commandant and assuming other administrative tasks as assigned to him or her by the Commandant. Will have full knowledge of all detachment activities and events and have working knowledge of National, Department and Detachment bylaws and Administrative Procedures.

Historian

Shall, under the direction of the Board of Trustees, assemble and maintain a record of the Detachment history and achievements. To perform such other functions as may be assigned to him or her by the Board of Trustees.

VAVS Officer

Each VA Hospital is authorized one VAVS Representative and three Deputy VAVS Representatives. All VAVS and Deputy VAVS Representatives are appointed by the National VAVS Representative. Detachment Commandants submit certification/recertification Request for MCL Members form to the National Marine Corps League VAVS Representative requesting that a person be appointed to a vacancy or to replace a current representative. The National MCL Representative makes the appointment and notifies the individual appointed and the respective VA Hospital. The Service and VAVS officer will:

(1) Will be a volunteer to provide service performance and volunteer work to veterans and their dependents.

(2) The VAVS and Deputy VAVS Representatives will attend 4 meetings a year at their respective VA Hospitals and keep their Detachment Commandants informed about VA Hospital activities and volunteer procedures.

(3) Shall report VA volunteer hours to the department VAVS Officer to be reported during Dept. Quarterly meetings.

Web Sergeant

Will be responsible to maintain the detachment web site including the Locator page. He will ensure that a listing of all officers is updated after the annual Officer election and installation and or if any changes occur during the year. He will also include any pertinent material and the following information as directed by the Commandant or other responsible officer. Officer Installation date: Detachment EIN: Detachment Charter date: Incorporation date: Locator page last update: PLM Audit: 990-N-e-file date: Annual Corporate Report filed: Financial Audit date: Detachment property inventory date: Membership totals: PLM: Total Paid: Total Unpaid:

He will give a status report as directed during all meetings and will maintain the web page in accordance with the National Professional Development section for Web Sergeant in the performance of his duties.

Public Relations Officer

Shall disseminate information of the Marine Corps League to all media and to perform such other functions within the category of that office as may be assigned to him or her by the Commandant.

Service Officer

It shall be the duty of the Service Officer to supervise and direct all contacts by the Detachment , with the United States Rehabilitation Office, the Veterans administrative and other facilities where Marines are hospitalized, to assist Marines who contact the Detachment to prepare and file government claim forms with the Veterans Administration and to perform such other functions within the category of that office as may be assigned to him or her by the Commandant, and to surrender to his duty appointed and qualified successor in office all records and property entrusted to his or her office.

Assist Marine veterans, and veterans of all U.S. Military services upon request, and their dependents, widows or widowers, in locating a certified VSO to assist them in securing the benefits provided by law and regulations

Marine For Life Representative

The Marine For Life representative will be well versed in the aspects of the Marine For Life Program and will assist to provide transition assistance to Marines who honorably leave active service and return to civilian life and to support injured Marines and their families. USMC directives for the Marine For Life Program will be used for reference in the performance of duties in this program.

8. Detachment Awards

It is the responsibility of the Commandant to ensure that members are recognized for performing Detachment events, displaying USMC or MCL Principles and Purposes, outstanding community involvement and promoting patriotism. There are various awards and certificates that can be presented.

Actual performance must exceed normal expectations and merits a respective award to ensure integrity of the Award. No award should be given because they are a member. Must be able to justify award. The impact upon detachment or community will determine the award level. Thanking members is also a reward. Certificates can be presented to businesses or organizations.

Distinguished Citizen Medal - Bronze

Awarded to detachment members and community citizens for outstanding service or those who have been examples of patriotism and exemplary citizenship

Distinguished Service Medal (God, Country and Corps (with authorization noted on the certificate to wear the Medal/Ribbon)

Awarded to detachment members for outstanding service and those who have excelled and exceeded expectations

Detachment Recruiter Medal - Bronze

Awarded to member who signs up most new members within a year

MCL Community Service , VAVS Service , or JROTC Service Ribbon

Awarded to individual for either Community Service, VAVS and or JROTC Service

Ceremonial Guard Ribbon - Must participate in 10 events for each award. Events include Color Guard, Funeral/Honor Detail, Rifle Detail or Marching Squad. Just walking or riding on a

float in a parade does not qualify unless it is part of a specific detail or program such as a Marching Unit. This Award is retroactive to 1 January 2010 for all individuals who have met the qualifications for the Award.

Meritorious Individual Commendation Ribbon

Awarded for individual meritorious action or contributions to detachment or community

Certificate of Appreciation

Awarded for performance that reflects on the detachment or other community service

The following Awards are automatically authorized to be worn by Detachment members:

Detachment Commandant Medal Detachment Marine of the Year Medal

Detachment Staff Medal - Elected Detachment Staff Medal - Appointed

MCL Medal (Membership) is automatically authorized for a member who has been in the League for five (5) continuous years and has not had their membership revoked.

Detachment Marine of the Year

This award is presented to the Detachment member demonstrating outstanding performance and dedication above and beyond expectations of the principles of the MCL that merit nomination for the award. The selection for the Detachment Marine of the Year (DMOY) may be selected by the membership or by a committee of all previous Detachment Marine of the Year recipients. This will be the Detachment Marine of the Year Committee. The criteria for selecting the annual DMOY will be determined by the Committee. The previous recipient will be the Chairman and will call for the Committee to meet. The Leaguer selected will be presented the Detachment Marine of the Year Medal at a ceremony and will be authorized to wear it in accordance with the prescribed Uniform Code. A suitable certificate will be presented and will be included in the Detachment Minutes.

Boy Scout Eagle Scout - Marine Corps League Good Citizenship Award - Presented to a Boy Scout who has attained the rank of Eagle Scout. Usually presented during Boy Scout Eagle Scout Court of Honor ceremony. Appropriate words of remarks should be made during presentation by Marine Corps League representative.

EAGLE SCOUT CEREMONY- COURT OF HONOR

I would like to express a few words about the Boy Scouts of American and the Marine Corps League. The Boy Scouts and The Marine Corps League share the same belief for God and Country so this makes us Partners for God and Country.

The Marine Corps League supports the Boy Scouts because the youth of today are the leaders of tomorrow. In return Scouting has something special to offer the Marine Corps League You may call it Community Service, membership incentive or simply an investment in the future. In any case, it will benefit our League, our Community and particularly our Country.

The Marine Corps League has always had the desire to help young people and their families and are interested in character development, honor, courage, integrity, citizenship, responsibility and personal fitness.

What our young people believe and understand about our Country has a great bearing upon the future. Past and present experience has shown that men who have a deep love of freedom will preserve it at all costs.

History taught at an early age, during our formative years, helps us remember the lessons of Duty, Honor, Country, and Love of God. The attitudes of our young people today will shape tomorrow.

Today we are here to honor an individual who has reached the pinnacle in Scouting and attained the rank of Eagle Scout. From this day forward, _____, your life will be changed forever because you met those challenges that shaped your character. This milestone in completing this achievement will further serve as the standard you will compare your other successes in life.

I am privileged and honored to award this Good Citizenship Award from the Commandant, Marine Corps League, Department of West Virginia to _____ for attaining the rank of

Eagle Scout.

Congratulations.

9. Bid for Department Quarterly Meeting or Convention

Any Detachment can submit a bid to host a Department Quarterly Meeting or Convention. The membership of the Detachment must approve the bid and the Detachment Commandant must submit the bid during a regular Department meeting or at Convention. This bid can be oral or in writing to the Time and Place Committee.

When a Detachment considers a bid, it must ensure a site large enough to accommodate those members attending the event. For the convention, a suitable hotel with adequate rooms, meeting spaces for the MODD Pack Growl, business meeting and banquet is available on site. In addition, when considering a hotel, visit 2-3 to compare prices per room and select one that provides free breakfast and parking with the room price. Get the hotel to donate space for the Hospitality Room and give them a free ad. Have a Hospitality Room on Friday night from 5 PM till 11 PM. Have a business donate items for this. Leverage one against the other for best price for those members attending. The lower the cost, the more members who attend. When considering a site, factor in the distance to travel, room rate plus tax, meals, banquet and incidental costs to attend.

Wait until your bid has been approved before you do anything. Form a Convention Committee with a Chairman. The host detachment receives the advance registration fee at \$5 each member. An ad book is where your Detachment makes money as you keep everything after the print expense. Prices for various pages in the book have usually been: \$100 full page, \$50 half page and \$25 quarter page and a price for business card ads. The detachment can shop and get the best price for printing in black and white. Detachments will often purchase an ad in your book but it is not mandatory. Detachments are also asked to donate funds toward the expense. In selling ads, use a previous ad book from a recent convention to sell suggested ads. Be sure to go to your local Visitors Center and any veterans organization. Give free ad to businesses for food items for the Hospitality Room as well as for room decorations and or door prizes. Give free full page ad to printer. Suggest ad to match cost of items. In selling ads, have members target selected businesses in your area. Brainstorm and write them down during one of your meeting as it saves time. Suggest those businesses that visitors might want to use. Wal-Mart and Kroger will give

you an in store grant if you ask well in advance. Talk with the manager

Don't waste your time trying to see fast food establishments if they are corporate because it takes too long to get the ad back. Accept free coupons from them to help promote event. Have the business make a check out to your Detachment and give them a pre-made receipt. There is no limit on the number of pages you can have in your ad book. Suggest making 120 copies and give a free copy to any business that purchases a half page or more. Suggest inviting VIP's and dignitaries for the banquet that are long time supporters of your Detachment. Be sure to coordinate with the Department staff thus ensuring smooth event. Borrow equipment from the department or other detachment vice renting from the hotel. Use enough lead time to secure any items you need to borrow.

10. Guide for hosting Department Quarterly Meeting or Convention

Get all your members together and go over your plans and set up milestones. Form committees to ensure all areas are covered and make up a check list. Below is a suggested guide list to help you arrange items and meet milestones.

Ad Book:

If making an ad book. Prices are preset for page fees. \$25 - quarter, \$50 half page and \$100 for full page ad. All ads must be photo ready for booklet. Prepare your ad page prices and general information on hotel, room prices and room tax, banquet food items and price. Set a hotel room cut off and ad cut off date. Make up a brochure with this information and include a registration form. Ask for donations from other detachments to help defray the cost of hosting the event. Sent this information via PDF format to all detachments and department staff Present this information at the Department Fall Quarterly meeting and have plenty of brochures to pass out to the attendees. Start selling ads in Sep and have cut off date by March 1. Barter giving ads for food items in hospitality room, as well as hotel hospitality room for full page ad. Give ad to flower shop for roses. Check with Wal-Mart and Kroger, Dollar stores, Big Lots for hospitality items and give ads based on value you receive from these stores.

Print Shop Take ad book early enough to ensure arrival. Give full page ad to lower price.

Convention booklet -	120 copies
Memorial Service -	50 copies
Banquet -	50 copies

Thursday

Pick up all items for Hospitality Suite from Big Lots, Dollar General and Bud and Miller Distributors - beer and soda

Check with Hotel about Hospitality Suite

Load banners, chairs, POW items, Detachment Charter & flag - all other items for MCL & MODD. Take rope for banners, flag streamers, Charter, MODD admin, etc.

Friday

Set up chairs and hang banners in Legion, set up head table and small POW table. Set up microphone and podium, get Legion bell. Do this all in the morning and check Chair lift. Get banners and extra chairs

Take all available Hospitality items to room in Hotel.

Ice soda and beer down in coolers and place in Hospitality room

Set up 2 tables in Hotel meeting room.

Take Detachment check book , Pay Dept Commandant's room

Make up Dept General Fund and Scholarship Auction sheet to track items, purchasers and amount paid for Dept Paymaster

1 table for MCL check in, have name tags ready, have 50/50 tickets for Detachment use, MCL items for sale, 6 canvas chairs, convention registration sign up sheet, various money bags for cash, checks, etc. Have large jar for tickets. Collect \$7 for any non pre-registered member, collect money from all members who have not paid for banquet. Mark red "B" on all name tags indicating Banquet paid, have red Sharpie pen

Make MCL sheet for front of table. Have Convention Booklets in room.

1 table for MODD check in, have Passport stamping @ \$2 each, registration sheet.

MODD items for sale with prices, make price sheets, 50/50 tickets for Pack. have money bags with separate bags for Passport fees, Fines, dues, MODD items, and for shirt, coins, and pins. Have large jar for tickets. Make MODD sheet for table

If giving a class or showing a video take screen, projector to business room as well as class handouts. Arrange chairs and computer. Class at 1300-1600

1200 Start check in for attendees.

Have Dept staff meeting agenda handouts ready for 1600 meeting

1300-1600 - Professional Development Training: Coordinate with Department on agenda.

Pick up all food trays from Wal-Mart give detachment check and \$75 donation card.

Pick up food items from Kroger give detachment check and \$40 donation card.

Take all food trays to room and set it up ensure large garbage can in place.

1600 Dept staff meeting remove all MCL and MODD items from check in room. Remove screen and projector unless required for business meeting

Hospitality Room

1700 - 2300 Room will remain open during Grow so all those not at Growl can remain .

Ensure a member of your detachment stays in the room at all times.

2100 Draw Detachment 50/50 after Growl secures

2230 - Clean up Hospitality Suite - take all coolers to designated room with food and remove trash,

Grand Growl of the Pack

1900-2100 Take all MODD forms, minutes, Officer Installation form, all bylaws, and officer handouts. make extra. Have MODD Pack Registration sign in sheet, check all MODD cards, covers, dogs tags, and passport.

Dog Robber will fill out Officer installation form and get Installing Officer to sign.

Dog Robber will separate all money into various sections - passport, fines, MODD items, dues.

Saturday Opening ceremony

Check room for meeting have Sgt at Arms ensure set up properly

Inspect flag for cleanliness .Check flag position on flag pole and stage for flag hook up

Pick up roses at 0800 for Memorial service. Use towel to wipe water from rose stems.

Set up POW table in meeting room, check microphone, and ensure MCL banner across head table with flags in position, Charter posted and draped, Bible table set up. Have Memorial programs available for handout. Take Radio, extension cord and music disc, get Missing Man Table Ceremony. Place bell in designated area - use gavel and ring once on demand

Set up registration table in lobby for late arrivals. Registration ends at 1200. Have cash bag, registration sheet, convention handouts and name tags available.

0800 - Colors with road guards then escort all Gold Star Family members into building

0830 Memorial service - Check roses procedures, bell, microphone, handouts, POW ceremony, set up tape player and music disc. Remove CD player, extension cord and disc after service and return to designated area or person..

0930 Break and Department Sgt-at-Arms will start 50/50 tickets for Department.

1000 Business meeting

1100 Use left over food from Hospitality Room and order pizza. Figure 4 people per pizza.

1200-1315- Lunch break

1630 - Secure business meeting. Draw 50/50 giving half to Department Paymaster. Set up tables for banquet,. Have designated personnel for Head table, and let them know in advance. Set up POW table for missing man ceremony

1700-1800 Catering set up. Set up flowers and stripe tables.

Use banquet roster and check off people as they arrive, Ensure that anyone not pre-registered pays for meal. If having various choice of meal use name cards on tables to aid catering. Not required for buffet style. Have money bag at door. Have designated person to watch check in.

1800 Social hour - Can use cash bar and or use coolers for beer, wine, or soda.
Escort Head table personnel to the assigned seat

Check with Dept Sgt at Arms about Opening ceremony procedures
Have banquet schedule and POW table ceremony, Speaker's Bio at podium
Department Auction items on display in designated area in room

1900- Convention banquet ceremony - Master of Ceremony open banquet, after colors and pledge, POW table ceremony, give welcome remarks and introduce all dignitaries in attendance and Head Table.

1915 - Banquet

2000 - Intro Speaker and Read Bio After remarks give gift to Speaker

2030 - Break, then do department awards and Marine of the Year Award

2100 - Dept Auctions

2230 - Close banquet secure all property and remove to designated areas

STATE CONVENTION SCHEDULE OF EVENTS - Sample

1. Catering: Prepare food for 100 people buffet style
2. Banquet Hall: decorate with large bouquet for head table. Banquet programs are complete with door prize tickets stapled to the first 100, will be given out at entrance.
Need to call newspaper in advance to take photos at about 7:45 p.m
Set up POW/MIA table, wash and iron tablecloth, chair drape. Have U.S. and USMC flags posted.
Head table, expect three tables with place cards with names and small podium set-up with mike. Insure CD player there. Banner will be hung, curtains closed on stage. CD player with recorded music to play at dinner, clean the player and disc. Door prizes to be stored in room off right front.
Chaplain and wife, Commandant and wife, Speaker and wife, new Department Commandant and wife, others.
Gold Star Family table, expect families.
Department officers' table, National officers' table.
3. Convention book: 150 copies - welcome packages.
4. Entertainment: Patriotic themes, social hour in hotel, CD backup portable disc player.
5. Guest speaker: Photo/bio in ad book
Info to newspaper sent
Protocol Officer: National officers:
Mideast officers:
MODD Kennel:
6. Hospitality Room: Hotel (must be cleaned and empty by Saturday morning.
Will be open 5 p.m. - 2300. Need responsible member to be in at all times.
Check out room and contact all vendors for food items, pick up Friday.
Liquor/beer, pick up one case Bud Light, one case Miller Light.

Food trays: Kroger (meat tray), Shop N Save (meat trays and bread), Save A Lot/Food Lion (cold cuts/cheese tray), Dollar Store (condiments), Crazy Harry's fruit basket on Friday; Big Lots/Rite Aid (chips, snacks, drinks, cups, plates, napkins, etc.), need 4 cases of assorted soda, and water.

Coffee Pot, coffee, creamer

Large baggies to put leftovers into hotel fridge

Get mayonnaise, mustard, dip, bread, plastic cups, plastic silverware, napkins, pretzels and huts

Pizza (try to get free), three one-toppings from 2 or 3 places

Ice: Ice machine on each floor of Hotel

Coolers: Several, borrow from members.

7. Registration Table: Pre-registration list complete. Will have additional registration sheets available. Will hang banner in registration room. Take rope, safety pins for banner. Will give each registrant one program book, one welcome package. Need sign at entrance re registration.

Detachment 956 members to register and get money from those not paid, cross-check those paid with early registration. Money pouch for late registrations/banquet fee.

ID tags/markers/pens/ribbons/calculator

Raffle tickets, have rolls of different colors, USMC books, 50/50 drawings Friday/Saturday

Various raffle prizes, have jars for tickets, will mark each for drawings. Will keep list of everything collected.

8. Flag-raising Ceremony 0800 at Hotel then go inside Hotel for Memorial Service.

Coordinate with Hotel before 7 a.m, get CD of National Anthem

Get flag from Hotel, flag will be hung, need to take down flag, fold it and give to color detail.

Memorial service and banquet program copies sent to Department Chaplain, Department Color Guard will raise flag,

9. Memorial Service: 50 copies of program. Get CD of "Taps,"

Get bell and hammer for use on Friday. Letters to Gold Star Families mailed and alpha list complete and have list of deceased MCL members for Dept. Commandant. All Gold Star Mothers will be escorted by MCL members. White roses given to Gold Star Mothers, red roses for deceased MCL members. Roses to be picked up Friday from Florist. Have flowers, table set up, microphone set up at podium Have people with wheelchairs in room. Master of ceremonies Department Commandant gives welcome and then turn over to Dept Chaplain

10. Meeting Room: Have U.S. and USMC flags posted.

Get host Detachment charter and have draped, get MC Hymn for meeting, have CD player and CD

Will arrange tables for banquet set up and POW/MIA table set up

Set up microphone and pre check

Coffee/sugar/creamers, etc., get large coffee pot, set up after Memorial Service

8 dozen doughnuts

Put food in kitchen until Memorial Service over

Fruit trays and various drinks

100 cups and napkins

Do walk-through of events on Friday

11. Banquet: Dept Commandant to introduce dignitaries and speakers, Scholarship Committee auction items after banquet and award ceremony for Department Scholarship Fund.

50 banquet programs completed, bio of speaker on podium, get CD player and CD of music for banquet.

12. Door prizes: Every person will receive a door-prize ticket stapled to program when entering banquet room. All prizes will be stored in room to right. All raffles given out after awards program.

Need stapler in case need to staple more raffle tickets to programs.

Jars labeled for raffle tickets, need scotch tape.

Table for door prizes, Detachment members will help give out door prizes after banquet to speed up process, have jars labeled for tickets.

13. Uniforms to be worn by League members if they have them. On Friday, can wear casual clothes with red MCL ball cap. Cannot wear ball caps on Saturday. If have red blazer, wear it for Saturday morning activities and banquet.

14. Clean-up detail, Det members Assist any elderly or wheelchair-bound guests as necessary.

15. Keep account of all money collected from 50/50, raffles and auction. Pay caterer. Pay hotel for Department Commandant's room and speaker. file reports as necessary and send out thank-you letters to all concerned.

16. Thank you letters to all concerned include Hotel, MCL host Detachment, Color guard and any business that gave donations for food, flowers or auction items.

17. Scholarship recipients must pay for their banquet as well as all guests. Can send check to MCL host Detachment or bring Saturday.

11. Volunteer - Convention ad brief sheet

When anyone wants to approach a corporation, business or resort to solicit sponsorship or advertising they must take certain steps to be prepared. The primary purpose is to target those areas where funds can be generated. When approaching a business it's important to be well versed in what your goal is. It may be to get sponsor or donation funds, sell ads or seek promotional items for resell or give away. You will be trying to generate support for your detachment and or department convention. We will be giving out welcome packages to each attendee so we can have selected brochures and other promotional items in this package. It is only a good idea to gather majority of these in the area near the convention site and Visitors Center or Chamber is excellent venue for this as bags would have host city on outside of welcome packages.

When gearing up your personal appearance is extremely important. Wearing business attire is desired as you want to present yourself as being professional. That means wearing dress slacks, collared shirt, dress shoes and being on top of your game. Since you will be promoting the MCL, it's important to wear the clothing of the league. Black trousers, dress shirt and cover is important since you are representing the league and appearance can mean the difference between winning or losing in the business world. Your time spent with any business executive manager or independent owner operator should always be cordial, friendly and professional as you are selling yourself as well as the national convention. Good attitude and personality is the correct effect for projection.

One has to know which businesses or venues you want to target when selecting those that might want to offer something. Think like a tourist and this makes your job easier. Consider those activities that visitors or tourists might use. Some suggestions would be resorts, adventure trips, train rides, casinos, theme parks, hotels and restaurants, colleges, RV sales, Sporting goods stores Cabala's or boat sales, convenience stores/gas stations, cruises, real estate realtors, theatres, museums, chamber of commerce, local or regional convention and visitors bureaus, hospitals or medical centers, veterans organizations - Legion, VFW, DAV, VVA, etc., golf courses, camp grounds - lakes, rafting, DNR and other featured events or activities in your area. Another area might be to consider employment opportunities for selected businesses to solicit employees - prisons or law enforcement, trucking firms and coal and lumber industries. Suggest making a list and use phone books to help select targeted areas. Look at the brochures offered in visitor centers and call or contact them. Most fast food establishments are corporate and will not get an ad and

corporate does not return or respond. Do not waste your time going to these places unless they are in your area and then you can get those food coupons and discount or specials they might offer.

Suggest meeting with all volunteers who are going to assist you with your campaign. Go over all rules and brainstorm so each member knows everything about the convention and what is expected. They must be informed or their sales will suffer. Divide up your region into areas that can be managed by two or more members. Always go to a business or organization with at least two members and be professional at all times. Get all your informational material needed for the entire project. You should have the following: Handout sheet, a copy of previous ad booklet, receipt copy and any other administrative forms you deem necessary. Have a list of targeted businesses that you want to contact for each volunteer within their respective area.

Visit the business and speak with the owner or manager and introduce yourself. Explain who you are with and what you are doing is assisting the Convention Committee that is bringing the MCL Department Convention to your area and list dates. You are seeking either sponsors or donations and also giving any of these businesses an opportunity to advertise not only in West Virginia but throughout the nation. You have to tailor your presentation to the venue and give suggestions in how their ad is promoted in the ad booklet by all the attendees. We expect estimated attendance of about 150 or more including members of the Ladies Auxiliary and the Military Order of Devil Dogs. Many families bring their wives and children as they consider this their annual vacation.

If they desire to make a monetary donation, give them a receipt and have them make the check out to the Marine Corps League. Talk to them about their ad and explain the prices, and show them samples from one of the past conventions. Be positive and informative as this makes the difference. If they do not have any ready ads, suggest that we might be able to generate one for them but it has to be at least a half or full page. Business cards can be blown up to a half page. Suggest putting all ads in a folder with funds so you do not lose or misplace them as it's easy to do. Do not fold the ads and use a paper clip to put their check or funds with their ad as full accounting is necessary. Keep a running tally of all ads that you were able to obtain as well as any donated funds as we will send them a thank you letter after the convention. Get their full mailing address as well as contact person and phone number.

If they do not wish to donate funds or purchase advertising space, then suggest they might want to donate an item from their business for detachment store. Let them decide and remind them they can make a place card or use their business card to be placed with that item which will be given away and it will be viewed by all attendees during the entire week which helps advertise their venue or business.

If the owner or manager is not there but if there is interest in helping, leave the info page and your phone number and tell them you will come back or the manager can contact you if desired. If it's many miles away, call the manager and speak with him/her and see if they have an interest.

Thank the owner/manager for their time. Take all your ads and donated items back to your home and keep in safe place. You should take or send your ads and any donations to the Convention Ad Chairman on a timely basis. Mail in large protective envelope with bulk paper to protect ads so they will not get bent or damaged.

Keep a list of potential areas and/or venues for follow-up. Keeping track of funds, ads and donated items is important and ensure you issue a receipt for anything received.

12. Detachment Officer Training

Developing Officers and members to perform in their jobs is the goal and objective of training. The Department can provide guidelines and offer support to Detachments in this area. However, each Detachment has to accept the responsibility for seeing that their Officers and members are trained to do the tasks to which they have been assigned. Understanding all duties and responsibilities is the first step, followed by understanding goals and objectives, and how to perform their jobs. The “Guidebook for Detachment Officers,” the National Bylaws, Department and Detachment Bylaws, the Marine Corps League Ritual and the Policies and Procedures of National, Department and Detachment are all sources that will improve the effectiveness of Officers and members who serve in project and leadership roles.

Training and acquiring knowledge on how to improve skills and capabilities to make the Detachment organization more effective should be an ongoing process. Marines go through Boot Camp and specialized training which is an indoctrination and basic skill learning process. As a Marine advances, his knowledge and capability skills are enhanced through training in an ongoing process designed to improve the capability of the organization. It is no different with a Detachment in the Marine Corps League.

Emphasis on training is generally subordinated to immediate issues at hand, or ignored, in hopes that individuals will figure out how to do their skills on the job. However, look at the most successful organization, whether businesses, volunteer and military, which are successful because of their continued training programs.

The responsibility is on the Detachment to see that Officers and members are trained. The Detachment should be committed to training by conducting its own training sessions. The Detachment should call on other Detachments and their Department to assist and support the training effort. Departments and national Headquarters also conduct officer and administrative training, but generally, this is once a year at their conventions. Detachment Commandants should insure personnel are advised of this additional training, in addition to their local Detachment Training. Currently the Department of West Virginia Bylaws 2007 Edition has not been read in its entirety by all Commandants and officers of the Department and Detachments of the Department of West Virginia. This has placed a burden on the enforcement of and/or the adherence to the Bylaws and Administrative Procedures.

The National Guidelines for Officers, Marine Corps League Detachment Officer training states, “It is strongly recommended that training sessions be scheduled within sixty (60) days of the annual installation of the Detachment officers.” This training would help train Officers on the Bylaws and adherence to the same to ensure the survivability and growth of the Marine Corps League. During the 2009 Department Convention in Mineral Wells, a Department Bylaws Change Recommendation is being submitted that will require all members that have ambitions

on becoming an officer on the Detachment level and Department level to attend a mandatory bylaws training class prior to installation into office. This will be accomplished by a new proposed Department Bylaws Training Committee who shall have the duty to prepare and conduct one bylaws training class no later than 65 days prior to the annual Department Convention. This training session will be conducted at a site that is convenient to members attending that session. Attendees shall be any current officers or a member that is seeking an office with the detachments and in the Department of West Virginia for that current year.

13. Finance

The Fiscal Year shall end at the close of business on June 30th of each year. The revenue of the Detachment shall be derived from membership dues and such other sources as may be properly established at regular meetings or by the Board of Trustees. Disbursement of Detachment funds shall be made as established for payment of National Membership per capita and Department per capita dues, annual Application to Change or Appoint Officers, Corporate Annual Report and those items previously approved by the membership.

Donations to non-profit organizations or members in distress can be made by approval of Board of Trustees or during regular member meetings. A letter should be received from any non-profit organization or school requesting a donation in support of a function. The letter should be read during a membership meeting and any donation must be approved or denied by the membership. A budget will be established as necessary. Each Detachment shall fix the amount of its annual membership dues. Annual dues shall include the Department and National per-capita dues and fees.

All other disbursements will be approved during normal business meetings. The maximum amount of funds that the Commandant is authorized to disburse without getting general membership approval should be specified. The maximum amount for the Board of Trustees should be specified. The Paymaster will reimburse members for approved items upon paid receipts if funds are available.

The Detachment will maintain a checking account and all funds received will be deposited. The Paymaster will draw all checks and ensure proper signatures are obtained. This account will be audited with the monthly bank statement and a report will be given during the general membership meeting by the Paymaster. An annual audit will be conducted by the Audit Committee prior to the Officer Installation.

A motion should be made by the Paymaster to change bank signature cards during a regular meeting upon Installation of officers and this must be included in the minutes.

The annual per capita dues shall be provided for by the National Bylaws and Administrative Procedures plus an additional Department per capita dues as determined by the Department Convention. The sum of these two accounts shall be forwarded with every membership application or renewal thereof by the Detachment Paymaster directly to the Department Paymaster who will remit the National per capita dues in each instance to the National Paymaster. The current annual per capita of \$5.00 is effective as of 1/1/2003. A member

resigning from membership shall not be entitled to any refund of per capita paid.

The Detachment Commandant and Detachment Adjutant/Paymaster or Paymaster will be bonded by a commercial crime policy paid for and administered by National. The bond limit will be in the amount of \$10,000 with deductible of \$1,000.

Checks drawn against Detachment funds shall be valid only if they cover disbursements authorized and jointly bear the signatures of the Commandant and Paymaster. The Detachment financial records will include the Detachment corporation name, address, telephone number and Employer Identification Number (EIN).

No Officer or member of the Detachment shall obligate the Detachment financially in any manner whatsoever without the prior consent of the membership or Board of Trustees.

To assure the financial integrity and credibility of the Detachment, any funds received for a charitable purpose or for a specific purpose will be deposited into the Detachment funds and will be reserved for that respective charity or specific purpose.

Detachment Audits and Reports - An annual audit of detachment finances will be conducted prior to the annual installation of officers. Monthly audits can be conducted and be combined to satisfy the annual audit required by this section if these audits are included in detachment meeting minutes and approved by members. A copy of the audit and all the minutes from the last installation will be sent to the department commandant.

14. Fund Raising

Two of the most important tasks of every detachment are the recruiting and retention of members and raising funds to run the operation and support detachment programs and objectives. A detachment cannot make the mistake of continually relying on its own membership to fund operations and projects. Brainstorming on numerous methods and ideas to generate funds will benefit your detachment.

If you do a raffle to benefit a charity, then those funds must be dedicated toward that respective purpose. The net proceeds from a drawing need to be applied to that program or project for which the money was received. From the total revenue, the cost of merchandise, printing of tickets, and an amount for the reserve fund of the detachment may be deducted.

Don't forget, when your detachment is incorporated this is your authority to conduct fund raisers within your respective area and your general business license from the state of WV supports your activity. I would highly suggest that each detachment file a copy of their detachment Bylaws and corporate papers with its respective county clerk's office as this makes everything a matter of record in the event an issue on fund raising develops.

Make posters listing your prizes and drawing dates, set up a small table at a mall entrance or large department store -- Wal-Mart, Kmart, Tractor Supply Company, etc. You might even have a donation jar for anyone who wants to make a donation to a local charity, such as Humane Society, Relay for Life, Make a Wish, or any other non-profit organization (ensure any funds collected this way go to that organization). When you collect these funds and then make the donation, be sure to get photo of event in local paper as it gets your detachment some visibility and further

15. Public Relations and Recruiting

The primary reason Marines join the League is to associate with a Marine organization. Among marines there are three specific reasons for joining and actively participating:

1. Camaraderie and association with other Marines, FMF Corpsmen and FMF Chaplains.
2. The fact that Marines get things done.
3. Marines take care of their own.

The second and third reasons refer to the certainty that when programs and projects are initiated, Marines follow through and accomplish tasks in an outstanding manner, and marines are there for each other, and their families. Every Marine who joins and participates in some manner is seeking some personal satisfaction from being a member of the detachment.

Some reasons cited by members include:

Participating in patriotic events, ceremonies, parades and color guards

Developing and supporting programs to cultivate positive youth activities

Providing service for, and supporting the annual Toys for Tots campaign

Developing and/or assisting in veterans programs that support veterans in need such as VAVS programs at VA hospitals

Supporting Marines, Marine units, and Marine families

Developing programs and events that raise funds for detachment and MCL objectives

Developing programs of special interest to honor Marines on special occasions and events

Supporting and/or developing programs that lend assistance to those in need within the community

Taking care to support members, Marines and their families in time of distress, or need

Developing social events on a regular basis that develop detachment esprit de corps

Acknowledging members, Marines and community citizens for deeds and actions

Participating members need challenges by setting goals and objectives that will peak interest and stretch capabilities to draw members to meetings and activities

Retaining members is often a problem for every detachment and it may be from several reasons. It may have been finances, or someone said something to upset them, it may have been leadership problems or perhaps they didn't feel welcome. Every member is important and they are all volunteers and they join the league to reconnect with their heritage. Far too often leaders forget this and have a tendency to think they are still in the Corps and treat their members accordingly.

Positive leadership and mentoring go hand in hand. Demanding or intimidating members serves no purpose and forces members to make a choice about being in a detachment. As volunteers they can walk away to avoid a conflict. By them joining has merit within itself because they chose to do so and therefore must be treated accordingly. Leaders must always look within themselves to solve problems. Being humble is part of being a leader and respect is earned not assumed.

Recruiting new members takes a collaborative effort from all members within a detachment. Members usually renew their annual dues or pay the life membership fee if they believe their detachment has something to offer them besides just paying their dues. Inactive detachments will discover that some members will not renew their dues because they do not see the need to continue if the detachment is not involved with activity within the community or does not hold any meetings.

Some ideas and general thoughts for retaining members might include having regular meetings; attending church services or attending funeral services together; enjoying breakfast, BBQ or dinner as a group; making house calls to the sick and bedridden; sending birthday or get-well cards; making phone calls to ask for ideas or help with a project; thanking members and recognize them for their help; carpooling to events or activities; volunteering to help with various community fund-raisers or getting involved in a project as a group; having a featured article in the local paper; keeping your membership data base current and making changes when necessary; sharing information and detachment news via email addresses; bringing the list of delinquent members to your meetings and reading the names and asking for help in contacting them or form a membership committee; trying to get spouses involved by joining them as associate members; encouraging new or inactive members to attend Department Convention or meetings; supporting military-theme events including USMC birthday, Memorial Day, Veterans Day activities; assisting with flag etiquette in school classrooms or being a speaker during career day.

Hold a fund raiser for a community project and invite the mayor and newspaper.
Develop a letter detailing what projects your detachment participates in and list the goals for the coming year and mail it out to your members about three months before their dues expire and also to the inactive members.

Communicate with your members and brainstorm with new ideas to retain your members. Have a fund raiser and pay the life membership fee of one of your members or pick up the fees of the inactive ones. If your detachment is financially able to do so, perhaps the detachment could pay the member's dues, then the member can pay back the detachment in monthly installments if he/she is unable to pay the dues all at one time.

Recruiting new members takes a lot of the same ideas but it requires every member being active with aggressively trying to recruit as many members as possible.

First step is ensuring every member has the correct information that you want expressed to those potential new members.

Have your best recruiter give a class on how to recruit and always best to make a small package to give to every perspective member. This would include a letter handout giving history of the league, your detachment history, activities your detachment does within the community, mailing address, phone number, dues information, MCL brochures, point of contact and an application. Carry a sample copy of the Semper Fi magazine.

Set up a table in a shopping mall or near a busy market and have members man the table giving out information. This is where you can do your fund raisers and recruit at the same time. This ensures your detachment benefits with the fund raiser by signing a new member.

Suggest offering all cash prizes vice select items from local area, since people from out of area will not buy a ticket if they have to come back for prizes.

Wear your MCL gear as this attracts Marines. Get name and address of prospective members. Give a follow-up call and send out a personal letter inviting those who showed interest to join. Invite them to your meetings or theme dinners.

Be positive and inform them you will offer assistance to them and their families. Invite the local USMC recruiters to join your detachment.

Get articles in the local papers about events your detachment does.

Anything is important as it keeps your detachment in the news and helps with visibility and generates Marine Corps League interest.

16. Marine Corps League Mentoring Program

The Mentoring Program was devised so that all Detachments can use it for their ongoing recruiting and retention efforts. It is cost-free and it works! The following steps are easy to follow and in a short time you should see measured results.

1. Create a strong bond between the OLD and the NEW.
2. Develop in new members a feeling that they too are a part of the Detachment.
3. Encourage and increase open communication among the members.
4. The member that brings a new member into the Detachment should be that member's "mentor" until the new member feels comfortable.
5. The Commandant of the Detachment shall assign the duties to the Junior Vice Commandant to administer this program and keep close watch on the progress of the program.

All members should take part in the mentoring process. Do not forget the members that are incapacitated for one reason or another. Show them that they are still part of the Detachment.

Among the basic tasks of every Detachment in the Marine Corps League is recruitment and induction of new members. The purpose is to promote growth of the league and its subsidiary units. Only in this manner can the organization prosper.

Until recently, the league struggled to increase its overall members on a sustainable track. We lost members as fast as they were sworn in. There are and are reasons for this. A member of our marines passed on, some became less active due to health or medical issues, and many left because of inactivity within their Detachments.

These are all viable reasons, but they can all be countered with good reasons why the membership should and could sustain their numbers even with the scenarios suggested above. We lose more members for one reason and one reason only -- they don't feel included in the social fiber or culture of the detachment. This is where the Mentoring Program enters into the equation.

If you examine this closely you will find two major concerns. First is the "fading away" of many older members. The second is the loss of new members. Both situations must be addressed. Following are suggestions aimed at improving the "communication gap" we seem to have.

The fact that we are vigorously building a Detachment we can be proud of should stimulate greater interest among area Marines to want to belong. This is good! To build upon this renewed interest it is proposed here that the Detachment develop a "proactive approach" to the induction of its new members and in an effort to reach out to our members who are either temporarily or chronically unable to take an active role in the Detachment's programs.

In an effort to grease the wheels, so to speak, it is proposed that the Detachment initiate the Mentoring Program that will match up "old salts" with our new recruits as a way to ease them

into full membership in the Detachment. At the same time, it is also proposed that we initiate programs within the Detachment to reach out to our brother and sister Marines whose ability to get around is restricted.

A. GOALS

- A. Create a bond between old and new members so new members will feel more accepted into the mainstream of the detachment.
- B. Develop in new members a stronger feeling that they, too, are a part of the team that is your detachment.
- C. Increase the retention rate and active participation of old and new members in the activities of the detachment.
- D. Encourage and increase open communication among the membership.

B. PROGRAMS

A Mentoring Program can be for the induction and integration of new regular and associate members into a detachment.

- 1. All prospective regular members of the detachment shall be assigned a “mentor” prior to their induction. All prospective associates should be assigned two “mentors.”
- 2. Once the inductee has been accepted and sworn into the Detachment, his or her sponsor should immediately assume an active role in assisting the new member in his or her introduction into the formal and informal programs of the Detachment.
- 3. If possible, the sponsor of the new member should be the mentor. No member shall be required to mentor more than two new members at a time.
- 4. If at all possible, the mentor and new member should live in a relatively close Proximity geographically.
- 5. The mentor relationship should continue until the new member feels it is no longer needed.
- 6. The Mentoring Program shall fall under the jurisdiction of the Junior Vice Commandant.

C. Homebound Buddy Program

Along with the Mentoring Program, we need to develop a system for maintaining contact with Marines who, for a myriad of reasons, are having difficulty getting to Detachment meetings and other functions.

These men and women probably started the Detachment and kept it operating through some difficult times. They now find themselves unable to keep up the pace and are in danger of falling out of the ranks. Many of them have begun to lose contact with the league and even the community at large.

Marines have a long history of taking care of their own. However, we sometimes lose contact with our old friends and shipmates. That should not be allowed to happen. Unless we take positive action to prevent it, we shall soon lose an important part of our history.

In that light, the Detachment, under the direction of the Detachment Chaplain, should initiate a program to organize volunteers responsible for maintaining contact with fellow Marines members who, because of age or infirmity, can no longer be as active as they once were.

The volunteers would make regular contact by telephone or e-mail or any other means of communication available. The goal is to improve our lines of communication and regenerate the process of inclusion.

This guidebook for detachments is prepared as a reference for use in the administration and management of all functions of a Marine Corps League Detachment

This guidebook was fabricated and prepared from multiple sources including Marine Corps League National Bylaws and Administrative Procedures, Department of West Virginia Bylaws and Administrative Procedures, Guidebook for Detachment Officers, Marine Corps League Ritual, IRS 990 procedures, IRS Charities and Non Profits rules and State of West Virginia Corporation Laws,

Prepared this date May 19, 2017

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