



**1987 EDITION**

**NATIONAL**

**BYLAWS**

**AND**

**ADMINISTRATIVE PROCEDURES**

**Reprinted February 2010**

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# MARINE CORPS LEAGUE

National Headquarters

September 14, 2010

## **CHANGE 16**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2010 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and Administrative Procedures  
Reprinted February 2010

Encl: (1) New Page Inserts

1. **Background.** At the 2010 National Convention held at Greensboro, North Carolina there were eleven (11) proposed Bylaw changes, seven (7) of which were approved, one (1) of which was rejected, two (2) were withdrawn and one (1) was tabled and ultimately not adopted. There were nine (9) proposed Administrative Procedure changes, of which seven (7) were approved and two (2) were rejected. Seventeen (17) changes to Enclosure Three (3) were proposed, three (3) of which were approved, ten (10) were rejected, one (1) was tabled and ultimately not approved and three (3) were withdrawn. There were four (4) changes to Enclosure Four (4) proposed, all of which were approved.

## 2. **Summary of Changes**

a. The delegates voted to consider Proposed Bylaw Changes 21, 33, 34, 35 and 36 (all related to the Ceremonial Uniform) all as one issue. The NJA read two letters from Headquarters Marine Corps stating that they “preferred” the Marine Corps League not utilize the Khaki Shirt or the Barracks Cover as part of the League uniform. The letters encouraged the League to use the white shirt, red/gold garrison cover, dress blue trousers and Marine Corps emblem to distinguish League members from active duty Marines. After discussion, the vote was nearly unanimous to reject the use of the Khaki Shirt and Barracks Cover.

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## MARINE CORPS LEAGUE

National Headquarters

### NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES APPROVED AT THE 2010 NATIONAL CONVENTION

- b. Proposed Bylaw Change 1 (Parliamentary Authority) was modified to include changes to Section 250 and adopted.
- c. Proposed Administrative Procedure Change 2 (National Convention – Time and Place) was adopted.
- d. Proposed Bylaw Change 3 (National Parliamentarian) was adopted.
- e. Proposed Bylaw Change 4 (National Convention) was tabled and did not come off the table before the end of Convention.
- f. Proposed Administrative Procedure Change 5 (National Convention) was approved with amendments.
- g. Proposed Bylaw Change 6 (National Parliamentarian) was adopted.
- h. Proposed Bylaw Change 7 (Electronic Submission) and Proposed Bylaws Change 8 (Bylaw Changes) were both withdrawn.
- i. Proposed Bylaw Changes 9, 10 & 11 (Amendments) were all adopted with amendments.
- j. Proposed Bylaw Change 12 (Amendments) was rejected.
- k. Proposed Bylaw Change 13 (National Bylaws Distribution) was adopted with amendments.
- l. Proposed Administrative Procedure Change 14 (Name and Purpose) was adopted with amendments.
- m. Proposed Administrative Procedure Change 15 (Convention Committee) was rejected.
- n. Proposed Administrative Procedure Change 16 (Death of a Member) was adopted.

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- o. Proposed Administrative Procedure Change 17 (Chapter Nine - Grievance) was adopted.
- p. Proposed Administrative Procedure Change 18 (Chapter Nine – Written Communication) was adopted.
- q. Proposed Administrative Procedure Change 19 (Sample Ritual of Hearing Board) was adopted.
- r. Proposed Administrative Procedure Change 20 (Name and/or Emblem) was adopted with amendments.
- s. Proposed Enclosure Three (3) Change 22 (Shoulder Patch) was adopted.
- t. Proposed Enclosure Three (3) Change 23 (MCL Covers) was not properly submitted and not considered.
- u. Proposed Enclosure Three (3) Change 24 (Gold Cover) was not adopted.
- v. Proposed Enclosure Three (3) Change 25 (Cover Emblem) was not adopted.
- w. Proposed Enclosure Three (3) Changes 26 & 27 (Uniform) were withdrawn by maker.
- x. Proposed Enclosure Three (3) Change 28 (White Gloves) was adopted.
- y. Proposed Enclosure Three (3) Change 29 (Name Tag) was adopted.
- z. Proposed Enclosure Three (3) Change 30 (White Duty Belt) was not adopted.
- aa. Proposed Enclosure Three (3) Change 31 (Tartan) was not adopted.
- bb. Proposed Enclosure Three (3) Change 32 (Female Undress Uniform) was not properly submitted and not considered.

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cc. Proposed Enclosure Three (3) Changes 37(Ceremonial Uniform) was withdrawn by maker.

dd. Proposed Enclosure Four (4)Change 38 (JROTC) was adopted with amendments.

ee. Proposed Enclosure Four (4) Change 39 (Leadership Award) was adopted.

ff. Proposed Enclosure Four (4) Change 40 (Jr. Vice Commandant Award) was adopted.

gg. Proposed Enclosure Four (4) Change 41 (Recruiting Award) was adopted.

hh. Proposed Administrative Procedure Change 42(Chapter Nine – Hearing Board) was adopted.

### 3. **Action**

a. Remove pages BL 1-3 and BL 1-4 and replace with BL-1-3 and BL 1-4 in this Enclosure.

b. Remove pages BL 2-3 through BL 2-6 and replace with BL-2-3 through BL 2-6 in this Enclosure.

c. Remove pages BL 3-9 and BL 3-10 and replace with BL-3-9 and BL 3-10 in this Enclosure.

d. Remove pages BL 8-1 through BL 8-4 and replace with BL 8-1 through BL 8-4 in this Enclosure.

e. Remove pages AP 1-1 and AP 1-2 and replace with AP 1-1 and AP 1-2 in this Enclosure.

f. Remove pages AP 2-1 through AP 2-6 and replace them with AP 2-1 through AP 2-6 in this Enclosure.

g. Remove pages AP 7-1 and AP 7-2 and replace them with AP 7-1 and AP 7-2 in this Enclosure.

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h. Remove pages AP 9-1 through AP 9-21 and replace them with AP 9-1 through AP 9-20 in this Enclosure.

i. Remove page AP 9 Attachment 2-1 through 2-3 and replace with AP 9 Attachment 2-1 through 2-5 in this Enclosure.

j. Add new AP 9 Attachment 4-1 through 4-5 in this Enclosure.

k. Remove pages AP 10-3 and AP 10-4 and replace with AP 10-3 and AP 10-4 in this Enclosure.

l. Remove pages 3 through 10 in Enclosure (3) "Uniform Code" and replace with pages 3 through 10 Enclosure (3) "Uniform Code" in this Enclosure.

m. Remove pages 3 through 20 in Enclosure (4) "Marine Corps League Awards" and replace with pages 3 through 20 Enclosure (4) "Marine Corps League Awards" in this Enclosure.

n. File these pages in front of Change 15 of September 8, 2009.

MICHAEL A. BLUM  
National Executive Director

Reviewed and Approved:

RICHARD GORE  
National Judge Advocate

DISTRIBUTION:  
National Bylaws, Article Eight (8), Section 810(a) and (b)

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## MARINE CORPS LEAGUE

National Headquarters

September 8, 2009

### **CHANGE 15**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2009 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and Administrative Procedures  
Reprinted January 2008

Encl: (1) New Page Inserts

1. **Background.** At the 2009 National Convention held at Rochester, Minnesota there were fourteen (14) proposed Bylaw changes, three (3) of which were approved, nine (9) of which were rejected, one (1) was withdrawn and one (1) was referred back to committee. There were eight (8) proposed Administrative Procedure changes, of which seven (7) were approved and one (1) was withdrawn. One (1) change to Enclosure Two (2) was approved, Eight (8) changes to Enclosure Three (3) were proposed, four (4) of which were approved and two (2) changes to Enclosure Four (4) were proposed, one (1) of which was approved.

### 2. **Summary of Changes**

a. The proposal to change the dates for Department Conventions to be held was approved. Department meetings shall now be held between April 1 and July 31 each year.

b. The proposed Bylaw change to authorize an increase from \$20 to \$30 in the amount Headquarters retains from the Life Member fees to help cover the increased cost of the life member plate and associated engraving charge was approved. Does not affect the cost of Life Membership.

c. The proposal to update Bylaws Article Five, Section 550 to better define "municipality" was approved.

d. The proposal to authorize the addition of the words "FMF Corpsmen" wherever the Bylaws refers to "Marines" was approved.

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## MARINE CORPS LEAGUE

National Headquarters

### NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES APPROVED AT THE 2009 NATIONAL CONVENTION

e. The proposal to install all elected National Officers at the Convention Banquet was approved.

f. Section 800 of the Administrative Procedures was updated to reflect new I.R.S. reporting guidelines for all MCL Subsidiaries and National Headquarters.

g. The proposal to make the National Bylaws Committee a "Standing Committee" was approved.

h. The proposal to authorize several administrative corrections to Chapter Nine of the Administrative Procedures was approved.

i. The re-write of Enclosure Two covering the Americanism Program was approved.

j. The proposal to authorized Past Chief Devil Dogs to wear a Gold cover with Black crown was approved.

k. A proposal to authorize the wearing of Marine Corps Dress Blue trousers with red NCO stripe with the Dress Mess Jacket was approved.

l. Approved changes to update the Order of Precedence for ribbons in Enclosure 4.

m. A proposal to authorize the wear of up to three large (standard) MCL or DoD medals on the Red Blazer as part of the Casual Uniform was approved.

n. The proposal to approve the permanently embroidered MCL Crest on the pocket of the Red Blazer was approved.

### 3. **Action**

a. Remove "PREAMBLE" in the front of the National Bylaws and replace with "PREAMBLE" in this Enclosure.

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## MARINE CORPS LEAGUE

National Headquarters

### NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES APPROVED AT THE 2009 NATIONAL CONVENTION

- b. Remove pages BL 3-7 and BL 3-8 and replace with BL-7 and BL 3-8 in this Enclosure.
- c. Remove pages BL 4-1 and BL 4-2 and replace with BL 4-1 and BL 4-2 in this Enclosure.
- d. Remove pages BL 5-3 through BL 5-6 and replace them with BL 5-3 through BL 5-6 in this Enclosure.
- e. Remove pages BL 6-7 and BL 6-8 and replace with BL 6-7 and BL 6-8 in this Enclosure.
- f. Remove pages AP 1-1 and AP 1-2 and replace with AP 1-1 and AP 1-2 in this Enclosure.
- g. Remove pages AP 2-1 through AP 2-6 and replace them with AP 2-1 through AP 2-6 in this Enclosure.
- h. Remove pages AP 3-5 through AP 3-8 and replace them with AP 3-5 through AP 3-8 in this Enclosure.
- i. Remove pages AP 8-1 and AP 8-2 and replace them with AP 8-1 and AP 8-2 in this Enclosure.
- j. Remove pages AP 9-17 through AP 9-20 and replace them with AP 9-17 through AP 9-20 in this Enclosure.
- k. Remove page AP 9 Attachment 3-1 and 3-2 and replace with AP 9 Attachment 3-1 and 3-2 in this Enclosure.
- l. Remove Enclosure (2) "Americanism Program" in its entirety and replace it with Enclosure (2) "Americanism Program" in this Enclosure.

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## MARINE CORPS LEAGUE

National Headquarters

### NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES APPROVED AT THE 2009 NATIONAL CONVENTION

m. Remove pages 3 through 11 in Enclosure (3) "Uniform Code" and replace with pages 3 through 11 Enclosure (3) "Uniform Code" in this Enclosure.

n. Remove pages 3 through 10 in Enclosure (4) "Marine Corps League Awards" and replace with pages 3 through 10 Enclosure (4) "Marine Corps League Awards" in this Enclosure.

o. File these pages in front of Change 14 of September 22, 2008.



MICHAEL A. BLUM  
National Executive Director

Reviewed and Approved:

JOHN KOVALCIK  
National Judge Advocate

DISTRIBUTION:  
National Bylaws, Article Eight (8), Section 810(a) and (b)

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## MARINE CORPS LEAGUE

National Headquarters

September 22, 2008

### **CHANGE 14**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2008 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and Administrative Procedures  
Reprinted January 2008

Encl: (1) New Page Inserts

1. **Background.** At the 2008 National Convention held at Orlando, Florida there were fourteen (14) proposed Bylaw changes, three (3) of which were approved, nine (9) of which were rejected, one (1) was withdrawn and one (1) was referred back to committee. There were eight (8) proposed Administrative Procedure changes, of which seven (7) were approved and one (1) was withdrawn. One (1) change to Enclosure Two (2) was approved, Eight (8) changes to Enclosure Three (3) were proposed, four (4) of which were approved and two (2) changes to Enclosure Four (4) were proposed, one (1) of which was approved.

### 2. **Summary of Changes**

a. The proposal to change the dates for Department Conventions to be held was approved. Department meetings shall now be held between April 1 and July 31 each year.

b. The proposed Bylaw change to authorize an increase from \$20 to \$30 in the amount Headquarters retains from the Life Member fees to help cover the increased cost of the life member plate and associated engraving charge was approved. Does not affect the cost of Life Membership.

c. The proposal to update Bylaws Article Five, Section 550 to better define "municipality" was approved.

d. The proposal to authorize the addition of the words "FMF Corpsmen" wherever the Bylaws refers to "Marines" was approved.

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## MARINE CORPS LEAGUE

National Headquarters

### NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES APPROVED AT THE 2008 NATIONAL CONVENTION

e. The proposal to install all elected National Officers at the Convention Banquet was approved.

f. Section 800 of the Administrative Procedures was updated to reflect new I.R.S. reporting guidelines for all MCL Subsidiaries and National Headquarters.

g. The proposal to make the National Bylaws Committee a "Standing Committee" was approved.

h. The proposal to authorize several administrative corrections to Chapter Nine of the Administrative Procedures was approved.

i. The re-write of Enclosure Two covering the Americanism Program was approved.

j. The proposal to authorized Past Chief Devil Dogs to wear a Gold cover with Black crown was approved.

k. A proposal to authorize the wearing of Marine Corps Dress Blue trousers with red NCO stripe with the Dress Mess Jacket was approved.

l. Approved changes to update the Order of Precedence for ribbons in Enclosure 4.

m. A proposal to authorize the wear of up to three large (standard) MCL or DoD medals on the Red Blazer as part of the Casual Uniform was approved.

n. The proposal to approve the permanently embroidered MCL Crest on the pocket of the Red Blazer was approved.

### 3. **Action**

a. Remove "PREAMBLE" in the front of the National Bylaws and replace with "PREAMBLE" in this Enclosure.

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## MARINE CORPS LEAGUE

National Headquarters

### NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES APPROVED AT THE 2008 NATIONAL CONVENTION

- b. Remove pages BL 3-7 and BL 3-8 and replace with BL-7 and BL 3-8 in this Enclosure.
- c. Remove pages BL 4-1 and BL 4-2 and replace with BL 4-1 and BL 4-2 in this Enclosure.
- d. Remove pages BL 5-3 through BL 5-6 and replace them with BL 5-3 through BL 5-6 in this Enclosure.
- e. Remove pages BL 6-7 and BL 6-8 and replace with BL 6-7 and BL 6-8 in this Enclosure.
- f. Remove pages AP 1-1 and AP 1-2 and replace with AP 1-1 and AP 1-2 in this Enclosure.
- g. Remove pages AP 2-1 through AP 2-6 and replace them with AP 2-1 through AP 2-6 in this Enclosure.
- h. Remove pages AP 3-5 through AP 3-8 and replace them with AP 3-5 through AP 3-8 in this Enclosure.
- i. Remove pages AP 8-1 and AP 8-2 and replace them with AP 8-1 and AP 8-2 in this Enclosure.
- j. Remove pages AP 9-17 through AP 9-20 and replace them with AP 9-17 through AP 9-20 in this Enclosure.
- k. Remove page AP 9 Attachment 3-1 and 3-2 and replace with AP 9 Attachment 3-1 and 3-2 in this Enclosure.
- l. Remove Enclosure (2) "Americanism Program" in its entirety and replace it with Enclosure (2) "Americanism Program" in this Enclosure.

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## MARINE CORPS LEAGUE

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### NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES APPROVED AT THE 2008 NATIONAL CONVENTION

m. Remove pages 3 through 11 in Enclosure (3) "Uniform Code" and replace with pages 3 through 11 Enclosure (3) "Uniform Code" in this Enclosure.

n. Remove pages 3 through 10 in Enclosure (4) "Marine Corps League Awards" and replace with pages 3 through 10 Enclosure (4) "Marine Corps League Awards" in this Enclosure.

o. File these pages in front of Change 13 of September 20, 2007.

MICHAEL A. BLUM  
National Executive Director

Reviewed and Approved:

JOHN KOVALCIK  
National Judge Advocate

DISTRIBUTION:  
National Bylaws, Article Eight (8), Section 810(a) and (b)

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## MARINE CORPS LEAGUE

National Headquarters

September 20, 2007

### **CHANGE 13**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2007 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and Administrative Procedures  
Reprinted January 2006

Encl: (1) New Page Inserts

1. **Background.** At the 2007 National Convention held at Albuquerque, New Mexico there were five (5) proposed Bylaw changes, three (3) of which were approved and two (2) of which were rejected. There were four (4) proposed Administrative Procedure changes, of which three (3) were approved and one (1) was rejected. Six (6) changes to Enclosure Three (3) were proposed, five (5) of which were approved and two (2) changes to Enclosure #4 were proposed and approved.

### 2. **Summary of Changes**

a. The proposal to change the requirement for "Membership Eligibility" to recognize "honorable service" as relating to the most recent DD-214 or Certificate of Discharge that the applicant received was approved.

b. The proposal to authorize the National Executive Director to request a copy of a member or applicant's DD-214 from the National Personnel Records Center, if deemed necessary, for any application for membership received subsequent to August 10, 2007 was also approved. The corresponding membership application changes were approved as well.

c. The proposal to change the Bylaws to allow a member charged with being "ineligible for membership" to voluntarily surrender his/her membership to avoid a hearing, was rejected.

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## MARINE CORPS LEAGUE

National Headquarters

### NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES APPROVED AT THE 2007 NATIONAL CONVENTION

d. All National Officers will now be installed following the election and prior to the close of the regular business session and only the National Commandant and the National President will be installed at the Banquet.

e. The Marine Corps League, Marines Helping Marines, Wounded Marines Program was recognized as an official subordinate group of the Marine Corps League, Inc.

f. A proposal to make the Petitioner in a Grievance Hearing responsible for the cost of the hearing if the Respondent is found to be innocent of the charges, was rejected.

g. The proposal requiring a member acting as counsel to either the petitioner or respondent in a disciplinary proceeding, to have been a member of the MCL for at least a year, was approved.

h. The proposal to authorize wear of large Marine Corps League medals under some circumstances, was approved.

i. The conflict between Enclosure 3 and Enclosure 4 regarding wearing of the Marine of the Year Medallion was resolved.

j. The proposal to change the cover emblem worn by Associate Members from the "MCL" insignia to the starburst insignia was approved, with the MCL insignia being moved to the shirt collars.

k. A proposal to authorize Ordained Ministers and Chaplains to wear a symbol of their religion was approved.

l. Approved changes to update the Order of Precedence for medals and ribbons in Enclosure 4 was approved.

m. Scout Leaders were approved to wear the MCL Community Service ribbon.

### 3. **Action**

a. Remove pages BL 6-1 through BL 6-11 and replace them with BL 6-1 through BL 6-10 in this Enclosure.

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## MARINE CORPS LEAGUE

National Headquarters

### NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES APPROVED AT THE 2007 NATIONAL CONVENTION

- b. Remove pages AP 2-1 through AP 2-7 and replace them with AP 2-1 through AP 2-6 in this Enclosure.
- c. Remove pages AP 8-1 and AP 8-2 and replace them with AP 8-1 and AP 8-2 in this Enclosure.
- d. Remove pages AP 9-1 through AP 9-21 and replace them with AP 9-1 through AP 9-20 in this Enclosure.
- e. Remove Enclosure (3) "Uniform Code" in its entirety and replace it with Enclosure (3) "Uniform Code" in this Enclosure.
- f. Remove Enclosure (4) "Marine Corps League Awards" in its entirety and replace it with Enclosure (4) "Marine Corps League Awards" in this Enclosure.
- g. Remove Bylaws Index in its entirety and replace it with Bylaws Index pages, i, ii, iii and iv, in this Enclosure.
- h. Remove Administrative Procedures Index in its entirety and replace it with administrative Procedures Index pages i, ii, iii and iv in this Enclosure.
- g. File this page in front of Change 12 of September 18, 2006.

MICHAEL A. BLUM  
National Executive Director

DISTRIBUTION:  
National Bylaws, Article Eight (8), Section 810(a) and (b)

Reviewed and Approved:

James Tuohy  
National Judge Advocate

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# MARINE CORPS LEAGUE

National Headquarters

September 18, 2006

## **CHANGE 12**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2006 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and Administrative Procedures  
Reprinted January 2006

Encl: (1) New Page Inserts

1. **Background.** At the 2006 National Convention held at Boston, Massachusetts there were two (2) proposed Bylaw changes, both of which were rejected; and two (2) proposed Administrative Procedure changes, of which one (1) was approved and one (1) was rejected. Five (5) changes to Enclosure #4 were proposed and all five (5) were approved.

### 2. **Summary of Changes**

a. The proposal to repeal portions of the Life Member Fee structure was rejected, as was a proposal to change Convention registration fees.

b. The proposal to create a Committee and a standardized award for "Marine and NCO of the Quarter" to be awarded at each Marine Corps Base was rejected.

c. The proposal to strike in its entirety National Administrative Procedure, Chapter Nine with the exception of the enclosure marked as "Attachment 1-1, and replace it with a completely revised Chapter Nine with enclosures, was approved.

d. Approved changes to Enclosure 4 include: adding a MCL Community Service Medal/Ribbon for JROTC units; Nominations for the annual Iron Mike Award and Dickie Chapelle Award to be forwarded directly to National Headquarters; changed eligibility for the Marine Corps League Medal (Membership) so that any member of the MCL in good standing may wear it; and a 50<sup>th</sup> Anniversary Department of Florida Convention Medal/Ribbon, a New Hampshire 60<sup>th</sup> Anniversary Medal/Ribbon, a Department of Oregon 60<sup>th</sup> Anniversary

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## MARINE CORPS LEAGUE

National Headquarters

### NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES APPROVED AT THE 2006 NATIONAL CONVENTION

Medal/Ribbon and a Department of New York 75<sup>th</sup> Anniversary Medal/Ribbon be added to the Order of Precedence charts.

To accommodate the recent changes in the Bylaws and Administrative Procedures, the Bylaws Index and the Administrative Procedures Index have also been revised and updated.

#### 3. Action

- a. Remove pages AP 9-1 through 9-13 and replace them with AP 9-1 through AP 9-21 as well as AP 9 Attachments 1, 2 and 3 in this Enclosure.
- b. Remove Enclosure (4) "Marine Corps League Awards" in its entirety and replace it with Enclosure (4) "Marine Corps League Awards" in this Enclosure.
- c. Remove Bylaws Index in its entirety and replace it with Bylaws Index pages, i, ii, and iii in this Enclosure.
- d. Remove Administrative Procedures Index in its entirety and replace it with Administrative Procedures Index pages i, ii, and iii in this Enclosure.
- e. File this page in front of Change 11 of September 28, 2005.

MICHAEL A. BLUM  
National Executive Director

#### DISTRIBUTION:

National Bylaws, Article Eight (8), Section 810(a) and (b)

Reviewed and Approved:

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## MARINE CORPS LEAGUE

National Headquarters

September 28, 2005

### **CHANGE 11**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2005 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and Administrative Procedures  
Reprinted December 2004

Encl: (1) New Page Inserts

1. **Background.** At the 2005 National Convention held at Cleveland, Ohio, there were five (5) proposed bylaw changes, of which one (1) was approved, three (3) were rejected and one (1) was tabled; and seven (7) proposed administrative procedure changes, of which one administrative procedure change was approved, three (3) changes to Enclosure #3 were approved, two (2) changes to Enclosure #4 were approved and one proposed change was referred to committee. Additionally, one proposed change to the Ritual was rejected.

### 2. **Summary of Changes**

a. The proposed bylaw change to create a new position at all levels of the MCL "Data Information Systems Management Officer" was rejected. The proposal to create a Committee and a standardized award for "Marine and NCO of the Quarter" to be awarded at each Marine Corps Base was rejected. The proposed change to define how a detachment's members are transferred to a new detachment in the event of a charter suspension or revocation was tabled. The proposal to repeal portions of the Life Member Fee structure was rejected.

b. The proposal to change the wording in Sections 440, 545 and 815 to better define who is covered by the National Bond and how the Bond gets paid for was approved. Several administrative changes to Section 900 were approved.

c. The proposal to replace Enclosure Three (3) "Uniform Code" with a completely re-written document was accepted with changes. Two changes to Enclosure Four (4)

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## MARINE CORPS LEAGUE

National Headquarters

### APPROVED AT THE 2005 NATIONAL CONVENTION

“Marine Corps League Awards” were approved and one was referred to committee. One of the approved changes creates a “common” medallion with specific suspension ribbons for Division, Department and Detachment “Marines of the Year”, as well as ribbons for each.

### 3. Action

- a. Remove pages BL 4-1 and 4-2 and replace them with BL 4-1 and 4-2 in this Enclosure.
- b. Remove pages BL 5-3 through 5-6 and replace them with BL 5-3 through 5-6 in this Enclosure.
- c. Remove pages BL 8-1 and 8-2 and replace them with BL 8-1 and 8-2 in this Enclosure.
- d. Remove pages AP 9-1 through 9-12 and replace them with AP 9-1 through 9-13 in this Enclosure.
- e. Remove Enclosure (3) “Uniform Code – Marine Corps League” in its entirety and replace it with Enclosure (3) “Uniform Code –” in this Enclosure.
- f. Remove Enclosure (4) “Marine Corps League Awards” in its entirety and replace it with Enclosure (4) “Marine Corps League Awards” in this Enclosure.
- f. File this page in front of Change 10 of September 20, 2004.

MICHAEL A. BLUM  
National Executive Director

#### DISTRIBUTION:

National Bylaws, Article Eight (8), Section 810(a) and (b)

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# MARINE CORPS LEAGUE

National Headquarters

September 20, 2004

## **CHANGE 10**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURE CHANGES  
APPROVED AT THE 2004 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and Administrative Procedures  
Reprinted November 1998

Encl: (1) New Page Inserts

1. **Background.** At the 2004 National Convention held at Dallas, Texas, there were eleven (11) proposed bylaw changes, of which seven (7) were approved; and eleven (11) proposed administrative procedure changes, of which three changes to Enclosure # 3 were approved; and four (4) changes to Enclosure #4 were approved.

### 2. **Summary of Changes**

a. The bylaw change to revise the fee structure for Life Membership was approved.

b. Bylaw changes were approved to clarify rights, privileges and benefits of "Associate Members". Chapter Six, Section 600, 610, 615 and 620 were re-written to better define the process of chartering a new detachment. Section 640 was changed to allow for better screening of member-at-large applicants to determine eligibility for Regular Membership.

c. Administrative Procedure, Enclosure Three (3) was changed to allow Associate Members to participate in ceremonial functions wearing the Dress Blue trousers without the red "NCO" stripe.

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## MARINE CORPS LEAGUE

National Headquarters

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2004 NATIONAL CONVENTION

3. **Action**

- a. Remove pages BL 6-1 through 6-10 and replace them with BL 6-1 through 6-11 in this enclosure.
- b. Remove pages AP 6-1 through 6-3 and replace them with AP 6-1 through 6-4 in this enclosure.
- c. Remove AP Enclosure 3 pages 1 through 7 and replace them with the corresponding pages in this enclosure.
- d. Remove AP Enclosure 4 pages 1 through 14 and replace them with the corresponding pages in this enclosure.
- e. File this page in front of Change 9 of August 20, 2003.

MICHAEL A. BLUM  
National Executive Director

DISTRIBUTION:  
National Bylaws, Article Eight (8), Sections 810(a) and (b)

Reviewed and Approved:

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# MARINE CORPS LEAGUE

National Headquarters

August 20, 2003

## **CHANGE 9**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURE CHANGES  
APPROVED AT THE 2003 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and  
Administrative Procedures Reprinted November 1998

Encl: (1) New Page Inserts

1. **Background.** At the 2003 National Convention held at Spokane, Washington, there were 11 proposed bylaw changes, of which seven were approved; and five proposed administrative procedure changes, of which one was withdrawn, two were rejected, and two were tabled.

2. **Summary of Changes**

- a. The proposed bylaw change to increase the Life Member fees was rejected.
- b. Bylaw changes were to provide the National Chaplain the option of reading deceased names aloud or listing them in a program book, or listing them on a single scroll type Honor Roll at the convention Memorial Service. Other bylaw changes was to clarify bonding at both the department and detachment level, what dues are required of Life Members that join more than one detachment, and the voting status of dual members.

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## MARINE CORPS LEAGUE

National Headquarters

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2003 NATIONAL CONVENTION

### 3. Action

a. Remove pages BL 2-1 through 2-8; pages 3-1 and 3-2; 3-5 through 3-11; pages 4-1 and 4-2; pages 5-3 and 5-4; and pages and pages 6-7 through 6-10 and replace them with the corresponding pages in the enclosure.

b. File this page before Change 8 of February 4, 2003.

WILLIAM B. CORLEY, JR.  
National Executive Director

DISTRIBUTION:  
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APPROVED:

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# MARINE CORPS LEAGUE

National Headquarters

February 4, 2003

## **CHANGE 8**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2002 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and  
Administrative Procedures Reprinted November 1998

Encl: (1) New Page Inserts

1. **Background.** At the 2002 National Convention held at Harrisburg, Pennsylvania, there were 7 proposed bylaw changes, of which 3 were approved; 2 proposed administrative procedure changes, of which both were approved; 5 proposed enclosure three (3) changes, of which 3 were approved; 7 proposed enclosure four (4) changes, of which 5 were approved; and 1 proposed ritual change, which was rejected.

### 2. **Summary of Changes**

a. One major change was to the membership of the Marine Corps League, Article Six, Section 600. At the 2001 National Convention, U. S. Navy Corpsmen who had trained with Marine FMF units in excess of ninety (90) days were authorized Regular Membership. The current change further quantified membership requirements to service **“ON ACTIVE DUTY.”** It also provided a provision for some Korean War Era Marines.

b. Other changes were to include a **“Rocker”** for the Regular Member patch that denotes **“Associate Member,”** provided a section on what administrative procedures are required for a detachment’s charter that has been suspended or revoked, and other minor changes.

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## MARINE CORPS LEAGUE

National Headquarters

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2002 NATIONAL CONVENTION

3. **Action**

- a. Bylaws: Remove pages BL 5-1 through 5-6, 6-1 through 6-8. and Bylaws Index pages I through iv and replace them with the corresponding pages in the enclosure.
- b. Administrative Procedures: AP 4-1 through 4-2 and 8-1 through 8-2 and replace them with the corresponding pages in the enclosure.
- c. Enclosures: Remove Enclosure Three (3) in its entirety and replace it with the corresponding pages in the enclosure; remove pages 5 through 14 of Enclosure Four (4) and replace them with the corresponding pages in the enclosure.
- d. File this page before Change 7A of April 15, 2002.

WILLIAM B. CORLEY, JR.  
National Executive Director

DISTRIBUTION:  
National Bylaws, Article Eight (8), Sections 810(a) and (b)

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# MARINE CORPS LEAGUE

National Headquarters

April 15, 2002

## **CHANGE 7A**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2001 NATIONAL CONFERENCE; ADDITIONAL  
CHANGES TO

Ref: (a) 1987 Edition of the National Bylaws and  
Administrative Procedures Reprinted November 1998

Encl: (1) New Page Inserts

1. **Background.** On September 10, 2001, the changes to the National Bylaws and Administrative Procedures, approved at the 2001 Nation Convention in Dearborn, Michigan, were published to the field. There was a misinterpretation as to the action to be taken by the proposed Bylaws Change 3 to Article One, Section 130 – Term of Office. The said bylaw changes were in fact approved by the delegates. In addition, when changes were made to Administrative Procedures, Chapter Six, Section 600 – Charter, page 6-3 was not reprinted.

## 2. **Action**

- a. Bylaws: Remove pages 1-3 and 1-4 and replace them with the corresponding pages in the enclosure.
- b. Administrative Procedures: Add page 6-3 from the enclosure.

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## MARINE CORPS LEAGUE

National Headquarters

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2001 NATIONAL CONVENTION; ADDITIONAL  
CHANGES TO

c. File this page before Change 7 of September 10, 2001.

WILLIAM B. CORLEY, JR.  
National Executive Director

DISTRIBUTION:  
National Bylaws, Article Eight (8), Sections 810(a) and (b)

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# MARINE CORPS LEAGUE

National Headquarters

September 10, 2001

## **CHANGE 7**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2001 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and  
Administrative Procedures Reprinted November 1998

Encl: (1) New Page Inserts

1. **Background.** At the 2001 National Convention held at Dearborn, Michigan, there were 12 proposed bylaw changes, of which 3 were approved; 5 proposed administrative procedure changes, of which 2 were approved; 4 proposed enclosure three (3) changes, of which 3 were approved; 3 proposed enclosure four (4) changes, of which 3 were approved; and 1 proposed ritual change which was not approved.

2. **Summary of Changes**

a. Two major changes were to the membership of the Marine Corps League, Article Six, Section 600. Naval Medical Personnel who had trained with Marine Fleet Marine Force units in excess of ninety (90) days and that earned the Marine Corps Devise (clasp) worn with the Service Ribbon and those who earn the Warfare Devise authorized for FMF Corpsmen are authorized to be regular members in the Marine Corps League. Also, individuals that were only eligible for membership of the Marine Corps League Auxiliary can now also be eligible for associate membership in the Marine Corps League.

b. There were other changes to VAVS awards, when the Marine of the Year Society meets, membership awards, awards, and uniforms.

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## MARINE CORPS LEAGUE

National Headquarters

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2001 NATIONAL CONVENTION

### 3. Action

- a. Bylaws: Remove pages BL 3-9 through 3-11, 6-1 through 6-9, and Bylaws Index pages iii and iv, and replace them with the corresponding pages in the enclosure.
- b. Administrative Procedures: Remove pages AP 3-3 through 3-8, 6-1 and 6-2, and Administrative Procedures Index pages v and vi and replace them with the corresponding pages in the enclosure.
- c. Enclosures: Remove enclosure three (3) and enclosure for (4) in their entirety and replace them with the corresponding pages in the enclosure.
- d. File this page before change 6 of January 2, 2001.

WILLIAM B. CORLEY, JR.  
National Executive Director

DISTRIBUTION:  
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# MARINE CORPS LEAGUE

National Headquarters

January 2, 2001

## **CHANGE 6**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2000 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and  
Administrative Procedures Reprinted November 1998

Encl: (1) New Page Inserts

1. **Background.** At the 2000 National Convention held at New Orleans, Louisiana, there were 5 proposed bylaw changes and 4 proposed administrative procedures changes. Two bylaw changes and 1 administrative procedures change were approved. One bylaw change and 2 administrative procedures changes were withdrawn by the proposers.

### 2. **Summary of Changes**

a. The bylaw changes were to authorize the National Board of Trustees to conduct their business by FAX and e-mail in addition to mail and telephone; and authorize the National Executive Director to be the sole judge of the membership of Members-At-Large.

b. The administrative procedures change deleted the 15 day requirement to deliver to the Marine of the Year Society President at the National Convention all nominations which were received at National Headquarters.

### 3. **Action**

a. Remove pages BL 2-7 and 2-8, BL 6-5 through 6-8. and AP 3-5 and 3-6; and replace them with the corresponding pages in the enclosure.

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## MARINE CORPS LEAGUE

National Headquarters

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2000 NATIONAL CONVENTION

b. File this page before Change 5 page of September 10, 1999.

WILLIAM B. CORLEY, JR.

**DISTRIBUTION:**

National Bylaws, Article Eight (8), Sections 810(a) and (b)

**APPROVED:**

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## MARINE CORPS LEAGUE

National Headquarters

September 10, 1999

### **CHANGE 5**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 1999 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and  
Administrative Procedures Reprinted November 1998

Encl: (1) New Page Inserts

1. **Background.** At the 1999 National Convention held at Denver, Colorado, there were 17 proposed bylaw changes and 16 proposed administrative procedure changes. There were eight bylaw changes approved or approved as amended and eight administrative procedures approved or approved as amended.

### 2. **Summary of Changes**

a. Major changes were to authorize local commandants to prescribe outer wear to be worn over Marine Corps League Uniforms in inclement weather; defined eligibility and term limits for detachment and department officers; changed the cost structure for Corporate Membership; defined all officers to be included under the blanket bond; set-up procedures for recommending Marines to become Honorary Past National Commandants; and made corrections to miniature medals and ribbons' Order of Precedence. There were other minor spelling and grammatical error changes.

b. A Uniform Guide was submitted to be included as a change to the Administrative Procedures. This change was rejected; however, it will be reproduced and become a part of the Officers Guide Book.

### 3. **Action**

a. Remove pages BL 2-7 and 2-8, BL 3-1 and 3-2, BL 4-1 and 4-2, BL 5-1 through 5-4, BL 6-1 through 6-9, BL 8-1 through 8-3, BL Index i through v; AP 3-5 through 3-8, AP 10-1 and 10-2; AP Index 1 through iv; ENCL Three, pages 3 and 4; and ENCL Four, pages 1, 2, 5, 6, 9, and 10; and replace them with the corresponding pages in the enclosure.

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## MARINE CORPS LEAGUE

National Headquarters

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 1999 NATIONAL CONVENTION

b. File this page before Change 4 page of September 21, 1998.

WILLIAM B. CORLEY, JR.

DISTRIBUTION:

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APPROVED:

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## MARINE CORPS LEAGUE

National Headquarters

September 21, 1998

### **CHANGE 4**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 1998 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and  
Administrative procedures Reprinted December 1994

Encl: 91) New Page Inserts

1. **Background.** At the 1998 National Convention held at Syracuse, New York, there were 22 proposed bylaw changes and 19 administrative procedure changes. 10 bylaw changes were approved or approved as amended, and 14 administrative procedure changes were approved or approved as amended.

2. **Summary of Changes.** The majority of changes were to correct spelling or grammatical errors or to better clarify the particular section. The only major change was to approve a **CEREMONIAL - UNIFORM**, authorizing those departments or detachment that have "**COLOR GUARDS**" that may wear a ceremonial uniform that includes the wearing of the Khaki shirt. This uniform may only be worn when participating in ceremonies as Color Guards.

3. **Action**

a. Remove pages BL 2-1 THROUGH 2-4, BL 3-3 and 3-4, BL 4-1 and 4-2, BL 5-1 and 5-2, BL 6-1 and 6-2, BL 6-5 and 6-6, BL 7-1 and 7-2, BL 8-1 and 8-2, and BL Index pages iii and iv; and AP 3-3 and 3-4, AP 5-1, AP 8-1 and 8-2, AP 9-1 and 9-2, AP 9-5 and 9-6, AP 9-9 through 9-12, AP 10-3 and 10-4, Encl Three, pages 3, 4, and 7, Encl Four, pages 5, 6, and 11, and AP Index pages iii and iv, and replace them with the corresponding pages in the enclosure.

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## MARINE CORPS LEAGUE

National Headquarters

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 1998 NATIONAL CONVENTION

b. File this page before Change 3 Page of September 10, 1997.

WILLIAM B. CORLEY, JR.

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APPROVED:

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# MARINE CORPS LEAGUE

National Headquarters

September 10, 1997

## **CHANGE 3**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 1997 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and Administrative Procedures  
Reprinted December 1994

Encl: (1) New Page Inserts

1. **Background**. At the 1997 National Convention held at Nashville, Tennessee, there were 37 proposed bylaw and administrative procedure changes considered by the membership. Three were approved or approved as amended. This was the third change to the reference.

## 2. **Summary of Changes**

(a) **BYLAWS**. Article Five (5), Section 555: add a new subparagraph "(d)" that details where the properties and assets will revert to once a Detachment loses its Charter.

### (b) **ADMINISTRATIVE PROCEDURES**

(1) Revises Enclosure Four (4), "Marine Corps League Awards."

(2) Revises "National Junior Vice Commandant's Awards" portion of Enclosure Four (4).

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## MARINE CORPS LEAGUE

National Headquarters

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 1997 NATIONAL CONVENTION

### 3. **Action**

(a) Remove the "Certification Page" and replace it with the corresponding page in the enclosure.

(a) Remove page BL 5-3 and Enclosure Four (4) and replace them with the corresponding pages in the enclosure.

(c) File this page before Change 2 Page of March 21, 1997.

WILLIAM B. CORLEY, JR.

DISTRIBUTION:

National Bylaws, Article Eight (8), Sections 810(a) and (b)

APPROVED:

WILLIAM SIEBEL  
National Judge Advocate

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## MARINE CORPS LEAGUE

National Headquarters

March 21, 1997

### **CHANGE 2**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 1996 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and Administrative Procedures  
Reprinted December 1994

Encl: (1) Summary of Approved Changes  
(2) New Page Inserts

1. **Background**. At the 1995 National Convention held in Fort Mitchell, Kentucky, there 56 proposed bylaw and administrative procedure changes considered by the membership. Fourteen were approved or approved as amended. This was the second change to the reference.
2. **Summary of Changes**. Enclosure (1) contains a summary of the approved changes.
3. **Action**. Make the following changes to the reference:
  - a. Bylaws. Remove pages BL 2-3, 2-4, 2-5, 2-6, 2-7, 2-8, 3-3, 3-4, 3-5, 3-6, 3-7, 3-8, 3-9, 3-10, 3-11, 6-5, 6-6, 6-7, 6-8, 6-9, and Index pages i through iv, and replace them with the corresponding pages in enclosure (2).
  - b. Administrative **Procedures**. Remove pages AP 2-1, 2-2, 3-3, 3-4, 3-5, 3-6, 3-7, 3-8, 5-1, 6-1, 6-2, 9-1, 9-2, 9-3, 9-4, 9-5, 9-6, 9-7, 9-8, 9-9, 9-10, 9-11, 9-12, 10-1, 10-2, 10-3, 10-4, and Index pages i through v, and replace them with the corresponding pages in enclosure (2).
  - c. Enclosure **Three (3)**. Remove pages 3 through 6 and replace them with the corresponding pages in enclosure (2).
  - d. Enclosure **Four (4)**. Remove pages 5 through 7 and replace them with the corresponding pages in enclosure (2).

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## MARINE CORPS LEAGUE

National Headquarters

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 1995 NATIONAL CONVENTION

e. File this page before Change 1 Page of April 30, 1996.

WILLIAM B. CORLEY, JR.

DISTRIBUTION:

National Bylaws, Article Eight, Section 810(a) and (b)

APPROVED:

JAMES C. BRADFORD, SR.  
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# MARINE CORPS LEAGUE

National Headquarters

April 30, 1996

## **CHANGE 1**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 1995 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and Administrative  
Procedures Reprinted December 1994

Encl: (1) Summary of Approved Changes  
(2) New Page Inserts

1. **Background.** At the 1995 National Convention held in Milwaukee, Wisconsin, there 31 proposed bylaw and administrative procedure changes considered by the membership. Nineteen were approved or approved as amended. This was the first change to the reference.
2. **Summary of Changes.** Enclosure (1) contains a summary of the approved changes.
3. **Action.** Make the following corrections to the reference:
  - a. Bylaws. Remove pages BL 2-5, 2-6, 3-7, 3-8, 3-9, 3-10, 6-1, 6-2, 6-3, 6-4, 6-5, 6-6, 6-7, 6-8, 7-1, 7-2, 8-1, 8-2, and Index pages i through v, and replace them with the corresponding pages in enclosure (2).
  - b. Administrative **Procedures.** Remove pages AP 2-1, 2-2, 2-3, 2-4, 2-5, 2-6, 3-1, 3-2, 3-3, 3-4, 3-5, 3-6, 3-7, 6-1, 6-2, 8-1, 8-2, 9-3, 9-4, 9-5, 9-6, 9-7, 9-8, 9-9, 9-10, 9-11, 9-12, and Index pages i through v, and replace them with the corresponding pages in enclosure (2).
  - c. Remove Enclosure (6) and replace it with the corresponding page in enclosure (2).

*“Once a Marine, Always a Marine”*

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## MARINE CORPS LEAGUE

National Headquarters

d. In the "Certification Page" of the December 1994 reprint, line out the words "...a two-thirds majority of..."

c. File this page at the beginning of the reference.

WILLIAM B. CORLEY, JR.  
National Executive Director

DISTRIBUTION:  
Bylaws, Article Eight, Section 810 (a) and (b)

APPROVED:

JAMES BRADFORD  
National Judge Advocate

NATIONAL BYLAWS AND  
ADMINISTRATIVE PROCEDURES

NATIONAL BYLAWS COMMITTEE

Lirwood P. Liner, Sr., PNC, Chairman	Louisiana
Alexander F. Donnelly, Member	New York
Mike Pranger, Member	Virginia
Douglas Fisk, Member	Connecticut
Angle M. Rodriguez, Member	Florida
Robert Applebaum, Member	New Jersey
Tim L. Martin, Member	Illinois

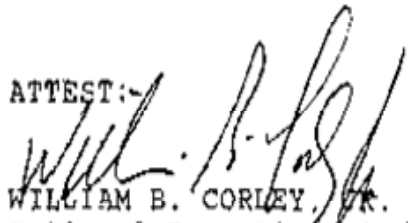
CERTIFICATION

l-1-95  
- I, Diana Dils, National Judge Advocate of the Marine Corps League, do hereby certify that the changes to the bylaws and administrative procedures as contained hereafter that were approved by ~~a two-thirds majority~~ of the delegates present a voting at the 71st National Convention of the Marine Corps L in Cherry Hill, New Jersey on 9 August 1994, and previous ch made subsequent to the 64th National Convention in Phoenix, Arizona on 13 August 1987 have been incorporated in this rep of December 1994. Furthermore, that all previous copies of National Bylaws and Administrative Procedures are considered obsolete.



DIANA DILS

ATTEST:-

  
WILLIAM B. CORLEY, JR.  
National Executive Director



NATIONAL BYLAWS AND  
ADMINISTRATIVE PROCEDURES  
APPROVAL

The National Bylaws and Administrative Procedures were presented to the 63rd National Convention of the Marine Corps League in Boston, Massachusetts, 11-15 August 1986, and were accepted by that body on 14 August 1986 to become effective on 1 January 1987.

Bylaws Committee:

William J. Galvin, Chairman	-- New York
Raymond R. Berling, Co-Chairman	-- Ohio
Lawrence E. Hoffman, National Judge Advocate	-- Florida
Lewis W. Loeven, Member	-- New York
John P. Sawyer, Member	-- Florida
Hoyt M. Whitaker, Member	-- Florida
Thomas Putnoky, Member	-- Florida

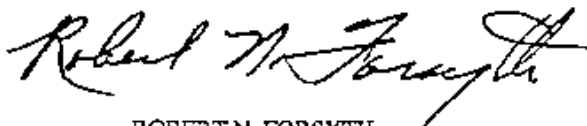
CERTIFICATION

I, William J. Galvin, National commandant of the Marine Corps League, do hereby certify that the bylaws and administrative procedures as contained hereafter were approved by a two-thirds majority of the delegates present and voting at the 63rd National Convention of the Marine Corps League in Boston, Massachusetts, on 14 August 1986 and the 64th National Convention in Phoenix, Arizona on 13 August 1987.



WILLIAM J. GALVIN

Attest:



ROBERT N. FORSYTH  
Executive Director



*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*  
*Franklin D. Roosevelt*

*Wm. B. Bankhead*  
Speaker of the House of Representatives

*Charles McNary*  
President of the Senate pro tempore



## **PREAMBLE**

In the name of the beneficent God of all, we who have honorably served or are now honorably serving our country in the United States Marine Corps, for the common good of this Nation, and all nations and people of the world, and in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Marine Corps, to protect and advance the welfare of wounded and disabled Marines and FMF Corpsmen and their dependents, and for the further purposes set forth hereinafter, do solemnly and firmly associate ourselves together in a non-profit corporation known as the "Marine Corps League" and order and establish these Bylaws.

**CH 14-08**



1987 EDITION  
**NATIONAL**  
**BYLAWS**

Reprinted February 2010

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**BYLAWS**  
**ARTICLE ONE**  
**NATIONAL CONVENTIONS**

**SECTION 100 - AUTHORITY.** The supreme legislative and policy making power of the Marine Corps League shall be vested in a National Convention composed of the properly elected, registered, and approved Delegates in good standing.

**SECTION 101 - COMMITTEES - NATIONAL CONVENTION.** The National Convention Administrative Committees shall be: Credentials, By-laws, Resolutions, Rules, and Standing Committees.

**SECTION 105 - CREDENTIALS - DELEGATES, ALTERNATES, MEMBERS**

(a) Delegates, Alternates, and Members desiring to attend business sessions of a National Convention must possess a paid up membership card, plus properly executed and signed credentials, and must be registered with, and approved by, the Convention Credentials Committee.

(b) Detachment Delegates and Alternates to the National Convention shall be determined on the basis of said Detachment's membership on record at National Headquarters as of June 30 immediately preceding the National Convention. The delegate voting strength of each Detachment shall be as follow: for the first fifteen (15) Regular members, one (1) Delegate and one (1) Alternate; for each additional full block of fifteen (15) Regular members, one (1) Delegate and one (1) Alternate; for a partial number of fifteen (15) Regular members, one (1) Delegate and one Alternate. However, no Delegate strength of a Detachment shall be computed by including Associate members or Honorary members in such Detachment's total membership.

(c) Should a Department or a Detachment be in default of payments of funds from any source due the National Headquarters as of June 30, prior to the National Convention, such fact shall be reported by the National Adjutant/Paymaster to the affected Detachment, and to the National Convention Credentials Committee. The Credentials of that Detachment's Delegates and Alternates shall not be approved unless settlement is made by the Detachment's Delegates at the convention site in cash, unless previously resolved.

(d) A Detachment which, as of June 30 immediately prior to the current National Convention, fails to report on standard transmittal forms to National Headquarters that it has fifteen (15) or more members, the National Adjutant/Paymaster shall report such fact to the National Convention Credentials Committee which shall not approve that Detachment's Delegates and Alternates.

BL 1-1

(e) Notwithstanding the provisions of Section 105(d) above, no paid member in good standing may be deprived of his individual vote at a National Convention.

(f) Delegate/Alternate cards of a Detachment may only be claimed by a registered member of that Detachment.

### **SECTION 110 - VOTING**

(a) Except as otherwise provided in these Bylaws, a fifty (50%) percent plus one (1) vote by the delegates voting shall carry any measure and decide any issue.

(b) Each Delegate complying with Section 105 is entitled to cast a vote for fifteen (15) members, providing that the total vote of the Detachment's delegates does not exceed the Detachment's membership strength. Such Delegate, or Alternate in the absence of a Delegate present at the time of voting may, on behalf of registered and approved absent Delegates, cast the vote of the Detachment's full voting strength.

(c) A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates, except as provided for in (e) below.

(d) A Department Commandant, being a registered and approved Delegate, or his registered and approved designee, in the Department Commandant's absence, may cast the full voting strength of the Department, subject to the will of, and in the manner specified by the registered and approved Delegates present from the Department.

(e) In the event of a challenge by a registered Delegate to the stated vote of his Department, the roll call vote of each Detachment of said Department shall be called. Upon the calling of each Detachment so registered, a Delegate of each Detachment shall rise, if not restricted by physical impairment, and identify himself as a registered Delegate, authorized to cast the vote on behalf of that Detachment.

**SECTION 115 - ELECTIVE OFFICERS.** The National Officers to be elected by each National Convention shall be: National Commandant, National Senior Vice Commandant, National Junior Vice Commandant, National Judge Advocate, National Vice Commandants and Assistant Vice Commandants of Divisions as hereinafter provided.

### **SECTION 120 - NOMINATIONS**

(a) Each nomination for an elective National office shall be made from the floor no later than the day preceding the day on which the elections are to be held. Each nominee shall be a regular member in good standing in the Marine Corps League at the time of his nomination. Each nominee, when called upon, shall rise, if not restricted by a physical impairment, and state to the Chair that if elected, he will accept the office and serve loyally, faithfully, and to the best of his ability during the term to which elected.

(b) A Division whose Vice Commandant's term is expiring shall caucus prior to the time of nominations and select its nominee, presenting the name of that nominee when Division Vice Commandants' nominations are called for. Such nominee must be on the floor at the time of nomination, and must be a member in good standing and reside in that Division.

(c) A Division whose Assistant Vice Commandant's term is expiring shall caucus prior to the time of nominations and select its nominee, presenting the name of that nominee when Assistant Division Vice Commandants are called for. Said nominee must be on the floor at the time of nomination, and must be a member in good standing and reside in that Division.

### **SECTION 125 - ELECTION**

(a) The election of National Officers shall be the last order of business of the National Convention. The election of the National Commandant, National Senior Vice Commandant, National Junior Vice Commandant, and National Judge Advocate shall be conducted in this order by a Roll Call vote. Following this procedure the election of Division Vice Commandants and Assistant Division Vice Commandants shall be conducted by acclamation.

(b) Before voting begins, the National Commandant shall select two (2) Past National Commandants and two (2) Past Department Commandants to supervise voting and correctly tally the votes cast. Two (2) shall act as Tellers and two (2) as Judges.

(c) The election of officers shall not begin until the appointed election tellers and judges advise the Chair that they are prepared to supervise the election. When it is so advised, the Chair shall then call for the "Election of Officers." Upon such announcement, the Chair shall not accept or entertain any issue, question or subject which is not strictly related to the roll call being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the convention floor until the roll call vote in progress is concluded.

(d) A majority of the votes cast is required to elect National Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed five (5) minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

**CH 7-01 SECTION 130 - TERM OF OFFICE.** National Officers shall be elected for a term of one (1) year and may stand for re-election one consecutive additional year. National Division Vice Commandants and Division Assistant Vice Commandants shall be elected for a term of two (2) years and may stand for re-election for one (1) consecutive additional term.

**SECTION 135 - QUORUM.** The minimum number required to transact the regular and

legal business of a National Convention shall be the registered and approved Delegates in good standing from a majority of all Departments.

**SECTION 140 - RIGHT TO SPEAK**. All registered Delegates, when recognized by the Chair and not so expressly prohibited by the National Bylaws, shall have the right to speak on any subject and all issues brought to the convention for its consideration. Each registered National Officer, Past National Commandant, Department Commandant, and member in good standing may be granted the floor by the Chair.

**CH 16-10 SECTION 150 - PARLIAMENTARY AUTHORITY** The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Marine Corps League assemblies in all cases to which they are applicable and in which they are not inconsistent or in conflict with these Bylaws and Administrative Procedures and any special rules of order that the Marine Corps League may adopt.

**BYLAWS**  
**ARTICLE TWO**  
**NATIONAL BOARD OF TRUSTEES**

**SECTION 200 - COMPOSITION.** The National Board of Trustees shall be composed of the following:

- (a) National Commandant
- (b) National Senior Vice Commandant
- (c) National Junior Vice Commandant
- (d) National Judge Advocate
- (e) National Vice Commandants of Divisions
- (f) The Assistant National Vice Commandant of the Division in the absence of the National Vice Commandant.
- (g) Junior Past National Commandant

**SECTION 205 - POWERS.** In between conventions, in compliance with the provisions of the Congressional Charter, the National Bylaws and Administrative Procedures and the Directives and Mandates of the National Convention, the Powers and Authority of the National Board of Trustees shall be:

- (a) To authorize the employment of personnel and approve their compensation.
- (b) To issue, suspend or revoke for cause a charter granted to a Department or Detachment.
- CH 4-98** (c) To promulgate a Ritual for the proper conduct of official meetings and ceremonies, and such other information as is deemed advisable, for the establishment of uniform procedures throughout the organization.
- (d) To suspend or remove from office for cause any National, Department or Detachment officer and to suspend or expel any member for cause. (See Chapter Nine, Sections 909 and 912 of the Administrative Procedures.)
- (e) To determine which National, Department and Detachment officers shall be bonded, and to fix the amount of such bond.
- (f) To establish, publish, and be responsible for an official League publication.

(g) To exercise such powers and to do such other actions as are compatible with the National Bylaws and Administrative Procedures which are in the best interest of the Marine Corps League, and to exercise executive power between National Conventions.

(h) To approve or disapprove the minutes of the National Convention at the next regularly scheduled Mid-Winter Staff Meeting of the Marine Corps League, following the Convention, only to the degree of correcting errors or omissions.

**SECTION 210 - DUTIES - BOARD MEMBERS.** In addition to the specific duties of the individual Board Members, as hereinafter stated, it shall be the duty of each member of the Board to acquire a working knowledge of the National Bylaws and Administrative Procedures of the Marine Corps League. The specific duties of the Members of the National Board of Trustees shall be:

**CH 9-03 (a) NATIONAL COMMANDANT** shall be the Chief Executive Officer (CEO) of the Marine Corps League and shall preside at all sessions of the National Convention and at all meetings of the National Board of Trustees. The National Commandant together with the National Board of Trustees shall have direction and control of the executive and administrative affairs of the Marine Corps League between National Conventions. In addition, the National Commandant shall:

(1) Observe and enforce the observance of the Congressional Charter and the National Bylaws and Administrative Procedures of the Marine Corps League.

(2) Direct to all Officers and Members such orders as are not in conflict with the National Bylaws and Administrative Procedures which are necessary for the proper conduct of business.

(3) Call such meetings of the National Board of Trustees as are required by the National Bylaws and Administrative Procedures.

(4) Seek the advice of the National Board of Trustees and Staff.

(5) With the National Adjutant/Paymaster and the National Comptroller, have custody of all funds and property of the Marine Corps League, subject to the supervision of the National Board of Trustees.

(6) With the advice and consent of the National Board of Trustees, appoint the following National Staff officers:

(a) National Executive Director

(b) National Adjutant/Paymaster

(c) National Comptroller

- (d) National Auditor
- (e) National Chaplain
- (f) National Director of Conventions
- (g) National Chief of Staff
- (h) National Editor, Marine Corps League Publication
- (i) National Director of Veterans' Service
- (j) National Director of Youth Activities
- (k) National Aides-de-Camp
- (l) National Historian
- (m) National Sergeant-at-Arms
- (n) National Director of Public Relations
- (o) National Liaison Officers (as required)
- (p) National Legislative Officer
- (q) National VAVS Representative
- (r) National Merchandise Manager

**CH 4-98** (s) National Protocol Officer

**CH 16-10** (t) National Parliamentarian

(7) With the advice and consent of the National Board of Trustees, appoint such standing committees as are deemed necessary. However, the committee of "Marine of the Year" shall be as is provided in the Administrative Procedures, Chapter Three, Section 300(i).

(8) Approve or disapprove all requisitions of the Adjutant/Paymaster which are in excess of Five Hundred (\$500.00) dollars.

(9) Represent the Marine Corps League at all social functions and ceremonies in such a manner as will enhance the dignity, honor, and prestige of this organization.

(10) Perform such other duties as are directed from time to time.

(11) Invite speaker for the National Convention Banquet. The Commandant of the Marine Corps shall **BE FIRST CHOICE**. In the event the Commandant cannot accept, the National Commandant will discuss with the National Director of Conventions alternate speakers. Final choice is the prerogative of the National Commandant.

(b) **NATIONAL SENIOR VICE COMMANDANT** shall give every assistance to the National Commandant, and during the absence or illness of the National Commandant, perform the duties of that office. He shall preside over all Department Commandants' Council Conferences and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the Marine Corps League.

(c) **NATIONAL JUNIOR VICE COMMANDANT** shall create and promulgate such membership incentives and programs as will produce enthusiastic response resulting in continuous membership growth. In the absence or illness of the National Commandant and the National Senior Vice Commandant, he shall perform the duties of that office.

(d) **NATIONAL JUDGE ADVOCATE** shall interpret the National Bylaws and Administrative Procedures. He shall advise, construe, counsel, and render opinions on questions of Law and Procedure to the National Commandant, National Board of Trustees, National Staff, Departments, and Detachments when so required in the manner outlined hereafter:

(1) At the National Conventions, upon the request of an approved Delegate, through the Chair, the National Judge Advocate shall render an opinion on Law and Procedure to the Chair, whereupon the Chair will rule on the opinion and the question, which ruling shall be final unless appealed by an approved Delegate, whereupon the National Judge Advocate will put the Question, "Shall the ruling of the Chair be sustained?" A standing vote of approved Delegates will be called, and two-thirds (2/3rds) of the total vote will be required to reverse the ruling of the Chair.

(2) At National Board meetings, the same procedure shall apply, and two-thirds (2/3rds) of the National Board of Trustees present and voting will be required to reverse the ruling of the Chair.

**CH 2-96** (3) On all questions of Law and Procedure pertaining to the Marine Corps League or any of its subsidiaries referred to this officer through channels, the National Judge Advocate shall rule in writing, mailing copies of the ruling to the parties concerned and to the National Commandant, and such ruling shall be binding unless and until reversed by the National Board of Trustees or the National Convention.

(4) The National Judge Advocate may not hold the office of Judge Advocate in either his Department or Detachment. If this be the case, then the resignation from the lower office shall be required upon being sworn into the National Office.

(e) **NATIONAL VICE COMMANDANTS OF DIVISIONS** shall:

(1) Be held accountable to the National Board of Trustees for the care and proper administration of their Division.

(2) Arrange for, convene, and supervise not less than one (1) Division Conference each year for the purpose of discussing Division problems, planning and executing means and methods of strengthening and increasing the effectiveness of the Division.

(3) Arrange for detailed schools of instruction.

(4) Make every continuing effort to establish new detachments and departments within their Division. The National Vice Commandants may institute a PROVISIONAL Department in any State having one or two legally established detachments and appoint a PROVISIONAL Department Commandant and Aides from within those detachment(s), the task of organizing sufficient additional detachment(s) to create a permanent department within one (1) year of the date from the creation of the Provisional Department.

**CH 2-96** (5) Appoint a Division Adjutant/Paymaster and a Division Sergeant-At-Arms, and a Division Aide-de-Camp in each department within their respective divisions, when in the opinion of this officer, such action is necessary to assist in the constructive growth and enhancement of the Division.

(6) All National Division and Assistant Vice Commandants handling Division monies shall be bonded. The National Division and Assistant Vice Commandant and the Division Adjutant/Paymaster or Division Paymaster, whichever is applicable, will be covered under a blanket bond, paid for by National Headquarters.

(7) The National Assistant Division Vice Commandant will represent his Division in the absence of the National Division Vice Commandant.

(a) Perform additional duties as directed by the National Division Vice Commandant.

(b) All authorized expenses of the National Assistant Division Vice Commandant, approved by the National Division Vice Commandant, will be charged against the allocated budgeted amount for that National Division Vice Commandant.

(f) **JUNIOR PAST NATIONAL COMMANDANT** shall be a full voting member of the National Board of Trustees, contributing generously and impartially from past experience to the best interest of the Marine Corps League. The Junior Past National Commandant shall preside at all Past National Commandant Council Conferences, seeking therein to build membership strength.

**SECTION 215 - VACANCY** - The order of succession to the office of National Commandant shall be (1) National Senior Vice Commandant, and (2) National Junior Vice Commandant. In the event of other vacancies on the National Board of Trustees, the National Commandant, with the advice and consent of the remaining Board members, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur through failure to attend two consecutive officially called meetings of the National Board of Trustees or in the case of removal from office for cause.

**SECTION 220 - BOARD MEETINGS**

(a) The National Board shall meet:

(1) Annually, immediately prior to each National convention to close out the executive administration of the National Board of Trustees from that fiscal year; to finalize preparation for the ensuing convention (Administrative Procedures, Chapter Two, Section 210); and to identify pending and unaccomplished executive actions warranting further action by the Convention or by the National Board of Trustees during the ensuing fiscal year.

(2) Annually, immediately after adjournment of each National Convention for the purpose of selecting appointive National Officers and Standing committees and for the transaction of such other business as may properly come before it.

**CH 1-95** (3) Annually, during the month of January or February (to be known as the Mid-Winter National Staff Meeting) at a location chosen at least one year in advance by the National Board of Trustees.

(4) At the call of the National Commandant, for special emergency reasons, providing that a quorum of the Board is assured through the conduct of polling by the National Adjutant/Paymaster of the National Board of Trustees prior to the issuance of the call for a special Board meeting.

**CH 16-10** (b) The conduct of business at all National Board Meetings shall be governed by the National Bylaws and Administrative Procedures, and the parliamentary reference shall be the current edition of *Robert's Revised Rules of Order Newly Revised*, in accordance with Section 150 of these Bylaws.

**SECTION 225 - QUORUM** - The presence of a majority of the National Board of Trustees shall constitute a quorum for the transaction of business.

**SECTION 230 - VOTING** - Each National Board Member shall have one (1) vote. There shall be NO proxy voting. The National Judge Advocate shall abstain from voting on all matters wherein an official opinion has been rendered by the National Judge Advocate.

**CH 6-00** (a) Between National Conventions, the National Board of Trustees is empowered to conduct business at any regular or special meeting, or by mail or telephone or fax or e-mail.

(b) All business by mail requiring a YES or NO vote shall be handled routinely by the National Adjutant/Paymaster who shall mail to every Board Member an identical copy of the question on a printed ballot containing spaces for the YES or NO vote, a space for the voter's signature, and a space for entry date.

(c) Upon receipt of a mail ballot forwarded by certified mail return receipt requested, each Board of Trustees Member shall cast his vote and complete as indicated. The ballot shall be returned to National Headquarters as soon as practicable. A Board of Trustees member failing to return his ballot within a reasonable period, as determined by the National Adjutant/Paymaster, will be recorded as not voting. A reasonable period in this case shall be determined by the mail delivery time required between the mailing address of the member of the National Board of Trustees and the National Headquarters.

(d) The National Adjutant/Paymaster shall keep a record of all ballots mailed with the date of mailing, a record of the date of the return ballot, and shall mail to each Board Member identical tallies reflecting results of the balloting by showing the vote of each Board Member and the total YES and NO votes.

(e) All business by telephone requiring a YES or NO vote shall be handled routinely by the National Adjutant/Paymaster, calling each Board Member, identically stating the questions to be considered, and asking for a YES or NO vote. The National Adjutant/Paymaster may tape record each call and vote. Failure to respond with a vote upon telephone request shall be recorded as NOT voting.

(f) Upon request by a National Board of Trustee Member, a specific time extension may be granted within which the member must call back to cast the telephone vote, such time extension not to exceed 24 hours.

(g) The National Adjutant/Paymaster shall make tallies of the telephone balloting, reflecting results as prescribed for those used in reporting results of mail balloting, and shall mail identical copies of the tallies to each National Board of Trustees Member.

(h) The results of each mail and telephone balloting shall be made available to the National Board of Trustees within five (5) business days after compiling of the vote. Following each balloting by the National Board of Trustees, the results of such vote, in detail for the information of the membership, shall be published in the next issue of the official Marine Corps League publication.

**CH 6-00 SECTION 240 - EXPENSES** - The Marine Corps League shall reimburse the National Board of Trustees (and others as determined by the Board) for expenses incurred in attending the Mid-Winter National Staff Meeting, provided said expenses do not exceed the amount budgeted in the National Budget.

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**BYLAWS**  
**ARTICLE THREE**  
**NATIONAL STAFF**

**SECTION 300 - COMPOSITION** - The National Staff shall be comprised of the National Board of Trustees, Assistant Division Vice Commandants, appointed National Staff Officers, Committee Chairmen, Liaison Officers, Past National Commandants and Department Commandants' Councils, being identified collectively as staff officers and individually as a staff officer.

**SECTION 305 - POWERS** - The power and authority of the National Staff shall be the same as that of the National Board of Trustees, except that Assistant Division Vice Commandants, Staff Officers, Committee Chairmen, Liaison Officers, the Past National Commandants, and Department Commandants' Councils shall have no vote and shall not be considered in determining a quorum for National Board of Trustees meetings.

**SECTION 310 - DUTIES - STAFF OFFICERS** - The National Staff Officers shall acquire a working knowledge of the National Bylaws and Administrative Procedures of the Marine Corps League, and shall act as assistants to the National Board of Trustees with individual specific duties:

(a) **NATIONAL EXECUTIVE DIRECTOR** shall:

**CH 9-03** (1) Be employed by the National Board of Trustees and shall be directly responsible to that body. He/she shall be the Chief Operating Officer (COO) of the Marine Corps League with the responsibility for the management and direction of all programs, activities, and affairs of the Marine Corps League, providing assistance to all committee and staff officers as requested. All matters which are under the jurisdiction of the National Judge Advocate (NJA)(Article Two, Section 210(d) applies), must be referred to the NJA. In addition, all matters concerning the following must be referred to the NJA with a copy to the National Commandant without personal comment:

(a) Request for interpretation of the National Bylaws and Administrative Procedures.

(b) Disagreements of any nature referred to the Marine Corps League for adjudication by member(s) of the Marine Corps League, subsidiaries or subordinate groups (Article Seven, National Bylaws is applicable).

(2) Be responsible for the employment and the termination of employment and the determination of compensation of National Headquarters Staff Members and supporting personnel as determined by the National Board of Trustees within approved budget guidelines, with the exception of the National Staff Officers appointed by the National Commandant, whose termination must be approved by the National Board of Trustees.

(3) Determine the compensation for the National Headquarters administrative staff/support personnel within the approved budget guidelines.

(4) Perform all of the ordinary and necessary business of the Marine Corps League, including the approval of purchase orders for materials and services, attend to normal business operations within the bounds of budgetary limitations and guidance as provided by the National Board of Trustees.

(5) Bring to the attention of the National Commandant and/or the National Board of Trustees all matters of extraordinary expense, significance, or importance, and where appropriate or otherwise required by other provisions of the National Bylaws and Administrative Procedures, obtain approval through mail or telephone vote of a majority of the National Board of Trustees, prior to the execution of such matters.

(6) Supervise the League's National Headquarters.

(7) Be responsible for the editing, printing, publication, and distribution of the Marine Corps League's national publication.

(8) Serve as Secretary of the Corporation, and in that capacity, shall be directly responsible to the National Board of Trustees.

(9) Keep the minutes of all National Conventions, board meetings, and perform such other duties as are usually assigned to a Corporation Secretary.

(10) Mail to each Detachment and Department within sixty (60) days following each National Convention and each meeting of the Board of Trustees, a brief summary of the minutes showing actions and decisions affecting the National Bylaws, Administrative Procedures, and policy.

**CH 5-99** (11) Publish and distribute two copies to each Department and Detachment Judge Advocate, quarterly, the opinions and rulings of the National Judge Advocate filed with National Headquarters.

(12) Receive and review all National Committee reports and correspondence, and, where appropriate, forward copies to the National Board of Trustees for information, consideration, or concurrence.

(13) With the National Commandant, prepare and transmit to the Congress of the United States, on or before the first day of December in each year, a report of the proceedings and activities of the Marine Corps League for the preceding year, including a full and complete statement of receipts and disbursements during the said calendar year. Such an accounting is to be made by a CPA and must be received from the National Adjutant/Paymaster on or before November 15th of said calendar year.

(14) Perform such other duties as may be assigned by the National Commandant and/or the National Board of Trustees.

(15) Surrender to the duly appointed successor all Marine Corps League books, records, and other property with which the office is charged.

(16) Not hold any other position on the National Staff.

(17) Mail to each living Past National Commandant any and all material sent to the National Board of Trustees.

(b) **NATIONAL ADJUTANT/PAYMASTER** shall:

(1) Be employed by the National Board of Trustees and be responsible to that body.

(2) Serve as an assistant to the National Executive Director.

(3) Serve as an assistant to the National Comptroller and perform such duties as may be directed or appropriate.

(4) Conduct a census of the total membership of the Marine Corps League for the purpose of determining delegate and alternate delegate entitlement for the ensuing annual National Convention. Such census shall be conducted effective June 30, annually, and at such other times as determined by the National Board of Trustees.

(5) Serve as the Corporation's Treasurer, and, in that capacity, shall be directly responsible to the National Board of Trustees.

(6) Cause to be kept all proper and necessary books for the recording of all the business of the Marine Corps League, including a correct record of all membership accounts.

(7) Receive all monies, keeping a record of their source and purpose, and shall deposit said monies, in approved and Federally insured accounts, including checking or savings accounts. All monies deposited shall be in the name of the Marine Corps League, Inc. only.

(8) Close the books for the collection of dues and for the determination of voting rights on June 30, prior to each National Convention.

**CH 4-98** (9) Establish the Fiscal Year for the Marine Corps League for financial accounting purposes annually from July 1, to June 30, following, and provide such assistance necessary to the CPA to ensure that the annual audit of the Marine Corps League will be completed on or before October 15th of said calendar year. CPA report must be given to the National Comptroller on or before November 1st of said calendar year.

(10) Cause the agency or firm that conducts the annual audit to include a statement or comment advising of deficient procedures and/or, based on experiences of other business practices, include such recommendations for improvement in techniques, practices, or general management as may be appropriate.

**CH 4-98** (11) Maintain adequate inventories of office supplies and merchandise, receive all invoices for services and material(s), and cause payment for all authorized expenditures.

(a) In the event that a National Merchandise Manager was not appointed, becomes incapacitated, or is removed for cause, the National Adjutant/Paymaster will assume these duties.

(12) Supply the National Credentials Committee with a complete record of all Detachment's strength, allowed on the basis of each Detachment's membership strength as received at National Headquarters as of June 30 annually.

(13) Surrender to the duly appointed successor all Marine Corps League books, records and other property with which the office is charged.

**CH 2-96** (14) Will be responsible for setting the retail prices of merchandise.

**CH 2-96** (15) Will cause an inventory of merchandise to be conducted in conjunction with the CPA audit at June 30.

(c) **NATIONAL COMPTROLLER** shall:

(1) Administer the allocation of funds for National Headquarters, National Committees, National Programs, and all other expenditures in the National Budget approved by each National Convention.

(2) Assure that all funds received by National Headquarters are deposited in the General Fund Account and identified for specific use by accounting procedures on the General Ledger of the Marine Corps League.

(3) Be responsible for disbursing all funds of the Marine Corps League. In his absence, and upon approval of the National Commandant, the Comptroller may designate an alternate to sign checks. The Comptroller may place in certificates of deposit or into investments approved by the National Board of Trustees such funds as are pre-determined to be in excess of the current cash operating needs of the organization.

(4) Prior to the opening of the National Convention, advise the National Credentials Committee of any indebtedness to National Headquarters by any Detachment or Department of the Marine Corps League; provided as of July 31 preceding the National Convention such indebtedness is in default in excess of thirty (30) days.

(5) Not to make, nor permit to be made any expenditure of Marine Corps League funds in excess of those specifically provided by the annual Budget adopted by each National Convention, but shall refer such proposed excessive expenditure to the attention of the National Board of Trustees. If such proposed expenditures of Marine Corps League funds are approved by a two-thirds (2/3rds) vote of the full membership of the National Board of Trustees, such expenditures may be made. Any officer or member making such expenditures in violation of this provision shall be subject to disciplinary action in accordance with the provisions of the National Bylaws and Administrative Procedures.

(6) Initiate the fiscal year of the Marine Corps League on the first day of July for accounting purposes only.

(7) Surrender to the duly appointed successor all Marine Corps League books, records, and other property with which the office is charged.

(8) Review with the CPA, its report for accuracy, make any revisions deemed necessary. Instruct National Adjutant/Paymaster to deliver accepted report to the National Executive Director on or before November fifteenth (15th) of said calendar year.

(d) **NATIONAL AUDITOR** shall:

(1) Be directly under the control of, and answerable to, the National Board of Trustees.

(2) As directed by the National Board of Trustees, closely observe and thoroughly review all of the financial operations, financial affairs and financial records of the Marine Corps League and all of its subsidiaries and subordinate organizations, groups, and activities.

(3) Appoint such Audit Committee Members, with the approval of the National Board of Trustees, as may be necessary to perform the duties and tasks assigned.

(4) Perform such other duties which are directed by the National Commandant or the National Board of Trustees.

(e) **NATIONAL CHAPLAIN** shall:

(1) Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the National Bylaws and Administrative Procedures of the Marine Corps League.

**CH 9-03** (2) Be responsible for and have charge of arranging and conducting an impressive, dignified and inspiring non-denominational memorial service at each National Convention, including in such ceremony representatives of those subsidiaries that are appropriate.

Memorial service shall include a list of Marine Corps League members who have died during the past year which will be either READ ALOUD or WRITTEN in “program book” form to be distributed to those in attendance or as a single scroll type Honor Roll prominently displayed at the Memorial Service site.

**CH 9-03** (3) As the National Chaplain receives notification of a Marine Corps League member’s demise he will forward that information to the Editor of Marine Corps League’s National Publication to be listed in the next issue in the section entitled “TAPS.”

(f) **NATIONAL DIRECTOR OF CONVENTIONS** shall, as Chairman of and with the National Convention Committee, perform those duties outlined under the Administrative Procedures, Chapter Three (3), Section 300(e).

(g) **NATIONAL CHIEF OF STAFF** shall perform as a Staff Officer, coordinating staff functions and planning for the National Commandant and assuming other administrative tasks as assigned by the National Commandant.

(h) **NATIONAL EDITOR, MARINE CORPS LEAGUE PUBLICATION** shall, under the direction of the National Executive Director, have supervision and control of the editing and printing of the Marine Corps League publications.

(i) **NATIONAL DIRECTOR OF VETERANS SERVICE** shall:

(1) Be employed by the National Headquarters of the Marine Corps League and be responsible to the National Executive Director for the performance of his duties.

(2) Become acquainted with the Federal Laws and with their interpretations and applications, and with the regulations and interpretations of Federal regulations of Governmental agencies and other institutions within the framework of service to veterans.

(3) Prescribe training, practices, and instructions for Detachment and Department designated Service Officers.

(4) Assist Marine veterans, and veterans of all U.S. Military services upon request, and their dependents, widows or widowers, in securing the benefits provided by law and regulations.

(5) Be in charge of all Veterans' Administration activities of the Marine Corps League.

(6) Supervise all Service Officers of constituent units.

(7) Prepare and amend when necessary, such regulations, instructions, or procedures as may be required to affect a viable National Service Program, including the publication and distribution of same.

(8) Certify the names of Service Officers who have been selected by the various Departments and Detachments.

(9) Conduct such workshops or training seminars in conjunction with the National Service Committee as may be appropriate toward the improvement and enhancement of the Service Officer and Service Committee Programs.

(10) Perform such other duties as may be prescribed from time to time by the National Board of Trustees or the National Executive Director.

(j) **NATIONAL DIRECTOR FOR YOUTH ACTIVITIES** shall, under the direction of the National Board of Trustees, have supervision and direction of all committees and programs engaged in any way with activities concerned with America's Youth. This Director shall also act as National Liaison Officer to the Marine Military Academy.

(k) **NATIONAL AIDES-DE-CAMP** shall:

(1) Be appointed by the National Commandant from those members recommended by the respective National Division Vice Commandants, not to exceed one per Division.

(2) Be responsible to the National Commandant.

(3) Have their activities coordinated with the National Vice Commandant of their respective Division, the National Chief of Staff, Department Officers, and Detachment Commandants.

(4) Make suitable protocol arrangements attendant to visits of the National Commandant, members of the National Board of Trustees, and/or Past National Commandants.

(5) When appropriate, coordinate media coverage in connection with visits of the aforementioned officers.

(6) Obtain necessary biographical and photographic needs in advance of aforementioned officers or distinguished visitor guests of the Marine Corps League who visit Marine Corps League entities within their respective Divisions.

(7) At all National meetings of the Marine Corps League, report to the National Chief of Staff and carry out official assignments as may be required, and/or directed.

(l) **NATIONAL HISTORIAN** shall, under the direction of the National Board of Trustees, assemble and maintain a record of the Marine Corps League history of achievements.

(m) **NATIONAL SERGEANT-AT-ARMS** shall preserve order at National Conventions

and perform such other duties as are required by the National Commandant. The National Sergeant-At-Arms is empowered to deputize such Deputy Sergeants-At-Arms and Field Music as may be necessary for the proper performance of his duties.

(n) **NATIONAL DIRECTOR OF PUBLIC RELATIONS** shall act as the Public Relations and Press Officer for the National Organization, and perform such other duties as are assigned by the National Commandant.

(o) **NATIONAL LIAISON OFFICERS** shall maintain close contact with the Navy Department, the United States Marine Corps, and all veteran unit organizations or associations of the Marine Corps; assist and promote coordination and cooperation between the League and the United States Marine Corps and the Navy Department; become acquainted with and inform the League, through the National Commandant, with the ways and means by which the Marine Corps League can render aid and assistance to the Naval and Marine Corps establishments, and aid and assist the National Commandant in accomplishing the purpose of the League. Such other National Liaison Officers as are indicated may be appointed with specific instruction as to duties from the National Commandant and/or the National Board of Trustees.

**CH 1-95** (1) **Military Order of the Devil Dogs**. The National Commandant will appoint one (1) member of the Military Order of the Devil Dogs (recommendation made by the Chief Devil Dog) for the explicit purpose of attending National Board of Trustees Meetings and reporting back to the Military Order of the Devil Dogs. The purpose of this is to bring a closer relationship between the Marine Corps League and the Military Order of the Devil Dogs. Sections 300 and 305 of this Article applies.

(p) **NATIONAL LEGISLATIVE OFFICER** - It shall be the duty of the National Legislative Officer:

(1) To chair the National Legislative Committee.

(2) Maintain contact with the Representatives in Congress in regard to legislative matters affecting the interests and welfare of Marines and FMF Corpsmen and veterans.

(3) Keep the National Staff informed of recent and currently pending actions related to veterans' affairs with the Legislature.

(4) To present resolutions, emanating from National Legislative Committee, prepared for the Marine Corps League for submission to the Legislature.

(q) **NATIONAL V A V S REPRESENTATIVE** - It shall be the duty of the National Veterans Administration Volunteer Service Representative to:

(1) Maintain close contact with the Veterans Administration VAVS staff for the

purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS Program.

(2) Promulgate the objectives of the VAVS Program and cultivate the interest of constituent Departments, Detachments, and subsidiary units in their participation in the VAVS Program at hospitals within their locale.

(3) Receive recommendations, from Detachments and Departments, of members willing to serve in the VAVS Program, and, as appropriate, request VAVS certifications for required representatives and deputies.

(4) Guide and instruct Department and Detachment VAVS Chairmen and VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports.

(5) Receive and compile comprehensive VAVS Program activity reports from the various participating Departments and Detachments and provide copies to the National Board and Veterans Administration.

**CH 7-01** (6) Conduct a VAVS Workshop at each National Convention. Prior to such workshop the National VAVS Representative and Deputy Representatives in attendance shall select the recipients of the Marine Corps League VAVS awards as outlined and prescribed in enclosure four (4) of the National Administrative Procedures.

(7) Attend annual VAVS meetings conducted by the Veterans Administration for the representatives and deputies of participating organizations.

(8) Submit an annual report to the National Board of Trustees at each Mid-Winter Meeting of the National Board of Trustees.

(r) **NATIONAL MERCHANDISE MANAGER** - It shall be the duty of the National Merchandise Manager to:

(1) Approve the purchase of any new merchandise.

**CH 2-96** (2) To assure proper inventory control, the Merchandise Manager will provide a list of merchandise needed. National Headquarters will then pull the merchandise and Merchandise Manager will verify, by signature, the count of each item drawn from National Headquarters. The signature of the person at National Headquarters issuing these items will verify the count of each item issued. A copy of the items issued along with the verifying signatures will be given to the Merchandise Manager with the original being maintained on file at the National Headquarters. When the Merchandise Manager returns any items to the National Headquarters, they will have been counted by the Merchandise Manager and this count will be verified by the person at National Headquarters accepting the returned items

a copy of the inventory returned to the National Headquarters signed by the Merchandise Manager and the person receiving the items at National Headquarters will be given to the Merchandise Manager with the original kept on file at National Headquarters.

**CH 2-96 (3)** All merchandise ordered will be on a purchase order by National Headquarters with the needed approval of the Executive Director and the National Commandant.

(4) All merchandise should have direct delivery to National Headquarters by UPS or other freight carriers.

(5) Once a new piece of merchandise has been chosen and approved by the National Merchandise Manager, National Headquarters will have the responsibility of finding vendors.

(6) No merchandise to be included in the catalog should be offered for sale until National Headquarters has the merchandise on hand.

**CH 16-10 (s) NATIONAL PARLIAMENTARIAN** – It shall be the duty of the National Parliamentarian to: serve as a consultant to advise the National Commandant and other officers, committees, and members on matters of parliamentary procedure. The parliamentarian’s role during a meeting is purely an advisory and consultative one—since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.

**SECTION 315 – VACANCY** – Should a vacancy occur in an appointed office, a committee chairmanship, or as a committee member, such vacancy shall be filled as soon as practicable, by the National Commandant. All such appointments are subject to the subsequent approval by the National Board of Trustees.

**SECTION 320 – CONTRACTING AUTHORITY** – No National Officer, Employee, or Committee Chairman or Member of the Marine Corps League shall enter into, or sign any contract or agreement, for the purpose of binding the National Organization of the Marine Corps League without first submitting such contract or agreement to the National Judge Advocate for his consideration and the forwarding of his recommendations to the League’s attorney and Insurance Carrier for their written recommendations. All documents should then be forwarded to the entire National Board of Trustees. The National Board of Trustees thereafter, by a majority vote, may accept or reject, in whole or in part, the contract or agreement submitted to it. All contracts or agreements consummated in the name of the National Headquarters of the Marine Corps League shall require the signature of the National Commandant and the National Executive Director.

**BYLAWS**  
**ARTICLE FOUR**  
**DEPARTMENTS**

**SECTION 400 - BYLAWS** - A Department Convention may adopt Department Bylaws and Administrative Procedures which are not inconsistent with the National Charter or the National Bylaws and Administrative Procedures, provided they have been approved by the National Judge Advocate and provided further that a copy of such approved Bylaws and Administrative Procedures are on file at National Headquarters.

**SECTION 405 - OFFICERS** - A Department may have such elected and appointed officers as required by its Department Bylaws or in the absence of Department Bylaws as its Department Convention desires. Each Department, however, must elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate. The Department shall elect or appoint a Chaplain, Sergeant-At-Arms, Adjutant, Paymaster or an Adjutant/Paymaster. The standard report of Officers and Installation of Department Officers must be received at National Headquarters **NOT LATER THAN JULY 31 ANNUALLY**. The Department Commandant and the Department Adjutant/Paymaster (or Department Paymaster, as applicable) are covered under a blanket bond held and paid for by National Headquarters (Article 8, Section 815 applies).

**SECTION 407 - ELIGIBILITY AND TERM LIMITS FOR OFFICERS**

**CH 5-99** (a) All Officers serving in elected offices must be Regular Members of the Department in which they are elected to serve. At the will of the Department, Associate Members may serve in appointive offices only, in accordance with Article Six, Section 600 (b).

**CH 5-99** (b) Departments shall have the sole right to establish term limits on its officers, both elected and appointed. Departments wishing to exercise this option must do so by inserting clear provisions into their Bylaws.

**CH 14-08** **SECTION 410 - MEETINGS** - Each Department shall hold one convention each year between April 1 and prior to the National Convention, but no later than July 31. Department Staff meetings may be held as desired. The Department Charter or a copy, the National Ensign, and a Bible shall be displayed at all business sessions of the convention.

**SECTION 415 - TRUSTEES** - The elected Officers of the Department shall be the Department Board of Trustees; however, a Department Convention is authorized to appoint the outgoing Department Commandant or a Past Department Commandant to serve a one-year term as a member of the Board of Trustees.

**CH 4-98** **SECTION 420 - DEFAULT** - When a Department is in default of payment of monies from any source due National Headquarters or fails to submit its Department Officers Installation Report as of July 31, prior to the ensuing National convention, such fact shall be

reported by the National Comptroller to the National Convention Credentials Committee. The Department and its officers who do not comply with Article One, Section 105(c) will not be recognized at the National Convention.

**SECTION 425 - FREEDOM OF ACTION** - Unless expressly forbidden by any section of the National Bylaws and Administrative Procedures a Department Convention and/or a Department Staff meeting shall be free to take such action and engage in such activities as are not in violation with Federal, State, County, or Municipal Law or Ordinances.

**SECTION 430 - CHARTER SUSPENSION, REVOCATION** - When a Department Charter is suspended or revoked, the National Board of Trustees upon written authorization by the National Commandant, certified by the National Adjutant/Paymaster, shall have the authority to assume the custody of all of the affected Department assets, both real and personal. These properties and assets shall be turned over to the National Adjutant/Paymaster. The affected properties and assets will devolve to the control of the National Board of Trustees until a new Department is formed at which time the affected properties and assets revert to the newly formed Department.

**SECTION 435 - QUORUM** - The quorum for Department Conventions and for Department Staff Meetings may be set by the Department By-laws or in the absence thereof, by the Department Convention.

**CH11-05 SECTION 440 - BONDING** - Department Commandants, Department Adjutant/Paymasters or Paymasters, as applicable and Officers authorized by the Department Commandants to handle Department funds will be Bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit will be in the amount of \$10,000.00 with a deductible of \$1,000.00. A certificate of coverage will be mailed to each Department at the inception of the policy term with the territorial provisions included within the policy. The Department at the expense of the Department shall arrange any additional bonding coverage desired for Department Officers. (Article eight; Section 815 (m) applies).

**BYLAWS**  
**ARTICLE FIVE**  
**DETACHMENTS**

**SECTION 500 - NAME** - No Detachment shall be named in honor of a living person. No Detachment shall adopt a name previously adopted by any other Detachment unless such other Detachment has surrendered or by revocation lost its Charter.

**SECTION 505 - BYLAWS** - Each Detachment may adopt Bylaws and Administrative Procedures which are not inconsistent with the Department and National Bylaws and Administrative Procedures and shall be subject to approval by the Department Judge Advocate. In the absence of a jurisdictional Department, the National Judge Advocate shall be the approving authority for Detachment Bylaws and Administrative Procedures.

**SECTION 510 - OFFICERS** - Officers, both elected and appointed, may be selected by the Detachment members as they desire. Each Detachment must elect a Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate. The Detachment shall elect or appoint a Chaplain, Sergeant-At-Arms, Adjutant, Paymaster or an Adjutant/Paymaster, and such other Officers as it deems necessary.

**SECTION 512 - ELIGIBILITY AND TERM LIMITS**

(a) All Officers serving in elected offices must be Regular Members of the Detachment in which they are elected to serve. At the will of the Detachment, Associate Members may serve in appointive offices **only**, in accordance with Article Six, Section 600 (b).

(b) Detachments shall have the sole right to establish term limits on its officers, both elective and appointive. Detachments wishing to exercise this option must do so by inserting clear provisions into their Bylaws.

**SECTION 515 - MEETINGS** - The Detachment Charter or copy, the National colors, and a Bible should be displayed at all business meetings.

**SECTION 520 - QUORUM** - Each Detachment may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the Detachment Bylaws.

**SECTION 525 - TRUSTEES** - The elected Officers of a Detachment shall be its 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.

**SECTION 530 - ELECTION, INSTALLATION OF OFFICERS** - Each Detachment shall hold an **ANNUAL ELECTION** of Officers between October 1 and May 15:

(a) Installation must be conducted **no later than the last day of the month subsequent** to the election.

(b) Report of Officers and Installation must be forwarded to National Headquarters, the Division Vice Commandant, and the Department Adjutant within fifteen (15) days of the installation.

(c) Notwithstanding the above, Report of Officers and Installation must be received at National Headquarters no later than June 30 each year (Administrative Procedures, Chapter 6, Section 620 applies to this section).

**SECTION 535 - DEFAULT** - A Detachment which is in default of monies from any source due National and such debt has not been satisfied as required by Section 105(c) or fails to report its Detachment's Report of Officers and Installation as of June 30 prior to the National Convention such fact shall be reported to the National Convention Credentials Committee, such Detachment and its Officers will not be recognized on the floor of the National Convention.

#### **SECTION 540 - MEMBERS**

**CH 15-09** (a) Each Detachment shall be the sole judge of its membership, providing said person meets the requirements of Article Six, Section 600. No Detachment, however, may accept as a member any person who is currently incarcerated or on supervised probation for any felony conviction or any misdemeanor conviction which has resulted in incarceration of more than two years and who is currently incarcerated or serving active probation as a result of a sentence imposed by any court of competent jurisdiction. No Detachment may accept for membership any person who has been convicted of a crime where the victim is a child. No Detachment shall accept for membership any person whose name has been stricken from the rolls of the Marine Corps League.

(b) Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment's roll except for cause (Chapter 9, Administrative Procedures) or by that member requesting transfer (Section 710, Administrative Procedures).

(c) An Associate Member in good standing in a Detachment who subsequently qualifies as a Regular Member as set forth in Article Six, Section 600 of the National Bylaws, upon vote of the detachment to accept such associate member as a regular member, shall be transferred from Associate membership to Regular membership by forwarding the standard "Request for Transfer" form as set in Chapter Seven, Section 710 of the National Administrative Procedures clearly indicating on such form that it is a transfer from Associate to Regular membership. In the event that the Detachment votes not to accept an Associate Member as a Regular Member, such Associate Member may request transfer to any other detachment who agrees to accept him as a regular Member or shall be

transferred to Member-At-Large status by completing the standard transfer form as set forth in Enclosure Seven to the National Bylaws and Administrative Procedures.

**CH 11-05 SECTION 545 - BONDING** – Detachment Commandants, Detachment Adjutant/Paymasters or Paymasters, as applicable and Officers authorized by the Detachment Commandants to handle Detachment funds will be bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit will be in the amount of \$10,000.00 with a deductible of \$1,000.00. A certificate of coverage will be mailed to each Detachment at the inception of the policy term with the territorial provisions included within the policy. The Detachment at the expense of the Detachment shall arrange any additional bonding coverage desired for Detachment Officers. (Article eight; Section 815 (m) applies).

**SECTION 550 - ADDITIONAL DETACHMENT** - When a Charter is sought for a Detachment which is to be located within the limits of any municipality wherein another Detachment exists, the written consent of the existing Detachment shall accompany the application. Should such existing Detachment disregard a request for consent, or refuse consent, the Department Commandant, employing discretion, may approve and recommend the granting of such charter. In the event the Department Commandant fails to act or refuses approval of the proposed new Detachment, an appeal may be made to the National Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

**CH 14-08 (a) – Municipality – from Black’s Law Dictionary**

“A municipality is a legally incorporated association of inhabitants of limited area for local governmental or other public purposes. It has to have publicly designated boundaries.”

**CH 11-05 SECTION 555 - CHARTER SUSPENSION, REVOCATION**

(a) The charter of a Detachment may be suspended or revoked for:

- (1) The persistent failure to maintain a minimum of fifteen (15) members in good standing;
- (2) The persistent failure to promptly forward funds due to the National body;
- (3) Acts and conduct bringing the Marine Corps League into public disrespect;
- (4) Willful violation of National Bylaws and Administrative Procedures;
- (5) The violation of Federal, State, or Municipal laws or ordinances;
- (6) Other activities detrimental to the good name of the Marine Corps League.

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

(c) When a Detachment Charter is suspended or revoked, the Board of Trustees of the jurisdictional Department, or where a Department is non-existent, the jurisdictional National Division Vice Commandant shall upon written authorization of the National Commandant, certified by the National Adjutant/Paymaster, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Detachment in question. However, if a jurisdictional Department is non-existent, the responsibility for satisfying the outstanding liabilities shall devolve to the National Board of Trustees upon receiving, from the jurisdictional National Division Vice Commandant, such assets and liabilities which are in his custody.

**CH 3-97** (d) The Detachment properties and assets will be held by the Department for a period of one (1) year or until a new Detachment is formed. Should a new Detachment be formed during that period, and the new Detachment retains the old Detachment name, **ALL** properties and assets will be returned. After the one (1) year, the properties and assets will revert to the Department. The Charter will be returned to National Headquarters and placed in the archives. All assets will then become the property of the Department. All ceremonial rifles must be accounted for per issuing regulations (Title 10, US Code 2572), either physically or through police/fire reports.

#### **CH 8-02 SECTION 560 – CHARTER VOLUNTARY SURRENDER**

(a) The Charter of a detachment may be voluntarily surrendered for such reasons as may be determined by the Detachment. Upon a determination that it is no longer practical to maintain said, detachment, the Detachment Board of Trustees shall immediately notify its jurisdictional Department, or if a jurisdictional Department is non-existent, its National Division vice Commandant in writing of its intent to dissolve and surrender its Charter. The Detachment shall then:

(1) Call a Special Meeting of the detachment by giving written notice of such special meeting to all members of the detachment at least fourteen (14) days prior to such Special Meeting. If the regular meeting date of the detachment is to be used for the Special Meeting, the aforesaid written notice must still be given to all detachment members at least fourteen (14) days before the regular meeting date.

(2) Upon consideration of the voluntary surrender of the detachment charter by the detachment, if it shall be determined that the detachment charter shall be voluntarily surrendered and there are not a minimum of fifteen (15) members of the detachment who remain ready, willing, and able to carry on the detachment, then:

(a) The Detachment shall immediately notify, in writing, the jurisdictional Department, or where such Department is non-existent, the jurisdictional National Division Vice Commandant, of the Detachment's vote to voluntarily surrender its Charter.

(b) The Detachment shall determine from each member of the detachment, where such member desires to be transferred to upon the surrender of the Detachment Charter.

(c) Prepare for each such member the standard application for transfer form as set forth in Enclosure Seven of the National Bylaws and Administrative Procedures and pursuant to the provisions of Chapter Seven, Section 710 of the National Administrative Procedures and shall forward the same to the gaining detachment for such action as the gaining detachment shall deem appropriate.

(d) If a member of the detachment fails to indicate where such member desires to be transferred to, or if a "gaining" detachment shall not elect to accept a proposed transfer, then and in that event, the member shall be transferred to a "Member-At-Large" upon the surrendering Detachment submitting a standard transmittal form as set forth in Enclosure Six of the National Bylaws and Administrative Procedures.

(e) The Detachment shall, to the extent assets are available, satisfy all legitimate liabilities of the Detachment prior to voluntary surrender but shall not otherwise dissipate any assets of the Detachment other than the normal course of business of the Detachment.

(f) Upon acceptance of the surrender of its Charter, if the Detachment is incorporated, the Detachment shall take such action as is deemed appropriate to properly dissolve the corporation in accordance with applicable state law.

(3) No surrender of a Detachment charter shall be deemed effective or accepted until all members of the Detachment have been appropriately transferred.

(b) Upon acceptance of the surrender of the Detachment charter by the jurisdictional Department, or where such Department is non-existent, by the jurisdictional National Division Vice Commandant, such jurisdictional Department or jurisdictional National Division Vice Commandant shall upon written authorization of the National Commandant, certified by the National Adjutant/Paymaster, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of any assets of the Detachment, satisfy any remaining liabilities. However, if a jurisdictional Department is non-existent, the responsibility for satisfying the outstanding liabilities shall devolve to the National Board of Trustees, within the limits of any assets received from the jurisdictional National Division Vice Commandant of said Detachment.

(c) After satisfying the legitimate liabilities of the surrendering detachment, any

detachment properties and assets will be held by the jurisdictional department for a period of one (1) year or until a new detachment is formed during that period. Should a new detachment be formed during that period, and the new detachment retains the old detachment's name, all properties and assets will be returned to the detachment upon the written authorization of the National Commandant, certified by the National Adjutant/Paymaster, approving the reactivation of the surrendered charter. After the one (1) year period, the properties and assets will revert to the jurisdictional department and will then become the property of the jurisdictional department. The jurisdictional department shall return the surrendered detachment charter to National Headquarters which charter shall then be placed in the archives. However, if a jurisdictional department is non-existent, the National board of Trustees shall hold any detachment properties and assets subject to the same terms and conditions as set forth above for a jurisdictional department except that at the end of the one (1) year period, the detachment properties and assets shall revert to National Headquarters and will then become the property of National.

(d) All ceremonial rifles must be accounted for and disposed of by the surrendering detachment as set forth in the issuing agreement and regulations (title 10, United States Code, Section 2572), either physically or through police/fire reports of any weapon not currently in the detachment's possession.

**BYLAWS**  
**ARTICLE SIX**  
**MEMBERS**

**CH 13-07 SECTION 600 - MEMBERSHIP ELIGIBILITY**

**CH 15-09 (a) REGULAR MEMBERSHIP** - Only persons who are serving or who have served honorably in the United States Marine Corps, "**ON ACTIVE DUTY**," for not less than ninety (90) days and persons who are serving or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points and U.S. Navy Corpsmen who have trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) worn on the Service Ribbon and those who earn the Warfare Device authorized for FMF Corpsmen shall be eligible for regular membership in the Marine Corps League. Additionally, some Korean War Era Marines who were ordered to active duty prior to completion of Recruit Training or Officers Training and subsequently received an Honorable Discharge prior to completion of ninety (90) days active or Reserve duty, shall be deemed eligible for Regular Membership. Nothing in Section 600(a) shall be deemed to be retroactive prior to August 10, 2002, to affect current Regular Members. "Honorable service" will be defined by the last DD-214 or Certificate of Discharge that the applicant received.

(1) **MEMBER-AT-LARGE** (See Section 640).

(2) **LIFE MEMBERS** (See Section 645).

(3) **DUAL MEMBERSHIPS** (See Section 650).

**CH 10-04 (b) ASSOCIATE MEMBER** - Those individuals not qualified for regular membership in the Marine Corps League who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter may upon application to a Detachment, or to the National Headquarters, be accepted for associate membership in the Marine Corps League. Associate members, upon acceptance, will pay dues in the same amounts as prescribed for regular members, including initiation fees. A membership pin and membership card, indicating "Associate Member" will be issued by National Headquarters. The appropriate uniform and cover, including an ornamental device and lettering will be designed by the National Uniform Committee. An associate member shall be entitled to the rights, privileges, and benefits of a regular member, unless otherwise prohibited. Such member shall not vote on a membership application, an election of officers, or hold an elective office. A Detachment, or a Department may by provisions in the By-Laws and/or Administrative Procedures allow an associate member to vote on its internal affairs provided such vote does not affect a policy of the Marine Corps League.

(1) Individuals who are serving or have served in other branches of the Armed Forces of the United States must have served honorably.

(2) Individuals, applying for Associate Membership subsequent to August 11, 1995, must have reached the statutory minimum age for enlistment into the United States Marine Corps or United States Marine Corps Reserve prior to being enrolled as an Associate Member.

(3) Member-At-Large (See Article Six, Section 640)

(4) Life Members (See Article Six, Section 645)

(c) **HONORARY MEMBER** - Detachments, Departments, and the National Headquarters may, at the discretion of the respective Commandant, issue honorary membership to those persons who have been of extraordinary service to the Nation, to the community, to the United States Marine Corps, or the Marine Corps League. The honorary member will not be entitled to the rights, privileges and benefits available to a regular or associate member. A suitable certificate will be issued to honor the occasion. Payment of dues or initiation fees is not required; however, such membership will not be entitled to the official publication of the Marine Corps League, except as may be directed by the National Board of Trustees, or by paid subscription. Membership card and certificate will be available from National Headquarters. Article 5, Section 540 applies to Article 6.

**CH-5-99 (d) CORPORATE MEMBER** - There will be four types of Corporate Membership based on the amount of the donation.

<b><u>TYPE OF MEMBERSHIP</u></b>	<b><u>COST</u></b>	<b><u>ANNUAL RENEWAL FEE</u></b>
Bronze Membership	\$ 1,000.00	20% of original membership cost
Silver Membership	\$ 2,000.00	20% of original membership cost
Gold Membership	\$ 5,000.00	20% of original membership cost
Platinum Membership	\$10,000.00	(one time) None- Lifetime Member

(1) Corporate member will receive a handsome Corporate Membership Plaque.

(2) Corporate Members' names will appear in the authoritative Marine Corps League Publication.

(3) Complimentary Subscription to the Marine Corps League Publication.

(4) A Corporate Membership Lapel Pin will be presented to the Director of the participating Corporation. (Additional lapel pins, up to five, will be presented to the Director of the participating corporation. (Additional lapel pins, up to five, will be presented to the Corporation upon request)

(5) The corporate membership program will be operated in full compliance with the Internal Revenue Service (IRS) regulations in regards to the Marine Corps League non-profit status and rules governing fund raising. Corporate Membership will be restricted in states where such transactions/solicitations are inconsistent with local statutes (Reference National Bylaws and Administrative Procedures, Chapter 10, Section 1000(d)).

(6) All funds from the Corporate Membership Program will be deposited into the Marine Corps League General Fund. A double entry system will be comprised with the operating funds used for the payment of all expenses from the legitimate percentage lesser side of funds deposited. All payments of expenses shall be monitored by the National Comptroller, in accordance with National Bylaws, Section 310, paragraph (c), items (1), (2), and (3).

(7) The distribution of the larger percentage side of the funds derived from the Corporate Membership Program will be determined by the League members present at the National Convention.

**SECTION 605 - MEMBERSHIP APPLICATION** - Any person eligible for membership in the Marine Corps League under the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League may initiate application for membership by completing a standard application form to include the signature, and presenting the application to a sponsoring member of the League with all required dues and fees. As an alternative, the applicant may mail a completed and signed standard application form to the National Headquarters with all required dues and fees.

**CH 15-09** Add the following question to the application for Membership with a Yes  or No  checkbox This would be added on the line following Type of Application -

New ( ), Renewal, ( ), Phone ( ) \_\_\_\_\_

“Have you ever been convicted of a felony? YES  NO  If yes is checked, I agree to waive my rights under the Privacy Act and disclose the nature of the felony conviction for consideration of membership in the Marine Corps League.”

**CH 13-07** (a) The standard application form published by the National Headquarters shall include the requirement for completion of identifying information, date, administrative data as may be considered appropriate, a signature, and the following printed certification:

“I hereby certify that I am currently serving or have served honorably in the U.S. Marine Corps, on active duty, for not less than ninety (90) days \* or have served or am currently serving in the U.S. Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points or that I have served or am currently serving as a U. S. Navy Corpsman who has trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device or Warfare Device worn on the Service Ribbon authorized for FMF Corpsmen. If discharged, I am in receipt of an honorable discharge or DD 214. By signature on this application, I hereby agree to provide proof of honorable service/discharge upon request. (“Honorable Service” will be defined by the last DD-214

or Certificate of Discharge that the applicant received). General Discharge under Honorable Conditions is acceptable. I hereby authorize the National Executive Director, Marine Corps League to obtain a copy of my latest DD-214 from the National Personnel Records Center if deemed necessary to verify my eligibility for regular membership in the Marine Corps League.

(\*Korean War Era Marines See National Bylaws, Article 6, Section 600)"

(b) The standard application form received by a member-sponsor shall be turned in to the Detachment official designated to receive such applications, along with all dues and fees, as soon as practicable, but not later than the next regularly scheduled meeting of the Sponsor's Detachment.

(c) The Detachment Adjutant shall read and record the application at the proper time, stating all pertinent data including name of sponsor, and clearly state that the required dues and fees have been verified and are in the possession of the Detachment staff. (No applicant shall be present for that portion of the meeting in which the application is being considered.)

(d) The acceptance of applicants to membership in a Detachment is the sole province of the Detachment as set forth in Article 5, Section 540 of the National By-Laws, except as therein provided.

**CH 1-95** (e) In cases where an applicant is rejected for membership, all monies received from the affected applicant shall be returned to such applicant by the sponsoring member.

**SECTION 610 - MEMBERSHIP DUES AND FEES** - The payment of annual National membership dues entitles all members in good standing an automatic subscription to the Marine Corps League publication, and enrollment privileges in any National Group Insurance Programs that may be in effect.

(a) The National annual per capita dues and fees shall be recommended by the Budget and Finance Committee at the Mid-Winter National Staff Meeting and require approval by the delegates at the National Conventions, provided that the general membership has been advised, in writing, of the proposed dues amount not less than sixty (60) days prior to the convening of the convention. An announcement in the **Marine Corps League Magazine, Summer issue**, will suffice as written notification.

(b) An initiation fee shall be recommended by the Budget and Finance Committee. The initiation fee shall be as is approved by the delegates at the National Convention. The fee shall be collected for each new member in addition to the annual National dues. Each new member shall be provided an official membership lapel button which shall be provided by National Headquarters.

(c) All of the National membership dues and fees which are due National Headquarters

are in addition to the dues of a Detachment and a Department which are authorized under the provisions of the Administrative Procedures, Chapter Five, Section 520 and Chapter Six, Section 615.

(d) The Membership year and the annual dues shall expire on the last day of the anniversary month of such member's original dues having been received at National Headquarters.

**SECTION 615 - GOOD STANDING** - All members shall be considered in good standing in the Marine Corps League,

(a) Except when:

(1) Required dues are not paid, and transmitted, on or before membership expiration date as is shown on the member's card.

(2) A member is indebted or in arrears to the member's Detachment, Department, or to National Headquarters.

(3) Under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 910 of the Administrative Procedures.

(b) In all cases involving the transfer of a member of a Detachment, the losing Detachment approving of the transfer shall certify in writing if the transferring member is in good standing. (See Enclosure Seven (7) Administrative Procedures).

**SECTION 620 - DELINQUENT MEMBER** - A member shall be identified as delinquent whenever the member's dues are not paid and transmitted on or before membership expiration date as shown on member's card.

(a) Such member shall be retained in the delinquent status for a maximum one year, during which time the member may erase this status by making payment of all dues in arrears and all dues current and provided that the member is not indebted to the member's Detachment, Department, or to National Headquarters.

(b) Should the affected member remain in the delinquent status in excess of one year, such member shall be dropped from all membership rolls. The good standing status of such member shall be restored only through the processing of a standard application form as a new member, which shall include the current initiation fee and dues as established by the procedures of By-laws, Article Six, Section 610; however, a member who is delinquent and wishes to retain the continued membership status shall do so by submitting the standard application form which shall be accompanied by ALL past dues and assessments which have accumulated during the entire period of the applicant's delinquent status.

(c) No delinquent member may be transferred.

**CH 2-96 SECTION 625 - INELIGIBLE MEMBER**

(a) If there is reason to believe a member of the Marine Corps League does not meet the membership qualifications to be a regular member of the Marine Corps League, this (these) reason(s) must be submitted in writing, to the Detachment Commandant who will require the Detachment Judge Advocate to make a careful investigation into the charge as presented. If after a careful investigation has been made and it is determined that the member charged does not have the necessary qualifications, said member will be dropped from the rolls immediately. Proper notice of such action and the reasons therefore shall be expedited to the jurisdictional Department and National Headquarters. A copy of this notice will be mailed to the person removed from the rolls by Certified Mail, return receipt requested.

**CH 2-96 (b)** If the member is carried on the rolls as a Member-at-Large, the reasons will be submitted, in writing to the National Commandant.

**CH 2-96 (c)** If the person to be investigated is the Detachment Commandant, the request will be given to the Detachment Senior Vice Commandant.

**CH 2-96 (d)** If the person to be investigated is the Detachment Judge Advocate, the Detachment Commandant will appoint a Past Detachment Commandant to hold the investigation.

**SECTION 630 - RIGHTS OF MEMBERS** - No member shall be deprived of any rights and privileges in the Marine Corps League except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried, and found guilty in accordance with the provisions of the National Bylaws and Administrative Procedures dealing with offenses and penalties. Refer to Chapter Nine.

**SECTION 635 - RIGHTS OF APPEAL** - The right of appeal under the provisions of the National Bylaws and Administrative Procedures shall not be denied.

**CH 10-04 SECTION 640 - MEMBERS-AT-LARGE** - Any person desirous of joining the Marine Corps League may make application on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Headquarters or by presenting the application to a Regular Member of the Marine Corps League. All applicants who submit applications on line or via mail for membership as a Member-At-Large will be accepted as Associate Members pending receipt of a DD-214, Certificate of Discharge, or a copy of their D.O.D. I.D. Card (if on Active Duty or Retired Military), establishing their eligibility for Regular Membership as set forth in Bylaws Article Six (6) Section 600 (a). A letter explaining the requirements for "Regular Membership" and requesting the appropriate documentation, should the applicant meet those requirements, will be sent to the applicant with the "Associate Member" membership card.

The National Executive Director at National Headquarters shall be the sole judge of the membership classification of Members-At-Large, once he/she is in receipt of and has verified the appropriate documentation (outlined above). If it is determined that the applicant is eligible for Regular Membership, the National Executive Director will cause the Members records to be changed from "Associate" to "Regular" and issue a new membership card to reflect that status. Applications for Member-At-Large membership, submitted "in person" to National Headquarters or to any Regular Member of the League, will be treated in the same manner as any applicant seeking to join a Detachment. The person accepting the application should determine whether the applicant is qualified for "Regular Membership" or "Associate Membership". Proof of eligibility (as outlined above) should be requested in any instance where uncertainty exists.

(a) Effective on the renewal date, subsequent annual dues of Members-At-Large as established by the delegates at the National Convention, shall be remitted to National Headquarters.

(b) A member who is in good standing in a Detachment may become a Member-At-Large in the following manner: the member shall tender a written resignation of his membership to the Detachment Commandant. Upon acceptance of the resignation by a vote of the Detachment, the Detachment Paymaster or Adjutant/Paymaster, on a standard form via the jurisdictional Department Paymaster or Adjutant/Paymaster, shall notify National Headquarters of such resignation. Upon receiving the notification or resignation, the Department and National Headquarters shall remove the name of the resignee from the Detachment membership roster. National Headquarters shall carry the resigned member on its membership roster as a Member-At-Large. A Member-At-Large is eligible to affiliate with a Detachment or sign the application for a charter without further payment of a fee or dues; provided said member is in good standing at the time of affiliation or the charter is issued. A Detachment which accepts a Member-At-Large shall remit a standard transmittal form, via the jurisdictional Department Paymaster or Adjutant/Paymaster, to National Headquarters requesting that said member be transferred from a Member-At-Large status to member status of the Detachment. A Detachment from which a paid Life Member resigns shall no longer be eligible to participate in the life interest distribution on behalf of said Life Member, however, should the Life Member thereafter become affiliated with a Detachment, such Detachment shall be eligible to participate in the life interest distribution of said Life Member. For the purpose of this subsection, a "member in good standing" shall mean a member as is required in Article Six, Section 615(a)(2).

**CH 10-04 SECTION 645 - LIFE MEMBERS** - Regular or Associate Members of the Marine Corps

**CH 9-03** League who are in good standing (as defined in Section 615 – **GOOD STANDING**– All members shall be considered in good standing in the Marine Corps League, (a) Except when: (1) Required dues are not paid, and transmitted, on or before expiration date as is shown on the member's card.) may become a **LIFE MEMBER**, upon proper payment of the fee, as is required herein. A **LIFE MEMBER** shall be subject to the payment of **NO** further dues to a Detachment, Department, or National. Such member shall have all the

privileges, rights, and benefits enjoyed as a member so long as that **LIFE MEMBER** shall live. Should a Marine Corps League member choose to become a member in multiple Detachments, they must become a member in good standing by paying Annual or Life Membership dues in each additional Detachment. The Life Membership fee shall be as established by the National Convention. The Life Membership Fee is: Three tier phase in period on Jan.1<sup>st</sup> in 2005, 2007, and 2009 per the attached chart.

Age Category	MCL Now	MCL 2005	MCL 2007	MCL 2009
0 -35	\$250	\$325	\$400	\$500
36 - 40	"	\$300	\$350	\$400
41 - 50	\$200	\$275	\$350	\$400
51 - 60	\$150	\$200	\$250	\$300
61 - over	\$75	\$100	\$125	\$150

(a) The full Life Membership fee shall be paid to National Headquarters with no discounts, no rebates, and no installment plan, whether such fee is paid by the individual or awarded by a Department or Detachment.

**CH 14-08** (b) National Headquarters shall retain thirty dollars (\$30.00) of the **LIFE MEMBER** fee for administrative costs in processing the new **LIFE MEMBER**, to include a metal plate and paper card. The remaining sum shall be placed in investments that are secure and are intended to produce maximum income with minimum risk.

**CH 10-04** (c) Interest; Dividends; Realized Gains, less Realized Losses on investments; and Unrealized Gains less Unrealized Losses on investments, not to exceed five percent of the Corpus of the total fund balance; shall be distributed as follows:

(1) Commencing with the beginning of the fiscal year of the second anniversary year, and each subsequent July 1st anniversary year of all participating **LIFE MEMBERS** on the active rolls of the Marine Corps League, the **LIFE MEMBER'S** Detachment, Department, and National Headquarters will share proceeds derived above based on the ratio of 1/3 to Detachment, 1/3 to Department, and 1/3 to National Headquarters (General Fund). In a case where the **LIFE MEMBER** does not belong to a Detachment or a Department, the proceeds which would be due to the Detachment or the Department will accrue in its entirety to National Headquarters (General Fund).

**CH 1-95** (2) Prior to above stated second anniversary year of a **LIFE MEMBER'S** participation, no interest will be distributed for that **LIFE MEMBER**.

(3) Using 1 and 2 above as a firm base for departure, if at any time the ratio of interest realized from this fund should exceed thirty dollars (\$30.00) per annum, per participant, the portion over that thirty dollars (\$30.00) shall be returned to the blocked fund to further augment the growth of the principal.

**CH 10-04** (4) Progressively, should at any time the ratio of interest realized from this fund exceed forty-five dollars (\$45.00) per annum, per participating Life Member, that portion over the forty-five dollars (\$45.00) shall be distributed through the General Fund as follows: Twenty-five percent to the General Fund to offset increased costs of operations and seventy-five percent to support the Scholarship Fund.

**CH 13-07** (5) Should a participating **LIFE MEMBER** die, resign his/her membership or expelled from the Marine Corps League, the members quota of interest division shall terminate.

(d) When a participating **LIFE MEMBER** dies, resigns his/her membership or is expelled from the Marine Corps League, the "unused" portion of the member's original investment in Life Membership shall remain in the blocked fund. **NO REFUND** shall be made to survivors, the former member, nor to his/her Department or Detachment.

(e) When a Department or Detachment which awards a Life Membership, wishes for the Awardee to become a National **LIFE MEMBER**, it is necessary for the Detachment or Department to pay to National Headquarters the participating fee stated herein and the **LIFE MEMBER** and the Detachment or Department would be participants.

(f) National Headquarters shall keep, in a separate non-participating file, all those present **LIFE MEMBERS** who have received such Life Membership as an Award as well as all future National Awardees.

(g) All Past National Commandants, all Past National Adjutant/Paymasters and all Medal of Honor recipients who are members of the Marine Corps League, shall be carried on the rolls on the National, Department, and Detachment as paid up **LIFE MEMBERS** of the Marine Corps League (nonparticipating).

(h) **LIFE MEMBER** Interest:

(1) Determine the number of GROSS PLM PARTICIPANTS: (GPLM = Last PLM # issues - #173 and prior)

(2) Determine the number of DECEASED PLM PARTICIPANTS: DPLM

**CH 1-95** (3) Determine the number of NEW PLM PARTICIPANTS: NPLMP

(4) Determine the GROSS ANNUAL INTEREST AVAILABLE from total blocked fund:  
GAIE

**CH 1-95** (5) Formula for computations:

GLMP-DPLM-NPLM = ED Eligible for Distribution

GAIE/ED = GD (Gross Distribution per PLM)

GAIE/ED\*.334 = NATS

GAIE/ED\*.333 = DPTS

GAIE/ED\*.333 = DETS

(NOTE: + for addition, - for subtraction, \* for multiplication, / for division)

**CH 10-04 SECTION 646 - CERTIFICATION OF LIFE MEMBERS** – Each Detachment will annually **CH 1-95** audit its participating Life Members as shown on the Quarterly Member Listing of 30 June each year. Following the audit, the Detachment will annotate a copy of the Quarterly Member Listing with appropriate remarks to show additions, deletions and other adjustments. Each adjustment will include the reason, and whenever possible, will cite supporting documentation (i.e. Dues Transmittals, Transfer Forms, etc.) to assist in correcting the records in National Headquarters. The annotated Listing will be certified to be correct as annotated by the Detachment Commandant and the Detachment Adjutant/Paymaster (or Paymaster), and will be returned to the National Adjutant/Paymaster at National Headquarters through the Department no later than 31 December following its receipt. No funds from the interest on the Life Member Fund will be distributed to a detachment until the certified listing is received at National Headquarters. Should a Detachment fail to submit the annual Eligible Life Member Audit by 31 December of a given year, that Detachment's quota of the interest distribution shall remain in the blocked fund.

**CH 9-03 SECTION 650 - DUAL MEMBERSHIP** – (membership in more than one Detachment by the same individual). When a member of the Marine Corps League becomes a regular member in good standing in more than one detachment, such membership in the subsequent detachments shall be counted for voting strength at department and national conventions 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 Headquarters via the jurisdictional Department Paymaster or Adjutant/Paymaster, if a department exists. The Transfer Form, Enclosure Seven, will be utilized for the purpose of transfer of voting rights to another detachment.

BL 6-10  
**BYLAWS**  
**ARTICLE SEVEN**  
**SUBSIDIARIES**  
**AND SUBORDINATE GROUPS**

**CH 1-95 SECTION 700 - AUTHORITY** - All subsidiary organizations and subordinate groups which, and in the future, shall function and operate directly or indirectly under the Congressional Charter and name of the Marine Corps League are and shall ever be subject to the authority, supervision, direction, control, and discipline of the Marine Corps League. Any and all complaints, grievances and/or charges against such subsidiary organizations, including member(s) or subordinate groups, including member(s) shall be referred to the National Headquarters, Marine Corps League for adjudication via the appropriate chain of command. If a subsidiary or subordinate organization should have any complaints, grievances and/or charges against a Marine Corps League member, Detachment, or Department, they must follow their appropriate chain of command who will refer it to the Marine Corps League for adjudication. It must be referred in writing via certified mail to the National Judge Advocate for appropriate action. Chapter Nine, Sections 900, 901, 902, 903,904, 905, 906, 907,908, 910, 911, 912, and 913, Administrative Procedures, are applicable in correspondence circumstances.

(a) Such organizations and groups may:

(1) Adopt Bylaws not incompatible or inconsistent with the Bylaws and Administrative Procedures of the Marine Corps League.

(2) Incorporate, if said incorporation identifies them by name with the Marine Corps League and acknowledges their accountability to the Marine Corps League. Such organizations and groups which are incorporated **NOT** in this manner, shall immediately implement the amending of their incorporation and submit the proposed amended incorporation to the National Judge Advocate of the Marine Corps League for review, consideration, and approval.

(b) Such subsidiary organizations and subordinate groups shall conduct their business in such a manner as will demonstrate a cheerful cooperation with all units and levels of the Marine Corps League and the general public; and all levels and units of the Marine Corps League shall reciprocate in a like manner.

**CH4-98 SECTION 710 - INCORPORATIONS** - Any of the foregoing, including Departments and Detachments, which engage in services or business, either profit or non-profit, or which use the name of the Marine Corps League will be incorporated in accordance with **SECTION 700** of this Article. Effective June 30, 2000, each Department, or Detachment, which has not provided National Headquarters, Marine Corps League, Inc., with proof of its incorporation will be billed in the amount of seventy-five (\$75.00) dollars and a like amount annually until such proof of incorporation is on file with National Headquarters. A

BL 7-1

Department, or Detachment, which fails to remit its payment to National Headquarters shall be in default as is provided in Article Four, Section 420 - **DEFAULT**. A new Department or Detachment will have two (2) years from the issue date of their new charter.

(a) Article Seven applies to Chapter Eight, Administrative Procedures, Sections 810, 820, 830, 840, 850, 860, and 870.

**CH 4-98 SECTION 720 - EMPLOYEE IDENTIFICATION NUMBER (EIN)** – Each Detachment Department in addition to their incorporation, must obtain and maintain their own EIN number under the Marine Corps League's Group Exemption Number 0955. No Detachments or Departments shall utilize the EIN number of the National organization.

BL 7-2  
**BYLAWS**  
**ARTICLE EIGHT**  
**MISCELLANEOUS**

**CH 4-98 SECTION 800 – AMENDMENTS**

**CH 1-95** (a) The National Bylaws and Administrative Procedures may be revised, amended or repealed by a majority vote of the properly registered and approved Delegates voting at a National Convention, provided that the proposed revision, amendment or repeal is submitted to the National Adjutant/Paymaster at National Headquarters no later than April 1 prior to the National Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form, and will be in the exact wording intended. Submission should be sent via Certified U.S. Mail or by other carriers where Certified delivery may be verified, and a Return Receipt may be requested.

**CH 1-95** (b) To avoid possible confusion, each submission will address only one Section. However, if the proposal incorporates a revision, amendment or repeal that will interact with any other Sections, the changed or corrected wording of those Sections will be included in the single submission.

**CH 1-95** (c) Copies of properly submitted proposed revisions, amendments and repeals shall be **CH 16-10** posted, without personal comment, in PDF format available for review and printing, to the Marine Corps League National Website no later than May 1 prior to the National Convention at which the proposal is to be considered. The National Adjutant/Paymaster shall provide notice of said posting in the issue of “Semper Fi” published subsequent to the posting on the National website. Such notice shall include instructions on how to access and review the proposed revisions on the National website. A hard copy of the proposed revisions shall be made available to any existing Detachment and Department Commandant, each member of the National Board of Trustee, and each Past National Commandant upon submission of a written request to the National Adjutant/Paymaster; submission instructions, including any applicable deadlines, on how to receive a hard copy of the proposed revisions via U. S. Mail from the National Adjutant/Paymaster shall be included in the notification which is placed in “Semper Fi”. Requests for printed copies must be postmarked not later than June 1<sup>st</sup> of the current year.

**CH 16-10** (d) When a proposed amendment is brought to the floor of the National Convention for consideration and a motion is made relevant to adoption thereof, that motion becomes a Main Motion, and as such the proposed amendment may be amended from the floor in accordance with parliamentary law. Such amendments to the Main Motion, however, must be germane to the Main Motion and must not exceed the scope of the Main Motion.

**CH 16-10** (e) The National Administrative Review Committee and the National Executive Director shall have the authority to identify and, with the advice and consent of the National Bylaws and Administrative Procedures Committee, correct errors in the National Bylaws and Administrative Procedures that are deemed to be clerical in nature where the error is clearly evident to the committee and the correction shall make no material change to the

intent, form, or function of the Bylaw or Administrative Procedure in question.

**SECTION 805 - EFFECTIVE DATE** - Each revision, amendment or repeal of a provision of the National Bylaws and/or Administrative Procedures which are approved at a National Convention, as outlined in Section 800, and does not provide for an effective date will become effective upon the close of the National Convention at which it is approved.

**SECTION 810 - NATIONAL BYLAWS DISTRIBUTION**

**CH 16-10** (a) The current edition of the National Bylaws and Administrative Procedures of the Marine Corps League along with any published changes shall be posted on the National website for the access and review by all members of the Marine Corps League, the National Board of Trustees, National Headquarters, Marine Corps League Auxiliary, the Military Order of the Devil Dogs Kennel, and National Headquarters Young Marines of the Marine Corps League. Changes approved at the National Convention each year shall be posted to the website once completed and notice of said posting shall be provided in the issue of "Semper Fi" in the next issue subsequent to the posting on the National website. Such notice shall include instructions on how to access and review the approved changes on the National website. A hard copy of the approved changes shall be made available to any existing Detachment, Department, Past National Commandant, member of the National Board of Trustees, National Headquarters Marine Corps League Auxiliary, Military Order of the Devil Dogs Kennel, and National Headquarters Young Marines of the Marine Corps League upon submission of a written request to the National Adjutant/Paymaster; submission instructions, including any applicable deadlines on how to receive a hard copy of the approved changes via U. S. Mail from the National Adjutant/Paymaster shall be included in the notification which is placed in "Semper Fi".

(b) Any member of the Marine Corps League may purchase copies of the National Bylaws and Administrative Procedures from the National Adjutant/Paymaster.

**CH 11-05 SECTION 815 - BLANKET BOND** - The following Officers are included under a blanket bond provided through a commercial crime policy paid for and administered by the National Organization:

- (a) National Commandant
- (b) National Adjutant/Paymaster
- (c) National Comptroller

- (d) National Executive Director
- (e) National, Division Vice Commandants and Assistant Vice Commandants
- (f) National, Division Adjutant/Paymaster or Paymaster, as applicable
- (g) Department Commandant
- (h) Department Adjutant/Paymaster or Paymaster, as applicable
- (i) Detachment Commandant
- (j) Detachment Adjutant/Paymaster or Paymaster, as applicable
- (k) National Director of Veterans' Service
- (l) National Director of Conventions Committee and his Committees

(m) All officers designated to handle funds of a Department/Detachment within the territorial provisions of the commercial crime policy are covered by the blanket bond.

**SECTION 820 - DISSOLUTION** - Should this Organization be dissolved, all funds, property, and assets of the Marine Corps League shall be given to a non-profit organization of choice as determined by the National Board of Trustees, provided said choice is tax exempt under the provisions of the Internal Revenue Code.

**SECTION 825 - MEMBERSHIP LISTINGS** - The membership listing of the Marine Corps League is **PROPRIETARY INFORMATION** and under the **DIRECT CONTROL** of National Headquarters of the Marine Corps League. Applicable portions of the membership listings shall be periodically provided to appropriate Departments and Detachments, exclusively for internal usage in administrating membership of such applicable Departments and Detachments. The membership listing will not be sold, leased, copied, loaned or assigned without the expressed permission, in writing, from the office of the National Executive Director upon approval of the National Board of Trustees of the Marine Corps League.

**SECTION 830 - VIOLATION** - Any member who violates the precepts of the **NATIONAL BY-LAWS** or the **ADMINISTRATIVE PROCEDURES OF THE MARINE CORPS LEAGUE** is subject to the provisions of **CHAPTER NINE (9) GRIEVANCE AND DISCIPLINE**, as stated in the **ADMINISTRATIVE PROCEDURES**.

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1987 EDITION

**NATIONAL**

**ADMINISTRATIVE PROCEDURES**

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**ADMINISTRATIVE PROCEDURES**  
**CHAPTER ONE**  
**GENERAL**

**SECTION 100 - NAME AND PURPOSE** - 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 purposes for which the corporation is formed are:

(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 duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;

**CH 16-10** (d) To hold sacred the history and memory of the veterans 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 civilian life;

**CH 14-08** (h) To aid voluntarily and to render assistance to all Marines and FMF Corpsmen and former Marines and FMF Corpsmen as well as to their spouses, orphans, and parents;

(i) To perpetuate the history of the United States Marine Corps, and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

**SECTION 101 - LOCATION** - The principle offices of the Marine Corps League shall be located at 8626 Lee Highway, Suite 201, Fairfax, Virginia 22031-2135, or at such other place or places as the National Board of Trustees may select in the best interests of its membership.

**SECTION 105 - CORPORATE SEAL** - The corporate seal of the Marine Corps League shall be round in shape, containing in the center thereof a replica of the United States Marine

Corps Emblem surrounded by the words "Semper Fidelis, Marine Corps League" within a border of two narrow rings, with a star centered between the words "Marine" and "Semper" and a star between the words "**FIDELIS**" and "**LEAGUE**."

### **SECTION 110 - POLICY**

(a) The supreme power of the Marine Corps League shall be vested always in its membership functioning through Delegates at all National Conventions; executive and administrative powers only will be delegated to its Board of Trustees or to individual members of the Marine Corps League.

(b) The Marine Corps League shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political, and non-partisan; nor shall it be based on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as the basis for special consideration or preferment.

(c) Nothing in the preceding subsection shall prohibit the Marine Corps League or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

### **SECTION 120 - ORGANIZATION** - The constituted bodies of the organization shall be:

(a) A National Organization to be known as the National Convention, Marine Corps League;

(b) Subordinate Regional organizations to be known as Divisions, the extent and boundaries of which shall be as outlined in the Administrative Procedures, Chapter Four (4);

(c) Subordinate state organizations to be known as Departments;

(d) Subordinate local organizations located anywhere in the United States, its Territories, or on foreign soil, to be known as Detachments;

(e) Such subsidiary organizations as the National Organization may create, establish, or recognize.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER TWO**  
**NATIONAL CONVENTION**

**SECTION 200 - MEETINGS** - The National Convention shall be convened once each calendar year during the month of August unless prevented by national emergency or other unpreventable cause.

**CH 1-95** (a) Effective with 1998, the Convention shall be rotated within four (4) geographic sections of the country as follows:

(1) **Eastern Quadrant** - consisting of New England, Northeast, and Mideast Divisions.

(2) **Western Quadrant** - consisting of Rocky Mountain, Northwest, and Southwest Divisions.

(3) **Southern Quadrant** - consisting of Southeast and Southern Divisions.

(4) **Central Quadrant** - consisting of Central and Midwest Divisions.

**CH 1-95** (b) The Division in each geographic quadrant can rotate hosting by Division or compete at their choosing. If no bid is submitted by any Division in the designated quadrant for the subject year, the next quadrant in the rotation becomes the host.

**SECTION 205 - TIME AND PLACE** - The time and place of each National Convention shall be decided by the Delegates present and voting at a National Convention two (2) years in advance, provided that, in an emergency, the present and voting Delegates may assign this duty to the National Board of Trustees.

(a) In the event a Detachment which has committed itself to host a convention (between conventions) decides not to host such convention, then the National Board of Trustees shall automatically assume the executive duty of selecting an alternate location, without requirement of above referenced vote; this action is subject to ratification at the next convention.

(b) Each Detachment shall be provided written notification by the National Adjutant/Paymaster of date and location of each pending convention at least sixty (60) days prior to the opening date of the convention. Such notification to include necessary forms for the Detachment's certification of authorized Delegates and Alternates to such convention.

**CH 16-10** (c) At the time proposed National Convention bids and locations are presented to the Convention body for consideration, the Chairman of the National Convention Committee shall announce to the body whether or not each bid meets all the requirements

outlined in Section 240 and announce whether or not the National Convention Committee believes that the proposed locations are acceptable, and if not, why not. If more than one (1) bid is presented, the Committee should offer a ranking based on their site visits, airline accessibility, etc.

**SECTION 210 - PROCEDURES** - Immediately preceding the convening of each National Convention, the National Commandant and National Board of Trustees will determine and establish the sequence and procedure the business of the Convention shall be conducted, provided such determination is in conformity with the National Bylaws and Administrative Procedures.

**CH 16-10 SECTION 215 - RULES OF ORDER** - The National Bylaws and Administrative Procedures shall govern the procedure and conduct of each National Convention. The Parliamentary Authority for Conventions shall be *Robert's Rules of Order Newly Revised*, in accordance with Section 150 of the National Bylaws.

**SECTION 220 - REGISTRATION**

(a) All approved and certified Delegates, Alternates, and Members will receive from the Convention Registration Committee, a Convention Program, and such Activities Admittance Tickets as they desire upon payment of the amount indicated on the Convention Activities Ticket.

(b) Registration Fees at the National Convention shall be six (\$6.00) dollars. Advance registration fees shall be five (\$5.00) dollars provided that such fee, accompanied by properly executed official credential forms, is received at National Headquarters not later than fifteen (15) days prior to the opening of the National Convention.

(c) In the process of registration, should a member's credentials as a Detachment Delegate or Alternate be challenged by the Credentials Committee, the member's Department Commandant (or duly appointed representative in the absence of the member's Detachment Commandant) may authenticate the credentials of the members in question, providing that such action does not authorize more delegates and alternates than the Detachment is allowed under provision of the National Bylaws and Administrative Procedures.

**CH 14-08 SECTION 225 - INSTALLATION** - The installation of National Officers shall be conducted with formal ceremony at the banquet closing the National Convention; the National Commandant elect shall select the Installing Officer who shall be the outgoing National Commandant or a Past National Commandant. The National President elect shall select the Installing Officer who shall be the outgoing National President or a Past National President. The Installing Officers shall select necessary aides.

**SECTION 230 - STENOGRAPHIC EXPENSE** - The stenographic expense, including recording the proceedings of the National Convention, shall be borne by National Headquarters.

**SECTION 235 - CONVENTION ADMINISTRATIVE COMMITTEES**

**CH 14-08** (a) The National Convention Administrative Committees shall be Credentials, Resolutions and Rules.

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

**CH 1-95** (c) So far as is possible, the National Commandant will appoint one (1) member of each Division to serve upon each National Administrative Convention Committees, notifying each appointee of the selection and further shall appoint a Chairperson of the committee in order to call the first meeting and organize the committee business, as appropriate. Should there be a division within any Committee upon any proposal the minority shall have the privilege of stating the reasons for their position after the Committee Chairman's report on such proposal.

(d) The duties of the National Convention Administrative Committees are:

(1) **CREDENTIALS COMMITTEE** Shall: (1) examine the credentials of each Delegate and Alternate Delegate, (2) determine that each member desiring to register possesses a current membership card, (3) compile a continuing list of all registered and approved Delegates and Alternates and the approved Delegate voting strength of each Detachment in good standing. The lists shall be available upon the request of the chair and shall be presented as a part of the Committee's final report to the National Convention, (4) disapprove the credentials of Delegates **NOT** in good standing at the time of the National Convention.

(2) **RESOLUTIONS COMMITTEE** Shall receive and consider all properly submitted resolutions (**NOT** Bylaws proposals) complying with the requirements of the National Bylaws and Administrative Procedures and may offer resolutions on behalf of the Committee deemed by the Committee to be advisable and necessary. The Committee, by a majority vote, shall either approve or disapprove all properly registered resolutions considered by the Committee. The Committee Chairman will report the Committee's recommendations upon such resolutions to the National Convention for its consideration and action.

(3) **RULES COMMITTEE** Shall study the rules of the Convention employed at prior Convention(s) and determine the need for any additional rules or revision thereof, for recommendation to the Convention for application during that specific Convention.

**SECTION 240 - BIDS FOR NATIONAL CONVENTION** - Any Detachment may make formal written bid for a National Convention provided that such bid, in complete detailed form as outlined hereinafter, is in the hands of the National Director of Convention Committee three years prior to that National Convention Committee meeting at which consideration is desired. All formal written bids must include the following minimum requirements:

(a) A resolution approved at a regular meeting of the bidding Detachment signed by the Detachment Commandant and Adjutant/Paymaster inviting the Marine Corps League to hold its National Convention in their city no less than two (2) years after the date of consideration. If their bid is accepted, the Detachment shall submit itself to the control, supervision, direction and guidance of the National Director of Conventions and his Committee and will cooperate in every way, making no contracts or agreements of any nature with anyone without the prior approval of the National Director of Convention Committee. All monies which are the property of National Headquarters, Marine Corps League, collected prior to and during the National Convention in their city, will be turned over to the National Adjutant/Paymaster no later than the conclusion of that National Convention.

(b) A Resolution of the Department Convention of which the bidding Detachment is a part approving the bid and assuring the Marine Corps League of the Department's full cooperation. If a Department does not approve the Detachment's bid, it must substantiate its position in writing.

(c) Written detail of all entertainment activities with estimated cost of each event and estimated cost of activities ticket.

(d) Assurance of reasonable availability of chauffeured vehicles for emergency use and for transportation of distinguished guests to and from normal transport terminals.

(e) Assurance of a convenient Headquarters Command Post and Information Center.

(f) Letters over the signatures of the host city Mayor or Manager and the Executive Officer of the Chamber of Commerce inviting the Marine Corps League to their city and assuring their full cooperation.

(g) Letter from proposed host city Hotel-Motel Association or individual Hotel-Motel Manager detailing accommodations available and assurance of full cooperation as follows:

(1) An adequate and acceptable complimentary hall to accommodate the Joint Opening Session, Complimentary meeting rooms for Marine Corps League Auxiliary, Fleas,

Devil Dogs, Memorial Service, Banquet (with dancing), and Committee Conference rooms;

(2) Adequate accessible Registration room that can be secured, free of interference for the full period of registration;

(3) Complimentary suites for the National Commandant, The Chief Devil Dog, and the National President of the Marine Corps League Auxiliary. Complimentary rooms for the National Executive Director, MCL, Executive Secretary/Kennel Dog Robber MODD, the Executive Secretary of the MCLA, one complimentary room for Distinguished Guests, and complimentary rooms for the National Convention Chairman, and the MCLA Chairwoman.

(4) Total available rooms with Convention rates, both single and double;

(5) Choices of Special Luncheons, Dinners, and Banquet with Convention prices.

(h) Assurance to the Detachment, Department, and National Convention Corporation of such other reasonable assistance as is deemed advisable and necessary by National Director of Conventions Committee.

(i) Convention hotel-motel will be wheelchair accessible and be eligible to display the International Wheelchair symbol (See enclosure one (1)).

(1) That all public in-house restaurants, bars, cocktail lounges, nightclubs, rest-rooms, etc., be wheelchair accessible.

(2) Five percent (5%) of all hotel-motel rooms will be wheelchair accessible, with a minimum of ten (10) rooms.

(3) Whenever possible, one handicapped/paralyzed member will be on the National Director of Convention Committee's inspection tour of the OFF SITE Special Events and Tours. Activities that are accessible to the handicapped/paralyzed, will be identified by the wheelchair symbol (see enclosure one (1)). All correspondence will indicate if the event or tour can accommodate the handicapped/paralyzed.

(4) The above conditions apply to all Marine Corps League meetings National Board of Trustees, Division Conferences, and Department and/or Staff meetings.

(5) A department may bid for the National Convention by fulfilling all of the requirements listed in this Section. The jurisdictional Division Vice Commandant shall approve or disapprove the department's bid. Should the bid be disapproved, the reasoning must be substantiated in writing.

(j) The National Director of Conventions must certify in writing to the National Judge Advocate that all Convention bids that are to be considered by the National Convention

have complied with Section 240 of the Administrative Procedures; however, a Detachment or a Department, if it desires, may make additional presentations to the Convention Body prior to any recommendation being made to the Convention by the National Director of Convention Committee.

(k) The National and/or Local Convention Committee shall not permit any Detachment, Department, Auxiliary Unit, individual or group of individuals or itself, to engage in the sale of military or Marine Corps League related merchandise in, on or about the convention site, without the expressed approval of the National Executive Director, OR the National Merchandise Manager.

**CH 16-10 SECTION 245 - CONVENTION CORPORATION** - The Department or Detachment selected to host a National Convention shall, within ninety (90) days after approval and under the supervision of the National Director of Conventions, furnish National Headquarters with two (2) copies of their State approved incorporation papers as the 20\_ \_ Marine Corps League Convention Corporation, as well as the Articles of Incorporation, and shall thereafter submit to the National Director of Conventions Committee monthly progress reports detailing development of Convention plans and programs.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER THREE**  
**NATIONAL STAFF**

**CH 15-09 SECTION 300 - STANDING COMMITTEES AND DUTIES** - The National Standing Committees and their duties are as follows:

(a) **NATIONAL BUDGET AND FINANCE COMMITTEE** - It shall be the duty of the Budget and Finance Committee to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the Mid-Winter Staff Meeting and convention a financial program and budget for the conduct of business and affairs of the League for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the League.

(b) **NATIONAL AMERICANISM COMMITTEE** - The Americanism Committee shall have the duty of formulating, implementing, and executing an Americanism program to effectuate the purposes of the Marine Corps League. (See enclosure two (2) for guidelines.)

(c) **NATIONAL UNIFORM COMMITTEE** - The Uniform Committee shall have the duty of testing and studying present emblem and uniform items and articles, recommending changes or additions thereto; identifying an acceptable source of supply and to formulate and present to the National Convention recommendations for changes or additions to existing uniform regulations. (See enclosure three (3) for uniform regulations.)

(d) **NATIONAL DIRECTOR OF CONVENTIONS COMMITTEE** - The National Director of Conventions Committee shall consist of six (6) members.

**CH 1-95** (1) The first three shall be appointed by the National Commandant with the advice and consent of the National Board of Trustees.

**CH 1-95** (a) The National Director of Conventions shall be the Chairman of this National Director of Conventions Committee.

(b) The three (3) remaining members shall be; the Jurisdictional National Vice Commandant in whose area the ensuing National Convention is to be held; the local Chairman for (Department or Detachment) and the National Protocol Officer who shall serve for a one (1) year term.

(c) The Auxiliary should be encouraged to appoint two (2) representatives (at no cost to the Marine Corps League), one (1) on the National level and one (1) on the local level. Their terms to be determined by the National President.

(2) The Committee and its Chairman shall:

(a) Be responsible to the National Commandant and the National Board of Trustees for all planning, arrangements, control, administration, and the final successful conclusion of all National Conventions.

(1) The Local Convention Chairman shall submit to the National Board of Trustees, no later than January 31st following the Convention, a written report of the Convention. The report shall contain:

- (a) A statement certifying that all bills have been paid.
- (b) A financial accounting of the Convention Book (see (2) (b) below).
- (c) The total number of rooms (living units) utilized.
- (d) The number of people attending each social activity.
- (e) The attendance at the banquet.
- (f) Identify problems encountered and if resolved.
- (g) Appropriate remarks as may be of assistance or interest to subsequent Convention Committees, or the National Board of Trustees.

(b) Be responsible for creating, producing, printing, publishing, and distributing the printed program. Negotiate with the National Convention Corporation to publish the program booklet. National Headquarters will receive a minimum of twenty percent (20%) of the net profit from the program booklet.

(c) Receive, consider, and report its recommendations to the Convention on each bid for a National Convention which has been submitted, provided said bid is in strict conformity and in accordance with Chapter Two (2), Section 240 of the Administrative Procedures.

(d) The National Protocol Officer shall be consulted on protocol prior to and during meetings of the National Staff and National Conventions. The recommendations of the National Protocol Officer shall be adhered to as is practicable.

(e) **NATIONAL AWARDS AND CITATIONS COMMITTEE** - Shall have the responsibility of recommending to the National Staff, Awards and Citations for use by the Marine Corps League. All recommendations for National Awards (unless specified in another manner) will be referred to the Committee which shall certify that the recipient is worthy of said Award. The Committee shall have a Chairman and at least three (3) other members. (See enclosure four (4) for guidelines.)

**CH 4-98 (f) NATIONAL LEGISLATIVE COMMITTEE** - Shall be chaired by the National Legislative Officer and consist of additional members as appointed by the National Commandant with the advice and consent of the Board of Trustees. This committee is charged with the responsibility to:

(1) Study all legislation of benefit to the Nation and Veterans.

(2) Arrive at recommendations to be submitted to the National Staff and the National Convention concerning advisability of endorsing support or urging rejection of pending legislation affecting Veterans' affairs.

(3) Study and develop resolutions, as deemed necessary, sponsoring legislation beneficial to the protection of the Nation, the United States Marine Corps, and Veterans.

(4) Prepare such resolutions mandated by the National Convention requesting specific legislative actions of the Congress.

**CH 4-09 (g) NATIONAL WAYS AND MEANS COMMITTEE**

(1) The National Ways and Means Committee shall be comprised of a Chairman, a Vice Chairman and up to five (5) additional members:

(2) Shall have the duty of communicating with the Corporate Community (both defense related and non-defense related corporations and organizations, to secure corporate involvement, sponsorship and support of the United States Marine Corps and Veteran Marines, through the programs of the Marine Corps League.

**(h) NATIONAL MARINE OF THE YEAR SOCIETY**

(1) Composition

**CH 2-96** (a) The National Marine of the Year Society shall be comprised of all past recipients of the National Marine of the Year Award in attendance at the Annual Convention.

**CH 2-96** (b) The Society shall have no less than three (3) members.

(c) Each member must be a member in good standing of the Marine Corps League.

(2) Nominations - A letter of nomination for the National Marine of the Year Award must be submitted in the following manner:

(a) Letters of Nominations will only be accepted only from a Detachment.

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

(c) Each nomination submitted shall be placed in a sealed envelope and addressed to: "President, National Marine of the Year Society."

(d) Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: President, National Marine of the Year Society, c/o Marine Corps League National Headquarters, at their address at that time, and post marked no later than 20 July, preceding the National Convention, at which the nominee is to be judged.

(e) The Society will not accept any nominations which was not submitted and/or received at Marine Corps League National Headquarters as is stipulated herein. (see Enclosure Four (4)).

**CH 2-96** (3) Duties - The National Marine of the Year Society shall:

(a) The President of the National Marine of the Year Society shall receive all Letters of Nomination from the National Executive Director of the Marine Corps League, insuring they are all sealed.

(1) All Letters of Nomination for National Marine of the Year received from the National Executive Director of the Marine Corps League shall remain sealed until the Society meets at the National Convention.

(b) Judge each nominee received from the National Executive Director of the Marine Corps League.

(c) Attest by signature of each member of the Society present, that the nominee was judged.

(d) Return, to the National Executive Director of the Marine Corps League, in its respective envelope and sealed, the resume of each nominee.

(4) Responsibilities

(a) The National Marine of the Year Society is responsible for the following:

(1) Presenting the Marine of the Year recipient at the closing banquet of the Convention.

(2) Presenting the Marine of the Year Award to the recipient at the next Mid-Winter Staff meeting subsequent to the National Convention.

(b) The Executive Director of the National Marine Corps League, will assist the National Marine of the Year Society in the following manner:

(1) Accept all nominations which are submitted in accordance with the requirements of this section.

(2) Stamp the sealed enclosed envelope with a rubber stamp furnished by National Headquarters which shall include but need not be limited to the following data information:

- Date received by Executive Director
- Space for assigned progressive number
- Date the Society received the nomination from the Executive Director
- No less than five (5) lines on which the Society members shall attest by signature that the nomination was considered
- Date the Committee returned the sealed envelope to the Executive Director
- Date the Executive Director (by Certified Mail, Return Receipt Requested) returned the nomination to submitter.

**CH 6-00** (3) Deliver to the Society President at the National Convention all nominations which were received at National Headquarters.

(4) Return (by Certified Mail, Return Receipt Requested) to the respective Detachments each nomination which is returned.

(5) Ordering and purchasing of the Marine of the Year Award.

**CH 7-01** (6) The National Marine of the Year Society shall meet annually during the National Convention and may meet during the National Board of Trustees' Mid-Winter Staff Meeting if necessary.

**CH 2-96** (a) No meeting of the National Marine of the Year Society shall be called during an open session of the Marine Corps League's National Convention or the National Board of Trustees' Mid-Winter Staff Meeting.

(5) A member in good standing, as used in this section, shall mean a regular member of the Marine Corps League who is in compliance with Article Six (6), Section 615 of the 1987 edition of the Marine Corps League's National Bylaws, as amended.

**CH 5-99 (i) HONORARY PAST NATIONAL COMMANDANTS**

(1) The title Honorary Past National Commandant may be awarded by the National Convention only.

(a) The title Honorary Past National Commandant may be bestowed upon a Regular Member of the Marine Corps League who has, over an extended number of years, performed conspicuous service to the Marine Corps League on a National level for the benefit of all Divisions, Departments, Detachments, and members of the League.

(b) Recommendations shall be made in writing to the National Resolutions Committee in accordance with their rules, except that the resolution shall be referred to the PNC Council for review and comment.

**CH 5-99 (2)** Marines and FMF Corpsmen that have been awarded the title Honorary Past National Commandant may wear the gold cover with a white crown of a Past National Commandant, with the lettering "**HONORARY PAST NATIONAL COMMANDANT**" and the year awarded inscribed on the right side, parallel to the headband.

**CH 5-99 (3)** An Honorary Past National Commandant is not, by virtue of the title, a member of any committee or board of the Marine Corps League.

**CH 14-08 (j) BYLAWS AND ADMINISTRATIVE PROCEDURES COMMITTEE** - Shall receive and consider all proposed changes of the National Bylaws and Administrative Procedures properly submitted in accordance with the requirements of the National Bylaws and Administrative Procedures. The Committee, by a majority vote, shall either approve or disapprove all properly registered National Bylaws and Administrative Procedures revisions considered by the Committee. The Committee Chairman will report the Committee's recommendations to the National Convention for its consideration and action.

(1) The Committee will be comprised of up to six (6) members and a Chairman.

**SECTION 310 - ADVISORY COUNCILS AND DUTIES** - The Advisory Councils and their duties are as follows:

(a) **PAST NATIONAL COMMANDANTS' COUNCIL** - The Past National Commandants' Council, an integral part of the National Staff, composed of all Past National Commandants and chaired by the Junior Past National Commandant, as a collective advisory body is charged with the responsibility of providing assistance to the National Board of Trustees. It shall be the general duty of this Council to:

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(1) Conduct a review and study of National Headquarters operations, administration, policies and procedures of the Marine Corps League aimed towards identifying any potential problems.

(2) As called upon, execute in-depth study tasks as assigned by the National Commandant or the National Board of Trustees through the Council Chairman.

(3) Pursuant to accomplishing the above responsibilities, they shall develop a proposed plan, policies, procedures and/or system for recommendation to the National Board of Trustees for its consideration.

**CH 1-95** (4) Meet semi-annually during the National Convention and the Mid-Winter Board meeting, at which a Council report will be rendered.

(5) Can collect or receive donations to support its objectives, i.e., Grave Markers for deceased Past National Commandants.

(b) **DEPARTMENT COMMANDANTS' COUNCIL** - The Department Commandants' Council, an integral part of the National Staff, composed of all Department Commandants and chaired by the National Senior Vice Commandant, as a collective advisory body is charged with the responsibility of providing assistance to the National Board of Trustees. It shall be the general duty of this Council to:

(1) Study ways and means toward stimulating growth, both in membership and stature of the Marine Corps League and the enhancement of administrative and command relationship between the National Headquarters, National Board of Trustees and other components.

(2) Receive and evaluate suggestions and relationships which are oriented to the improvement of the Marine Corps League, its growth, the enhancement of components, National Headquarters and the National Board of Trustees.

(3) As called upon, execute in-depth study tasks as assigned by the National Commandant or the National Board of Trustees through the Council Chairman.

(4) Pursuant to accomplishing the above responsibilities, they shall develop a proposed plan, policies, procedures and systems for recommendation to the National Board of Trustees for its consideration.

**CH 1-95** (5) Meet semi-annually during the National Convention and the Mid-Winter Board meeting, at the call of the National Senior Vice Commandant, following which a Council report will be rendered.

**SECTION 320 - APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS TERM-**

All appointed National Officers, Committee Chairmen and Committee Members shall, unless specified to the contrary in the National Bylaws or Administrative Procedures, serve at the pleasure of the National Board of Trustees. Appointees shall surrender to the duly appointed successor all Marine Corps League books, records and other property with which the office or person is charged.

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**ADMINISTRATIVE PROCEDURES**  
**CHAPTER FOUR**  
**DIVISIONS**

**SECTION 400 - FORMATION** - To obtain more effective administrative functioning, the United States is divided into geographical units call Divisions.

**SECTION 405 - POWERS** - The function of Divisions is administrative only. No Division will adopt Bylaws or assess dues. Only expenses authorized in advance by the National Board of Trustees for a Division will be paid by the League. The duties and authority of the National Vice Commandants of Divisions are covered in the National Bylaws, Article Two (2), Section 210(e).

**SECTION 410 - DIVISION ALIGNMENT** - The Divisions of the Marine Corps League are:

- |                |                             |   |
|----------------|-----------------------------|---|
|                | (a) New England Division    | Maine, New Hampshire, Vermont,<br>Massachusetts, Connecticut, Rhode Island  |
|                | (b) Northeast Division      | New Jersey, New York, Pennsylvania  |
| <b>CH 8-02</b> | (c) Mideast Division        | Virginia, West Virginia, North Carolina,<br>Delaware, Maryland, District of Columbia, Virgin<br>Islands, Puerto Rico, Saudi Arabia, United<br>Kingdom |
|                | (d) Southeast Division      | Alabama, Florida, Georgia, South Carolina,<br>Mississippi, Louisiana, Tennessee   |
|                | (e) Midwest Division        | Missouri, Iowa, Kansas, Minnesota, Nebraska,<br>North Dakota, South Dakota  |
|                | (f) Central Division        | Michigan, Ohio, Indiana, Illinois, Wisconsin,<br>Kentucky   |
|                | (g) Southern Division       | Oklahoma, Texas, Arkansas   |
| <b>CH 8-02</b> | (h) Southwest Division      | Arizona, California, Nevada, Hawaii, Okinawa  |
|                | (i) Rocky Mountain Division | Colorado, Utah, New Mexico, Wyoming   |
|                | (j) Northwest Division      | Alaska, Washington, Montana, Oregon, Idaho  |

**SECTION 415 - UNASSIGNED** - Constituent units, other than the above, being constituted outside the Continental United States, shall be under the jurisdiction of the National Board of Trustees until such time as assigned.

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## **ADMINISTRATIVE PROCEDURES**

### **CHAPTER FIVE**

#### **DEPARTMENTS**

**CH 4-98 SECTION 500 – FORMATION -** A State in which there are three or more Detachment with a combined membership of sixty (60) or more members may be chartered as a Department by the National Board of Trustees upon receiving a written request from such Detachments via the jurisdictional National Division Vice Commandant. However, a Charter may be granted if the combined membership is less than sixty (60) if a petitioning Detachment is chartered as is authorized by Chapter Six (6), Section 600(f). The Charter, upon being signed by the National Commandant, National Division Vice Commandant and the National Adjutant/Paymaster, shall be presented with an appropriate ceremony as soon as is possible.

**SECTION 505 - POWERS** - Whatever power is vested in the National Organization, shall in corresponding circumstances, be vested in the Department.

**SECTION 510 - AUTHORITY** - Each Department shall be governed by a Department Convention subordinate to National Convention.

**SECTION 520 - DEPARTMENT DUES** - The Department Convention shall determine the amount of Department per capita dues. All per capita dues and monies which are due National Headquarters from a Department shall be forwarded immediately.

#### **SECTION 530 - INSTALLATION OF DEPARTMENT OFFICERS**

**CH 2-96 (a)** The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant ,the Department Commandant or a Past Department Commandant. The Installing Officer shall select the necessary aides.

(b) It shall be the responsibility of the Installing Officer to sign, date, and forward the installation report, within the time frame as specified in Article Four (4) of the National Bylaws. (See enclosures five (5) for instructions on completing the Report of the Officers and Installation.)

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**ADMINISTRATIVE PROCEDURES**  
**CHAPTER SIX**  
**DETACHMENTS**

**CH 10-04 SECTION 600 - CHARTER** - A Detachment may be organized, chartered and instituted in the following manner:

(a) A standard charter application form shall be signed by no less than twenty (20) persons who are eligible for regular membership in the Marine Corps League. [See National Bylaws Article Six (6), section 600]

(1) No charter application shall include the name of a person who is not eligible for regular membership as is required by Article Six (6), Section 600(a) of the National Bylaws.

(2) No charter application shall include the name of a current member of an existing Detachment who has not received the approval of transfer as is required in Chapter 7, Section 710 of these Administrative Procedures. Any individual who signs the charter application who is currently a regular member of the Marine Corps League, either as a Member-at-Large or as a regular member of an existing Detachment must provide a Request for Transfer Form (See Chapter Seven, Section 710 of these Administrative Procedures), to be attached to the charter application. In the case of a regular member seeking to become a Dual Member in the new detachment, they must be shown on the membership dues transmittal form as a NEW DUAL MEMBER.

(a) Only the first part of the Request for Transfer Form will be completed for Members-at-Large. The first and second parts will be completed for regular members of an existing detachment. The third part is not required for charter application purposes.

(3) The charter application form must be accompanied by a completed membership dues transmittal form(s) (See enclosure 6 of these Administrative Procedures) listing all persons signing the charter application, and must include the required Department and National per capita dues and fees for each new member.

(a) The dues and fees shall be paid with a separate remittance check for the applicable dues and fees due to the Department (if any) and National.

(4) The Organizing Officer will sign both the charter application and the membership dues transmittal form(s).

(5) When accurately completed, both the charter application and the dues transmittal forms shall be forwarded to the jurisdictional Department Paymaster (Paymasters as used in this Chapter shall also mean Adjutant/Paymaster when both duties

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are performed by the same person) (if any and if no Department has been formed, to the appropriate National Division Vice Commandant), who shall ascertain that all persons who have signed the charter application are listed on the dues transmittal form(s) and that all necessary transfer forms are attached to the charter application. He/she shall also ascertain that the proper dues have been submitted. The Department Paymaster (if any and if none, the National Division Vice Commandant) shall remove the appropriate copy of the charter application and dues transmittal form(s), accept the appropriate Department dues (if any) and shall certify to the Department Commandant that he/she has reviewed the charter application form and dues transmittals and that to the best of his/her knowledge and belief such forms are accurate and all dues paid. If the charter application and/or dues transmittal forms are not complete or accurate, the Department Paymaster shall immediately notify the organizing officer for such corrections as may be necessary. Review of charter applications and related documents shall be handled in as expeditious manner as possible.

(6) Upon review, if accurate and all dues have been received, the Department Paymaster shall immediately forward the charter application and remaining copies of the dues transmittal forms along with a check for National Dues [hereinafter "application packet"] to the jurisdictional Department Commandant. The jurisdictional Department Commandant shall review the application packet and shall indicate his/her approval or disapproval thereon over his/her signature. The jurisdictional Department Commandant shall then immediately forward the application packet to the appropriate National Division Vice Commandant.

(7) The National Division Vice Commandant shall review the application packet and shall indicate thereon either approval or disapproval over his/her signature and expeditiously forward the application packet to the National Commandant at National Headquarters for processing.

(8) If either the Department Commandant or the National Division Vice Commandant recommend that the charter not be approved, such officer shall provide a detailed written explanation for the recommendation not to approve the charter, which explanation shall be forwarded with the application packet to the National Commandant.

(b) Upon receipt of an application, the National Commandant shall review the application and accompanying recommendation(s) and may approve or disapprove such application. If approved, the National Commandant shall grant such Charter. The Charter shall be signed by the National Commandant, countersigned by the National Adjutant/Paymaster, the appropriate National Division Vice Commandant and the Department Commandant where a Department exists. There shall be affixed to each Charter the official seal and ribbon of the Marine Corps League.

(1) National Headquarters shall provide each new Detachment with one (1) copy of the current Ritual and two (2) copies of the current and up-dated National

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Bylaws and one copy of the Guidebooks for Detachment Officers. These documents shall be mailed to the Jurisdictional Department Commandant simultaneously with forwarding the new Charter to the Jurisdictional National Division Vice Commandant for signature. The jurisdictional Department Commandant or his/her designee shall insure that the documents are delivered to the possession of the new Detachment.

(c) The Charter shall be presented with an appropriate ceremony at an open public meeting.

(d) Each new Charter, before framing, shall be signed by each member who signed the charter application.

(e) Failure of the Department Paymaster, Department Commandant or the National Division Vice Commandant to act with promptness in processing and forwarding an application for a Charter, or signing a Charter as outlined above in this section, shall make such Officer liable to disciplinary action as set forth in Article Nine of these Administrative Procedures if such failure is brought to the attention of the National Board of Trustees.

(f) Under special consideration, a Detachment Charter may be issued to less than twenty (20) applicants by the National Commandant if a recommendation for approval is made to the National Commandant by the Department Commandant and/or National Division Vice Commandant. A Charter issued under this provision is subject to all requirements of Chapter Six (6), Section 600.

**SECTION 610 - AUTHORITY** - Each Detachment shall be governed by its elected officers (Board of Trustees) subordinate to the Department and National Convention, the Charter and the Bylaws and Administrative Procedures of such bodies including such bylaws and procedures as it may itself promulgate which are not in conflict with either National and/or Department Bylaws and Administrative Procedures.

**SECTION 615 - DUES** - 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 per capita dues and fees which are due the Department and/or National Headquarters shall be forwarded with a standard transmittal form immediately to the Department Paymaster for processing [see Enclosure Six (6)]. The Department Paymaster shall immediately remit to the National Adjutant/Paymaster those transmittal forms and such funds which are due National Headquarters.

### **SECTION 620 - INSTALLATION OF DETACHMENT OFFICERS**

(a) The Detachment Commandant elect shall select an Installing Officer of his/her choice. Such information shall be forwarded to the Department Commandant.

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(b) The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant, an elected Department Officer, a Past Department Commandant, the Detachment Commandant or a Past Detachment Commandant.

(c) It shall be the responsibility of the Installing Officer to sign, date and forward the Report of Officer Installation within the time frame specified in Article Five (5), of the National Bylaws. (See Enclosure Five (5) "Report of Officer Installation" form.)

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**ADMINISTRATIVE PROCEDURES**  
**CHAPTER SEVEN**  
**MEMBERS**

**SECTION 700 - INITIATION** - All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with the Ritual, and be presented the official membership card and lapel pin of the Marine Corps League; however, in a case where the applicant is unable to attend an obligation ceremony, said applicant shall be required, by signature on membership application, assume the obligation of membership.

**SECTION 710 - MEMBERSHIP TRANSFER** - Any member in good standing may transfer from one Detachment to another, without payment of additional dues or transfer fees, upon his application to and approval of the gaining Detachment and of the losing Detachment. (See enclosure seven (7).)

(a) Members-At-Large must be certified as members in good standing by the National Adjutant/Paymaster (see Article Six (6), Section 615 of the National By-Laws).

**CH 7B-01** (b) The losing Detachment, upon receipt of a member's request for transfer, must process this request within thirty (30) days. If the request is approved, this action is noted on the request for transfer and appropriate copies are forwarded to the gaining Detachment. If the request for transfer is disapproved, the Detachment must note this action on the request and notify the member making the request. Copies are then forwarded to the losing Detachment's Judge Advocate and Department Judge Advocate for their files.

**CH 7B-01** (c) The gaining Detachment, upon receipt of a member's request for transfer, will vote on whether or not they will accept the member's request for transfer into their Detachment. This vote must take place within thirty (30) days of receipt of the request form. If the request for transfer is disapproved, the Detachment must note this action on the request and notify the member making the request. Copies are then forwarded to the gaining Detachment's Judge Advocate, the losing Detachment's Judge Advocate and the Department Judge Advocate for their files.

**SECTION 720 - DEATH OF A MEMBER OF THE MARINE CORPS LEAGUE**

(a) Upon notification of the demise of any member, the Detachment Chaplain shall:

(1) Immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.

(2) Without delay, report the death of the member directly to both the National Chaplain and Department Chaplain (if applicable). The report will cite the full name of the deceased, name, address, and phone number of next of kin (if applicable), and any known funeral arrangements.

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**CH 16-10** (3) Utilize the "Notice of Death" form (available from National Headquarters). This form will be in four parts: Detach and retain the bottom copy. Forward the balance to the Department Chaplain. The Department Chaplain will retain the bottom copy and forward the balance to National Headquarters "ATTN: Membership". National Headquarters will forward a copy to the National Chaplain.

(b) It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to attend the funeral services of a deceased member. To this end, the Detachment Commandant, with assistance of the Detachment Chaplain and Adjutant/Paymaster, shall develop a plan to notify Detachment members in a timely manner.

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**ADMINISTRATIVE PROCEDURES**  
**CHAPTER EIGHT**  
**SUBSIDIARIES AND SUBORDINATES**

**CH 14-08 SECTION 800 - REPORTS** – Each Detachment, Department or other entity, including **CH 1-95** the National subsidiary organizations and National subordinate groups, identified in the below Sections of Chapter Eight, which directly or indirectly operates under the Congressional Charter and/or the name of the Marine Corps League must annually file with the National Headquarters a true and complete copy of its IRS Form 990, 990EZ or 990-N (whichever is required to be filed with the IRS) no later than the due date of filing by IRS rules and regulations, normally by November 15 following the end of the fiscal year of June 30, unless an extension has been requested.

(a) The 990 reports will be utilized by National Headquarters to update the annual report required by our Group Exemption filing requirements to the IRS. Failure to file the appropriate 990 reports to the IRS and updating of our annual filing will subject the subsidiary entity to the loss of its exempt non-profit status.

**SECTION 810 - MARINE CORPS LEAGUE AUXILIARY** - The Marine Corps League recognizes and adopts the Marine Corps League Auxiliary as the official Women's Auxiliary of the Marine Corps League, and declares that the Marine Corps League Auxiliary shall ever be subject to the control and supervision of the Marine Corps League. (Article Seven (7), National By-Laws applies.)

**CH 8-02 SECTION 820 - MILITARY ORDER OF DEVIL DOGS** - The Marine Corps League recognizes and adopts the Devil Dogs as an official subsidiary organization of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League. Membership in the Military Order of Devil Dogs shall be limited to regular members of the Marine Corps League, consistent with the restrictions and requirements of the Constitution and Bylaws of the Military Order of Devil Dogs. (Article Seven (7), National By-Laws applies.)

**SECTION 830 - MILITARY ORDER OF DEVIL DOG FLEAS** - The Marine Corps League recognizes the Military Order of Devil Dog Fleas as an official subsidiary organization of the Marine Corps League Auxiliary which shall ever be subject to the authority, supervision, direction and discipline of the Marine Corps League. Membership in the Military Order of Devil Dog Fleas shall be limited to members of the Marine Corps League Auxiliary. (Article Seven (7), National By-Laws applies.)

**CH1-95 SECTION 840 - YOUNG MARINES OF THE MARINE CORPS LEAGUE** – The Marine Corps League recognizes the Young Marines of the Marine Corps League as an official subsidiary organization of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League (Article Seven (7), National By-Laws applies.)

**SECTION 850 - THE MARINE OF THE YEAR SOCIETY** - The Marine Corps League recognizes the Marine of the Year Society as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision, direction and control and discipline of the Marine Corps League. (Article Seven (7), National Bylaws applies.)

**SECTION 860 - MARINE CORPS LEAGUE YOUTH PHYSICAL FITNESS PROGRAM** - The Marine Corps League recognizes the Marine Corps League Youth Physical Fitness Program as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League. (Article Seven (7), National By-Laws applies.)

**SECTION 870 - MARINE CORPS LEAGUE FOUNDATION** - The Marine Corps League recognizes the Marine Corps League Foundation as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League. (Article Seven (7), National By-Laws.)

**CH13-07 SECTION 880 - MARINES HELPING MARINES, INC.** - The Marine Corps League recognizes the Marine Corps League – Marines Helping Marines – Wounded Marines Program as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision, direction and control and discipline of the Marine Corps League. (Article Seven (7), National By-Laws applies.)

**CH 12-06 (Chapter revised in its entirety)**

**ADMINISTRATIVE PROCEDURES**

**CHAPTER NINE**

**GRIEVANCE AND DISCIPLINE**

**SECTION 900 - DEFINITIONS**

The following definitions shall be applicable to this chapter:

(a) **Petitioner.** The petitioner is the person or unit bringing either a grievance or disciplinary charges under this chapter.

(b) **Respondent.** The respondent is the person or unit against whom either a grievance has been made or against whom disciplinary action is sought.

**CH 16-10 (c) Grievance.** A grievance is an injury, injustice or wrong which gives ground for complaint because it is unjust, harmful, afflictive, or oppressive. A grievance does not subject the Member, Detachment or Department to punishment but seeks to resolve the injury, injustice or wrong if such is found. A grievance may be initially considered at the Detachment level to attempt to mediate the problem as quickly and as painlessly as possible; however, when a formal grievance is filed at the discretion of the aggrieved member in accordance with Section 901 of this Chapter, the role of the Detachment is then terminated and the grievance moves forward in accordance with those procedures.

(d) **Disciplinary Charges.** A disciplinary charge is a formal complaint, accusation, information or indictment of a member, detachment or department in which disciplinary punishment is sought. "Charges" preferred under this Chapter need not be by reference to a section. A disciplinary charge shall specify: What was alleged to have occurred, when it was alleged to have occurred, and such other supporting information as may be necessary to adequately inform the respondent so a defense may be prepared. Detachments do not have any disciplinary jurisdiction upon any member.

(e) **Rules of Evidence or Procedure.** The rules of evidence or procedure prevailing in courts of law and/or equity shall not be controlling in actions under this chapter. All questions as to the relevance and admissibility of evidence and the regularity of the proceedings and the credibility of witnesses and evidence shall be determined by the appropriate Hearing Board and such shall not be overturned on appeal unless such Hearing Board is clearly in error. The goal of this chapter shall be to insure that matters are expeditiously, fairly and justly heard.

(f) **Burden of proof.** The party bringing the grievance or the disciplinary charge has the burden of proving his allegations to the satisfaction of the Hearing Board. Any counter-charges or allegations made by another party must be proved by that party.

**CH 15-09 (g) Service of Notices.** All notices and correspondence from and to the Petitioners and/or Respondent required by this chapter must be served by certified mail and return receipt requested. Notices and correspondence between the Hearing Board and the National Judge Advocate or the National Judge Advocate and National Headquarters and/or Board of Trustees only requires regular mail.

**CH 16-10 (h) Written Communications.** The use of electronic transmissions such as e-mail and fax notices are not sufficient for notice or appeal purposes except as permitted below for the National Board of Trustees nor do such transmissions meet time deadlines as set forth in this chapter. Proof of timely service is upon the proponent. A certified mail receipt issued and postmarked by the U. S. Post Office at the time of mailing constitutes proof of the date of service.

(i) **Vote by National Board of Trustees Not in Active Session.** On any vote under this chapter by the National Board of Trustees while not in active session, notice by e-mail directed to the National Adjutant/Paymaster shall be deemed sufficient.

(j) **Oath.** All testimony will be given under oath. The oath will be "I do solemnly affirm to tell the truth, the whole truth, nothing but the truth."

(k) **Timely Appeals.** All appeals must be served in a timely manner. Any appeal not served in a timely manner shall be deemed waived absent a showing of good cause. All appeals of any decision are due no later than 30 days from the date of the decision. A certified mail receipt within such period constitutes proof of service of the appeal.

(l) **Gender.** As used herein the use of a masculine pronoun or designation shall be deemed to include both the male and female gender as may be specifically applicable to the particular party involved.

### **SECTION 901 - GRIEVANCES**

(a) If an individual member, Detachment or Department, considers that there is a material grievance or wrongdoing within a unit, or that a member has a grievance against another member, the following procedure will be followed:

(1) The petitioner shall present the grievance in writing, setting forth as clearly as possible the basis for the grievance to the Department Judge Advocate, with a copy to the respondent, the Department Commandant and the National Judge Advocate. The respondent shall have ten days to respond to the jurisdictional judge advocate in writing concerning his defense to the alleged grievance but need not respond if he so chooses.

(3) The written grievance may be served upon the respondent in person by the Department Sergeant-at-Arms. Upon service, the Sergeant-at-Arms shall file a written return of service specifying the date and time the respondent was served.

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(3) A failure to accept or a refusal to accept certified mail or to sign for the receipt of such mail after due notice from the United States Post Office shall be deemed to be good service.

(b) The Department Judge Advocate shall review the grievance and response (if any) and act as mediator in the dispute. If the Department Judge Advocate is successful in resolving the grievance, he shall inform the petitioner and the respondent in writing that the matter is resolved with a copy of such written notice to the National Judge Advocate. If his efforts fail, he shall so report the same to the Department Commandant.

(c) Upon notice that the grievance is not resolved, the Department Commandant shall then appoint a Hearing Board composed of himself as Chairman, the Department Judge Advocate, and minimum of two (2) other members, none of whom shall be members of the unit involved.

(d) The Hearing Board is empowered to convene a hearing at a time and place of its convenience within the state in which the grievance is alleged to have occurred. Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made prior to the start of the hearing or shall be deemed to have been waived.

(e) The Hearing Board may call witnesses. It shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation. The petitioner has the burden of proving his allegations at the convened hearing.

(f) The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If the grievance is substantiated and proved, the Hearing Board shall state in its decision the corrective action necessary to eliminate the grounds for the grievance.

(2) If the grievance is not substantiated or proved, the written decision shall so state and the matter shall stand dismissed.

(3) The written decision shall be forwarded within fifteen (15) days to the Petitioner and the respondent, with copies to all of the participating parties and the National Judge Advocate.

(h) The failure of a respondent to take the corrective action found by the Hearing Board to resolve a grievance which has been substantiated and proved may be grounds for disciplinary charges.

(g) Either the petitioner or the respondent may appeal the decision of the Hearing

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Board to the National Judge Advocate. Such appeal must be filed in writing within thirty (30) days after receipt of the Hearing Boards decision. The appeal should set forth as clearly as possible the basis for such appeal.

**CH 15-09** (1) The National Judge Advocate shall rule on the appeal and shall so advise all participating parties in writing of his decision either substantiating or denying the appeal within thirty (30) days. The participating parties under this subsection are: the National Commandant; the Department Judge Advocate; the Department Commandant; the Petitioner; and the Respondent.

(2) The National Judge Advocate may make his decision concerning the appeal merely from the records, or he may permit the petitioner and/or the respondent or any other party to make an oral or written argument concerning the appeal before the National Judge Advocate after due written notice to all other participating parties.

(3) If the record of the hearing is insufficient or there exists material irregularities in procedure, the National Judge Advocate may refer the matter back to the Hearing Board to supplement the record or to correct such material irregularity to insure that justice prevails.

(i) Either the petitioner or the respondent may appeal the National Judge Advocate's decision in writing setting forth the basis for such appeal within fifteen (15) days to the National Board of Trustees via the National Commandant.

(1) The National Board of Trustees shall review the appeal at the first scheduled meeting subsequent to receiving such appeal.

(2) The National Board of Trustees may make its decision merely from the record, or it may permit the petitioner and/or the respondent or any other party to appear and argue the matter before the National Board of Trustees after due written notice to all other participating parties. It may take, but is not required to take, further evidence relating thereto under such rules and conditions as it may from time to time adopt.

(3) The National Board of Trustees may sustain or reject the decision of the National Judge Advocate.

(4) If the National Board of Trustees fails to sustain the finding of the National Judge advocate, it shall rule on the appeal and issue its own decision thereon in writing to all participating parties through the National Adjutant/Paymaster.

(5) The decision of the Board of Trustees is final and there are no further rights of appeal except as may be specifically granted by this chapter in section 903.

**SECTION 902 - DEPARTMENT, DIVISION, OR NATIONAL GRIEVANCE**

(a) If a Department, a Division, a Department Officer, a Division Officer or a National

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Officer is the Petitioner or the Respondent, all matters shall be handled directly by the National Judge Advocate; he and the National Commandant will proceed in accordance with the procedure outlined in paragraphs 901(a), (b), (c), (d), (e) and (f).

(b) Either the Petitioner or the respondent may appeal the Hearing Board's decision to the National Board of Trustees, in writing via the National Commandant.

(1) Such appeal must be filed within thirty (30) days of the decision of the Hearing Board stating as clearly as possible the basis for such appeal.

(2) The National Judge Advocate will distribute copies of all pertinent material to the members of the Board of Trustees.

(3) The Board of Trustees shall render their opinion in writing to National Headquarters within fifteen (15) days; whereupon the National Judge Advocate will inform the Petitioner of the decision of the majority of the National Board of Trustees, either sustaining or denying such appeal with a copy to the National Adjutant/Paymaster.

(4) The decision of the National Board of Trustees shall be final.

**SECTION 903 - NATIONAL CONVENTION GRIEVANCE**

(a) If a grievance arises during a National Convention, it shall be immediately presented in writing to the National Judge Advocate. The National Judge Advocate shall attempt to mediate the grievance.

If mediation is unsuccessful:

(1) The National Judge Advocate shall petition the National Commandant to immediately convene a Hearing Board of at least three (3) members of the National Board of Trustees or such other members as the National Commandant shall designate. The National Commandant may serve as the Chairman of that Hearing Board or shall appoint a Chairman to serve in his stead.

(2) The Hearing Board may call witnesses. It shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A Hearing Board may also conduct its own independent investigation.

(3) The Hearing Board's decision, which must be affirmed by a majority of the board, shall be served in writing upon the Petitioner and respondent immediately.

(4) If the grievance is substantiated and proved, the Hearing Board shall state in its decision the corrective action necessary to eliminate the grievance.

(5) The Petitioner may appeal the Hearing Board's decision directly to the

Convention and has the burden of proving such grievance to the Convention.

(6) A majority vote of the Convention, with the affected member and/or delegation(s) abstaining, will prevail.

(b) If the grievance concerns the seating or voting of a Delegate or Delegation, the Convention shall stand in recess until the matter is resolved.

(c) Any grievance applicable to seating at a National convention shall be filed in writing with the National Judge Advocate, prior to commencement of the Convention; whereupon he shall proceed in accordance with Section 903(a).

**SECTION 904 - DISCIPLINE OF A MEMBER, DETACHMENT, DEPARTMENT OFFICERS AND BOARD OF TRUSTEES**

(a) Whenever an individual member, Detachment, Detachment Officer, Department Officer other than the Commandant, or a member of the Board of Trustees of a Detachment or Department commits an act contrary to the National Bylaws and Administrative Procedures of the Marine Corps League, or an act which is deemed not in the best interest of the Marine Corps League, said individual member, Detachment, Detachment Officer, Department Officer, or member of the Board of Trustees shall be charged as follows:

(1) A written complaint setting forth in detail the basis of the disciplinary charges shall be served upon the respondent, with copies to the Department Commandant, the Department Judge Advocate, the National Commandant and the National Judge Advocate by certified mail, return receipt requested.

(2) The written complaint may be served upon the respondent in person by the jurisdictional Sergeant-at-Arms. Upon service, the Sergeant-at-Arms shall file a written return of service specifying the date and time the respondent was served.

(3) A failure to accept or a refusal to accept certified mail or to sign for the receipt of such mail after due notice from the United States Post Office shall be deemed to be good service.

(b) Upon receiving the written complaint, the Department Judge Advocate shall have twenty (20) calendar days in which he may conduct a preliminary informal investigation to determine the merit of the disciplinary charge and should explore the possibility of a negotiated settlement.

(c) In the absence of a settlement being accomplished in the twenty (20) calendar day period, the Department Commandant shall immediately appoint a Hearing Board as required herein which shall convene within forty (40) calendar days subsequent to such appointment.

(1) The appointed Hearing Board shall be composed of the Department Commandant as chairman, the Department Judge Advocate and a minimum of two (2) other members.

(2) The Hearing Board is empowered to convene a hearing at a time and place of its convenience subject to the limitations as set forth above in paragraph 904(c). Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made at least ten days prior to the start of the hearing or shall be deemed to have been waived.

(3) The Hearing Board may call witnesses but is under no obligation to do so. The petitioner has the burden of proving any and all disciplinary charges against the respondent to the satisfaction of the Hearing Board.

(4) The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation.

(d) The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If any disciplinary charge is substantiated and proved, the Hearing Board shall so state in its decision its findings relating to the evidence and shall also state the punishment awarded by the Hearing Board.

(2) If any disciplinary charge is not substantiated or proved, the written decision shall so state.

(3) The written decision shall be forwarded within fifteen (15) days to the petitioner and the respondent, with copies to all of the participating parties, and the National Judge Advocate and National Adjutant/Paymaster.

(e) A written appeal of the Hearing Boards decision may be made to the National Judge Advocate by either the Respondent or Petitioner. Any appeal must be made in writing within thirty (30) days after receipt of the Hearing Board's decision setting forth as clearly as possible the basis for such appeal.

(1)The National Judge Advocate shall rule on the appeal and shall so advise all participating parties in writing of his decision either substantiating or denying the appeal within thirty (30) days.

(2)The National Judge Advocate may make his decision on the appeal merely from the records, or he may permit the petitioner and/or the respondent or any other party to make an oral or written argument concerning the appeal before the National Judge Advocate after due written notice to all other participating parties by the National Judge

Advocate allowing such argument. No oral or written argument or contact should be made to the National Judge Advocate concerning any disciplinary matter or appeal absent his specific request for the same.

(3) If the record of the hearing is insufficient or there exists material irregularities in procedure, the National Judge Advocate may refer the matter back to the Hearing Board to supplement the record or to correct such material irregularity to insure that justice prevails.

(f) Either the petitioner or the respondent may appeal the National Judge Advocate's decision in writing setting forth the basis for such appeal within fifteen (15) days of receipt of the National Judge Advocate's decision to the National Board of Trustees via the National Commandant.

(1) The National Commandant, upon receiving such an appeal, shall place the subject on the agenda of the National Board of Trustees for review at the next scheduled meeting of the Board.

(2) The National Board of Trustees shall review the appeal at the first scheduled meeting subsequent to receiving such appeal.

(3) The National Board of Trustees may make its decision merely from the records, or it may permit the petitioner and/or the respondent or any other party to appear and argue the matter before the National Board of Trustees after due written notice to all other participating parties. It may take, but is not required to take, further evidence including evidence in mitigation or aggravation of such disciplinary charge(s) and/or the punishment awarded relating thereto under such rules and conditions as it may from time to time adopt.

(4) The National Board of Trustees may sustain or reject the decision of the National Judge Advocate.

(5) If the National Board of Trustees fails to sustain the finding of the National Judge Advocate, it shall rule on the appeal and issue its own decision thereon in writing to all participating parties through the National Adjutant/Paymaster.

(6) The decision of the Board of Trustees is final and there are no further rights of appeal.

(g) The legitimate travel and lodging expenses of the Hearing Board shall be a charge against the Department, which shall be reimbursable to the members upon submission of a voucher to the paymaster of the appropriate Department.

#### **SECTION 905 - DEPARTMENT COMMANDANT OR DEPARTMENT**

(a) In the event the respondent is a Department Commandant or Department, the

following procedure shall be followed:

(1) Disciplinary Charges shall be submitted in writing to the National Judge Advocate and to the respondent, with a copy to the National Commandant.

(2) Proof of service upon the respondent shall be provided to the National Judge Advocate by the petitioner by either service in hand by the Department Sergeant at Arms or by certified mail, return receipt requested as set forth herein.

(b) The National Judge Advocate may, at his discretion, conduct a preliminary investigation to:

(1) determine the merit of the charge.

(2) explore the possibility of a negotiated settlement.

(c) If the charge appears to be valid, and if it appears to the National Judge Advocate that a negotiated settlement is not likely, or upon his own initiative, the National Judge Advocate shall proceed to:

(1) Petition the National Commandant, who shall appoint a Hearing Board of not less than three (3) nor more than five (5) members, including the National Judge Advocate. The National Commandant may, at his discretion, appoint current or former members of the Board of Trustees.

(2) The Hearing Board shall convene a hearing in the state in which the disciplinary charges arose at a time and place of its convenience. Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made at least ten days prior to the start of the hearing or shall be deemed to have been waived.

(3) The Hearing Board may call witnesses but is under no obligation to do so. The petitioner has the burden of proving any and all disciplinary charges against the respondent to the satisfaction of the Hearing Board.

(4) The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation.

(d) The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If any disciplinary charge is substantiated and proved, the Hearing Board shall so state in its decision its finding relating to the evidence and shall also state the punishment awarded by the Hearing Board.

(2) If any disciplinary charge is not substantiated or proved, the written decision shall so state.

(3) The written decision shall be forwarded within fifteen (15) days to the National Commandant with a copy to the National Judge Advocate. The National Judge Advocate will effect proper service upon the petitioner and the respondent, with copies to all of the participating parties and the National Adjutant/Paymaster.

(e) The Respondent or Petitioner may appeal the decision of the hearing board in writing within thirty (30) days to the National Board of Trustees via the National Commandant setting forth as clearly as possible the basis for such appeal.

(1) The National Adjutant/Paymaster will distribute copies of all pertinent material to the members of the Board of Trustees.

(2) The Board of Trustees shall render their opinion in writing to National Headquarters within fifteen (15) days; whereupon the National Adjutant/Paymaster will inform the Petitioner and the Respondent of the decision of the majority of the National Board of Trustees, either sustaining or denying such appeal.

(3) Any member of the Board of Trustees who shall have served on the subject Hearing Board shall abstain from voting on the appeal.

(f) The Respondent or Petitioner may appeal the decision of the National Board of Trustees in writing setting forth as clearly as possible the basis for such appeal directly to National Convention via the National Adjutant/Paymaster.

(1) Any appeal to the convention must be made within thirty (30) days of the receipt of the decision of the National Board of Trustees and not less than thirty (30) days prior to the commencement of the National Convention.

(g) The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.

## **SECTION 906 - NATIONAL OFFICERS AND BOARD OF TRUSTEES**

(a) If the Respondent is a National Officer or member of the National Board of Trustees, other than the National Commandant or National Judge Advocate, the procedure shall be as follows:

(1) Charges shall be filed with the National Judge Advocate, who will thereupon cause service of same either in hand by the National Sergeant at Arms or by certified mail, return receipt requested as provided herein upon the respondent, with copies to the National Board of Trustees.

(b) The National Judge Advocate may conduct a preliminary investigation to determine:

(1) The merit of the charge.

(2) The possibility of a negotiated settlement.

(c) If the charge appears to be valid and has merit, and if it appears to the National Judge Advocate that a negotiated settlement is not likely, or upon his own initiative, the National Judge Advocate shall proceed to:

(1) Petition the National Commandant, who shall appoint a Hearing Board of not less than three (3) nor more than five (5) members, including the National Judge Advocate. The National Commandant may, with discretion, appoint current or former members of the Board of Trustees. If the charge is not found to merit further proceedings such charge shall be dismissed and the petitioner shall be so notified by the National Judge Advocate.

(2) The Hearing Board is empowered to convene a hearing at a time and place of its convenience. Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made at least ten days prior to the start of the hearing or shall be deemed to have been waived.

(3) The Hearing Board may call witnesses but is under no obligation to do so. The petitioner has the burden of proving any and all disciplinary charges against the respondent to the satisfaction of the Hearing Board.

(4) The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation.

(d) The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If any disciplinary charge is substantiated and proved, the Hearing Board shall so state in its decision its finding relative to the evidence and shall also state the punishment awarded by the Hearing Board.

(2) If any disciplinary charge is not substantiated or proved, the written decision shall so state.

(3) The written decision shall be forwarded within fifteen (15) days to the National Commandant with a copy to the National Judge Advocate. The National Judge Advocate will effect proper service upon the petitioner and the respondent, with copies to all of the participating parties.

(e) The Respondent or Petitioner may appeal in writing within thirty (30) days to the

National Board of Trustees via the National Commandant setting forth as clearly as possible the basis for such appeal.

(1) The National Adjutant/Paymaster will distribute copies of all pertinent material to the members of the Board of Trustees.

(2) Each member of the Board of Trustees shall render their opinion in writing to National Headquarters within fifteen (15) days; whereupon the National Adjutant/Paymaster will inform the Petitioner and the Respondent of the decision of the majority of the National Board of Trustees, either sustaining or denying such appeal.

(3) Any member of the Board of Trustees who shall have served on the subject Hearing Board shall abstain from voting on the appeal.

(f) The Respondent or Petitioner may appeal the decision of the National Board of Trustees in writing setting forth as clearly as possible the basis for such appeal directly to National Convention via the National Adjutant/Paymaster.

(1) Any appeal to the convention must be made within thirty (30) days of the receipt of the decision of the National Board of Trustees and not less than thirty (30) days prior to the commencement of the National Convention.

(g) The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.

#### **SECTION 907 - NATIONAL COMMANDANT**

(a) In the event the National Commandant shall be the respondent the following procedure shall be followed:

(1) The National Senior Vice Commandant and the National Judge Advocate shall determine if the charge is serious enough to merit further proceedings. If it is not found to merit further proceedings such charge shall be dismissed and the petitioner shall be so notified by the National Judge Advocate.

(b) If found to have merit, the disciplinary charges shall be deemed filed with the National Judge Advocate, who will thereupon cause service of same upon respondent, with copies to the National Board of Trustees.

(c) The National Senior Vice Commandant shall immediately convene the entire National Board of Trustees (excluding the National Commandant) to serve as a Hearing Board. A quorum shall consist of at least eight (8) Board members.

(d) If the Hearing Board finds it is in the best interest of the Marine Corps League, it may, by a two-thirds (2/3rds) vote, temporarily suspend the National Commandant from the duties of his office.

(e) The Senior Vice Commandant shall serve as Chairman of the Hearing Board.

(1) The Board shall conduct a hearing at National Headquarters at its own convenience, call witnesses, hear testimony, and it may conduct its own independent investigation.

(f) The Hearing Board's decision, which must be affirmed by a two-thirds (2/3rds) vote, shall be served upon the National Commandant within fifteen (15) days of date of decision.

(g) The National Commandant may appeal within thirty (30) days to the Senior Vice Commandant, via the National Adjutant/Paymaster, who shall appoint an appeals board (Board of Appeals) which shall be comprised of a minimum of five (5) Past National Commandants, none of which shall be current members of the National Board of Trustees. The Board of Appeals shall concern itself only with the appeal and a majority vote by the Board of Appeals is required for a decision.

(h) The National Commandant may further appeal the decision of the Board of Appeals directly to the National Convention in writing, via the National Adjutant/Paymaster.

(1) Any appeal to the convention must be made within thirty (30) days of the receipt of the decision of the Board of Appeals and not less than thirty (30) days prior to the commencement of the National Convention.

(i) The legitimate travel and lodging expenses of the Hearing Board or Board of Appeals shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.

#### **SECTION 908 - NATIONAL JUDGE ADVOCATE**

(a) In the event the National Judge Advocate shall be the respondent the following procedure shall be followed:

(1) The charges shall be filed with the National Commandant, who shall affect service upon the Respondent and all participating parties.

(b) The Junior Past National Commandant and National Senior Vice Commandant shall determine if the charge is serious enough to merit further proceedings. If it is not found to merit further proceedings such charge shall be dismissed and the petitioner shall be so notified by the Jr. Past National Commandant.

(c) If any charge is found to have merit:

(1) The National Senior Vice Commandant as Chairman shall immediately convene a Hearing Board, comprised of himself and four (4) other members of the National Board of Trustees.

(2) The Hearing Board is empowered to convene a hearing at a time and place of its convenience. Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made prior to the start of the hearing or shall be deemed to have been waived.

(3) The Hearing Board may call witnesses but is under no obligation to do so. The petitioner has the burden of proving any and all disciplinary charges against the respondent to the satisfaction of the Hearing Board.

(4) The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation.

(d) If the Hearing Board finds it is in the best interest of the Marine Corps League, it may, by a two-thirds (2/3rds) vote, temporarily suspend the National Judge Advocate from the duties of his office.

(e) The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If any disciplinary charge is substantiated and proved, the Hearing Board shall so state in its decision its findings relating to the evidence and shall also state the punishment awarded by the Hearing Board.

(2) If any disciplinary charge is not substantiated or proved, the written decision shall so state.

(3) The written decision shall be forwarded within fifteen (15) days to the National Commandant who will effect proper service upon the petitioner and the respondent, with copies to all of the participating parties.

(f) The Respondent or Petitioner may appeal in writing within thirty (30) days to the National Commandant setting forth as clearly as possible the basis for such appeal.

(1) Upon appeal, the National Commandant shall appoint an appeal board which shall be comprised of a minimum of five (5) Department Judge Advocates, none of which shall be a current member of the National Board of Trustees. This Appeal Board shall concern itself only with the appeal and a majority vote by the Board is required for a decision.

(g) The National Judge Advocate may further appeal the decision of the Board of Appeals directly to the National Convention in writing via the National Adjutant/Paymaster.

(1) Any appeal to the convention must be made within thirty (30) days of the receipt of the decision of the Board of Appeals and not less than thirty (30) days prior to the commencement of the National Convention.

(h) The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.

### **SECTION 909 -PROCEDURE**

**CH 15-09** The following procedures will be adhered to in addition to the other provisions of this chapter.

(a) Notice of Composition of Hearing Board

(1) The jurisdictional judge advocate must notify the petitioner and the respondent of the members appointed to the Hearing Board no less than twenty (20) days prior to the convening date of the Board. No member of an affected unit may be appointed to a Hearing Board.

(2) The petitioner and the respondent will have ten (10) days to object in writing to any or all of the appointed Hearing Board Members. Such written notice shall be directed to the jurisdictional judge advocate. Absent a timely objection, the Hearing Board shall be deemed to be fair and impartial.

(3) The jurisdictional judge advocate is not subject to challenge except for good cause.

(A) Upon receiving a challenge, the jurisdictional judge advocate will petition the appointing authority for replacements and notify the petitioner and respondent of such replacements. Replacements may be subject to challenge only for good cause which challenge must be made before the start of the Hearing.

(B) Potential Hearing Board Members who may have a conflict of interest through friendship, marriage, family relationship or prejudice must recuse themselves from sitting on the Hearing Board.

(C) If the jurisdictional judge advocate must be recused from sitting on the Hearing Board, the appointing authority will appoint a replacement, preferably a Past National or Department Judge Advocate or a Past National or Department Commandant.

(D) In the event an investigator or a committee is appointed to investigate the Circumstances of any allegations, the investigative report must be presented to the Hearing Board and the investigator or members of the committee may be called upon as witnesses by the Hearing Board.

(b) Duties of Petitioner

(1) The petitioner has the burden of proving any grievance or disciplinary charge to the satisfaction of the Hearing Board. Failure to present sufficient evidence may be grounds to dismiss the grievance or disciplinary charge.

(2) The Petitioner will be responsible to invite witnesses to testify on his behalf and to present proper evidence relative to the grievance or disciplinary charge.

(3) A complete list of witnesses, notarized statements from any witness that can not appear at the hearing in person and copies of all exhibits to be offered into evidence must be submitted to the jurisdictional judge advocate fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed or exhibits attempted to be introduced but not previously provided may be heard and/or admitted subject to the sole discretion of the Hearing Board under such terms and conditions as it shall require.

**CH 13-07** (4) The Petitioner may have a member of the Marine Corps League act as his counsel, but the representative Counsel must have been a member of the Marine Corps League for at least a year.

(5) The Petitioner or his representative has the right to examine and cross examine witnesses.

(c) Duties of the Respondent

(1) A respondent has the right to but need not file a written response to any grievance or disciplinary charge filed against him. However, failure to appear or to provide evidence shall not prevent the Hearing Board from making appropriate findings.

(2) The Respondent will be responsible to invite witnesses to testify on his behalf and to present proper evidence in his defense relative to the grievance or disciplinary charge against him.

(3) A complete list of witnesses, notarized statements from any witness that can not appear at the hearing in person and copies of all exhibits to be offered into evidence must be submitted to the jurisdictional judge advocate fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed or exhibits attempted to be introduced but not previously provided may be heard and admitted subject to the sole discretion of the Hearing Board under such terms and conditions as it shall require.

**CH 13-07** (4) The Respondent may have a member of the Marine Corps League act as his counsel, but the representative Counsel must have been a member of the Marine Corps League for at least a year.

(5) The Respondent or his representative has the right to examine and cross examine witnesses.

(d) Official Record of the Proceedings

(1) The Chairman of the Hearing Board will appoint a recorder, preferably from the local area to keep a record of the proceedings by tape recording.

(A) The duties of the recorder shall be as follows:

(1) The recorder will be the sole operator of the recording device.

(2) Maintain a log of tape activities (See Attachment 9-1)

(3) At the close of the hearing, the recorder shall turn over all tapes to the jurisdictional judge advocate.

(4) The jurisdictional judge advocate will sign the log as custodian of the tapes.

(5) A duplicate of the log will be sent with all requests for copies of tapes.

(6) The recorder will not participate in the Hearing Board's deliberations.

(2) There will be no tape recording or other recording of the proceedings of the Hearing Board other than the official recording taken by the recorder. The Board will make available to the principals, upon written request to the jurisdictional judge advocate a copy of the recording of the hearing. Such request must be made in writing to the jurisdictional judge advocate within ten days of the notice of the decision.

(3) The actual cost of such reproduction of the tape recording will be borne by the party requesting the copy.

**CH 15-09** (4) In a grievance or disciplinary proceeding, as set forth in this chapter, if he Petitioner or Respondent requests a copy of the Hearing Board's proceedings, as is provided in Section 909(d)(2) above, the thirty (30) day appeal period shall commence subsequent to the receipt of the copy of the record.

(e) Jurisdictional Judge Advocate and Appeals

(1) The jurisdictional judge advocate cannot sit on any Appeal Board. The jurisdictional judge advocate may be called as a witness by the party or board hearing the appeal. The National or Department Commandant as is relevant shall appoint an acting Judge Advocate for any recused jurisdictional judge advocate. Such acting Judge Advocate shall preferably be a Past National or Department Judge Advocate, Past National Commandant or Department Commandant.

(f) Duties of Sergeant-at-Arms

(1) The Chairman of the Hearing Board will appoint a Sergeant-at-Arms, preferably from the local area. The duties of the Sergeant-at-Arms are to preserve order and to perform other duties as required by the Chairman of the Hearing Board.

(g) Duties and Responsibilities of Hearing Board

(1) The Hearing Board may but is not obligated to invite additional witnesses other than those designated by the petitioner or the respondent.

(2) The jurisdictional judge advocate will provide the petitioner and respondent with a list of witnesses including witnesses to be called by the Board itself and copies of all exhibits as identified and provided by the petitioner and the respondent or to be introduced by the Hearing Board itself not less than five (5) days prior to the convening of the Hearing Board.

**CH 14-08** (3) The Hearing Board will, in so far as practicable, conduct the hearings as outlined in accordance with Roberts Rules of Order, Newly Revised. Hearings will be held in Executive Session. The Jurisdictional Judge Advocate will write the findings of the Hearing Board and notify all parties concerned.

(4) The petitioner or the respondent or their representative will conduct the examination and/or cross examination of witnesses. If a representative is utilized, principals may not separately interrogate the witnesses. Only one party, either the petitioner or the respondent or their appointed representative from each side will be permitted to examine or cross-examine witnesses.

(5) The Hearing Board Chairman and members of the Board may conduct a separate inquiry of any witness.

**CH 15-09** (h) Duties and Responsibilities of the National Judge Advocate

Once all appeals are completed and the punishment is determined to be suspension or expulsion from the Marine Corps League, the National Judge Advocate will notify in writing, the appropriate National Officer in the Military Order of the Devil Dogs of the punishment awarded when it involves a member of that Order.

**SECTION 910 - SUSPENSION PENDING HEARING**

In all disciplinary proceedings brought under Sections 904, 905, and 906 herein, the designated jurisdictional Judge Advocate shall possess the discretionary authority to temporarily suspend the respondent from membership, office or function pending final resolution of the disciplinary charge. The National Judge Advocate and National Adjutant/Paymaster shall be notified in writing of such suspension.

## **SECTION 911 - PUNISHMENT**

(a) Following conformance with the procedures outlined in this Chapter, if the Respondent is adjudged guilty of committing any act which would tend to bring the Marine Corps League into public disrepute, and/or conduct unbecoming a member of the Marine Corps League, or if he has violated any of the applicable provisions of the National, Department or Detachment Bylaws or Administrative Procedures, or any offense set forth in Section 913 hereof, the Respondent shall be subject to the following:

(1) A member, or officer at any level, may be punished by written reprimand, suspension for a specified period of time, or be expelled from the Marine Corps League.

(2) A Detachment or Department may receive a reprimand; its Charter may be temporarily suspended; or its Charter may be permanently revoked.

(3) The National Adjutant/Paymaster shall be notified of all actions taken pursuant to this section.

(b) When the respondent has been adjudged guilty, and punished by suspension, the respondent is stricken from the roles of the Marine Corps League for the specified period of time. During that time, the respondent is not permitted to attend or participate in any functions of the Marine Corps League, subsidiary and subordinate organizations or to represent that he is a member of the Marine Corps League. If the respondent is found in violation of a suspension, the respondent is subject to further charges and possible expulsion from the Marine Corps League.

## **SECTION 912 - CRIMINAL ACTS**

Should any member of the League, or any subsidiary organization, subordinate group or members thereof, violate any of the criminal laws of the United States, or a State having jurisdiction thereof, the complaint should be made directly to the proper Federal, State or local authority, and not to the League although such conduct may also be the basis for a disciplinary charge under this chapter.

## **SECTION 913 - OFFENSES**

The following offenses are recognized and must be processed in accordance with the applicable section or sections of Chapter Nine:

(a) Violation of oath of membership.

(b) Violation of oath of office.

(c) Conduct unbecoming a member of the Marine Corps League.

(d) Any action detrimental to the League.

(e) Conviction of any crime which constitutes a felony in a County, City, State, or Federal Court in the United States of America.

**SECTION 914 - CHARGES STEMMING FROM A PREVIOUSLY HEARD MATTER-**

In the event a charge stems from a previously heard grievance or disciplinary charge, the failure to take corrective action to resolve a grievance, the failure to comply with a temporary suspension or the punishment issued during a previously heard matter, the jurisdictional body shall be deemed to be the body who last heard the proceedings and/or whose findings were the basis of such finding, suspension or punishment.

(a) A charge filed under this section shall be submitted in writing to the National Commandant and the National Judge Advocate.

(1) If the charge stems from a previously heard matter, the National Judge Advocate will determine and immediately notify the Commandant of the jurisdictional body to reconvene a hearing at a time and place of its convenience at, or near, the place of the previous hearing. It may hear testimony and may conduct its own independent investigation and shall make such additional findings and render such additional punishment, if any, that it finds necessary to enforce the prior decision.

(2) If the charge stems from a violation of a temporary suspension, the National Judge Advocate will determine and immediately notify the jurisdictional Commandant who may, prior to convening a hearing, conduct his own independent investigation, document his findings, and make such findings known to the Hearing Board. If a violation is found the Hearing Board shall render such additional punishment as may be deemed necessary to enforce the prior punishment.

(3) The Hearing Board's decision, which must be agreed to by a majority of the Hearing Board, shall be forwarded to petitioner and the respondent and the National Judge Advocate within fifteen (15) days, the National Judge Advocate will thereupon effect proper service of the Hearing Board's decision to the National Board of Trustees and the National Adjutant/Paymaster.

(4) The Hearing Board's decision may be appealed in accordance with the appropriate section of the Administrative Procedures governing the original charge.

NATIONAL/DEPARTMENT HEARING BOARD

LOG OF TAPE ACTIVITIES

DATE: \_\_\_\_\_

RECORDER: \_\_\_\_\_

RESPONDENT: \_\_\_\_\_ PETITIONER: \_\_\_\_\_

TAPE #    START TIME    STOP TIME    REASON    RESUME    TAPE CHANGE    INITIALS

# OF TAPES USED    TYPE TAPE

\_\_\_\_\_ 30 MIN

\_\_\_\_\_ 60 MIN

\_\_\_\_\_ 90 MIN

\_\_\_\_\_ 110 MIN

\_\_\_\_\_ 120 MIN

SIGNATURES OF HEARING BOARD MEMBERS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RECORDER: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE TAPE(S) CUSTODIAN: \_\_\_\_\_

DATE: \_\_\_\_\_

REMARKS:

Page \_\_\_\_\_ of \_\_\_\_\_



**CH 16-10 SAMPLE RITUAL FOR CONDUCTING A HEARING BOARD IN ACCORDANCE WITH CHAPTER NINE (9) MCL ADMINISTRATIVE PROCEDURES**

*Any hearing under Chapter 9 of these Administrative Procedures should be conducted in an orderly and efficient manner enabling the parties to be heard and evidence presented, and to enable the Hearing Board to make a fair and just decision.*

**HAVE THE RECORDER START RECORDING**

(Have the recorder monitor the recording. When the tape needs to be changed he will inform the Chairman who will then stop the proceedings and direct stopping the recording, changing the tape and restarting the recording. The Chairman then directs the continuation of the proceedings. NO DISCUSSION WILL OCCUR WITH THE RECORDING STOPPED.)

**CHAIRMAN:** Sgt-At-Arms secure the hearing room.

**SGT-AT-ARMS:** Aye, Aye sir: The hearing room is secure.

**CHAIRMAN:** Sgt-At-Arms led us in the Pledge of Allegiance.

**SGT-AT-ARMS:** Aye, Aye, sir. Hand salute. I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation, under God, indivisible with liberty and justice for all. Ready – two.

**CHAIRMAN:** We are now in Executive Session. This Hearing Board is convened in accordance with and under the authority of Chapter Nine (9) of the National Marine Corps League Administrative Procedures to hear the charges brought by \_\_\_\_\_ (PETITIONER) \_\_\_\_\_ against \_\_\_\_\_ (RESPONDENT) \_\_\_\_\_. Today is \_\_\_\_\_ (DAY) \_\_\_\_\_ (DATE) \_\_\_\_\_ and the time is \_\_\_\_\_. Everyone will remain quiet and respectful during the conduct of this hearing. You will not speak unless the Chairman has given you the floor or the person who has the floor asks you a question. There will be only one person speaking at a time. No one will speak out of turn and if you violate this rule, the Sgt-At-Arms will escort you from the hearing room. If you are escorted from the room, you will not return. There will be no additional warning given. Members of the Hearing Board may interrupt and ask questions of any person or witness at any time. The members of the Hearing Board are as follows –

Chairman \_\_\_\_\_ (NAME) \_\_\_\_\_, \_\_\_\_\_ (POSITION) \_\_\_\_\_, \_\_\_\_\_ (UNIT) \_\_\_\_\_

Member - \_\_\_\_\_ (NAME) \_\_\_\_\_, \_\_\_\_\_ (POSITION) \_\_\_\_\_, \_\_\_\_\_ (UNIT) \_\_\_\_\_

Member - \_\_\_\_\_ (NAME) \_\_\_\_\_, \_\_\_\_\_ (POSITION) \_\_\_\_\_, \_\_\_\_\_ (UNIT) \_\_\_\_\_

Member - \_\_\_\_\_ (NAME) \_\_\_\_\_, \_\_\_\_\_ (POSITION) \_\_\_\_\_, \_\_\_\_\_ (UNIT) \_\_\_\_\_

Member - \_\_\_\_\_ (NAME) \_\_\_\_\_, \_\_\_\_\_ (POSITION) \_\_\_\_\_, \_\_\_\_\_ (UNIT) \_\_\_\_\_

Other non-voting members of the Hearing Board are –

Sgt-At-Arms - \_\_\_\_\_ (NAME) \_\_\_\_\_

Recorder - \_\_\_\_\_ (NAME) \_\_\_\_\_

The charges before this Hearing Board are as follows: - (READ CHARGES)

The Judge Advocate will now list and identify for the record all exhibits entered into evidence currently accepted by the Board:

**JUDGE ADVOCATE:** (LIST AND IDENTIFY EXHIBITS BY NAME AND NUMBER)

**CHAIRMAN:** Are there any challenges or objections to the marked exhibits and affidavits? If none, so state.

**CHAIRMAN:** Are there any additional exhibits to be presented to the Board? (Determine whether they will be accepted. If accepted, have the JA mark and identify them.)

**CHAIRMAN:** The Judge Advocate will now swear in all witnesses. Everyone who will present evidence to the Board please rise and raise your right hand.

**JUDGE ADVOCATE:** Repeat after me: “I do solemnly swear or affirm to tell the truth, the whole truth, and nothing but the truth.”

**CHAIRMAN:** Be seated.

**CHAIRMAN:** The Petitioner may present an opening statement. (If desired by the Board)

**PETITIONER:** Present opening statement.

**CHAIRMAN:** The Respondent may present an opening statement. (If desired by the Board)

**RESPONDENT:** Presents opening statement.

**CHAIRMAN:** The Petitioner will call his first witness.

(At this point, the floor is turned over to the Petitioner to present his case. After the Petitioner finishes his questions then...)

AP 9 – Attachment 2-2

**CHAIRMAN:** The Petitioner may call his next witness.

(The process repeats itself until the Petitioner has presented his case and called all his witnesses. If, after the Respondent questions a witness, the Petitioner wants to ask another question or redirect the witness, he may. If he does, the Respondent also gets a chance to redirect that witness.)

**CHAIRMAN:** The Respondent may call his first witness.

(At this point the process repeats with Respondent asking his questions first and then when he is finished, the Petitioner gets a chance to ask his questions of the same witness.)

**CHAIRMAN:** The Respondent may present a closing statement. (If desired by the Board).

**RESPONDENT:** Presents closing statement.

**CHAIRMAN:** The Petitioner may present a closing statement. (If desired by the Board).

**PETITIONER:** Presents closing statement.

**CHAIRMAN:** There being no more business to be brought before this Board we will proceed to adjourn. The Board will not render its decision today. The Board will render its decision in writing within fifteen (15) days from today. Both parties will be notified by certified mail with return receipt.

The Hearing Board is adjourned. The time is \_\_\_\_\_.

STOP THE RECORDING

## **NOTES FOR CONDUCTING HEARING BOARD**

### **CONDUCT**

1. Any hearing under Chapter Nine (9) of these Administrative Procedures should be conducted in an orderly and efficient manner enabling the parties to be heard and evidence presented, and to enable the Hearing Board to make a fair and just decision.
2. Assemble the hearing room so that the Hearing Board is all seated at the same table facing the room. The Petitioner and Respondent should have separate tables facing the Hearing Board.
3. Have the National Flag and Bible present at the hearing.
4. The Hearing Board Chairman calls the hearing to order and introduces all of the Hearing Board members, the Recorder and the Sgt-At-Arms. Announce why the Sgt-At-Arms is there and make sure that everyone is perfectly clear that; the hearing will be orderly, no one will argue or speak out of turn and that, if they do, they will be directed to immediately vacate the hearing room. Never allow the parties to argue amongst themselves. Strike quickly on the first attempt, no matter how minor, and you may prevent any further attempts.
5. All persons having permission to speak must first identify themselves before speaking. This is important for any follow up as a result of an appeal. The person or persons acting on an appeal must be able to know who is speaking when listening to the tape.
6. If for some reason the hearing cannot be concluded on the day set forth in the original notice, the hearing may be re-convened on another day, time and place. The Administrative Procedures do not set forth a time limitation on what that date should be. However, minimally comply by setting the first hearing date within the sixty (60) day period from receiving the grievance or disciplinary charge and then continue the hearing to another date if need be. If you announce at the hearing, the date, time and place of re-convening the hearing, there is no requirement to send out additional written notices to anyone. If you do not, and set a date, time and place later, you must serve new notice by certified mail.

### **JUDGE ADVOCATE DUTIES**

1. Introduce all exhibits into evidence. All the exhibits should have been previously provided by the Petitioner and Respondent fifteen (15) days prior to the date of the hearing and the Petitioner and Respondent should have received a list of all of the exhibits to be introduced prior to the hearing. The exhibits should be marked consecutively with numbers for the Petitioner and consecutively with letters for the Respondent.
2. Exhibit 1 should be the written grievance or disciplinary charges being brought.

#### AP 9 – Attachment 2-4

3. Exhibit 2 should be the written response, if any, from the Respondent.
4. Exhibit 3 should be the written notice to the parties setting out the Hearing Board members and the date, time and place of the hearing. Attach copies of the certified mail receipts making sure that the date of service is clear. If the Respondent was served by the Sgt-At-Arms, attach a copy of his Return Of Service showing the date, time and place of service.
5. If any of the original Hearing Board members were challenged, the written challenge and the written notice of replacement should be entered as exhibits along with documentation showing service to Respondent and Petitioner.
6. If the Hearing Board conducted its own investigation, the written report of the investigator should also be an exhibit. NOTE: No member of the Hearing Board should conduct the investigation himself. The investigator should be called as a witness by either the Board, the Petitioner or the Respondent. If a Hearing Board member conducts an investigation himself, he has created a conflict because he cannot appear as an independent witness and a Hearing Board member who must decide the case.
7. Mark any notarized affidavits as permitted in this chapter.

#### **HEARING BOARD DECISION**

1. It is recommended that the Hearing Board not announce your findings at this time and that the Chairman merely notify all parties that the decision will be rendered as required by the Administrative Procedures within fifteen (15) days.
2. Write your decision and get a majority vote on the decision.
3. If a grievance is substantiated, set out what action will be necessary to resolve the grievance.
4. If punishment is warranted on a disciplinary charge, set out the punishment clearly.
5. Try to make your decision as clear as possible setting out why you found the way you did. It is entirely appropriate to set out that you believed certain evidence or did not believe certain evidence. The Hearing Board has the duty to make the determination as to whom and what version of events it believes. The Hearing Board gives whatever weight it chooses to the evidence. Please remember that in the event of any appeal of your decision, it is being reviewed by someone or some other body, such as the National Judge Advocate or the Board of Trustees who did not have the opportunity to view the case and the witnesses, or hear the evidence, and that they are relying upon the record created.

AP 9 – Attachment 2-5  
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## A SAMPLE CHRONOLOGY

All hearings whether for a grievance or a disciplinary action start with the basic proposition that from the date of the filing of the complaint to the date of the start of the hearing should be 60 days or less. This chronology is only a guide and assumes a grievance or disciplinary procedure at the primary Department level where the jurisdictional Judge Advocate is the Department Judge Advocate and the jurisdictional commandant is the Department Commandant.

**DAY ONE** Judge Advocate receives by certified mail from petitioner the Grievance or Disciplinary Charge(s) against a respondent with copies to the Department Commandant, the National Judge Advocate and the National Commandant. The petitioner must provide evidence of service of the original of the grievance or disciplinary charge(s) upon the respondent by certified mail/return receipt requested.

**DAY 2 TO DAY 19** The Judge Advocate and/or the Department Commandant has 20 days in which to conduct a preliminary investigation and/or attempt to obtain an informal settlement of the grievance or disciplinary charge(s).

### CH 14-08

**DAY 20** If the matter is not settled, the Commandant shall immediately appoint a Hearing Board composed of the Department Commandant, the Department Judge Advocate and at least two other members. The Judge Advocate shall notify the petitioner and the respondent in writing of the composition of the Hearing Board and the date of the convening of the hearing which should be within 60 days of the original receipt of the grievance or disciplinary charge(s). The convening date cannot be less than 20 days from the original receipt.

### CH 14-08

**DAY 21 TO DAY 30** The petitioner and the respondent each have 10 days to file a written challenge to the composition of the Hearing Board. The Judge Advocate is not subject to challenge except for good cause. Upon receipt of a challenge, the Commandant shall appoint replacements who shall be subject to challenge for cause only.

**DAY 45** Not less than 15 days before the established hearing date, petitioner and respondent must provide the Judge Advocate with a list of all witnesses and a list and a copy of all exhibits and all notarized statements to be presented to the Hearing Board. Note that if the hearing date established is less than 60 days then you count backwards from the hearing date to establish the date upon which these materials must be provided.

AP 9 – Attachment 3-1

**DAY 55** Not less than 5 days before the date of hearing the Judge Advocate shall provide copies of the lists of witnesses, list of exhibits, copies of the exhibits and copies of the notarized statements to the petitioner and the respondent. If the Hearing Board intends to call its own witnesses and/or introduce its own exhibits, the Judge Advocate should prepare the appropriate list and forward copies to the petitioner and respondent. Again, if the hearing date is less than the 60<sup>th</sup> day, you count backwards from the hearing date to establish this date.

**DAY 60** Hearing is started. From the date of the conclusion of the hearing, the Hearing Board has 15 days in which to render its written decision. Upon entry of the finding and the decision, the petitioner and the respondent have 30 days in which to file a “Notice of Appeal” as set forth in these procedures.

**All mail under this chapter must be by certified mail/return receipt requested. E-mail or fax transmissions are not acceptable except as may be specifically allowed by the procedures in this chapter.**

**CH 16-10 FINDINGS OF THE \_\_\_\_\_ HEARING BOARD BETWEEN**  
(DISCIPLINARY/GRIEVANCE)

**PETITIONER** \_\_\_\_\_

**AND**

**RESPONDENT** \_\_\_\_\_

A Hearing Board was convened on \_\_\_\_\_ at \_\_\_\_\_ to hear  
(Day/Date) (Place/Location)  
this complaint.

The Hearing Board was comprised of the following members:

Chairman	_____	_____
	(Name)	(Department Commandant)
Judge Advocate	_____	_____
	(Name)	(Department Judge Advocate)
Member	_____	_____
	(Name)	(Title/Detachment)
Member	_____	_____
	(Name)	(Title/Detachment)
Member	_____	_____
	(Name)	(Title/Detachment)

Other Hearing Board Personnel:

Recorder	_____	_____
	(Name)	(Detachment)
Sgt-At-Arms	_____	_____
	(Name)	(Detachment)

**NOTE:** If a Hearing Board Investigator was named and used, list their name and unit here.

**ATTACHMENTS:**

1. Order of Authorization of the Hearing Board by the Commandant of the Department of \_\_\_\_\_ dated \_\_\_\_\_.
2. \_\_\_\_\_

**EXHIBITS:**

- #1 Filing of formal Grievance by Petitioner \_\_\_\_\_
- #2 Written response (if any) by Respondent \_\_\_\_\_
- #3 Notice to parties identifying Hearing Board Members and date, time and place of hearing.
- #4 Petitioner Exhibit
- #5 Petitioner Exhibit
- #A Respondent Exhibit

#B Respondent Exhibit  
AP 9 – Attachment 4-1

SUMMARY:

PETITIONER FOR DETACHMENT \_\_\_\_\_,  
(Det. #) (Name) (Title)

Petitioner \_\_\_\_\_ filed a grievance/charges concerning

\_\_\_\_\_  
\_\_\_\_\_

The Petitioner wanted \_\_\_\_\_

\_\_\_\_\_

The Hearing was opened and the Department Judge Advocate listed for the record the exhibits before the Board. There were/were not challenges or objections to any exhibit. The Chairperson swore in all witnesses at the same time or individually. Board did/did not desire opening statements.

The Petitioner complaints/charges were stated as –

#1

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#2

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#3

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No witnesses were called or:

Witness \_\_\_\_\_ stated that

AP 9 – Attachment 4-2

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Witness \_\_\_\_\_ stated that

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Petitioner \_\_\_\_\_ rested his case.

Respondent \_\_\_\_\_ presented his case.

Witness \_\_\_\_\_ stated that

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Witness \_\_\_\_\_ stated that

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Respondent \_\_\_\_\_ rested his case.

The Hearing Board did/did not desire closing statements.

The Hearing Board called \_\_\_\_\_ who was assigned by the Hearing Board as an investigator. Investigator \_\_\_\_\_ filed his report as Exhibit \_\_\_\_\_ with/without objection. His report concluded that \_\_\_\_\_

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The Board agreed/disagreed with Investigator \_\_\_\_\_ conclusions.

**FINDINGS:**

The findings of the Hearing Board are as follows:

The Board found/did not find evidence to support any of the Petitioner’s claim specifically:  
Complaint #1 – the Board found that:

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Complaint #2 – the Board found that:

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Complaint #3 – the Board found that:

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REQUIRED ACTION:

**GRIEVANCE HEARING BOARD:**

The Board directs that:

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**DISCIPLINARY HEARING BOARD:**

PUNISHMENT:

By majority agreement the Board adjudges \_\_\_\_\_ guilty of  
(Respondent)

(List the charges that the Board adjudged the Respondent guilty of)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The Hearing Board awards punishment as \_\_\_\_\_.

If punishment is suspension for a specific period of time or expulsion from the Marine Corps League, provide the following Respondent's information:

AP 9 – Attachment 4-4

MCL Membership Number \_\_\_\_\_ MCL Life Member Number \_\_\_\_\_

MODD Membership Number \_\_\_\_\_ MODD Life Member Number \_\_\_\_\_

MODD Pound Name and Number \_\_\_\_\_

**NOTES**

1. Be specific. Identify by name, persons who appeared before the Hearing Board and what their statements were.
2. State what the Hearing Board thought of each witness and/or exhibit. Did the Board believe or disbelieve the witness and why. Did the Board believe or disbelieve the exhibit and why.
3. Both sides may present witnesses and any witnesses should be identified in the findings.
4. If the grievance is substantiated, indicate what action is required to resolve the grievance.
5. If any disciplinary charge is substantiated or proved, the Hearing Board shall state in its decision its findings relating to the evidence and shall also state the punishment awarded by the Board.
6. If any disciplinary charge is not substantiated or proved, the written decision shall so state.
7. If punishment is suspension for a specific period of time or expulsion from the Marine Corps League, include all identifying information about the Respondent including MCL Membership Number and whether or not the member is a member for the MODD. This information is required to ensure the correct member is removed from both the League and MODD rolls.
8. The findings of the Hearing Board must be agreed to by a majority of the Board members.

AP 9 – Attachment 4-5

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**ADMINISTRATIVE PROCEDURES**

**CHAPTER TEN**  
**MISCELLANEOUS**

**SECTION 1000 - FUND RAISING**

(a) **FUND RAISING** - Fund raising activities may be entered into by the National Marine Corps League, Inc., its Department, Detachments and Subsidiary and Subordinate units.

(1) Provided all funds raised shall be for the sole benefit of such organization less such expenses incurred.

(2) Provided such Marine Corps League organization shall receive and disburse all funds.

(3) Provided such fund raising activity does not violate any Federal, State, County, or Municipal law or ordinance or reflect discredit upon the Marine Corps League.

(4) Nothing in this section shall prevent the National Convention Committee, or a Department Convention Committee, or a Detachment Convention Committee from selling ads or soliciting funds for any Convention book.

(b) **FUND RAISING IF MORE THAN ONE (1) DETACHMENT IN CITY** - If a Detachment desires to conduct a particular city-wide finance raising project in a city wherein more than one Detachment exists, such Detachment shall advise all other Detachments in such city of its intention and request approval. Any Detachment opposing such project shall immediately file objection thereto with the Detachment proposing the project, and with the Department. The decision of the matter by the Department shall be final.

(c) **LIMITATIONS OF FUND RAISING BY DETACHMENT OR AUXILIARY** - No Detachment of the Marine Corps League or Unit of the Auxiliary shall conduct a fund raising project in any municipality or territory other than its own territory without first securing the approval of such other Detachment or Unit, as hereinbefore provided.

(d) **LIMITATION OF FUND RAISING BY NATIONAL** - The National Organization of the Marine Corps League shall not conduct any fund raising project in any Department without first obtaining the permission of said Department.

**CH 5-99** (e) **SOLICITATION** - Any individual or committee soliciting funds for the National Organization, using the name of the Marine Corps League, whether selling advertising or merchandise of any sort, or soliciting donations, must submit a complete, signed, written to the National Convention as to the amount and source of all funds disbursed, and a summary of final disposition of any and all net profit.

(f) **FUND RAISING BY DEPARTMENT** - No Department shall conduct any finance raising project in any city where there is one or more Detachments, without the consent of such Detachment or Detachments. Any Detachment opposing the project shall file immediate objection with the National Division Vice Commandant of that Division, and his decision in the matter shall be final.

**CH 2-96 (g) FUND RAISING AT CONVENTIONS, CONFERENCES AND MEETINGS.** Fund Raising at National Conventions shall be governed by the provisions of Chapter Two of the National Administrative Procedures. At all other Conventions, Conferences and Meetings, any and all fund raising shall be under the control of the Detachment, Department or other organization that is hosting the event. No other Detachment, Department or National Headquarters of the Marine Corps League or any other Unit, Department or National Headquarters of the Marine Corps League Auxiliary, nor any individual or groups of individuals shall be permitted to engage in any fund raising, including the sale of military or Marine Corps League related merchandise in, on or about the event site without the expressed approval and consent of the Detachment, Department or other organizations that is hosting the event.

### **SECTION 1005 - RESPECT**

(a) The Bible shall be opened, placed on an Altar which is covered with a clean and attractive Altar Cloth, during all the meetings of the Marine Corps League. No disrespect to the Bible, by act or word, shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Altar or Bible as a resting place for any item or material. All space between the Altar and the Chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open.

(b) The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

**SECTION 1010 - RESOLUTIONS, SUBMITTING AND PROCESSING** - Resolutions may be submitted by a member in good standing, a Detachment or Department for consideration by a National Convention, provided said resolutions are in proper form and in compliance with all the following requirements:

(a) The resolution must be typewritten with an original and three (3) copies, and must be registered at National Headquarters no later than July 1, prior to the National Convention at which action thereon is desired. An appropriate registration number will be assigned each resolution by the National Adjutant/Paymaster. One copy shall be retained at the National Headquarters as a part of the permanent file; one copy shall be placed in "working file" to be referred to the National Resolutions Committee for the Committee's consideration and recommendations; one copy shall be used by the National Adjutant/Paymaster as the source for distributing the resolving clauses. The Fourth copy,

with registration number, shall be returned to the proposer/sponsor, serving as evidence of compliance with this section.

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(b) All resolutions submitted for consideration by a National Convention shall be drawn on such form as will identify it as being adopted by the Marine Corps League in "National Convention assembled." Any resolution not written in this form shall be returned by the National Adjutant/Paymaster to the sponsor/proposer for correction.

(c) Except as expressly waived by a vote of two-thirds (2/3rds) of the present and voting Delegates at the National Convention, no motion proposing adoption of a resolution shall be placed on the floor of the National Convention unless the requirements of this section have been complied with.

(d) The National Headquarters staff shall prepare an adequate supply of all resolutions registered by the National Adjutant/Paymaster in accordance with this section and shall make such supply available for distribution to all Delegates, and all members and the Resolutions Committee upon their arrival at the National Convention. A complete file of all registered resolutions shall be available in the Convention Office of the National Adjutant/Paymaster for inspection by any Delegate or members of the Marine Corps League who desire to take advantage of such inspection.

(e) The National Executive Director shall make a report to the National Mid-Winter Staff Meeting of the actions taken to comply with the Resolutions passed at the preceding National Convention.

**SECTION 1015 - AMENDMENTS** - Amendments to the Administrative Procedures are covered in the National Bylaws, Article Eight, Section 800.

**CH4-98 SECTION 1020 - EFFECTIVE DATE** - The effective date of any change to the Administrative Procedures will be upon the close of the National Convention at which it was approved unless a specific date is stated.

**SECTION 1025 - ADMINISTRATIVE PROCEDURES DISTRIBUTION** - Each Department, Detachment, Member of the National Board of Trustees, National Headquarters, Marine Corps League Auxiliary, Military Order of Devil Dogs Kennel and the National Headquarters of the Young Marines of the Marine Corps League shall be provided, without charge, two (2) copies of the Administrative Procedures of the Marine Corps League each time they are printed or a published change is made thereto. Any member of the Marine Corps League may purchase copies of the Administrative Procedures from the National Adjutant/Paymaster.

**CH 16-10 SECTION 1030 - AUTHORIZATION**

(a) **NAME AND/OR EMBLEM** -

(1) Pursuant to Title 36 U.S. Code Section 117, Chapter 1401, The Marine Corps League has the exclusive right to the use of its name and the sole exclusive right to the use of the emblem and badges adopted by the corporation. It is a federal offense to use the

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name or emblems of a federally chartered veteran's organization. (See Title 18, U.S. Code Section 705). No Detachment, Department, Division, subsidiary or other unit of the Marine Corps League and no officer or member has authority to grant the right to manufacture, reproduce or deal in items bearing the name, including the acronym MCL, and/or emblem of the Marine Corps League or any colorable imitation thereof.

(2) The only authority to use the name and/or emblem of the Marine Corps League would be the express written permission of the National Commandant, the National Board of Trustees or the National Executive Director of the Marine Corps League or their authorized representative. Permission must be obtained by submitting a request, in writing, to the National Executive Director. A log will be maintained at National Headquarters showing each request (must be attached), date requested, name of individual or company requesting, intended purpose, date authorized, date of expiration of authorization and name of individual authorizing such use. Individual Marine Corps League members, Detachments, Departments and Divisions are authorized to use the emblem for personal use without requesting permission. Commercial use must be approved as outlined above.

(b) **SIGNATURE STAMP** - Permission must be obtained for the use at National Headquarters of a signature stamp or signed by direction, for each occasion of use. The individual requesting authorization and the individual granting authorization will both enter in separate LOGS the following information: DATE REQUESTED, DATE AUTHORIZED, subject of letter or correspondence, name of individual requesting and name of individual authorizing the use.

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1987 EDITION

# ENCLOSURES

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ENCLOSURE ONE (1)





ENCLOSURE TWO (2)

AMERICANISM PROGRAM

Entry Rules: May be submitted as a Bound Book, a Scrapbook, or an Album

All entries must be hand delivered to the National Convention. If a member of the Detachment will not be present, another MCL Member may be designated to deliver the entry.

All entries will be returned after the awards are announced at the Convention.

All Detachments and Departments may enter, and are encouraged to do so.

Documentation will be provided each year on the MCL National Website and/or mailed out to each Detachment and Department Commandant with specific instructions for submission for that year.

Suggested Titles:                   “(NAME) Detachment Diary”  
  “Department of (NAME) Diary”

Awards:                               Nine (9) plaques awarded according to membership strength

- Category 1 -   15-50 Members                               1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place
- Category 2 -   51-100 Members                               1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place
- Category 3 -   101 Members & Over   1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place

Top Award – Gil Gray Award with Plaque  
Awarded to the Top Entry regardless of category

Suggested Contents of the Entry Book

- Installations – Both Detachment and Department
- Marine Corps Ball – Parades – Veterans Day Activities – Memorial Day Activities
- Christmas Parties – Toys For Tots – VAVS Activities
- Youth Activities – Young Marines of the MCL – YPF – Boy Scouts
- School or Sports Activities – Respect for Flag Classes – Veterans Appreciation
- MCL Membership and Recruiting Programs
- MCL and/or MCLA Social Events – Historical Events
- Participation with other Veterans Organizations – Support of other Organizations
- Events that may be included are not limited to this list.

Include photographs, newspaper articles, and other documentation for each event cited in the Entry Book. All items should include the date, and all photographs should include captions identifying the event and the individuals in the photograph.

The Entry Book should include events over an entire 12 month period determined by the Committee and published on the individual year’s documentation.



**ENCLOSURE THREE (3)**  
**UNIFORM CODE - MARINE CORPS LEAGUE**

**ADOPTED NATIONAL CONVENTION BOSTON 1986 - EFFECTIVE 1/1/87**  
**Revised National Convention Cherry Hill - 8/94 - Effective 9/1/94**  
**Revised and Re-Formatted Convention Cleveland - 8/05 - Effective 8/12/05**

**PREFACE**

The guidance of this Uniform Code is presented as a standard to establish uniformity and define appropriate wear of the Marine Corps League Uniforms. The word "uniform" itself is defined as "(1) Always the same, as in character or degree; unvarying (2) Conforming to one principle, standard, or rule; consistent". Because many features about these uniforms clearly resemble United States Marine Corps uniforms, it is very likely that an unmindful public may see that we are the **Marines**; and when today's Marines see us wearing uniforms that are a likeness to their own, they will be seeing us as **one of their own**. Our appearance reflects upon the Marine Corps and Marines everywhere, and we should ever be aware of that responsibility. Uniforms prescribed in this Uniform Code are considered appropriate to preserve the respect and dignity of the Marine Corps League and the United States Marine Corps.

**I. MEDALS AND RIBBONS**

**CH 13-07**

- A. Marine Corps League and Department of Defense medals and/or ribbons should NEVER be mixed on any uniform. The wearer has only the choice of wearing authorized medals and/or ribbons of either, but never both together and mixed.
- B. One, two or three Large (Standard) Marine Corps League medals or Department of Defense medals may be worn centered over the left breast pocket of the Marine Corps League Red Blazer Uniform. Medals must be mounted on a single ribbon bar.
- C. Miniature Marine Corps League medals **-OR-** miniature Department of Defense medals, wings, and badges may be worn ONLY with the FORMAL DRESS Uniform, either on the Evening Dress Jacket, or on the MCL red blazer when worn as the optional jacket for the FORMAL DRESS UNIFORM.
- D. Enclosure Four (4) should be referenced for proper precedence of Marine Corps League medals and/or ribbons.

- E. Members are expected to know their individual authority to wear Department of Defense medals, ribbons, badges, devices, and awards and the proper way to wear those decorations. Appropriate military uniform directives should be referenced for proper precedence of Marine Corps or other Department of Defense medals and/or ribbons.

## **II. WEARING OF MINIATURE MEDALS**

- A. Miniature medals may be worn on the FORMAL DRESS Uniform ONLY.
- B. Miniature medals worn on the Evening Dress Jacket should be worn centered on the left lapel, and below the tip of the lapel notch.
- C. The following applies only if wearing the red blazer as an optional jacket with the FORMAL DRESS Uniform.**

- Miniature medals may be worn on the left lapel of the Red Blazer with the medals placed evenly between the left lapel notch and the top edge of the breast pocket and one (1) inch out from edge of inside of left lapel. In those instances where regulation size holding bar/bars cannot be accommodated on the lapel, medals may be extended beyond the edge of the lapel to the left breast of the Red Blazer.
- Additional holding bars on the Red Blazer shall be placed under the top row in such a manner that the medallions of the upper row are in line immediately above the medallions of the succeeding row, unless medal count is uneven.

## **III. MOUNTING OF MINIATURE MEDALS**

- A. When more than one (1) medal is worn, they should be suspended from a holding bar of metal or other material of sufficient stiffness to support the weight of the medals.
- B. When eleven (11) medals are worn, there will be five (5) medals on the first row, and six (6) medals on the second row (medallions cannot be even top to bottom).
- C. The maximum length of the holding bar for miniature medals should be four (4) inches, (3 ribbon Bar). Although a holding bar of maximum length has room for a maximum of five (5) medals side by side, it can however accommodate ten (10) medals if overlapped. Overlapping shall be equal (not more than 50%) and the right or inboard medal shall be shown in full.

- D. Mounting of medals by rows:
- One to ten medals, 1 row only
  - Two medals, mounted side by side on a 1-5/16" bar (1 ribbon bar)
  - Three medals, mounted on a 1-5/16" bar (1 ribbon bar) overlapped
  - Four medals, mounted side by side on a 2-5/8" bar (2 ribbon bar)
  - Five medals, mounted on a 2-5/8" bar (2 ribbon bar) overlapped
  - Six to ten medals, mounted on a 4" bar (3 ribbon bar) overlapped
  - Eleven medals, 2 rows - first row (5), second row (6)
  - Twelve or more medals should be tiered on rows as above.
- E. In the case of Marine Corps League issued medals only, in lieu of the above prescribed overlapping mini-medal mounting, the commercially available mini-medal mounting bars, which display the mini-medals in rows of four [or rows of five, when five, ten, fifteen or twenty are worn], or partial additional rows of one, two or three mini-medals, without overlapping, may be worn.

#### **IV. SHOULDER PATCHES**

##### **CH 16-10**

Shoulder patches are worn on the UNDRESS Uniform ONLY.

- A. The Marine Corps League shoulder patch will be worn on the left sleeve, centered on the sleeve and 1-1/2" below the shoulder seam.
- B. The United States flag patch (2"x 3 1/2") will be worn on the right sleeve, centered on the sleeve and 1-1/2" below the shoulder seam. The United States flag patch will have a white border, and will have the Field of Blue to the right (to the wearer's front).
- C. If a member of the Military Order of Devil Dogs, the MODD patch may be worn in place of the United States flag patch, centered on the sleeve and one 1-1/2" below the shoulder seam.
- D. No Service or Unit patches are to be worn on the Marine Corps League Uniform.

#### **V. MARINE CORPS LEAGUE COVERS**

- A. All members of the Marine Corps League are authorized the Red cover. Members elected to National office, or appointed to National Staff/Committees are authorized to wear Gold covers. The National Commandant will wear a White cover. Members elected to, or appointed on the Department (State) level are authorized to wear Red with Gold crown covers.

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B. The Past National Commandants are authorized to wear a Gold with White crown cover. The Past Chief Devil Dogs are authorized to wear a Gold with Black crown cover. Past National Division Vice Commandants, Past National Executive Directors, Past National Directors of Young Marines, Past Department Commandants, Past Pack Leaders, and Past Detachment Commandants, with the years displayed for holding that office, are the only members who are authorized to wear their respective cover after their tour of duty is completed. All other members will revert back to the appropriate cover for their current elected or appointed office, removing their prior officer identification strips.

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C. The only insignia authorized for wear on Marine Corps League covers is the anodized solid gold color or polished brass Marine Corps emblem on the left side. The Devil Dog patch, if authorized, will be worn up front on the right side of the cover. The identification strips, i.e., Department or Detachment strip, or embroidering, will be centered on the right side. If the "LIFE" strip is worn, it will be to the rear of the right side. The "LIFE MEMBER" strip will be worn the same as the identification strips are worn, and should be worn above other strips. NO DIVISION PINS OR OTHER PINS/ORNAMENTS ARE AUTHORIZED ON MARINE CORPS LEAGUE COVERS.

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#### **VI. SPECIAL UNIFORM AUTHORIZATION**

The standard Marine Corps League cover is the minimum uniform item worn by members to be considered "in uniform". Members who are participating in Memorial Services and who are in MCL Uniform may wear "White Gloves" of the same type as is worn by the Uniformed Services. Wearing of White Gloves will be at the discretion of the Senior Officer in charge of the detail. Although clothing and apparel worn with the standard cover may or may not have a Marine Corps or Marine Corps League theme, and may be appropriate attire, that attire is not a uniform of the League. **ONLY** those uniforms that are outlined under "**UNIFORM - MALE**"; "**UNIFORM - FEMALE**"; "**ASSOCIATE MEMBER UNIFORM**"; and "**CEREMONIAL UNIFORM**" are approved uniforms of the Marine Corps League. No variation(s) of the prescribed uniforms are authorized. In case of inclement weather (rain, snow, sleet, or cold), the local Detachment or Department Commandants may authorize appropriate outer wear to be worn over the Marine Corps League Uniform. Proposed changes to the Uniform Code must be submitted through the Bylaws and Administrative Procedures amendment process.

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#### **VII. MARINE CORPS LEAGUE CREST**

The metallic embroidered Marine Corps League Crest has clutch pins on the reverse and pins directly to the blazer pocket, or it may be worn on a plastic pocket sleeve, either glued or pinned to the plastic sleeve. The commercially sold pocket crest,

with the Marine Corps Emblem, Marine Corps League Seal permanently set onto the plastic sleeve, or the embroidered Marine Corps League crest that is permanently embroidered on the pocket itself, may also be worn as optional wear.

**CH 13-07**    **VIII. LAPEL PINS**

The following lapel pins may be worn only on the red blazer or the Evening Dress Jacket. The Past National Commandant Pin may be worn inboard with the National Marine of the Year outboard. National Marine of the Year may be worn inboard with a Past Department or Detachment Commandant Pin (only one past commandant pin. Kennel Devil Dog of the Year Pin may be worn outboard of National Marine of the Year. The Chapel of Four Chaplains, MCL Membership, or Retired Marine lapel pins may also be worn. (Although there are several types of MCL Membership pins, i.e. Past Commandant, Life Member, Five Year Membership, Ten Year Membership, etc., only one MCL Membership pin should be worn.) Ordained Ministers or Chaplains may wear a symbol of their religion, of the size approved by D-O-D. Whatever pins are approved for wear, **only two pins may be worn at any time** – wearer's choice. Only one (1) miniature ribbon of individual choice may be worn above the lapel pin on the red blazer or evening dress jacket, provided miniature medals are not worn on the evening dress.

**CH 16-10**    **IX. NAMETAG**

A nametag may be worn on the UNDRESS Uniform as optional wear. A nametag will NOT be worn on any other Uniform.

**CH 13-07**    **X. MEDALLIONS**

The medal and ribbon presented by the Chapel of Four Chaplains or the National, Division, Department or Detachment Marine of the Year Medallion may be worn with the CASUAL or FORMAL Uniform (male and female) in lieu of the Military Order of Devil Dog collar at the option of the awardee. Only one of these devices, medallions or collar, may be worn at any time.

**UNIFORM - MALE**

**UNDRESS - (Long Sleeve)**

- Standard Cover (Paragraph V)
- Devil Dog collar, if authorized (optional)
- Nametag (optional) (Paragraph IX)
- White shirt, with military creases (to be Airline pilot style with two (2) pockets with button down flaps and shoulder epaulets)
- Marine Corps League Sunburst insignias on collar, centered 1/2" inside the collar tip, with wings on the emblem parallel to the deck

- Shoulder patches as authorized (Paragraph IV)
- Marine Corps League ribbons **-OR-** Department of Defense authorized ribbons, wings, badges. (MCL AND DoD CANNOT BE MIXED)(NO MEDALS on this uniform)
- MCL ribbons should be centered over the left breast pocket, 1/8" above the pocket flap. DoD awards and decorations should be worn as authorized to the individual.
- Tie, Black, with Marine Corps or Marine Corps League gold tie bar (No open collar).
- Trousers, blue dress (with NCO "red" stripe) with Belt, Marine Corps khaki web, with web belt brass buckle
- Shoes, black, plain toe (military style, highly glossed)
- Socks, black
- OPTIONAL: Trousers, black, dress, with the black leather belt and square gold buckle with Marine Corps emblem may be worn as an option to the blue dress trousers and khaki web belt.

### **UNDRESS - (Short Sleeve)**

The short sleeve UNDRESS Uniform is the same in every way to the long sleeve UNDRESS Uniform with the following exceptions:

- The shirt shall be the same Airline pilot style, but short sleeves instead of long.
- The shirt shall be worn with an open collar and no tie or tie bar is worn.

### **CASUAL (Red Blazer)**

- Standard Cover (Paragraph V)
- Devil Dog collar, or other, if authorized (optional) (Paragraph X)
- White shirt, plain collar (No button-down collars. **No sunburst insignias** on collar)
- Tie, black, with Marine Corps or Marine Corps League gold tie bar
- Blazer, Red, with two (2) Marine Corps League buttons on front and three (3) Marine Corps League buttons on each sleeve cuff
- Marine Corps League Crest (Paragraph VII)
- Lapel pin(s) (optional) (Paragraph VIII)
- Trousers, black, dress
- Belt, black leather, with Marine Corps emblem on square gold buckle
- Shoes, black, plain toe (military style, highly glossed)
- Socks, black
- OPTIONAL: A black leather dress belt may be worn as a substitute to the black leather belt with Marine Corps emblem on square gold buckle. (The dress leather belt with a ratcheting gold Marine Corps emblem buckle is an

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- approved optional dress belt.)
- One, two or three Large (Standard) Marine Corps League medals or Department of Defense medals may be worn centered over the left breast pocket of the Marine Corps League Red Blazer Uniform. Medals must be mounted on a single ribbon bar. Sunburst insignias are not worn on the shirt collar and the Marine Corps dress blue trousers are NOT WORN with the CASUAL Uniform.

### **FORMAL DRESS**

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- Standard Cover (Paragraph V) (recommended not worn at indoor formal events/ceremonies)
- Devil Dog collar, or other, if authorized (optional) (Paragraph X)
- Military bow tie – black
- White shirt, formal (standard collar), pleated front. (NO RUFFLES)
- Gold cuff Links and gold studs
- Cummerbund, gold **-OR-** Gold vest front (only approved design)
- Trousers, black tux; **-OR-** trousers, black, with black dress belt (The dress leather belt with a ratcheting gold Marine Corps emblem buckle is an approved optional dress belt.)
- Marine Corps League Red Evening Dress Jacket, medium weight gabardine material with Marine Corps League buttons, gold waist chain, and sunburst insignias at locating holes in jacket collar.
- Lapel pin(s) (optional) (Paragraph VIII)
- Shoes, black plain toe (military style, highly glossed)
- Socks, black
- Miniature medals, wings, badges (Paragraph I, II, and III).
- **OPTIONAL:** The Red Blazer may be worn as an option to the Red Evening Dress Jacket with the FORMAL DRESS Uniform. If the red blazer option is chosen, the following applies.
  - The Marine Corps League Crest (Paragraph VII) is optional if miniature medals are worn.
  - Medals may be worn per Paragraph(s) I, II & III.

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**OPTIONAL:** In addition to the Black Tuxedo Trousers worn with the Evening Dress (Mess) Jacket, the wearer may opt to wear the Marine Corps Dress Blue Trousers w/NCO Red Stripe in place of the Black Tuxedo Trousers.

**NOTE: THE MARINE CORPS DRESS BLUE TROUSERS WILL NOT BE WORN WITH THE RED BLAZER AT ANY TIME!**

### **UNIFORM - FEMALE**

#### **UNDRESS - (Long Sleeve)**

- Standard cover, male or female style (Paragraph V)
- Devil Dog Collar, if authorized (optional)
- Nametag (optional) (Paragraph IX)
- White shirt, with military creases (to be Airline pilot style with two (2) pockets with button down flaps and shoulder epaulets).
- Marine Corps League Sunburst insignias on collar, centered 1/2" inside the collar tip, with wings on the emblem parallel to the deck
- Shoulder patches as authorized (Paragraph IV)
- Marine Corps League ribbons **-OR-** Department of Defense authorized ribbons, wings, badges. (MCL AND DoD CANNOT BE MIXED)(NO MEDALS on this uniform)
- MCL ribbons should be centered over the left breast pocket, 1/8" above the pocket flap. DoD awards and decorations should be worn as authorized to the individual.
- Tie, black, cross over (Marine Corps style) **-OR-** Tie, Black, with Marine Corps or Marine Corps League gold tie bar
- Skirt, black, straight (length should be 1-2" below knees) **-OR-** Trousers, black, dress, with the black leather belt and square gold buckle with Marine Corps emblem.
- Shoes, black, plain closed toe, pumps, (with skirt) **-OR-** Shoes, black, plain toe, Women's Oxford, (with trousers).
- Hose, nylon, black, (with pumps) **-OR-** Socks, black, (with trousers).
- Earrings, (optional) Small white pearl (or pearl like) **-OR-** gold ball, not to exceed 9mm. When worn, earrings will fit tight against the ear and will not extend below the ear lobe.
- OPTIONAL: Trousers, blue dress (with NCO "red" stripe) with Belt, Marine Corps khaki web, with web belt brass buckle (when in color guard)

### **UNDRESS - (Short Sleeve)**

The short sleeve UNDRESS Uniform is the same in every way to the long sleeve UNDRESS Uniform with the following exceptions:

- The shirt shall be the same Airline pilot style, but short sleeves instead of long **-OR-** White blouse, women's, (USMC style worn with the Dress Blues)
- The shirt or blouse shall be worn with an open collar and no tie or tie bar is worn.

### **CASUAL**

- Standard cover, male or female style. (Paragraph V)
- Devil Dog collar, or other, if authorized (optional) (Paragraph X)
- White blouse, women's, (USMC style worn with the Dress Blues) **-OR-** White shirt, long sleeve, plain collar (No button-down collars. No sunburst

insignias on collar)

- Tie, black, cross over (Marine Corps style), **-OR-** Tie, Black, with Marine Corps or Marine Corps League gold tie bar
- Blazer, Red, (women's style) with two (2) Marine Corps League buttons on front and three (3) Marine Corps League buttons on each sleeve cuff
- Marine Corps League Crest (Paragraph VII) (optional)
- Lapel pin(s) (optional) (Paragraph VIII)
- Skirt, black, straight (length should be 1-2" below knees) **-OR-** Trousers, black, dress, with the black leather belt and square gold buckle with Marine Corps emblem, or black dress belt. (The dress leather belt with a ratcheting gold Marine Corps emblem buckle is an approved optional dress belt.)
- Shoes, black, plain closed toe, pumps, (with skirt) **-OR-** Shoes, black, plain toe, Women's Oxford, (with trousers)
- Hose, nylon, black, (with pumps) **-OR-** Socks, black, (with trousers).
- Earrings, (optional) Small white pearl (or pearl like) **-OR-** gold ball, not to exceed 9mm. When worn, earrings will fit tight against the ear and will not extend below the ear lobe.
- One, two or three Large (Standard) Marine Corps League medals or Department of Defense medals may be worn centered over the left breast pocket of the Marine Corps League Red Blazer Uniform. Medals must be mounted on a single ribbon bar. Sunburst insignias are not worn on the shirt collar and the Marine Corps dress blue trousers are NOT WORN with the CASUAL Uniform.

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### **FORMAL DRESS**

- Standard Cover – NOT WORN BY WOMEN
- Devil Dog collar, or other, if authorized (optional) (Paragraph X)
- White shirt, formal (standard collar), pleated front. (NO RUFFLES)
- Gold cuff Links and gold studs
- Tie, black, cross over (Marine Corps style) **-OR-** black military bow tie.
- Cummerbund, gold **-OR-** Gold vest front (only approved design)
- Skirt, black, straight, ankle length, with slit on left side no higher than mid-knee or bottom of kneecap **-OR-** Trousers, black, dress, with black dress belt. (The dress leather belt with a ratcheting gold Marine Corps emblem buckle is an approved optional dress belt.)
- Marine Corps League Red Evening Dress Jacket, medium weight gabardine material with Marine Corps League buttons, gold waist chain, and sunburst insignias at locating holes in jacket collar.
- Lapel pin(s) (optional) (Paragraph VIII)
- Shoes, black, plain closed toe, pumps, (with skirt) **-OR-** Shoes, black, plain toe, Women's Oxford, (with trousers)
- Hose, nylon, black, (with pumps) **-OR-** Socks, black, (with trousers).
- Earrings, (optional) Small white pearl (or pearl like) **-OR-** gold ball, not to

exceed 9mm. When worn, earrings will fit tight against the ear and will not extend below the ear lobe.

- Miniature medals, wings, badges (Paragraph I, II, and III).
- **OPTIONAL:** The Red Blazer may be worn as an option to the Red Evening Dress Jacket with the **FORMAL DRESS** Uniform. If the red blazer option is chosen, the following applies.
  - The Marine Corps League Crest (Paragraph VII) is optional.
  - Miniature medals may be worn per Paragraph I, II & III.

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**OPTIONAL:** In addition to the Black Straight Skirt or the Black Dress Trousers worn with the Evening Dress (Mess) Jacket, the wearer may opt to wear the Marine Corps Dress Blue Trousers w/NCO Red Stripe in place of the Black Straight Skirt or the Black Dress Trousers.

**NOTE: THE MARINE CORPS DRESS BLUE TROUSERS WILL NOT BE WORN WITH THE RED BLAZER AT ANY TIME!**

**ASSOCIATE MEMBER UNIFORM**

The Uniform Code for both male and female apply to all Associate Members with the following exceptions:

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- The Associate member is to wear the Marine Corps League sunburst insignia in lieu of the Marine Corps Emblem on the cover. The 1/2" x 1/2" gold "MCL" insignia will be worn on the shirt collars.
- The Marine Corps League "Associate" shoulder patch will be worn in lieu of the standard Marine Corps League shoulder patch. (Paragraph IV, A)
- Flag patch, on right shoulder, may be worn (Paragraph IV, B)
- No Blazer Crest/Bullion Seal will be worn unless one is designed and approved by a National Convention.
- Marine Corps Dress Blue trousers may be worn, but without the NCO "red" stripe.

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**CEREMONIAL UNIFORM**

Regular and Associate members of Departments and/or Detachments having "COLOR GUARDS" may wear the "CEREMONIAL Uniform" (see Associate Member Uniform), **ONLY** when participating in a Color Guard or Ceremonial Rifle Honor Squad. This uniform is authorized for both males and females.

**NOTE:** There is not a unique Ceremonial Uniform following action at the 2009 National Convention. Whenever Ceremonial Functions are performed, the uniform will be the **UNDRESS** uniform (either long sleeve or short sleeve) or the **CASUAL** uniform as determined by the jurisdictional Commandant.

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**Order of Precedence (Large Medals)**

1. Distinguished Citizen Medal - Gold (Old and Current)
2. Distinguished Citizen Medal - Silver (Old and Current)
3. Distinguished Citizen Medal - Bronze (Old and Current)
4. Distinguished Service Medal
5. National Recruiter - Gold
6. National Recruiter - Silver
7. National Recruiter - Bronze
8. Past National Commandants Medal
9. National Staff Medal Elected
10. National Staff Medal Appointed
11. Department Commandant Medal
12. Department Staff Medal Elected
13. Department Staff Medal Appointed
14. Department Recruiter - Silver
15. Detachment Commandant Medal
16. Detachment Staff Medal Elected
17. Detachment Staff Medal Appointed
18. Detachment Recruiter - Bronze
19. Pack Dog of the Year
20. Pound Dog of the Year
21. Past Pack Leader Medal
22. Past Pound Keeper Medal
23. Marine Corps League Medal (Membership)
24. 50th National Convention Medal (Elected/Appointed/Selected) Silver
25. 50th National Convention Medal (Those in attendance) Bronze
26. 50th Department of California Convention Medal (see NOTE 2)
27. 50th Department of Illinois Convention Medal (see NOTE 2)
28. 50th Department of Wisconsin Convention Medal (see NOTE 2)
29. 50th Department of Michigan Convention Medal (see NOTE 2)
30. Department of Ohio 60<sup>th</sup> Convention Medal (see NOTE 2)
31. Department of New Hampshire 60<sup>th</sup> Convention Medal (see NOTE 2)
32. Department of Oregon 60<sup>th</sup> Convention Medal (see NOTE 2)
33. Department of New York 75<sup>th</sup> Convention Medal (see NOTE 2)
34. State Commendation Medal (individual States' award) (NON-MCL)

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**Order of Precedence (Miniature Medals)**

1. Distinguished Citizen Medal - Gold (Old and Current)

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MARINE CORPS LEAGUE AWARDS

2. Distinguished Citizen Medal - Silver (Old and Current)
3. Distinguished Citizen Medal - Bronze (Old and Current)
4. Distinguished Service Medal
5. National Recruiter - Gold
6. National Recruiter - Silver
7. National Recruiter - Bronze
8. Past National Commandants Medal
9. National Staff Medal Elected
10. National Staff Medal Appointed
11. Department Commandant Medal
12. Department Staff Medal Elected
13. Department Staff Medal Appointed
14. Department Recruiter - Silver
15. Detachment Commandant Medal
16. Detachment Staff Medal Elected
17. Detachment Staff Medal Appointed
18. Detachment Recruiter - Bronze
19. Kennel Dog of the Year Medal
20. Pack Dog of the Year Medal
21. Pound Dog of the Year Medal
22. Past Chief Devil Dogs Medal
23. Past Pack Leader Medal
24. Past Pound Keeper Medal
25. Marine Corps League Medal (Membership)
26. 75th National Convention Medal - Gold (Elected & Selected)
27. 75th National Convention Medal - Silver (Those in Attendance)
28. 50th Department of Pennsylvania Convention Medal (see NOTE 2)
29. 50th Department of Virginia Convention Medal (see NOTE 2)
30. 50th Department of Michigan Convention Medal (see NOTE 2)
31. 50th Department of Missouri Convention Medal (see NOTE 2)
32. 50th Department of Florida Convention Medal (see NOTE 2)
33. 60th Department of Ohio Convention Medal (see NOTE 2)
34. 60th Department of Oregon Convention Medal (see NOTE 2)
35. 75th Department of New Jersey Convention Medal (see NOTE 2)
36. 60th Department of New Hampshire Convention Medal (see NOTE 2)
37. 75th Department of New York Convention Medal (see NOTE 2)
38. 75th Department of California Convention Medal (2007) (see NOTE 2)
39. 60th Department of Washington Convention Medal (2007) (see NOTE 2)
40. State Commendation Medal (NON-MCL)

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**Order of Precedence (Ribbons)**

1. Distinguished Citizen Ribbon - Gold (Old and Current)
2. Distinguished Citizen Ribbon - Silver (Old and Current)
3. Distinguished Citizen Ribbon - Bronze (Old and Current)
4. Distinguished Service Ribbon
5. National Marine of the Year Ribbon
6. Division Marine of the Year Ribbon – Gold
7. Department Marine of the Year Ribbon – Scarlet and Gold
8. Detachment Marine of the Year Ribbon - Scarlet
9. National Recruiter - Gold
10. National Recruiter - Silver
11. National Recruiter - Bronze
12. Past National Commandants Ribbon
13. National Staff Ribbon Elected
14. National Staff Ribbon Appointed
15. Department Commandant Ribbon
16. Department Staff Ribbon Elected
17. Department Staff Ribbon Appointed
18. Department Recruiter - Silver
19. Detachment Commandant Ribbon
20. Detachment Staff Ribbon Elected
21. Detachment Staff Ribbon Appointed
22. Detachment Recruiter - Bronze
23. Marine Corps League Community Service Ribbon
24. Board of Trustees Commendation (Victor T. Fisher Award)
25. Meritorious Unit Commendation - National
26. Meritorious Unit Commendation – Department
27. Meritorious Individual Commendation
28. Kennel Dog of the Year
29. Chief Devil Dogs Meritorious Commendation (Individual)
30. Pack Dog of the Year
31. Pack Leaders Meritorious Commendation (Individual)
32. Pound Dog of the Year
33. Pound Keepers Meritorious Commendation (Individual)
34. Past Chief Devil Dogs Ribbon
35. Past Pack Leader Ribbon
36. Past Pound Keeper Ribbon
37. Marine Corps League Ribbon (Membership)
38. 50th Nat'l Convention Ribbon (Elected/Appointed/Selected) Silver
39. 50th Nat'l Convention Ribbon (Those in attendance) Bronze

40. 75th National Convention Ribbon (Elected & Selected\_ - Gold
41. 75th National Convention Ribbon (Those in Attendance) – Silver
42. 50th Department of California Convention Ribbon (see NOTE 2)
43. 50th Department of Illinois Convention Ribbon (see NOTE 2)
44. 50th Department of Pennsylvania Convention Ribbon (see NOTE 2)
45. 50th Department of Wisconsin Convention Ribbon (see NOTE 2)
46. 50th Department of Virginia Convention Ribbon (see NOTE 2)
47. 50th Department of Michigan Convention Ribbon (see NOTE 2)
48. 50th Department of Missouri Convention Ribbon (see NOTE 2)
49. 50<sup>TH</sup> Department of Florida Convention Ribbon (see NOTE 2)
50. 60<sup>th</sup> Department of Ohio Convention Ribbon (see NOTE 2)
51. 60<sup>th</sup> Department of Oregon Convention Ribbon (see NOTE 2)
52. 75<sup>th</sup> Department of New Jersey Convention Ribbon (see NOTE 2)
53. 60<sup>th</sup> Department of New Hampshire Convention Ribbon (see NOTE 2)
54. 75<sup>th</sup> Department of New York Convention Ribbon (see NOTE 2)
55. 75<sup>th</sup> Department of California Convention Ribbon (2007) (see NOTE 2)
56. 60<sup>th</sup> Department of Washington Convention Ribbon (2007) (see NOTE 2)
57. State Commendation Ribbon (individual States' award) (NON-MCL)

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##### **NOTE 1**

For each additional medal award, a bronze star will be worn. A silver star will be worn in place of five (5) bronze stars and a gold star will be worn in place of five (5) silver stars unless otherwise noted. The exceptions are: Distinguished Citizens Medal – Gold; Distinguished Citizens Medal – Silver; Distinguished Citizens Medal – Bronze; and Distinguished Service Medal. On each of the aforementioned Distinguished Service Medals a 5\16” gold star will be worn to indicate additional awards and a 5/16” silver star will be worn in place of five (5) gold stars.

#### **DESCRIPTION OF MEDALS, RIBBONS, AWARDS AND WHO MAY AUTHORIZE**

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##### **1. National Marine of the Year Ribbon**

The National Marine of the Year Ribbon to be worn around the neck (White with Gold Stripe 1/8” Gold stripe along inside and outside edge of ribbon. Medallion will remain the same. The ribbon is to be 2 ¼ inches wide. This medal and ribbon should be number one in order of precedence.

**Awarded by:** National Marine of the Year Society

##### **2a. Distinguished Citizen Medal - Gold (Old)**

**Medal** - Gold

**Ribbon** - Green, Gold and Silver with five (5) Gold Stars

**NOTE:** This was the original Distinguished Citizen Medal - Gold. There are no more, but those who have received them, may wear them in front of the current issue.

##### **2b. Distinguished Citizen Medal - Gold (Current)**

(see NOTE 1)

**Medal** - Gold

**Ribbon** - Blue, gold, white, green and red stripe  
**Awarded by:** National Commandant  
**Recommended by:** Detachment\Department\National Division Vice Commandant  
**For Approval:** Department \National Division Vice Commandant  
National Awards Committee

\* Shall be awarded by National Commandant ONLY. This medal is automatically presented to the National Marine of the Year with the FMF device (Eagle, Globe & Anchor) signifying National Marine of the Year (see Note 3). Recommendation(s) for this medal must be in writing and sent to the National Commandant via the National Awards Committee for their recommendation for approval or disapproval. The medal will be awarded **only** to regular members who, in the opinion of the Awards Committee, have answered to the call of "Above and Beyond" the principles upon which the Marine Corps League was founded. A 3/16" gold star will be worn to indicate additional awards.

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**3a. Distinguished Citizen Medal - Silver (Old)**

**Medal** - Silver  
**Ribbon** - Green, Gold and Silver with five (5) Silver Stars

**NOTE:** This was the original Distinguished Citizen Medal - Silver. There are no more, but those who have received them may wear them in front of the current issue.

**3b. Distinguished Citizen Medal - Silver (Current)** (see NOTE 1)

**Medal** - Silver  
**Ribbon** - Red center flanked by gold and black stripes

**A- Awarded by:** National Commandant  
**Recommended By:** Detachment\Department\National Division Vice Commandant  
**For Approval:** Department\National Division Vice\National Commandant  
National Awards Committee

**B- Awarded by:** Department\National Division Vice Commandant  
**Recommended By:** Detachment\Department\National Division Vice Commandant  
**For Approval:** Department\National Division Vice Commandant

**4a. Distinguished Citizen Medal - Bronze (Old)**

**Medal** - Bronze  
**Ribbon** - Green, Gold and Silver

**NOTE:** This was the original Distinguished Citizen Medal - Bronze. There are no more, but those who have received them, may wear them in front of the current issue.

**4b. Distinguished Citizen Medal - Bronze (Current)** (see NOTE 1)

**Medal** - Bronze  
**Ribbon** - White center flanked by maroon stripes

**A- Awarded by:** National Commandant

**Recommended By:** Detachment\Department\National Division Vice Commandant

**For Approval:** Department\National Division Vice\National Commandant  
National Awards Committee

**B- Awarded by:** Department\National Division Vice Commandant

**Recommended By:** Detachment\Department\National Division Vice Commandant

**For Approval:** Department\National Division Vice

**C- Awarded by:** Detachment Commandant

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**5. Division, Department and Detachment Marine of the Year Medallion**

The Marine Corps League authorizes the creation of a "Marine of the Year" medallion for Division, Department and Detachments only. This medallion will be worn around the neck suspended by the appropriate color ribbon depending on the level of the award.

**A- Division Medallion** Standard Marine of the Year **medallion**

**Medallion Ribbon** Gold

**Ribbon** Gold

**Awarded By:** Division Vice Commandant

**B - Department Medallion** Standard Marine of the Year medallion

**Medallion Ribbon** Red and Gold

**Ribbon** Red and Gold

**Awarded By:** Department Commandant

**C - Detachment Medallion** Standard Marine of the Year medallion

**Medallion Ribbon** Red

**Ribbon** Red

**Awarded By:** Detachment Commandant

The Marine of the Year Medallion is authorized for wear with the Casual and Formal Uniform only as set forth in enclosure three (3) of these bylaws. While wearing the Marine of the Year medallion no other medal or devices shall also be suspended from the neck. No pins or other devices shall be attached to the suspension ribbon. In the event the person authorized to wear the Marine of the Year Award has been selected at more than one level for such an honor, the senior medallion and suspension ribbon will be worn.

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**6. Distinguished Service Medal (God, Country and Corps)**

(see NOTE 1)

**Medal** - Bronze

**Ribbon** - Maroon center flanked by dark blue stripes

**Awarded by:** Detachment\Department\National Division Vice\National  
Commandant

**Recommended By:** Detachment\Department\National Division Vice\National  
Commandant

**7. National Recruiter Medal - Gold**

**Medal** - Gold  
**Ribbon** - Green\White\Gold  
**Awarded by:** National Jr. Vice Commandant  
**Awarded to:** National Recruiter of the Year.

**8. National Recruiter Medal - Silver**

**Medal** - Silver  
**Ribbon** - Red\White\Green  
**Awarded by:** National Jr. Vice Commandant  
**Awarded to:** 2nd Place National Recruiter of the Year.

**9. National Recruiter Medal - Bronze**

**Medal** - Bronze  
**Ribbon** - Green\White\Green  
**Awarded by:** National Jr. Vice Commandant  
**Awarded to:** 3rd Place National Recruiter of the Year.

**10. Past National Commandants Medal - Gold**

**Medal** - Gold  
**Ribbon** - White  
**Awarded by:** National Commandant

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**11. National Staff Medal (Elected)**

**Medal** - Silver  
**Ribbon** - Gold and white stripe

To be worn by present and past elected National Officers (see NOTE 1).

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**12. National Staff Medal (Appointed)**

**Medal** - Bronze  
**Ribbon** - Gold and white stripe flanked by red stripes

To be worn by present and past appointed National Officers (see NOTE 1).

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**13. Department Commandant Medal (Commandant Samuel Nicholas)**

**Medal** - Bronze  
**Ribbon** - Red and gold stripe

To be worn by present and past elected Department Commandant (see NOTE 1).

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**14. Department Staff Medal (Elected)**

**Medal** - Silver

**Ribbon** - Blue, Red, White, Blue, White, Red, Blue  
To be worn by present and past elected Department Officers (see NOTE 1).

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**15. Department Staff Medal (Appointed)**

**Medal** - Bronze  
**Ribbon** - Blue, Red, White, Red, White, Red, Blue  
To be worn by present and past appointed Department Officers (see NOTE 1).

**16. Department Recruiter Medal - Silver**

**Medal** - Silver  
**Ribbon** - Green, Gold, Green  
**Awarded by:** Department Commandant  
**Awarded to:** Department Recruiter(s) of the Year

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**17. Detachment Commandant Medal (Commandant John A. Lejeune)**

**Medal** - Bronze  
**Ribbon** - Maroon and Dark blue stripes  
To be worn by present and past elected Detachment Commandant (see NOTE 1).

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**18. Detachment Staff Medal (Elected)**

**Medal** - Silver  
**Ribbon** - Blue, White, Red, White, Blue  
To be worn by present and past elected Detachment Officers (see NOTE 1).

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**19. Detachment Staff Medal (Appointed)**

**Medal** - Bronze  
**Ribbon** - White, Blue, White  
To be worn by present and past appointed Detachment Officers (see NOTE 1).

**20. Detachment Recruiter Medal - Bronze**

**Medal** - Bronze  
**Ribbon** - Gold, Green, Gold  
**Awarded by:** Detachment Commandant  
**Awarded to:** Detachment Recruiter(s) of the Year

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**21. Past Pack Leader Medal**

(See NOTE 1)

**Medal** - Bronze Cross on Ribbon with wide gold Center Stripe  
**Ribbon** - Red with wide Gold Center Stripe.  
**Awarded to:** Pack Leaders upon completion of a term of office.

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**22. Past Pound Keeper Medal**

(See NOTE 1)

**Medal** - Bronze Cross on Ribbon with equal Red, Gold and Black stripes.

**Ribbon** - Red, gold and black stripes (worn with Red to wearer's right)

**Awarded to:** Pound Keepers upon completion of a Term of Office

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**23. Marine Corps League Medal (Membership)**

(see NOTE 1)

**Medal** - Marine Corps Emblem on gold sunburst

**Ribbon** - Blue, khaki, olive stripes flanked by gold and pink stripes

To be worn by a member of the Marine Corps League who is a member in good standing. A bronze star may be worn for each period of five (5) years of continuous membership and there has not been a break in membership service. (See NOTE 1)

**24. State Commendation Medal**

**Medal** - Bronze/Silver

**Ribbon** - Depends on individual State awarding

**Awarded by:** States' Governor and/or Adjutant General

**Past National Commandant Pin**

Oval-shaped pin with Marine emblem and a diamond. Presented to the outgoing National Commandant at the completion of his tour as National Commandant at the National Convention. It will be worn centered on the left lapel, one inch below the lapel notch.

**National Marine of the Year**

Gold pin in the shape of the United States. Awarded at the National Convention to the Marine selected by the Marine of the Year Society as the National Marine of the Year. It will be worn centered on the left lapel one inch below the lapel notch, left of the Past National pin if so awarded.

**Kennel Dog of the Year** (See Section 417 of the MODD Bylaws)

(See NOTE 1)

This is the most prestigious award given by the Order. Presented at each National Convention to the Marine selected as the Kennel Dog of the Year.

**Medal** Bronze Cross on Gold Ribbon with small Devil Dog affixed

**Ribbon** Gold with small Devil Dog affixed

**Pack Dog of the Year** (See Section 417 of the MODD Bylaws)

(See NOTE 1)

**Medal** Bronze Cross on Red Ribbon with small Devil Dog affixed

**Ribbon** Red with small Devil Dog affixed

**Pound Dog of the Year** (See Section 417 of the MODD Bylaws) (See NOTE 1)

**Medal** Bronze Cross on Black Ribbon with small Devil Dog affixed

**Ribbon** Black with small Devil Dog affixed

**Past Chief Devil Dog Medal**

(See NOTE 1)

**Medal** Bronze Cross on White Ribbon with Gold, Red, Black stripes in the center

**Ribbon** White with Gold, Red, Black Stripes in the center (ordered to wearer's right)  
**Awarded to:** Chief Devil Dogs upon completion of a Term of Office

**COMMENDATION AWARDS:**

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**Marine Corps League Community/VAVS Service (Nat'l.\Div.\Dept.\Detachment)** (see NOTE 1)

**Ribbon** - Green, Yellow, Green

**Awarded by:** National\Division\Department\Detachment Commandant

**Presented to:** An Individual

**Detachment Award Approval:** Detachment Commandant

**Department Award Approval:** Department Commandant

**Division Award Approval:** Division Vice-Commandant

**National Award Approval:** National Commandant

To be awarded to a Marine Corps Leaguer who in the opinion of the awarding Commandant has exemplified him or herself in their communities and/or National, including VAVS, but not necessarily both, helping all they have come in contact with. The recommendation MUST be in writing and have the appropriate endorsements when making the submission.

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**Marine Corps League Community Service(JROTC)**

**Ribbon/Medal** - Green, Yellow, Green (See NOTE 1)

**Presented by:** A local member of the Marine Corps League or the Senior Instructor

**Presented to:** An Individual Cadet

**Award Selection:** The Senior Instructor will select the eligible cadet in accordance with the criteria below.

**Sponsor:** Marine Corps League by National, Division, Department or Detachment Commandant or Authorized Representative, By Direction of same.

Presented to a cadet who:

- a. Has demonstrated exemplary service above and beyond the service activities performed by the unit of which the cadet is a member or
- b. Has held a key leadership position and/or directly contributed to the planning, coordination and implementation of high profile community service/volunteer project(s) or.
- c. Has successfully completed the Marine Corps League's Youth Physical Fitness Test with the minimum score outlined in the official program (See web site for minimum score).

**CH 13-07**

**Marine Corps League Community Service (Scout Leader)**

**Ribbon** - Green, Yellow, Green

Authorized for wear by a Scout Leader currently engaged in Scouting.

**CH 8-02**

**Board of Trustees Commendation (Victor T. Fisher Award) (National\Department)**

**Ribbon:** - Red, White, Blue  
**Awarded by:** National\Division Vice\Department Commandant  
**Presented to:** National\Department Board of Trustees member  
**Recommended by:** National\Division Vice\Department\Detachment Commandant  
**Department Award Approval:** Department Commandant  
**Division Award approval:** Division Vice Commandant  
**National Award approval:** National Commandant

This can be awarded by ANY National, Division Vice or Department Commandant to a member of their Board of Trustees who best exemplifies the principles of the United States Marine Corps, Marine Corps League and Marine Fisher.

**Meritorious Unit Commendation (National) for a Detachment\Department** (see NOTE 1)

**Ribbon** - Red, white and gold striped  
**Streamer** - Gold with Red lettering  
**Awarded by:** National Commandant  
**Presented to:** A Department or a Detachment  
**Recommended by:** Detachment\Department\National Division Vice Commandant  
**Detachment Award approval:** Detachment\Department\Nat'l Division Vice Commandant  
National Awards Committee  
**Department Award Approval:** Department\National Division Vice Commandant  
National Awards Committee  
**National Award approval:** National Awards Committee\National Commandant

**Meritorious Unit Commendation - Department** (see NOTE 1)

**Ribbon** - White center flanked by gold  
**Streamer** - White with Red lettering  
**Awarded by:** Department Commandant  
**Presented to:** A Detachment  
**Recommended by:** Department\National Division Vice Commandant  
**Detachment Award approval:** Detachment\Department\Nat'l Division Vice  
Commandant\National Awards Committee  
**Department Award Approval:** Department\National Division Vice Commandant  
National Awards Committee  
**National Award approval:** National Awards Committee\National Commandant

**CH 10-04**

**Meritorious Individual Commendation (Detachment\Department\National)** (see NOTE 1)

**Ribbon** - Gold center flanked by white  
**Awarded by:** National\Department\Detachment Commandant  
**Presented by:** An individual designated by National\Department\Detachment Commandant.  
**Detachment Award approval:** Detachment Commandant

**Department Award Approval:** Department Commandant  
**National Award approval:** National Commandant\National Division Vice Commandant

**Chief Devil Dogs Meritorious Commendation (Individual)** (see NOTE 1)

**Ribbon:** - Red, Gold, Red, Green  
**Awarded by:** Chief Devil Dog  
**Recommended by:** Chief Devil Dog\Kennel Staff Member to Chief Devil Dog

**Pack Leaders Meritorious Commendation (Individual)** (see NOTE 1)

**Ribbon:** - Green, Yellow, Green, Red  
**Awarded by:** Pack Leader

**Pound Keepers Meritorious Commendation (Individual)** (see NOTE 1)

**Ribbon:** - Blue, White, Red, Gold  
**Awarded by:** Pound Keeper

**CERTIFICATES:**

**New 8-02**

**Distinguished Citizen Award Certificate**

The only notation on the bottom left corner will be "Authorized to Wear – Gold (Silver or Bronze)"

**Distinguished Service Award (Certificate only)**

This award may be presented by the National, Department, or Detachment Commandant to Leaguers and non-League members who have distinguished themselves.

**Certificate of Appreciation**

This award may be presented by the National, Department, or Detachment Commandant for appreciation of loyalty and patriotism to country and the Marine Corps League. This may be awarded to Leaguers and non-League members.

**Certificate of Appreciation (For Displaying the United States Flag)**

This award may be presented by the National, Department or Detachment Commandant.

**CH 2-96**

**MARINE OF THE YEAR**

This award shall be presented to a regular member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League.

Letters of Nomination for National Marine of the Year shall originate **only at the Detachment level**. No individual member of the Marine Corps League, or any subsidiary unit of the Marine Corps League shall submit a Letter of Nomination other than the nominee's Detachment. The nominee shall be a **regular member** of the Marine Corps League, in good standing of the Detachment which submits the Letter of Nomination.

Only officers and/or members of the Detachment submitting the Letter of Nomination shall be allowed to submit documentary proof, or affidavits on behalf of the nominee they submitted. Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has been a deed(s) of courage or valor without regard for his/her own safety. (See National Administrative Procedures Section 300, Subsection One (1))

**“ESPIRITE de CORPS” AWARD**

National Headquarters of the Marine Corps League will accept nomination of the individual from the Superintendent of the U.S. Merchant Marine Academy. This award was conceived to extend recognition by presenting a Marine Corps Officers sword to the Marine Option Cadet, who best demonstrates the qualities of leadership sought by the Marine Corps, from the U.S. Merchant Marine Academy at Kings Point, NY. The presentation will be made by the National Commandant at the Commencement ceremonies.

**GENERAL JOHN A. LEJEUNE WRITING AWARD**

National Headquarters of the Marine Corps League will accept nomination of the individual from the Marine Corps Command and Staff College. This award was conceived to extend recognition by presenting a plaque and cash award to the outstanding writer in the graduating class. The presentation will be made by the National Commandant at the Commencement ceremonies.

**12-06**

**IRON MIKE AWARD**

National Headquarters of the Marine Corps League will accept nominations for the annual Iron Mike Award prior to 1 June annually. This award was conceived to extend recognition to the man who has contributed the most to the United States of America and the United States Marine Corps. While not limited to the immediate past 12-month period, nominations should stress accomplishments during that period. Nomination should be forwarded directly to: National Executive Director, Marine Corps League, Post Office Box 3070, Merrifield, Virginia 22116-3070.

**12-06**

**DICKEY CHAPELLE AWARD**

National Headquarters of the Marine Corps League will accept nominations for the annual Dickey Chapelle Award prior to 1 June annually. This award was conceived to extend recognition to the woman who has contributed most to the morale, welfare and well-being of the officers and men of the United States Marine Corps. While not limited to the immediate past 12-month period, nominations should stress accomplishments during that period. Nominations should be forwarded directly to: National Executive Director, Marine Corps League, Post Office Box 3070, Merrifield, Virginia 22116-3070.

**NEW CH 16-10**

**NATIONAL COMMANDANT’S LEADERSHIP AWARD FOR EXCELLENCE**

Shall be awarded by National Commandant or his/her representative. This award is presented to a civilian, active duty military person or member of the Marine Corps League who in the opinion of the National Commandant has displayed outstanding excellence in leadership in support of the Marine Corps League and its mission.

**NEW CH 3-97**

**Heroism Medal**

Shall be awarded by National Commandant or his\her representative. This medal is presented to a civilian for an act of heroism. Recommendation(s) for this medal must be in writing and sent to the National Commandant via the National Awards Committee for their recommendation for approval or disapproval. The medal will be awarded **only** to civilians who, in the opinion of the Awards Committee, have answered to the call of "Above and Beyond" the principles upon which the Marine Corps League was founded.

**NEW CH 13-09**

**Marine Corps League Unit Commendation Ribbon Award (MLR)**

Shall be awarded to a Young Marines Unit, Battalion, Regiment or Division for outstanding performance of duty to the community over an extended period of time, or for a single act when the Unit has performed under great competition with other Units or organizations.

This award is initiated at the request of the Marine Corps League National Commandant, Vice Commandant of a Division, Department Commandant or Detachment Commandant to the National Executive Director of the Young Marines of the Marine Corps League.

The Ribbon shall be blue with a ¼ inch white stripe 1/8 inch from each side. The National Executive Director of the Young Marines of The Marine Corps League shall provide the ribbon and any authorized devices. The respective Commandant or Vice Commandant of the Marine Corps League shall provide the appropriate streamer in the colors of the ribbon for the Unit Colors. Devices for subsequent awards shall be the responsibility of the National Executive Director of the Young Marines of The Marine Corps League.

**NEW CH 7-01**

**VAVS AWARDS.** The National VAVS Representative and Deputy Representatives will select at the National convention the recipients of the Detachment VAVS awards and individual award as prescribed below:

Plaques categorized by membership strength of the detachment as reflected on the current 30 June strength report roster.

Category 1: 15 to 50 members. First, Second and Third Place Plaques.

Category 2: 51 to 100 members. First, Second and Third Place Plaques.

Category 3: 101 members and up. First, Second and Third Place Plaques.

**Past National Commandant's VAVS Award**

Nominees for the PNC's VAVS Award must be a member in good standing of the Marine Corps League and must have served on a regular basis in the VAVS Program at a VAMC for a minimum period of at least three years. Recommendations for the PNC's VAVS Award must be made by the detachment and approved at a regular scheduled detachment meeting. Recommendations to be submitted to the National VAVS Representative to be received no later than July 1<sup>st</sup> prior to the national Convention. Recipient of the PNC's VAVS Award is entitled to wear the Marine Corps League's Community/VAVS Service ribbon.

Detachment VAVS award recommendations should also be submitted to the National VAVS Representative to be received no later than July 1<sup>st</sup> prior to the national convention, outlining the activities of the detachment VAVS program to include total hours volunteered and monetary donations to the VAVS program.

**CH 3-97**

**National Junior Vice Commandant's Awards**

**CH 7-01**

**100% Membership Citations**

(a) 100% Membership Streamers will be given to those Detachments, Departments, and Divisions, who have achieved 100% membership during the period of 1 July through 30 June and will be Red in color with Gold lettering.

**INCREASED MEMBERSHIP CITATIONS AND PLAQUES**

(a) Increased Membership Citations will be awarded to all Detachments, Departments, and Divisions that exceed their membership strength from 1 July through 30 June. The Citations will be presented during the National Convention each and every year.

**CH 16-10** (b) Increased Membership Plaques will be awarded to all Detachments, Departments, and Divisions that exceed 100-percent membership by percentage in the following manner:

- (1) Detachment Membership from 15 to 50 members, three (3) plaques; 1st, 2nd and 3rd place.
- (2) Detachment Membership from 51 to 100 members, three (3) plaques; 1st, 2nd and 3rd place.
- (3) Detachment Membership from 101 to 200 members, three (3) plaques; 1st, 2<sup>nd</sup> and 3rd place.
- (4) Detachment Membership from 201 plus, three (3) plaques; 1st, 2<sup>nd</sup> and 3rd place.
- (5) Department - three (3) plaques; 1st, 2<sup>nd</sup> and 3<sup>rd</sup> place.
- (6) Division - three (3) plaques; 1st, 2nd, and 3rd place.

**INDIVIDUAL MEMBERSHIP RECRUITING AWARDS**

**CH 16-10** Each and every year, a special form (see Enclosure Four (4)) must be filled out by the individual member and signed by the Detachment Commandant and Detachment Adjutant/Paymaster. The form may be submitted to the National Junior Vice Commandant by the stated deadline either in hard copy form via mail or electronic format via an e-mail attachment; such attachment can be either a scanned copy of the properly completed and signed form or a Word document with electronic signatures. An "electronic" signature consisting of the submitting officer's membership number in place of the officer's handwritten signature shall be acceptable for electronic submissions.

**RECRUITING AWARDS WILL BE ISSUED AS FOLLOWS:**

**RECRUITING AWARDS**

(a) A Citation will be given to those members who have recruited 5 - 24 members during the year.

(b) A National Recruiters Medal - Bronze and a Distinguished Service Award Citation (signifying the accomplishment) will be presented to those members who have recruited 25 -49 members during the year.

(c) A National Recruiters Medal - Silver and a Distinguished Service Award Citation (signifying the accomplishment) and a plaque will be presented to those members who have recruited 50 plus members during the year.

(d) The top Recruiter of the Year, the one individual member that has recruited the most members through his/her individual efforts will be presented the National Recruiters Medal - Gold (appropriately engraved), and a plaque in the shape of the United States with his/her name engraved thereon and the Distinguished Service Award Certificate (signifying the accomplishment).

**NATIONAL CONVENTION STREAMERS** - These will be awarded to those Detachments, Departments and Divisions who display the League standards at the National Convention and will be in the color of the state in which the National Convention is being held with appropriate lettering.

**NOTE 2**

When Departments celebrate their 50th or more Anniversaries, the medals that are struck for those Departments, and issued or sold at their respective Department Conventions to **only those who attended.**

**CH 11-05**

**NOTE 3**

National, Division, Department and Detachment "Marines of the Year" are eligible to wear the FMF device (Eagle, Globe & Anchor) signifying National, Division, Department and/or Detachment Marine of the Year. This device will be centered on the respective ribbon for each award. National Marine of the Year will wear it centered on the National Marine of the Year ribbon, Division Marine of the Year will wear it centered on the Division Gold ribbon, Department Marine of the Year will wear it centered on the Red and Gold ribbon, and Detachment Marine of the Year will wear it centered on the Red ribbon. **Prior and subsequent awards (Gold, Silver or Bronze, not necessarily Marine of the Year) will be worn with the proper stars affixed.**

**CH 3-97**

**RECOMMENDATIONS**

(a) When a Marine is elected to the National Staff, it is suggested that the Marine be honored by the Department and presented with the National Staff Medal (Elected). When a Marine is appointed to the National Staff, it is suggested that the Marine be honored by the Department and presented with the National Staff Medal (Appointed).

(b) When a Marine is elected to the Office of Department Commandant, the Department should present the Marine with a Department Commandant Medal.

(c) When a Marine is elected to the Department Staff, it is suggested that the Marine be honored by the Detachment and presented with the Department Staff Medal (Elected). When a Marine is appointed to the Department Staff, it is suggested that the Marine be honored by the Detachment and presented with the Department Staff Medal (Appointed).

(d) When a Marine is elected to the office of Detachment Commandant, the Detachment should present the Marine with a Detachment Commandant Medal.

(e) When a Marine is elected to the Detachment Staff, it is suggested that the Marine be honored by the Detachment and presented with the Detachment Staff Medal (Elected). When a Marine is appointed to the Detachment Staff, it is suggested that the Marine be honored by the Detachment and presented with the Detachment Staff Medal (Appointed).

### **MEDAL CHANGE(S)**

The **Distinguished Citizen Medals - Gold, Silver & Bronze** were originally issued with a Green, Gold and Silver ribbon. The Gold ribbon was adorned with five (5) 5\16" Gold stars; the Silver ribbon was adorned with five (5) 5\16" Silver stars and the Bronze had NONE. These ribbons have been eliminated. Those who have been awarded the Gold, Silver and Bronze medals are eligible to wear them as well as the NEW issue in the order reflected on Page 1 of Enclosure four (4).

The **Marine Corps League Medal** was formerly the only medal the League presented and was awarded for **Distinguished Service**. Those members who were awarded the medal for Distinguished Service are authorized to wear the Distinguished Service Medal in lieu thereof.

The **Distinguished Service Medal** was previously used for continuous years of membership in the Marine Corps League. The **Marine Corps League Medal** is now the **Membership** medal.

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ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

Date \_\_\_\_\_

**CH 16-10 MEMBERSHIP RECRUITMENT PROGRAM**

This is to certify that the following Marine Corps league member has met the criteria (National Jr. Vice Commandant's Awards, Enclosure Four (4), Page 15, (National Bylaws and Administrative Procedures) by recruiting five (5) or more new members between 1 July \_\_\_\_ and 30 June \_\_\_\_.  
Year Year

Detachment \_\_\_\_\_ Number \_\_\_\_\_ Department \_\_\_\_\_

Recruited by \_\_\_\_\_ Membership Card # \_\_\_\_\_

Names of New Members

- |            |            |
|------------|------------|
| (1) _____  | (11) _____ |
| (2) _____  | (12) _____ |
| (3) _____  | (13) _____ |
| (4) _____  | (14) _____ |
| (5) _____  | (15) _____ |
| (6) _____  | (16) _____ |
| (7) _____  | (17) _____ |
| (8) _____  | (18) _____ |
| (9) _____  | (19) _____ |
| (10) _____ | (20) _____ |

(List additional names on the back of this form)

Certified true and correct \_\_\_\_\_  
Detachment Commandant

\_\_\_\_\_  
Detachment Adjutant/Paymaster

All forms must be received no later than 15 July prior to the National Convention at which the award is to be considered.

**SUBMIT TO:**

NATIONAL JR VICE COMMANDANT  
MARINE CORPS LEAGUE

**NAME AND ADDRESS ON NATIONAL ROSTER  
OR  
E-MAIL ADDRESS LISTED ON NATIONAL ROSTER**

ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

If more forms are needed this may be reproduced.

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### **National Award Criteria**

When submitting a request for a National award, the request **must** include all the information regarding what the person has accomplished, not just that of serving in the Marine Corps league, but what they have accomplished within their communities, etc.

The request **must** be accompanied by form (NA-897) which reflects the required endorsements which are part of the approval process for a National award. Without the proper endorsements, the request will be returned to the submitter.

All requests for National Awards must be submitted directly to: Chairman, National Awards Committee at the address listed on the National Roster.

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**NATIONAL  
MARINE CORPS LEAGUE  
AWARD RECOMMENDATION FORM**

**From:** Detachment/Department/National Vice/National Commandant;

\_\_\_\_\_ **State Your Name and Full Title**

**To:** National Commandant \_\_\_\_\_  
Name

**Via:** (1) Department Commandant  
(2) National Division Vice Commandant  
(3) National Awards and Citations Committee

I \_\_\_\_\_ recommend \_\_\_\_\_ for the  
Name and Title, if any Recipient's Name

following award \_\_\_\_\_ based upon  
Be Specific on Award Type

the reason(s) attached.

**From:** Department Commandant  
**Subject:** Award

**Recommendation for** \_\_\_\_\_  
Recipients Name

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_

\_\_\_\_\_  
**Signature: Department Commandant** Department Date  
**1st Endorsement**

-----  
**From:** National Division Vice Commandant  
**Subject:** Award

**Recommendation for** \_\_\_\_\_  
Recipients Name

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_

\_\_\_\_\_  
**Signature: National Division Vice Commandant** Division Date  
**2nd Endorsement**

-----

ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

**From:** National Awards and Citations Committee  
**Subject:** Award

Recommendation for \_\_\_\_\_  
**Recipients Name**

**We, the National Awards and Citations Committee hereby:**

**Approved \_\_\_\_\_ Disapprove \_\_\_\_\_ receiving of this award in accordance with the National Bylaws and Administrative Procedures as set forth in Enclosure Four (4).**

\_\_\_\_\_  
**Chairman**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Committee Members**

\_\_\_\_\_  
**Date**

### **Anniversary Medal Criteria**

When submitting a request for an Anniversary medal, the request **must** include the design for the proposed medal and the anticipated color scheme for the ribbon. This will then be submitted according to the routing as noted on the Anniversary Medal Request Form (AMF-897).

This request **must** be submitted within a time-frame that will permit the Awards and Citations Committee to review the medal and ribbon color scheme after receiving the proper endorsements.

ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

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**MARINE CORPS LEAGUE  
ANNIVERSARY MEDAL  
REQUEST FORM**

(Date)

**From:** Department of \_\_\_\_\_  
**To:** National Commandant \_\_\_\_\_  
Name

**Via:** (1) National Division Vice Commandant, \_\_\_\_\_ Division  
(2) National Awards and Citations Committee

**Enclosed:** Picture/Drawing of Medal and/or Ribbon for \_\_\_\_ Anniversary

It is requested that the Department of \_\_\_\_\_ be authorized to create and wear an \_\_\_\_ Anniversary Medal, as depicted on the attached enclosure, to recognize our \_\_\_\_ year of existence. This medal/ribbon will be issued, or sold, to those in attendance in accordance with the National Bylaws and Administrative Procedures as set forth in Enclosure Four (4). We were chartered the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Department Commandant

-----  
**1st Endorsement**

\_\_\_\_\_  
(Date)

**From:** National Division Vice Commandant

**Subject:** Anniversary Medal

**Approved:** \_\_\_\_\_

**Disapproved:** \_\_\_\_\_

\_\_\_\_\_  
National Division Vice Commandant

--

-----  
**From:** National Awards and Citations Committee

**Subject:** \_\_\_\_ Anniversary Medal

**We, the National Awards and Citations Committee hereby:**

**Approved** \_\_\_\_\_ **Disapprove** \_\_\_\_\_ **the creation of this** \_\_\_\_ **Anniversary Medal/Ribbon in accordance with the National Bylaws and Administrative Procedures as set forth in Enclosure Four (4).**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Committee Members

CH 3-97  
Form AMF-897

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1987 EDITION

## ENCLOSURES

Reprinted February 2010

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# Marine Corps League

## REPORT OF OFFICER INSTALLATION



DETACHMENT NAME		DETACHMENT #	DEPARTMENT OF	
FROM:				
TO: NATIONAL ADJUTANT PAYMASTER			DEPT FEDERAL EIN: _____	
VIA: DEPARTMENT ADJUTANT			DEPT INCORPORATION ID # _____ DATE _____	
DET FEDERAL EIN: _____			FOR DEPT INSTALL ONLY:	
DET INCORPORATION ID # _____ DATE _____				
DATE OF ELECTIONS	DATE/PLACE OF INSTALLATION	INSTALLING OFFICER & TITLE	SIGNATURE OF INSTALLING OFFICER	
DETACHMENT MEETING:				
DAY/DATE OF MEETING		TIME	PLACE	
STREET ADDRESS		CITY	STATE	ZIP

E-MAIL OFFICIAL CORRESPONDENCE TO: \_\_\_\_\_

FAX OFFICIAL CORRESPONDENCE TO: ( ) \_\_\_\_\_ MARK FOR THE ATTN: \_\_\_\_\_

\*Note: The ADDRESS information called for in the following section does not necessarily refer to the Officer's personal mailing address, but rather the address at which the Officer will receive official correspondence from National and Department Headquarters. If the Department/Detachment has a single address, i.e. PO BOX, to which all official correspondence should be sent, list that address for all Officers. The officer MUST be installed to be listed on form.

OFFICE	INCUMBENT	PHONE NUMBER EMAIL ADDRESS	ADDRESS *See note above	CITY, STATE ZIP +4
COMMANDANT		( ) _____		
SENIOR VICE COMMANDANT		( ) _____		
JUNIOR VICE COMMANDANT		( ) _____		
JUDGE ADVOCATE		( ) _____		
JUNIOR PAST COMMANDANT		( ) _____		
ADJUTANT PAYMASTER		( ) _____		
ADJUTANT		( ) _____		
PAYMASTER		( ) _____		
CHAPLAIN		( ) _____		
SERGEANT- AT ARMS		( ) _____		
		( ) _____		
		( ) _____		

Total **renewal** dues are \$ \_\_\_\_\_. This amount is the total of Detachment, Department and National dues and will appear on the Direct Billing Notices.

SUBMITTED BY	TITLE	SIGNATURE	DATE

**PLEASE READ CAREFULLY**

Detach and retain bottom copy. Forward balance to Department Adjutant.  
Department retain bottom copy and forward original to National HQ  
and remaining copy to National Division Vice Commandant

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**Enclosure Five (5) - Report of Officer Installation**



## MARINE CORPS LEAGUE MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM

**FROM:** Adjutant/Paymaster of \_\_\_\_\_

Detachment # \_\_\_\_\_

**TO:** National Adjutant/Paymaster, PO BOX 3070 MERRIFIELD VA 22116  
**VIA:** Department Paymaster

Date \_\_\_\_\_

1. Enclose separate dues payment checks; one (1) payable to National HQ, MCL, Inc. and one (1) payable to your Department.
2. Please include Date of Birth for all NEW applicants (mandatory for PLMs).
3. Utilize two entries (Old and New) to change a member's address or to correct or change a member's name (COA Code).
4. PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.
5. Shaded areas are for National HQ use only.

Transmittal # \_\_\_\_\_  
*(Start new sequence on July 1 each fiscal year).*

MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE			E-MAIL ADDRESS		DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE			E-MAIL ADDRESS		DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE			E-MAIL ADDRESS		DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE			E-MAIL ADDRESS		DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE			E-MAIL ADDRESS		DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE			E-MAIL ADDRESS		DATE OF BIRTH

**Code National dues only**      Check # \_\_\_\_\_

R \_\_\_ Renewal @ 18.00      \$ \_\_\_\_\_

N \_\_\_ New Member @ 23.00      \_\_\_\_\_

L \_\_\_ Life Member      \_\_\_\_\_

T/COA \_\_\_ Transfer/Change of address      \_\_\_\_\_

RAM \_\_\_ Associate (renew) @ 18.00      \_\_\_\_\_

NAM \_\_\_ Associate (new) @ 23.00      \_\_\_\_\_

RDM \_\_\_ Dual (renew) @ 18.00      \_\_\_\_\_

NDM \_\_\_ Dual (new) @ 23.00      \_\_\_\_\_

Total National Dues      \$ \_\_\_\_\_

**Department Dues**

Check # \_\_\_\_\_

Total \$ \_\_\_\_\_

Received at Department

Date: \_\_\_\_\_

Received at National HQ  
(Date/Time Stamp)

SIGNED \_\_\_\_\_ DETACHMENT ADJUTANT / PAYMASTER

PRINTED NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP + 4 \_\_\_\_\_

NATIONAL HEADQUARTERS ONLY

PRINTED \_\_\_\_\_

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**PLEASE READ CAREFULLY**

Detach and retain bottom copy. Forward balance to Department.  
 Department retain bottom copy and forward balance to National HQ.

Revised May 2007

**Enclosure Six (6) - Membership Dues Transmittal**





MARINE CORPS LEAGUE
REQUEST FOR TRANSFER

1. Printed Name Member # PLM #
Street Apt #
City State Zip +4
SSN Tele# ( ) Date of Birth / /
Date of Enlistment/Commissioning / / Date of Discharge/Separation/Retirement / /

I hereby request that my membership as a Regular Member M-A-L Dual Member Associate Member,
in the Detachment # be transferred to the
Detachment # Department of as a Regular Member Dual
Member Associate Member or to M-A-L status.

Signature Date

2. TO BE COMPLETED BY THE LOSING DETACHMENT (Det. No. )

The above member is in good standing ; delinquent Membership expiration date is
/ /
Member (is/is not) indebted to this Detachment. (If indebted, please explain on reverse side). The transfer of this
member is approved disapproved.

Signature of Commandant Date

3. TO BE COMPLETED BY THE GAINING DETACHMENT (Det. No. )

I have reviewed the foregoing information and hereby approve , disapprove of the transfer of this member.

Signature of Commandant Date

4. FOR DUAL MEMBERS ONLY

I certify that I am a Dual Member and I hereby request that my voting rights for Department and National
Conventions be transferred to Detachment # Department of

Signature of Dual Member Date

INSTRUCTIONS (Type or print legibly)

- Member requesting transfer: Complete all information in #1 and #4 (if applicable) above. Sign and date the application in space provided. Forward the form to your current Detachment Commandant for approval.
Losing Detachment Commandant: Complete the appropriate information in #2. Sign and date the form in the space provided. Retain one copy for Detachment records and forward the original and two copies to the gaining Detachment Commandant. Send one copy to your Department Paymaster for information purposes.
Gaining Detachment Commandant: Complete # 3 as appropriate. Sign and date the form in the space provided. Retain one copy. Forward the original and remaining copy to the Department Paymaster, along with Dues Transmittal Form listing the transferring member.
Department Adjutant/Paymaster: Retain bottom copy and forward the original to National Headquarters along with Dues Transmittal Form listing the transferring member.

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— NOTICE OF DEATH —  
**MARINE CORPS LEAGUE**



\_\_\_\_\_ of the \_\_\_\_\_  
*(Leaguer's Name)*

Detachment, Marine Corps League did answer his/her final Earthly Roll Call on \_\_\_\_\_  
*(Date)*. The deceased is survived by \_\_\_\_\_  
*(Relation's Name)*

\_\_\_\_\_ who resides at: \_\_\_\_\_  
*(Relationship)*

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Membership No. \_\_\_\_\_ PLM No. \_\_\_\_\_ Detachment No. \_\_\_\_\_

Comments:

**SAMPLE**

Name of the individual completing this form: \_\_\_\_\_

Title: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(1) A sympathy card will be sent if this notice is received within sixty (60) days from the date of death, unless otherwise requested.

(2) A replacement form will be sent to the individual submitting this form.

Detach and retain bottom copy. Forward balance to Department Chaplain. Department Chaplain retain bottom copy and forward balance to National Headquarters. National Headquarters will forward form to National Chaplain.

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**Enclosure Eight (8) - Notice of Death**

