



2018 Edition

Marine Corps League

National

Administrative Procedures

Approved 17 August 2018

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NATIONAL ADMINISTRATIVE PROCEDURES

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MARINE CORPS LEAGUE

National Headquarters

17 August 2018

From: National Headquarters
To: Distribution List

Subj: MARINE CORPS LEAGUE ADMINISTRATIVE PROCEDURES

Ref: 1987 Edition of the National Bylaws and Administrative Procedures

1. **Purpose.** These National Administrative Procedures provides guidance concerning the function and organization of the Marine Corps League. The primary goal of these Administrative Procedures is to supplement the National Bylaws and to ensure that the Marine Corps League is operated in accordance with the Marine Corps League's structure and to follow all local, state, and national laws. The 1987 Edition of the National Bylaws and Administrative Procedures are hereby cancelled this date.

2. **Background.** At the 2018 National Convention held in Buffalo, NY, the National Administrative Procedures were completely rewritten to ensure that the Marine Corps League is following all local, state, and national legal requirements. These National Administrative Procedures state the responsibilities incumbent upon all Marine Corps Leagues members and state the requirements that will ultimately facilitate the mission of the League.

3. **Goal.** The goal of the Marine Corps League National Administrative Procedures is to provide the Marine Corps League leadership effective resources and guidance to ensure that Detachments, Departments, Divisions, and the Marine Corps League are successful and relevant to the membership. These National Administrative Procedures and the Marine Corps League's National Bylaws sets the specific guidelines and requirements for all Marine Corps League members to follow.

4. **Ratification.** These National Administrative Procedures were presented to all members at the 2018 National Convention held in Buffalo, NY. There was a motion and a second by qualified delegates to accept and approve the National Administrative Procedures. Discussion phase was opened, and all questions or changes were made. The National Administrative Procedures were ratified/approved by majority vote of all members present at the 2018 National Convention on Tuesday, 14 August 2018.

5. **Effective Date of National Administrative Procedures.** These National Administrative Procedures were effective on 17 August 2018, the last day of the 2018 National Convention as required by the 2018 National Administrative Procedures, Chapter X, Section 10025

6. **Reviewed and Approved:**

Dennis Tobin

Dennis Tobin
Corporate Secretary
National Senior Vice Commandant
Warren Griffin

Wendell W. Webb

Wendell W. Webb
Chief Executive Officer
National Commandant

DISTRIBUTION:

Warren Griffin

Warren Griffin
National Judge Advocate
National Bylaws, Article XI, Section 1110

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CHAPTER ONE **General**

Section 1000. 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.

Section 1005. Location. The principle offices of the Marine Corps League shall be located at 3619 Jefferson Davis Highway, Suite 115, Stafford, Virginia 22554, or at such other place or places as the National Board of Trustees may select in the best interests of its membership.

Section 1010. 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 1015. 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.

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CHAPTER TWO National Convention

Section 2000. 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.

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.

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 2005. 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 Chief Operating Officer 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.

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 265 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.

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Section 2010. 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.

Section 2015. 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 425 of the National Bylaws.

Section 2020. Registration

a. All approved and certified delegates, alternates, associates, and members will pay the approved Registration and Advance Registration Fees. Each properly Registered attendee will receive a Convention Program. Advance Registration fees must be accompanied by a properly executed official Credential Form and received at National Headquarters not later than fifteen (15) days prior to the opening of the National Convention. Guest may pay the registration fee if desired.

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 Form 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.

Section 2025. Credentials – Delegates, Alternatives, & 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.

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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 Chief Operating Officer 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 Chief Operating Officer shall report such fact to the National Convention Credentials Committee which shall not approve that Detachment's Delegates and Alternates.

e. Notwithstanding the provisions of AP Section 2025(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 2030. 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.

Section 2035. 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 AP Section 2025 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

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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 2040. 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 2045. Elections

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 ten (10) minutes). Should a majority fail to materialize on the second or successive

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ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

Section 2050. Installation. The installation of National Officers shall be conducted with formal ceremony at the choosing of the National Commandant. The National Commandant elect shall select the Installing Officer who shall be the outgoing National Commandant or a Past National Commandant. The National President of the Ladies Auxiliary elect shall select the Installing Officer who shall be the outgoing National President of the Ladies Auxiliary or a Past National President of the Ladies Auxiliary. The Installing Officers shall select necessary aides.

Section 2055. Stenographic Expense. The stenographic expense, including recording the proceedings of the National Convention, shall be borne by National Headquarters.

Section 2060. Conventions Administrative Committees

a. The National Convention Administrative Committees shall be Credentials, Bylaws, Resolutions, Rules and Standing Committees.

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.

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) Bylaws Committee shall receive and consider all properly submitted National Bylaw and National Administrative Procedure changes complying with the requirements of the National Bylaws and Administrative Procedures. The Committee, by a majority vote, shall either

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recommend to “approve” or recommend to “reject” a Bylaw or Administrative Procedure change to the Convention membership. The Committee Chairman will report the Committee's recommendations upon such changes to the National Convention for its consideration and action.

(3) Resolution 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.

(4) 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 2065. Bids for National Convention. Any Detachment may make a 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 a maximum of three (3) years and a minimum of two (2) years prior to that National Convention Committee meeting at which consideration is desired. All bids must be received no later and 30 May, two (2) years prior to the requested year to host a National Convention. 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 the National Headquarters Marine Corps League, collected prior to and during the National Convention in their city, will be turned over to the National Chief Operating Officer 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.

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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, Military Order of the Devil Dogs (MODD), 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 Chief Operating Officer of the MCL; Executive Director of the MODD; the Executive Secretary of the MCLA; for the Guest of Honor and Aide; and for the National Convention Chairman.

(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.

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

k. 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 2065 of the National 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.

l. 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 Chief Operating Officer or the National Merchandise Manager.

Section 2070. 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.

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CHAPTER THREE **National Staff**

Section 3000. Composition of National Staff. The National Staff Officers shall be comprised of the National Board of Trustees, Assistant National Vice Commandants, appointed National Staff Officers, committee chairmen, liaison officers, and Past National Commandants. The National Staff Roster will consist of the National Staff Officers, Past National Commandants, and the Department Commandants.

Section 3005. 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 3010. 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.

Section 3015. National Chief Operating Officer shall:

a. 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) (National Bylaws, Article VI, Section 625(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:

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

(2) 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 Six, National Bylaws is applicable).

b. Be responsible for the employment, supervision, termination of employment, and the determination of compensation of the National Headquarters Staff Members and supporting personnel within approved budget guidelines as determined by the National Board of Trustees. The termination of all National Staff Officers appointed by the National Commandant, must be approved by the National Board of Trustees.

c. Perform all 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.

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- d. 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 National Administrative Procedures, obtain approval through mail, e-mail, or telephone vote of a majority of the National Board of Trustees, prior to the execution of such matters.
- e. Be responsible for the editing, printing, publication, and distribution of the Marine Corps League's national publication.
- f. Maintain copies of the minutes of all National Conventions, board meetings, and perform such other duties as are usually assigned to a Corporation Secretary. See NB Section 630c.
- g. Within ninety (90) 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 will be posted on the National Library.
- h. The opinions and rulings made by the National Judge Advocate will be posted on the National Library.
- i. 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.
- j. Perform such other duties as may be assigned by the National Commandant and/or the National Board of Trustees.
- k. Surrender to the duly appointed successor all Marine Corps League books, records, and other property with which the office is charged.
- l. Not hold any other position on the National Staff.
- m. Distribute to each living Past National Commandant material sent to the National Board of Trustees and Departments.
- n. 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.
- o. 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.
- p. Receive all monies, keeping a record of their source and purpose, and shall deposit said monies, in approved and Federally insured accounts (checking, savings accounts, or money

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market), and non-federally insured investment accounts. All monies deposited shall be in the name of the Marine Corps League only.

q. 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 Board Treasurer on or before November 1st of said calendar year.

r. 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.

s. Maintain adequate inventories of office supplies and merchandise, receive all invoices for services and material(s), and cause payment for all authorized expenditures. An inventory of merchandise will be conducted in conjunction with the CPA audit at June 30.

t. 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.

u. Will be responsible for setting the retail prices of merchandise.

Section 3020. National Bookkeeper shall:

a. They shall issue invoices and track all incoming invoices, travel expenses, deposits (credits), debts and help comptroller.

b. Maintain books and create files for CPA to file taxes and audits.

c. Work with COO and Office Manager to provide legal documents to IRS and Corporate status.

d. Signatures for checks requires a minimum of two signatures on all checks (no stamps allowed). Signatures allowed are Chief Operating Officer, Office Manager, National Comptroller, and Assistant National Comptroller.

Section 3025. National Comptroller shall:

a. 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.

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b. 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.

c. Be responsible for disbursing all funds of the Marine Corps League. In the Comptroller's 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.

d. 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.

e. 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 (2/3's) 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.

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

g. Ensure oversight of all monetary funds and investments and monitor all checking and payroll accounts;

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

i. Review with the CPA, its report for accuracy, make any revisions deemed necessary and deliver accepted report to the National Chief Operating Officer on or before November fifteenth (15th) of said calendar year.

Section 3030. National Auditor shall:

a. Be directly under the control of, and answerable to, the National Board of Trustees.

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

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c. 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.

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

Section 3035. National Chaplain shall:

a. 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.

b. 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.

c. As the National Chaplain receives notification of a Marine Corps League member's demise he will forward that information to the Executive Editor of Marine Corps League's National Publication to be listed in the next issue in the section entitled "TAPS."

Section 3040. National Director of Conventions shall, as Chairman of and with the National Convention Committee, perform those duties as follows:

a. National Conventions Committee

(1) The National Conventions Committee shall consist of four (4) members. The National Director of Conventions shall be the Chairman of the National Conventions Committee.

(a) The first two shall be appointed by the National Commandant with the advice and consent of the National Board of Trustees. One of the two will be the National Director of Conventions.

(b) One member shall be a representative appointed by the Military Order of the Devil Dogs Chief Devil Dog.

(c) One member shall be a representative appointed by the Marine Corps League Ladies Auxiliary National President.

(d) Additionally, the Jurisdictional National Vice Commandant in whose area the ensuing National Convention is to be held will serve as an adviser. The local Convention Chairman for (Department or Detachment) and the local Ladies Auxiliary will also serve as an adviser.

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(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.

(b) 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:

1. A statement certifying that all bills have been paid.
2. A financial accounting of the Convention Book
3. The total number of rooms (living units) utilized.
4. The number of people attending each social activity.
5. The attendance at the banquet.
6. Identify problems encountered and if resolved.
7. Appropriate remarks as may be of assistance or interest to subsequent Convention Committees, or the National Board of Trustees.

(c) The Local Convention Chairman shall be responsible for selling ads locally and submitting all ads and monies to National Headquarters. National Headquarters will be responsible for the collection, creating, editing, and publishing of the program book. Distribution of profits from ads sold will be according to the Marine Corps League SOP on National Convention Advertising Book.

(d) 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 2065 of the National Administrative Procedures.

(e) 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.

Section 3045. National Chief of Staff & Protocol Officer shall perform as a Staff Officer, coordinating staff functions and protocol duties as assigned by the National Commandant and assuming other administrative tasks as required.

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Section 3050. National Editor Marine Corps League Publication shall, under the direction of the National Chief Operating Officer, have supervision and control of the editing and printing of the Marine Corps League publications.

Section 3055. National Director of Veterans Service shall:

a. Be employed by the National Headquarters of the Marine Corps League and be responsible to the National Commandant and National Chief Operating Officer for the performance of his/her duties.

b. 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.

c. Prescribe training, practices, and instructions for Detachment and Department Service Officers and National Veterans Service Officers. (See Section 3065)

d. 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.

e. Oversee all Veterans' Administration activities of the Marine Corps League.

f. Supervise all Veterans Service Officers (VSO) accredited by the Marine Corps League.

g. 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.

h. Certify the names of Veterans Service Officers (VSO) who have been selected by the Marine Corps League Departments and Detachments.

i. Participate in National Association of County Veterans Service Officers (NACVSO) conference and one (1) class to network and keep current on Veterans Affairs (VA) activities.

j. Conduct such workshops or training seminars as may be as may be appropriate toward the improvement and to meet reaccreditation requirements of all Veterans Service Officers (VSO) both National and Detachment/Department.

k. Perform such other duties as may be prescribed from time to time by the National Board of Trustees or the National Chief Operating Officer.

Section 3060. National Accredited Veterans Service Officer (VSO)

a. As a National Accredited Veterans Service Officer (VSO), you must have the sponsorship of a State or County Veterans Affairs (VA) to gain access to the VA intranet to process claims. You will be responsible to process claims within the Marine Corps League (MCL) that are

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forwarded or presented to you by a Detachment/Department Service Officer (DSO) in your area. You will be expected to complete all paperwork and follow up with the Veteran at all stages of the process. You will provide quarterly reports of cases you are working. To qualify to be a National Accredited Veterans Service Officer (VSO), you must: (Not a National Position.)

- (1) Seek the approval of your Department Commandant.
- (2) Provide in writing a letter from your Commandant recommending you for the position of National Veterans Service Officer.
- (3) Must be Regular member of the Marine Corps League.
- (4) Complete Veteran Service Officers training and provide resume of prior experience.
- (5) Complete VA Application for Accreditation as Service Organization Representative (VA Form 21).
- (6) Secure an office at the VA to meet with Veterans, provide hours and contact information.
- (7) Send all the above to MCL National Headquarters to the National Director of Veterans Service.
- (8) Complete Training, Responsibility, Involvement and Preparation of Claims (TRIP) training.
- (9) Pass a background check by Office of Personnel Management (OPM).
- (10) To maintain your accreditation, provide a quarterly report of Contact with Veterans and their progress to the Department and MCL National.
- (11) If any grants or monies are received, an annual audit/financial review must be performed, and copies given to MCL Department and MCL National Headquarters.
- (12) Complete continuing education training every three (3) years and send copies along with a new Form 21 to National Director of Veterans Services (HQ MCL).
- (13) Be prepared to assist National Headquarters in continuing education classes for the Detachment/Department.
- (14) Will always follow the rules and requirements prescribed by National Marine Corps League.

Section 3065. Detachment/Department Service Officer (DSO)

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a. As a Detachment/Department Service Officer (DSO), you have immediate access to a group of qualified veterans who may all rate some type of VA Benefits. That group is your Detachment; all are Honorably Discharged (or General Under Honorable Conditions) Marines, Navy FMF Corpsman, or Navy FMF Chaplains who deserve to have all their benefits explained to them. To assist your Detachment members, you need to become a Detachment or a Department Service Officer. Listed below is a brief description of the necessary steps and description of a Detachment/Department Service Officer (DSO). (Not a National Position.)

- (1) Seek the approval of your Detachment/Department Commandant.
- (2) Provide in writing a letter from your Commandant recommending you for the position of Detachment/Department Service Officer.
- (3) Be a regular member of Detachment/Department.
- (4) Take a Veteran Service Officers training.
- (5) Complete VA Application for Accreditation as Service Organization Representative (VA Form 21).
- (6) Connect with a County Veterans Service Officer (CVSO) or State Veterans Service Officer (SVSO) who holds a cross-accreditation with the Marine Corps League to process your Veterans' paperwork.
- (7) If your local County or State office does not have a Veterans Service Officer (VSO) who is cross accredited, have them complete a VA Form 21 and provide certification of their training and letter from their supervisor to and the National Director of Veterans Service (HQ MCL) for "cross-accreditation" processing.
- (8) If you are in an area with a Marine Corps League (MCL) National accredited Veterans Service Officer (VSO), i.e. Michigan or Ohio, you will pass paperwork to an MCL Nationally accredited Veterans Service Officer (VSO) for processing.
- (9) Ensure you are on the mailing list for County and State Veterans Job Fairs; Veterans Outreach programs and workshops as well as education and job opportunities for Veterans.
- (10) Create a library of pertinent VA forms and then begin to schedule meetings with each of your detachment members to determine their individual needs.
- (11) Ensure that your Detachment/Department Commandants are aware of your need to maintain a concurrent training program and to establish a budget allowing you to complete required continuing education every three years.
- (12) Must always follow the rules and requirements prescribed by the Marine Corps League.

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(13) Please direct any questions to National Director of Veterans Services at Marine Corps League National Headquarters.

Section 3070. 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.

Section 3075. 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 their duties.

Section 3080. 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.

Section 3085. National Liaison Officers shall maintain close contact with the Department of the Navy, 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 Department of the Navy; 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.

a. **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 3000 and 3005 of this Chapter applies.

Section 3090. National Legislative Officer. It shall be the duty of the National Legislative Officer:

- a. To chair the National Legislative Committee.
- b. Maintain contact with the Representatives in Congress in regard to legislative matters affecting the interests and welfare of Marines, FMF Corpsmen, FMF Chaplains, and veterans.
- c. Keep the National Staff informed of recent and currently pending actions related to veterans' affairs with the Legislature.
- d. To present resolutions, emanating from National Legislative Committee, prepared for the Marine Corps League for submission to the Legislature.

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Section 3095. National VAVS Representative. It shall be the duty of the National Veterans Affairs Volunteer Service Representative to:

- a. Maintain contact with the Department of Veterans Affairs VAVS staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS Program.
- b. Promulgate the objectives of the VAVS Program and cultivate the interest of constituent Departments, Detachments, and subsidiary units in their participation in the VAVS Program at hospitals within their locale.
- c. Receive recommendations, from Detachments and Departments, of members willing to serve in the VAVS Program, and, as appropriate, request VAVS certifications for required representatives and deputies.
- d. Provide written guidance and instructions to Department and Detachment VAVS Chairmen and VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports.
- e. Receive and compile comprehensive VAVS Program activity reports from the various participating Departments and Detachments and provide copies to the National Board and Veterans Administration.
- f. Request each Division assign a VAVS Representative who in turn will be the liaison for each Department and Detachment. Provide training material to all MCL VAVS volunteers in each Division. Track and follow-up prior to Convention each Divisions volunteer hours and with the Division Liaisons and VAVS Committee Chairperson select the recipients of the Marine Corps League VAVS awards as outlined and prescribed in enclosure four (4) of the National Administrative Procedures. Submit an annual report as described above to the National Board of Trustees for each National Convention.
- g. Attend annual VAVS meetings conducted by the Department of Veterans Affairs for the representatives and deputies of participating organizations within the approved budget.

Section 3100. 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 3105. 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

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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.) The Committee shall also review photographs submitted to the national magazine for uniform compliance prior to the publication of each issue.

d. **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.)

e. **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.

f. **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.

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g. National Marine of the Year Society

(1) Composition

(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.

(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)).

(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 Chief Operating Officer of the Marine Corps League, insuring they are all sealed. The letters shall remain sealed until the Society meets at the National Convention.

(b) Judge each nominee received from the National Chief Operating Officer of the Marine Corps League.

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

(d) Return, to the National Chief Operating Officer 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 Chief Operating Officer 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) When the nomination is received at the National Headquarters, the Chief Operating will ensure the following process will be followed:

- Date received by Chief Operating Officer
- Progressive number in order received
- Initials of the Chief Operating Officer

(3) Deliver to the Society President at the National Convention all nominations which were received at National Headquarters. The Society will:

- 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 Chief Operating Officer
- Date the Chief Operating Officer (by Certified Mail, Return Receipt Requested) returned the nomination to submitter

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

(c) 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.

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(1) 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.

(d) 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 V of the Marine Corps League's National Bylaws.

h. 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.

(2) Marines, FMF Corpsmen, and FMF Chaplains 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.

(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.

i. **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 National 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 3110. 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

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of providing assistance to the National Board of Trustees. It shall be the general duty of this Council to:

- (1) As called upon, execute in-depth study tasks as assigned by the National Commandant or the National Board of Trustees through the Council Chairman.
- (2) 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.
- (3) Meet semi-annually during the National Convention and the Mid-Winter Board meeting, at which a Council report will be rendered.
- (4) 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.
- (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 3115. 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

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successor all Marine Corps League books, records and other property with which the office or person is charged.

Section 3120. National Board 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. Between National Conventions, the National Board of Trustees is empowered to conduct business at any regular or special meeting, by e-mail, teleconferencing, or telephone.

a. All regular or special business meetings requiring a YES or NO vote shall be handled routinely by the National Chief Recording Secretary or the National Chief of Staff. The National Chief of Staff will call each National Board of Trustee's name for their respective YES or NO vote. The National Recording Secretary or the designated recorder will record each Board members vote. If the Board of Trustee is not present, he/she will be listed as not present, did not vote.

b. All business meetings by teleconferencing requiring a YES or NO vote shall be handled routinely by the National Chief Recording Secretary or the National Chief of Staff. The National Chief of Staff will call each National Board of Trustee's name for their respective YES or NO vote. The National Recording Secretary or the designated recorder will record each Board members vote. If the Board of Trustee is not on the teleconferencing call, they will be listed as not present, did not vote.

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

1. Upon request by a 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.

2. The National Chief Operating Officer shall make tallies of the telephone balloting, reflecting results as prescribed for those used in reporting results of email balloting, and shall email identical copies of the tallies to each National Board of Trustees Member.

d. All business conducted by email requiring a YES or NO vote shall be handled routinely by the National Recording Secretary or the National Chief of Staff. An email will be generated with the subject for discussion to all National Board of Trustees Members. If a motion is made, it will be sent from the person making the motion to "Reply All" in the original message for discussion. A second Board Member can likewise "Reply All" to second the motion. Any Board Member may "Reply All" for discussion. Upon having a motion and a second, the National Commandant can call for a vote using "Reply All" in the email chain. Each Board Member votes YES, NO, or ABSTAIN by "Reply All" in the email chain. The National Recording Secretary or designated

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representative will tally all votes and “Reply All” with the tally information. If a Board of Trustee does not respond with a vote within five (5) days, they will be listed as did not vote.

e. The results of each e-mail, teleconferencing and telephone balloting shall be made available to the National Board of Trustees within five (5) business days after compiling of the vote.

Section 3125. 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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CHAPTER FOUR **Divisions**

Section 4000. Formation. To obtain more effective administrative functioning, the United States is divided into geographical units called Divisions.

Section 4005. 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 and the Assistant Division National Vice Commandants are covered in the National Bylaws, Article VI, Section 625(e) & (f).

Section 4010. Division Alignment. The Divisions of the Marine Corps League are:

- a. **New England Division** Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island
- b. **Northeast Division** New Jersey, New York, Pennsylvania
- c. **Mideast Division** Virginia, West Virginia, North Carolina, Delaware, Maryland, District of Columbia, Virgin Islands, Puerto Rico, Saudi Arabia, United Kingdom
- d. **Southeast Division** Alabama, Florida, Georgia, South Carolina, Mississippi, Louisiana, Tennessee
- e. **Midwest Division** Missouri, Iowa, Kansas, Minnesota, Nebraska, North Dakota, South Dakota
- f. **Central Division** Michigan, Ohio, Indiana, Illinois, Wisconsin, Kentucky
- g. **Southern Division** Oklahoma, Texas, Arkansas
- 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 4015. 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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CHAPTER FIVE **Departments**

Section 5000. Formation. A State in which there are three or more Detachments with a combined membership of sixty (60) or more members may be chartered in accordance with the National Bylaws, Article VIII, Section 800.

Section 5005. Powers. Whatever power is vested in the National Organization, shall in corresponding circumstances, be vested in the Department.

Section 5010. Department Dues. The Department Convention shall determine the amount of Department per capita dues. All per capita dues and monies which are due to the National Headquarters from a Department shall be forwarded immediately.

Section 5015. Installation of Department Officers

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 VIII of the National Bylaws. (See Enclosure Five (5) for instructions on completing the Report of the Officers and Installation.)

Section 5020. 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 AP Chapter Two, Section 2025c will not be recognized at the National Convention.

Section 5025. 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 Chief Operating Officer, 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 Chief Operating Officer. 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 5030. 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. The Department at the expense of the Department shall arrange any additional bonding coverage desired for Department Officers.

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CHAPTER SIX Detachments

Section 6000. 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 IX, Section 900

(1) No charter application shall include the name of a person who is not eligible for regular membership as is required by Article IX, Section 900 of the National Bylaws.

(2) No charter application shall include the name of a current member of an existing Detachment who has not received the approval of transfer as is required in Chapter Seven, Section 7005 of the National Administrative Procedures. Any individual who signs the charter application who is currently a regular member of the Marine Corps League, either as a Member-at-Large or as a regular member of an existing Detachment must provide a Request for Transfer Form (See Chapter Seven, Section 7005 of these Administrative Procedures), to be attached to the charter application. In the case of a regular member seeking to become a Dual Member in the new detachment, they must be shown on the membership dues transmittal form as a NEW DUAL MEMBER.

(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 forms (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 forms.

(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 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 forms) 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

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Paymaster (if any and if none, the National Division Vice Commandant) shall remove the appropriate copy of the charter application and dues transmittal forms), accept the appropriate Department dues (if any) and shall certify to the Department Commandant that he/she has reviewed the charter application form and dues transmittals and that to the best of his/her knowledge and belief such forms are accurate and all dues paid. 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 Division National Vice Commandant.

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

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

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 Chief Operating Officer, the appropriate Division National Vice Commandant and the Department Commandant where a Department exists. There shall be affixed to each Charter the official seal and ribbon of the Marine Corps League.

(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 Bylaws and one copy of the Guidebooks for Detachment Officers. These documents shall be mailed to the Jurisdictional Department Commandant simultaneously with forwarding the new Charter to the Jurisdictional Division National Vice Commandant for signature. The jurisdictional Department Commandant or 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.

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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 Chapter 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 Division National Vice Commandant. A Charter issued under this provision is subject to all requirements of the National Bylaws, Article IX, Section 900.

Section 6005. 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 6010. 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 Chief Operating Officer those transmittal forms and such funds which are due to the National Headquarters.

Section 6015. Installation of Detachment Officers

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

b. The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant, an elected Department Officer, a Past Department Commandant, the 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 IX (9), Section 9040 of the National Bylaws. (See Enclosure Five (5) "Report of Officer Installation" Form.)

Section 6020. 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 6025. Default. A Detachment which is in default of monies from any source due National and such debt has not been satisfied as required by National Administrative Procedures, Chapter II, Section 2025(c) or fails to report its Detachment's Report of Officers and Installation as

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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 6030. Members

a. Each Detachment shall be the sole judge of its membership, providing said person meets the requirements of National Bylaws Article V, Section 515. No Detachment, however, may accept as a member any person who is currently incarcerated or on supervised probation for any felony conviction or any misdemeanor conviction which has resulted in incarceration of more than two years and who is currently incarcerated or serving active probation as a result of a sentence imposed by any court of competent jurisdiction. No Detachment may accept for membership any person who has been convicted of a crime where the victim is a child. No Detachment shall accept for membership any person whose name has been stricken from the rolls of the Marine Corps League.

b. Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment's roll except for cause (Chapter 9, Administrative Procedures) or by that member requesting transfer (Chapter Seven, Section 7005, National Administrative Procedures).

c. An Associate Member in good standing in a Detachment who subsequently qualifies as a Regular Member as set forth in Article V, Section 515(b) of the National Bylaws, upon vote of the detachment to accept such associate member as a regular member, shall be transferred from Associate membership to Regular membership by forwarding the standard "Request for Transfer" form as set in Chapter Seven, Section 7005 of the National Administrative Procedures clearly indicating on such form that it is a transfer from Associate to Regular membership. In the event that the Detachment votes not to accept an Associate Member as a Regular Member, such Associate Member may request transfer to any other detachment who agrees to accept him as a regular Member or shall be transferred to Member-At-Large status by completing the standard transfer form as set forth in Enclosure Seven to the National Bylaws and Administrative Procedures.

Section 6035. 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. The Detachment at the expense of the Detachment shall arrange any additional bonding coverage desired for Detachment Officers. In accordance with the terms of the League's Commercial General Liability Policy, the "Coverage Territory" includes the United States of America (including its territories and possessions), Puerto Rico and Canada. The same holds true for the Bonding Policy. Existing off-shore Detachments and all newly forming off-shore Detachments will be responsible for securing their own Commercial General Liability Policy and Officer Bonding Policy. The Marine Corps League Inc. must be named as an "Additional Insured" in each policy and must also be "Held Harmless" in an addendum to such policies. A

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"Summary of Coverage's" and a copy of the policies must be submitted to National Headquarters annually by all off-shore Detachments indicating that the referenced insurance policies are current.

Section 6040. 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.

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."

Section 6045. 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 Chief Operating Officer, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of 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

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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.

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.

Section 6050. 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 is 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 7005 of the National Administrative Procedures and shall forward the same to the gaining detachment for such action as the gaining detachment shall deem appropriate.

(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

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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 Division National Vice Commandant shall upon written authorization of the National Commandant, certified by the National Chief Operating Officer, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of any assets of the Detachment, satisfy any remaining liabilities. However, if a jurisdictional Department is non-existent, the responsibility for satisfying the outstanding liabilities shall devolve to the National Board of Trustees, within the limits of any assets received from the jurisdictional Division National Vice Commandant of said Detachment.

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 Chief Operating Officer, 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.

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CHAPTER SEVEN **Members**

Section 7000. 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 7005. 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 Chief Operating Officer.

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

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

Section 7010. Death of a Member of the Marine Corps League

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

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

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

(3) Utilize the "Notice of Death" form. See AP Enclosure (8) or the forms are available from National Headquarters or the MCL National website. This form will be in four parts: Detach and retain the bottom copy. Forward the balance to the Department Chaplain. The Department Chaplain will retain the bottom copy and forward the balance to National Headquarters "ATTN: Membership". National Headquarters will forward a copy to the National Chaplain.

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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.

Section 7015. Membership

a. **Honorary Active Duty Member.** Detachments, Departments and the National Headquarters may, at the discretion of the respective Commandant, issue Honorary Membership to Active Duty Marines, FMF Corpsmen and Navy Chaplains, free of charge, for the entire tour of their active military duty. These Honorary Active Duty Members will be entitled to the rights, privileges and benefits available to a Regular Member, except for receipt of the official printed publication but will be eligible to obtain a copy of the official publication on line at no charge. In addition, members in this category will not be counted as an eligible voting delegate member in accordance with these Administrative Procedures, Chapter Two, Section 2025, nor will this category of membership be eligible to hold an elected office in the Marine Corps League.

b. **Corporate Member.** There will be four types of Corporate Membership based on the amount of the donation.

<u>Type of Membership</u>	<u>Coat</u>	<u>Annual Renewal Fee</u>
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 regard 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.

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(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 the Administrative Procedures, Chapter Three, Section 3025.

(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 7020. 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. 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."

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:

Administrative Change -"I hereby certify that I am currently serving or have served honorably in the United States Marine Corps, "**ON ACTIVE DUTY**," for not less than ninety (90) days and earned the Eagle, Globe and Anchor;* or have served or am currently serving in the United States 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 Corpsmen who has trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) or the Warfare Device worn on the Service Ribbon, authorized for FMF Corpsmen; or have served or are currently serving as a U. S. Navy Chaplain and have earned the FMF Badge serving with Marines; If discharged, I am in receipt of a DD Form 214 or a Certificate of Discharge indicating "Honorable Service". ("Honorable Service" will be defined by the last DD Form 214 or Certificate of Discharge that the applicant received). *General Discharge under Honorable Conditions is acceptable.* By signature on this application, I hereby agree to provide proof of honorable service/discharge upon request. I hereby authorize the National Chief Operating Officer, Marine Corps League to obtain an un-redacted copy of my latest DD Form 214 from the Marine Corps custodian of Official Military Personnel Files (OMPF), and/or verification of honorable service if deemed necessary to verify my eligibility for regular membership in the Marine Corps League. I understand the DD Form 214 may contain information such as military awards, training, and character of service.

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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. **The Detachment Adjutant/Paymaster must include the original signed application form with the Membership Transmittal Form when forwarding the Transmittal to National Headquarters. (If deemed necessary, a COPY of the application may be kept on file at the Detachment level)** (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.

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 7025. 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 5010 and Chapter Six, Section 6010.

d. The membership year and the annual dues shall expire on the 31st day of August of each year. New members joining the MCL between 1 July and the last day of February will pay the full amount of the current National Dues + \$5.00 Initiation fee and will have a membership expiration date of the following year (13 or 14 months). New members joining between 1 March and 30 June, will pay ½ half the current National Dues + \$5.00 Initiation fee. The Current Annual renewal rate will be due on the 31st day of August of each year.

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Section 7030. 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 9010 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 7035. Delinquent Member. A member shall be identified as delinquent whenever the member's dues are not paid and transmitted on or before membership expiration date as shown on member's card.

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

b. Should the affected member remain in the delinquent status in excess of one year, such member shall be dropped from all membership rolls. The member may be restored to "good standing" status through the processing of a standard application form as a renewing member and forward the applicable renewal fee as currently established. Initiation fees are no longer applicable to delinquent members. A member who is delinquent and wishes to retain the "continued membership status" shall do so by submitting the standard application form which shall be accompanied by ALL past dues which have accumulated during the entire period of the applicant's delinquent status.

c. No delinquent member may be transferred.

Section 7040. Ineligible Member

a. If there is reason to believe a member of the Marine Corps League does not meet the qualification to be a member, this (these) reason(s) must be submitted in writing, to the Detachment Commandant who will require the Detachment Judge Advocate to investigate the charge as presented.

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b. If the Detachment Judge Advocate determines that the member does not have the necessary qualifications to be a member, the Detachment Judge Advocate will present a written report of his/her investigation with a draft of a disciplinary charge to the members of the Detachment. Any member of the Detachment may make a motion for disposition of the proposed disciplinary charge. If a motion to file a charge with the Department Judge Advocate is adopted, the Detachment Judge Advocate will file the charge in accordance with NAP Section 9000.

c. If the person to be investigated is the Detachment Commandant, the request will be given to the Detachment Senior Vice Commandant.

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 7045. 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 Regular Membership as a Member-At-Large must include a DD-214 that includes nature of discharge, establishing their eligibility for Regular Membership as set forth in the National Bylaws, Article V, Section 500. Applications for Member-At-Large will not be accepted for Associate Membership; however, current Associate Members in a detachment may make a transfer request to Member-At-Large.

The National Chief Operating Officer at National Headquarters shall be the sole judge of the membership classification of Members-At-Large, once he/she is in receipt of and has verified the appropriate documentation (outlined above). If it is determined that the applicant is eligible for Regular Membership, the National Chief Operating Officer will cause the Member to be processed in as a Regular Member. If it is determined the applicant is not eligible, the National Chief Operating Officer will notify the applicant they do not qualify. Applications for Member-At-Large Regular membership submitted "in person" to National Headquarters or to any Regular Member of the League will be treated in the same manner as any applicant seeking to join a Detachment. Proof of eligibility should be requested in any instance where uncertainty exists.

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

b. A member who is in good standing in a Detachment may become a Member-At-Large (M-A-L) in the following manner;

(1) The Member submits a Request for Transfer (see Enclosure Seven (7)) with Section 1 completed, and instead of a desired Detachment, the "or to M-A-L status" will be checked.

(2) The Detachment Paymaster (or Adjutant/Paymaster) submits the Request for Transfer with Section 2 completed by the Detachment Commandant, on a Dues Transmittal via the

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jurisdictional Department Paymaster (or Adjutant/Paymaster), who forwards the Request to National Headquarters.

(3) Upon approval at National Headquarters of the Request for Transfer to M-A-L status, the Department and National Headquarters shall remove the name of the Member from the Detachment Membership Roster. National Headquarters shall carry the Member on its Membership Roster as a Member-At-Large.

(4) A Detachment from which a Paid Life Member resigns shall no longer be eligible to participate in the life interest distribution on behalf of said Paid Life Member; however, should the Paid Life Member thereafter become affiliated with a Detachment, such Detachment shall be eligible to participate in the life interest distribution of said Life Member.

(5) For the purpose of this subsection, a "member in good standing" shall mean a member as described in the Administrative Procedures, Article Six, Section 6030.

c. A Member-At-Large is eligible to affiliate with a Detachment or sign the application for a Charter without further payment of a fee or dues; provided said member is in good standing at the time of affiliation or the charter is issued. A Detachment which accepts a Member-At-Large shall submit a Request for Transfer attached to a Dues Transmittal via the jurisdictional Department Paymaster (or Adjutant/Paymaster) to National Headquarters requesting that said member be transferred from a Member-At-Large status to member status of the Detachment.

d. In any case in this section where a jurisdictional Department does not exist, the Detachment will submit the forms directly to National Headquarters.

Section 7050. Life Members. Regular or Associate Members of the Marine Corps League who are in good standing (as defined in the National Administrative Procedures, Section 7030 - **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 that Detachment, Department, or National. Such member shall have all the privileges, rights, and benefits enjoyed as a member so long as that **LIFE MEMBER** shall live. 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 dues and then Life Membership dues in each additional Detachment, if they so desire. The Life Membership fee shall be as established by the National Convention.

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

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

b. National Headquarters shall retain fifty dollars (\$50.00) of the **LIFE MEMBER** fee, for administrative costs in processing the new **LIFE MEMBER**, to include a metal plate and paper card. For the years, F.Y. 16, F.Y. 17 and F.Y. 18, fifty percent (50%) of all new Life Member fees received after the administrative cost is deducted, will be designated for the General Fund. The remaining sum shall be placed in investments that are secure and are intended to produce maximum income with minimum risk.

c. An amount of four and one-half percent (4.5%) of the average Fiscal Year ending balance of the Life Member Fund for the trailing three-year period ending 30 June 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).

(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.

(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.

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(5) Should a participating **LIFE MEMBER** die, resign his/her membership or be 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 the survivors, the former member, nor to his/her Department or Detachment.

e. When a Department or Detachment which awards a Life Membership or 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 # issued - #173 and prior)

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

(3) Determine the number of NEW PLM PARTICIPANTS: NPLMP

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

(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)

Section 7055. Certification of Life Members. Each Detachment will annually audit its participating Life Members as shown on the Quarterly Member Listing of 30 June each year. Following the audit, the Detachment will annotate a copy of the Quarterly Member Listing with

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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.

Section 7060. 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.

Section 7065. Resignation

a. The member will submit his/her resignation from the Marine Corps League to the National Commandant via the Department Commandant and the Division National Vice Commandant with a copy to the Detachment Commandant. In the event that the member has pending Chapter Nine charges against him/her, the member must resign "with prejudice".

b. After consultation with the Detachment Commandant, the Department Commandant will forward the resignation to the National Commandant via the Division National Vice Commandant within fourteen (14) calendar days, stating:

(1) The circumstances of the resignation; and

(2) His/her recommendations, if any.

c. The Division National Vice Commandant will forward the resignation to the National Commandant within fourteen (14) calendar days with comments, if any.

d. The National Commandant will:

(1) Accept the resignation and direct the National Adjutant/Paymaster to remove the member from the rolls. He/she will then forward the original resignation to the National Chief Operating Officer.

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OR

(2) Determine alternate administrative action.

e. If directed by the National Commandant, the National Adjutant/Paymaster will remove the member from the rolls and notify the member by USPS mail that his/her name has been removed from the rolls effective retroactively do the date of the resignation letter, with an e-mail copy to the Division National Vice Commandant and the Department Commandant who will inform the Detachment Commandant.

f. The member forfeits his/her life membership by resigning. The money paid for the life membership and any remaining "regular membership" dues is not refundable.

g. Unless the resignation was "with prejudice" - to rejoin the Marine Corps League the member must apply as a new member to a detachment of his/her choice.

Section 7070. Membership Numbers. When a new Member is joined into the Marine Corps League, they shall be assigned a new sequential Membership Number immediately following the Membership Number assigned to the Member immediately preceding them. Once assigned, the Membership Number will be maintained for that particular Member. Membership Numbers once assigned will not be reassigned to another Member even though the original Member may have died, become delinquent and dropped off the Membership Rolls, have Resigned, or have been Expelled from the Marine Corps League. The same stipulation applies to the Paid Life Membership Number.

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CHAPTER EIGHT Subsidiaries and Subordinates

Section 8000. IRS Reports

a. **IRS Forms 990 and 990-EZ** - Each Detachment, Department or other entity, including 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 National Headquarters, via their Department, if such exists, a true and complete copy of the front page of its IRS Form 990 or 990-EZ (whichever is required to be filed with the IRS) no later than the due date of filing by IRS rules and regulations, normally by November 15 following the end of the fiscal year of June 30, unless an extension has been requested.

b. **IRS Form 990-N** - Those Detachments, Departments or other entities which qualify under the IRS regulations may elect to file an IRS Form 990-N, an e-postcard on-line filing. Since there is no printed copy of this filing, these entities will file a copy of the E-Mail Acceptance Receipt that is returned from the IRS. The submission will be via their Department Paymaster. The Department Paymaster will forward the Acceptance Receipts to National Headquarters or may consolidate these receipts into a single document showing the name of the organization, the EIN, the Submission ID Number, and the date the submission was accepted by the IRS. If a consolidated single report is submitted, the document will be certified by the Department Commandant and the Department Paymaster as true and correct and then submitted to National Headquarters. Where there is no jurisdictional Department, the copy of the Acceptance Receipt will be submitted directly to the National Chief Operating Officer.

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

Section 8005. Relationship with Subsidiary Organizations. The Marine Corps League recognizes and adopts each of the organizations listed below in this Chapter as official subsidiary organizations of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League at the National level, only. Each of these subsidiary organizations operates as a separate entity under its own by-laws, as amended. Individual Marine Corps League Members as well as Detachments, Departments and Divisions are encouraged to work with and support the subsidiary organizations at their own level; however, no Member of the Marine Corps League, unless a registered member of the specific organization, shall interfere in any way with the day-to-day operations of the subsidiary organization. The same restriction applies to Detachments, Departments and Divisions of the Marine Corps League.

Section 8010. Subsidiary Organizations. The following are official subsidiary organizations of the Marine Corps League and must be an IRS Code 501(c)4 Non-Profit Organization under the Marine Corps League IRS Umbrella 0955.

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a. **Marine Corps League Auxiliary.** The Marine Corps League recognizes and adopts the Marine Corps League Auxiliary as the official subsidiary Women's Auxiliary of the Marine Corps League and declares that the Marine Corps League Auxiliary shall ever be subject to the control and supervision of the Marine Corps League.

b. **Military Order of the Devil Dogs.** The Marine Corps League recognizes and adopts the Devil Dogs as an official subsidiary organization of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League. Membership in the Military Order of Devil Dogs shall be limited to regular members of the Marine Corps League, consistent with the restrictions and requirements of the Constitution and Bylaws of the Military Order of Devil Dogs.

c. **Military Order of the Devil Dog Fleas.** The Marine Corps League recognizes the Military Order of Devil Dog Fleas as an official subsidiary organization of the Marine Corps League Auxiliary which shall ever be subject to the authority, supervision, direction and discipline of the Marine Corps League. Membership in the Military Order of Devil Dog Fleas shall be limited to members of the Marine Corps League Auxiliary.

d. **The Marine of the Year Society.** The Marine Corps League recognizes the Marine of the Year Society as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision, direction and control and discipline of the Marine Corps League.

e. **The Past National Commandants Society.** The Marine Corps League recognizes the Past National Commandants Society as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision, direction and control and discipline of the Marine Corps League.

Section 8015. Relationship with Independent Organizations. The following are independent organizations associated with the Marine Corps League. Each of them have their own EIN and are not responsible to the Marine Corps League under the Umbrella 0955.

a. **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.

b. **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.

c. **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 at the National level. (Such authority and control does not

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extend to Divisions, Departments or Detachments.) The Young Marines of the Marine Corps League operates as a separate entity under its own by-laws, as amended. Marine Corps League Detachments are encouraged to work with and support the local units. No member, Division, Detachment or Department of the Marine Corps League, unless a registered member of the Young Marines staff, shall interfere with the day-to-day operations of the Young Marines of the Marine Corps League.

d. **Marines Helping Marines, Inc.** The Marine Corps League recognizes the Marine Corps League – Marines Helping Marines – Wounded Marines Program as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision, directions and control and discipline of the Marine Corps League. (At this time, the Marines Helping Marines, Inc has been temporary closed until their services are again needed.)

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CHAPTER NINE Grievance and Discipline

Section 9000. Definitions

The goal of this chapter shall be to ensure that matters are expeditiously, fairly and justly heard.

- a. **Petitioner.** The Petitioner is the member or Detachment or Department filing a grievance or disciplinary charge. The Petitioner shall be in good standing (See National Administrative Procedures, Section 7030). If the Petitioner is a Detachment or Department, each member of the Board of Trustees shall sign the disciplinary charge and state his office.
- b. **Respondent.** The Respondent is the member or Detachment or Department against whom either a grievance or disciplinary action has been filed.
- c. **Grievance.** A Grievance is an injustice which gives grounds for complaint because it is harmful or unjust.

(1) The written grievance shall specify:

- (a) what is alleged to have occurred,
- (b) when it was alleged to have occurred,
- (c) where it was alleged to have occurred,
- (d) the names of the parties and witnesses, and
- (e) such other supporting information as may be necessary to adequately inform the Respondent, so a defense may be prepared.

(2) A Grievance does not subject the Member, Detachment, or Department to punishment. The goal of the grievance is to resolve the injustice.

(3) Prior to the written Grievance being filed with the Jurisdictional Judge Advocate, the Grievance may be considered by the Detachment to attempt to mediate the problem.

(4) When a Grievance is filed with the Jurisdictional Judge Advocate (see Section 9000(e) below) by the aggrieved Member, in accordance with Section 9015 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 accusation that a member, Detachment, or Department has violated the Bylaws or Administrative Procedures of the Marine Corps League and disciplinary punishment is sought. The Charges shall reference the subsection of Section 9040 or section of the National Bylaws violated.

(1) A Disciplinary Charge shall specify:

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(a) what is alleged to have occurred,
(b) when it was alleged to have occurred,
(c) where it was alleged to have occurred,
(d) the names of the parties and witnesses, and
(e) such other supporting information as may be necessary to adequately inform the Respondent, so a defense may be prepared.

(2) Detachments do not have any disciplinary jurisdiction upon any member.

e. **File.** A Grievance or Disciplinary Charge is filed by submitting the original of the document with the Jurisdictional Judge Advocate by certified mail return receipt requested. A Grievance or Disciplinary Charge is filed, and the Chapter Nine procedures triggered thereby become effective the date it is received by the Jurisdictional Judge Advocate.

f. **75-Day Clock.** The time period from the date the Grievance or Disciplinary Charge is filed to the date the Jurisdictional Judge Advocate publishes the written decision of the Hearing Board. Various sections of Chapter Nine have time milestones that must be met during the 75 day period.

g. **Appointing Authority.** The Department Commandant of the Department where the Grievance or Disciplinary Charge has been filed or the National Commandant in the case of national charges.

h. **Jurisdictional Judge Advocate.** The Department Judge Advocate or the National Judge Advocate depending on which level has jurisdiction. In the event of disqualification of the Department Judge Advocate or the National Judge Advocate, the member appointed to replace him.

i. **Counsel.** A member of the Marine Corps League selected by the Petitioner or the Respondent to represent him in prehearing, hearing, and post-hearing procedure under Chapter Nine. The member selected must be:

(1) in good standing and

(2) a member of the Marine Corps League for at least a year.

j. **Party.** Party means the Petitioner or Respondent.

k. **Member.** Member means a Member of the Marine Corps League.

l. **Gender.** As used herein the use of a masculine pronoun shall include both the male and female gender as specifically applicable to the party involved.

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Section 9005. Rules of Evidence

a. **Rules of Evidence.** The rules of evidence prevailing in courts of law and/or equity shall not be controlling in actions under this chapter.

b. **Admissibility and Credibility.** All questions of admissibility of evidence and the credibility of witnesses and evidence shall be determined by the Hearing Board. The Board's ruling shall not be overturned on appeal unless the ruling is clearly in error.

c. **Oath.** All testimony will be given under oath. The oath will be: "I do solemnly affirm to tell the truth, the whole truth, and nothing but the truth."

d. **Burden of Proof.** The Petitioner has the burden of proving his allegations. Any countercharges made by the Respondent must be proved by the Respondent.

e. **Standard of Proof.** The Petitioner must prove the allegations by a preponderance (51%) of the evidence.

f. **Admissibility.** To be admissible, evidence must be relevant and trustworthy.

(1) **Relevant:** evidence having any tendency to make the existence of any fact that is of consequence to the determination of the disciplinary charge or grievance more probable or less probable than it would be without the evidence;

(2) **Trustworthy:** there is no compelling reason not to believe the information from the witness or in the exhibit.

g. **Objections.** Either party or a board member may object to the admission of an exhibit or facts testified to by a witness based on the standard in Section 9005f above.

(1) The party will state the basis for the objection and facts to support the objection.

(2) The chairman of the Hearing Board shall rule on the objection as: (i) "overruled"; or (ii) "sustained," in which case the evidence may not be considered by the Hearing Board in deliberations.

Section 9010. Rules of Prehearing Procedure. The rules of procedure prevailing in courts of law and/or equity shall not be controlling in actions under this chapter. All questions as to the regularity of the proceedings shall be determined by the Hearing Board. The Hearing Board's ruling shall not be overturned on appeal unless the ruling is clearly in error. The goal of this chapter shall be to ensure that matters are expeditiously, fairly and justly heard.

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Section 9015. Filing, Service of Copies, Correspondence

a. **Filing by Petitioner and Respondent.** Petitioner and Respondent shall submit all documents required to be filed by this chapter by certified mail return receipt requested.

b. **Correspondence and Service of Copies by Petitioner and Respondent.** Copies and correspondence from and to the Petitioner and Respondent required by this chapter shall be served by certified mail return receipt requested.

c. **Notices and Correspondence Between Hearing Board & NJA.** 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.

d. **Electronic Communications.** The use of electronic communications such as email and fax notices:

(1) are not sufficient for filing, copy, or notice purposes except as permitted below for the National Board of Trustees, and

(2) do not meet deadlines as set forth in this chapter.

e. **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 Chief Operating Officer shall be deemed sufficient.

f. **Filing Grievance or Disciplinary Charge.** The Petitioner shall file the Grievance or Disciplinary Charge in writing with the Jurisdictional Judge Advocate by certified mail return receipt requested.

(1) The day after receipt by the Jurisdictional Judge Advocate is Day One on the 75-day clock.

(2) The Petitioner shall serve copies of the Disciplinary Charge or Grievance upon the Respondent, the Department Commandant, the National Commandant, and the National Judge Advocate by certified mail return receipt requested.

(3) A failure to accept or a refusal to accept certified mail or sign for the receipt of such mail after due notice from the U.S. Postal Service shall be deemed to be good service.

(4) When the Disciplinary Charge is filed, the Chapter Nine procedures triggered thereby become effective when it is received by the Jurisdictional Judge Advocate.

g. **Respondent's Reply to Grievance or Disciplinary Charge.** The Respondent shall have ten (10) days to respond to the Jurisdictional Judge Advocate in writing concerning his defense to the alleged grievance or disciplinary charge but need not respond if he so chooses.

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h. **75-Day Clock.** The Jurisdictional Judge Advocate is responsible for ensuring that the time limits of the 75-day clock in the various sections of Chapter Nine are met as closely as possible.

i. **Computing Time Limits in Sections**

(1) The day after the date of receipt of a document is counted as Day One (1).

(2) The postmark on USPS mail is considered the date of filing for purposes of computing whether a document has been filed within the time limits stated in the applicable section.

(a) On Certified mail the postmark on the certified receipt is the date of filing.

(b) On first class mail the postmark on the envelope is considered the date of filing.

(c) In the absence of a postmark or an illegible postmark the postmark is presumed to be the date of the document. The presumption may be rebutted.

(3) The day after the date of:

(a) receipt of certified mail return receipt requested as shown on the green card or

(b) refusal to accept certified mail return receipt requested is day one of the period to respond to the enclosed document.

(4) First class mail is presumed to be received four (4) days after the date of postmark and the fifth day is Day One of the time period in effect.

(5) Proof of timely filing or service is on the proponent. A certified mail receipt issued and postmarked by the U.S. Post Office at the time of mailing constitutes proof of date of filing or service.

Section 9020. Prehearing Duties

a. **Counsel.** If a party will be represented by counsel, that party shall notify the Jurisdictional Judge Advocate of the name of the counsel within five (5) days after counsel accepts the party's request.

b. **Petitioner's Witnesses.** The Petitioner is responsible to invite witnesses to testify on his behalf. The Petitioner may submit notarized statements from any witness that cannot appear at the hearing in person.

c. **Respondent's Witnesses.** The Respondent is responsible to invite witnesses to testify on his behalf. The Respondent may submit notarized statements from any witness who cannot appear at the hearing in person.

d. **Notice of Hearing.** The Jurisdictional Judge Advocate shall notify the parties of the date and location of the hearing not less than twenty days prior to the convening date of the Board.

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(1) A request for a change of hearing date or location shall be filed in writing with the Jurisdictional Judge Advocate, who shall immediately forward the request to the Chairman of the Hearing Board. The Chairman shall respond in writing to the request using his best judgment. Copies of the request and the Chairman's ruling shall be attached to the record as a Board exhibit.

(2) With the notice the Jurisdictional Judge Advocate shall enclose copies of Section 9000, Section 9005, Section 9010, Section 9025 or Section 9040, Section 9065, and Section 9080.

(3) If the Respondent is absent from the hearing the Jurisdictional Judge Advocate shall make the return receipt (green card) a Board exhibit to document notice.

e. **Notice of Composition of Hearing Board.** The Jurisdictional Judge Advocate shall notify the Petitioner and Respondent of the names of the members appointed to the Hearing Board no less than twenty (20) days prior to the convening date of the Board.

f. **Challenges to Members of the Hearing Board**

(1) Both the Petitioner and Respondent shall have ten (10) days from the date of receipt of the notice to challenge in writing any appointed member. A challenge shall be filed with the Jurisdictional Judge Advocate. Absent a timely challenge, the Hearing Board shall be deemed to be fair and impartial.

(2) Petitioner and Respondent shall each have one preemptory challenge. All other challenges must be for good cause.

(3) The Jurisdictional Judge Advocate is not subject to challenge except for good cause. If the challenge to the Jurisdictional Judge Advocate is sustained, the appointing authority will appoint a replacement, preferably a past National Judge Advocate or Past National or Department Commandant.

(4) After conferring with the Jurisdictional Judge Advocate, the appointing authority shall determine if the challenge(s) is sustained.

(5) The appointing authority will appoint replacements for all sustained challenges and the Jurisdictional Judge Advocate will notify the Petitioner and the Respondent of such replacements. Replacements are subject to challenge for good cause. The challenge shall be made within ten (10) days of receipt of the notification.

(6) When challenges are made to the composition of the Hearing Board, it may cause the process to be lengthier than would fit into the normal timing of the sample chronology suggested in Attachment 3. In such case, the appointing authority will have the authority to adjust the timeline accordingly and will ensure that all parties are notified on a timely basis.

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(7) Appointed Hearing Board members who may have a conflict of interest through friendship, marriage, family relationship or prejudice shall recuse themselves from sitting on the Hearing Board.

g. **Parties Lists of Exhibits and Witnesses to Jurisdictional Judge Advocate.** Not less than fifteen (15) days before the hearing, the Petitioner and the Respondent shall mail to the Jurisdictional Judge Advocate a complete list of witnesses and copies of:

(1) Notarized statements from any witness who cannot appear at the hearing in person;
and

(2) All exhibits to be offered into evidence.

(3) Any witness not listed, or exhibit offered but not previously provided may be heard or admitted at the discretion of the Hearing Board under such terms and conditions as it shall require.

h. **Jurisdictional Judge Advocate Lists to Petitioner and Respondent.** The Jurisdictional Judge Advocate will mail to the Petitioner and Respondent:

(1) A list of witnesses to be called by the Board;

(2) Copies of all exhibits with exhibit numbers to be introduced by the Board;

(3) A list of all witnesses to be called by the parties; and

(4) Copies of all exhibits with exhibit numbers or letters provided by the Petitioner and the Respondent not less than five (5) days prior to the convening of the Hearing Board.

i. **Motion of Failure to Follow Procedure**

(1) A complaint of failure to comply with the prehearing procedure required in Chapter Nine shall be made in writing with supporting exhibits attached and filed with the Jurisdictional Judge Advocate not later than five days prior to the date of the hearing.

(2) The motion shall state:

(a) the procedure allegedly not followed and pertinent section,

(b) the facts supporting the allegation of failure, and

(c) the remedy asked.

(3) The proponent shall serve the other party a copy at the time of filing.

(4) Allegations of failure of Jurisdictional Judge Advocate to comply with Section 9020(h) above may be presented in writing at the hearing.

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(5) The motion shall be argued at the hearing prior to evidence being taken and ruled on by the Chairman.

(6) A complaint of failure to follow procedure not raised at the hearing is deemed waived.

Section 9025. Grievances

a. **Written Grievance.** If a member, detachment, or department has a grievance against another member, detachment, or department, the following procedure will be followed:

(1) Prior to the grievance being filed with the Jurisdictional Judge Advocate, the grievance may be considered by the Detachment to mediate the problem. When a grievance is filed with the Jurisdictional Judge Advocate by the aggrieved member, the role of the Detachment is then terminated, and the grievance moves forward in accordance with Section 9025.

(2) The Petitioner shall file the grievance in writing with the Jurisdictional Judge Advocate clearly stating the basis for the grievance. The grievance shall specify: what is alleged to have occurred, when it was alleged to have occurred, where it was alleged to have occurred, the names of the parties and witnesses, and such other supporting information as may be necessary to adequately inform the Respondent, so a defense may be prepared.

(3) The Petitioner shall serve a copy of the grievance upon the Respondent, the Department Commandant and the National Judge Advocate by certified mail return receipt requested.

(4) A failure to accept or a refusal to accept certified mail or sign for the receipt of such mail after due notice from the USPO shall be deemed to be good service.

(5) The Respondent shall have ten (10) days to file a written response with the Jurisdictional Judge Advocate by certified mail return receipt requested stating his defense to the alleged grievance but need not respond if he so chooses.

b. Jurisdictional Judge Advocate Action

(1) Upon receiving the grievance, the Department Judge Advocate shall have twenty days in which he shall review the grievance and response (if any) and act as mediator in the dispute.

(2) If the Department Judge Advocate is successful in resolving the grievance, he shall in writing report the settlement to the Department Commandant and serve a copy of the report on the parties and the National Judge Advocate.

(3) If the grievance is not settled, the Department Judge Advocate may conduct an informal investigation to determine the merit of the grievance.

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(4) If the Department Judge Advocate determines that the grievance does not have merit, he may dismiss the grievance. The Petitioner may appeal the dismissal to the National Judge Advocate as provided in Section 9080.

c. **Appointment of Hearing Board.** Upon receiving the report from the Jurisdictional Judge Advocate that the grievance is not resolved, the Department Commandant shall then appoint a Hearing Board composed of himself as chairman, the Jurisdictional Judge Advocate and a minimum of two other members. No member of the Petitioner's detachment or the Respondent's detachment may be appointed to a Hearing Board, including the Jurisdictional Judge Advocate and Department Commandant. Appointed Hearing Board members who may have a conflict of interest through friendship, marriage, family relationship or prejudice shall recuse themselves from sitting on the Hearing Board. Any challenge to the composition of the Board shall be made in accordance with Section 9020(f) of this chapter.

d. **Convening the Hearing Board.** The Hearing Board shall convene a hearing at a time and place of its convenience within forty (40) days of the appointing order.

e. **Notice of Hearing**

(1) The Jurisdictional Judge Advocate shall notify the parties of the date and location of the hearing not less than twenty days prior to the convening date of the Board.

(2) The Jurisdictional Judge Advocate shall enclose copies of Section 9000, Section 9005, Section 9010, Section 9025 or Section 9040, Section 9065, and Section 9080 with the notice, which shall state (1) the right to counsel and (2) the requirement to submit a list of witnesses and copies of exhibits.

f. **Change of Location or Date.** A request for a change of the hearing date shall be made in accordance with Section 9020(d).

g. **Notice of Composition of Hearing Board.** The Jurisdictional Judge Advocate shall notify the Petitioner and Respondent of the names of the members appointed to the Hearing Board not less than twenty (20) days prior to the convening date of the Board. The notice is normally sent with the notice of hearing.

h. **Challenges to Members of the Hearing Board.** A challenge to a member of the Hearing Board shall be made in accordance with Section 9020(f) of this chapter.

i. **The Hearing.** The hearing shall be conducted in accordance with Section 9070 - HEARING PROCEDURE of this chapter.

j. **Written Summary of the Hearing.** The Jurisdictional Judge Advocate shall write a summary of the hearing as required in Section 9075 of this chapter.

(1) If the grievance is proved, the Hearing Board shall state in its decision the corrective action necessary to eliminate the grounds for the grievance.

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(2) If the grievance is not proved, the written decision shall so state and the matter shall stand dismissed.

(3) The Jurisdictional Judge Advocate shall serve the written summary within fifteen (15) days of the hearing on the Petitioner and Respondent with copies to the National Commandant, the National Judge Advocate, the Department Judge Advocate, and the Department Commandant.

k. **Failure to Take Corrective Action.** The failure of a Respondent to take the corrective action directed by the Hearing Board to resolve the grievance which has been proven may be grounds for disciplinary charges filed by the Petitioner or any member not on the Hearing Board.

l. **Appeal to National Judge Advocate.** Either the Petitioner or the Respondent may appeal the decision of the Hearing Board to the National Judge Advocate. See Section 9080 of this chapter for procedure.

m. **Appeal to National Board of Trustees.** Either the Petitioner or Respondent may appeal the National Judge Advocate's ruling to the National Board of Trustees. See Section 9085 of this chapter for procedure.

n. **Hearing Board Member Expenses.** 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 Department.

Section 9030. Department, Division, or National Grievance

a. If a Department, a Division, a Department Officer, a Division Officer or a National 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 9025.

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 Chief Operating Officer.

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(4) The decision of the National Board of Trustees shall be final.

Section 9035. 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 9035.

Section 9040. Discipline of a Member, Detachment, Department Officers and Board of Trustees

a. **Violation of the National Bylaws or the National Administrative Procedures.** Whenever a Member, Detachment, Detachment Officer, Department Officer other than the Commandant, or a Member of the Board of Trustees of a Detachment or Department violates the National bylaws or the National Administrative Procedures of the Marine Corps League, a Petitioner may file a disciplinary charge(s) against said Member, Detachment, Detachment

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Officer, Department Officer, or a Member of the Board of Trustees of a Detachment or Department.

b. **No Detachment Jurisdiction.** Detachments DO NOT have disciplinary jurisdiction over any member.

c. **Filing Disciplinary Charge(s)**

(1) A Petitioner shall file a written disciplinary charge(s) setting forth in detail the basis for the disciplinary charges (See Section 9000(d)) with the Department Judge Advocate by certified mail return receipt requested.

(2) When a disciplinary charge is filed, the Chapter Nine procedures triggered thereby become effective when it is received by the Department Judge Advocate.

d. **Response to Disciplinary Charge.** The Respondent shall have 10 days to file with the Department Judge Advocate his written response to the disciplinary charge. He shall serve a copy of the defense on the Petitioner. The Respondent need not respond if he so chooses.

e. **Department Judge Advocate Action**

(1) Upon receiving disciplinary charge, the Department Judge Advocate shall have twenty calendar days in which he:

- (a) May conduct an informal investigation to determine the merit of the disciplinary charge; and
- (b) Should explore the possibility of a negotiated settlement.

(2) If the Department Judge Advocate determines that the disciplinary charge does not have merit, he may dismiss the charge. The Petitioner may appeal the dismissal to the National Judge Advocate as provided in Section 9080.

(3) If a settlement is negotiated, the Department Judge Advocate shall in writing report the settlement to the Department Commandant with a copy to the parties and the National Judge Advocate.

(4) If there is merit and no settlement has been negotiated, the Department Judge Advocate shall in writing so inform the Department Commandant.

f. **Appointment of Hearing Board.** Upon receiving the Department Judge Advocate's report that the disciplinary charge has merit and a settlement has not been reached, the Department Commandant shall immediately appoint a Hearing Board.

(1) The Hearing Board shall be composed of the Department Commandant as chairman, the Department Judge Advocate and a minimum of two other members. No member of the Petitioner's detachment or the Respondent's detachment may be appointed to a Hearing Board,

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including the Department Commandant and Department Judge Advocate. Hearing Board members who may have a conflict of interest through friendship, marriage, family relationship or prejudice shall recuse themselves.

(2) A challenge to the composition of the Board shall be made in accordance with Section 9020(f) of this chapter.

g. **Convening of Hearing Board.** The Hearing Board shall convene at a time and place of its convenience within forty days from its appointment.

(1) The Department Judge Advocate shall notify the parties of the date and location of the hearing not less than twenty days prior to the convening date of the Board.

(2) The Department Judge Advocate shall enclose copies of 9000, Section 9005, Section 9010, Section 9025 or Section 9040, Section 9065, and Section 9080 with the notice, which shall state (1) the right to counsel and (2) the requirement to submit a list of witnesses and copies of exhibits.

(3) A request for a change of hearing date or location shall be filed in writing with the Department Judge Advocate within ten days of the receipt of the notice(s). The Department Judge Advocate shall immediately forward the request to the Chairman of the Hearing Board, who shall respond in writing to the request using his best judgment.

h. **Conducting the Hearing.** The hearing shall be conducted in accordance with Section 9070 of this chapter.

i. **Findings of the Hearing Board.** The findings of the Hearing Board shall be a section of the written summary of the hearing. See Section 9075.

(1) The Department Judge Advocate shall write the findings of the Hearing Board within 15 days of the hearing.

(2) The Board shall make a finding of “guilty” or “not guilty” on each charge and specification.

(3) A finding of “guilty” requires a vote for “guilty” by a majority of the Board members.

(4) The findings shall also state the punishment awarded by the Board.

(5) If any disciplinary charge is not proved, the findings shall state “not guilty”; and

(6) A copy of the written summary of the hearing shall be served on the Petitioner, the Respondent, the Department Commandant, the Department Judge Advocate, the National Judge Advocate, and National Chief Operating Officer (less exhibits).

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j. **Appeal to National Judge Advocate.** An appeal of the Hearing Board's decision may be made to the National Judge Advocate by either the Respondent or Petitioner. See Section 9080 of this chapter.

k. **Appeal to National Board of Trustees.** Either the Petitioner or Respondent may file an appeal of the National Judge Advocate's ruling to the National Board of Trustees. See Section 9085 of this chapter.

l. **Expenses.** The legitimate travel and lodging expenses of the members of the Hearing Board shall be a charge against the Department, which shall reimburse the members upon submission of a voucher to the paymaster of the Department.

Section 9045. 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.

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(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 affect proper service upon the Petitioner and the Respondent, with copies to all of the participating parties and the National Chief Operating Officer.

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 Chief Operating Officer 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 Chief Operating Officer 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 Chief Operating Officer.

(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.

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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 9050. 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.

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(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 affect 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 Chief Operating Officer 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 Chief Operating Officer 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 Chief Operating Officer.

(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 9055. 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.

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(2) 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 (2/3) 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 (2/3) 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 Chief Operating Officer, 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 Chief Operating Officer.

(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 9060. National Judge Advocate

a. In the event the National Judge Advocate shall be the Respondent the following procedure shall be followed:

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(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 Junior 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, by a two-thirds (2/3) vote, it may 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 affect 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.

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(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.

(2) 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 Chief Operating Officer.

(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 9065. Duties and Rights at the Hearing Procedure

a. Duties and Rights of Petitioner

(1) The Petitioner has the burden of proving the grievance or disciplinary charge by a preponderance (51%) of the evidence. Failure to meet the burden is grounds for dismissing the grievance or disciplinary charge.

(2) The Petitioner is responsible for inviting witnesses to testify on his behalf.

(3) The Petitioner is responsible to present admissible evidence relevant to the grievance or disciplinary charge.

(4) The Petitioner shall file a complete list of witnesses, notarized statements from any witness that cannot appear at the hearing in person, and copies of all exhibits to be offered into evidence with the Jurisdictional Judge Advocate fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed, or exhibits offered but not previously provided, may be heard or admitted at the discretion of the Hearing Board under such terms and conditions as it shall require.

(5) The Petitioner may have a member of the Marine Corps League act as his counsel but the counsel must have been a member of the Marine Corps League for at least a year.

(6) The Petitioner or his counsel has the right to examine and cross examine witnesses.

b. Duties and Rights of Respondent

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(1) A Respondent has the right to file a written response with the Department Judge Advocate to a grievance or disciplinary charge filed against him but need not do so at his choice.

(2) The Respondent is responsible for inviting witnesses to testify on his behalf and to present admissible evidence in his defense relevant to the grievance or disciplinary charge against him.

(3) The Respondent's failure to appear or provide evidence shall not prevent the Hearing Board from making appropriate findings.

(4) The Respondent shall file a complete list of his witnesses, notarized statements from any witness that cannot appear at the hearing, and copies of all exhibits to be offered into evidence with the Jurisdictional Judge Advocate fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed or exhibits offered but not previously provided may be heard or admitted at the discretion of the Hearing Board under such terms and conditions as it shall require.

(5) The Respondent may have a member of the Marine Corps League act as his counsel but the counsel must have been a member of the Marine Corps League for at least a year.

(6) The Respondent or his counsel has the right to examine and cross examine witnesses.

c. Duties of the Recorder: Official Recording of the Proceedings

(1) The chairman of the Hearing Board will appoint a recorder, preferably from the local area, to record the proceedings by audio tape or digital recording. The recorder shall:

- (a) Be the sole operator of the recording device;
- (b) Maintain a log of audio tape or digital recording activities (See Attachment 9-1);
- (c) At the close of the hearing, turn over all audio tapes or digital recordings to the Jurisdictional Judge Advocate, who will sign the log as custodian. The recording shall be filed with the written summary of the hearing. See Section 9075;
- (d) A duplicate of the log will be sent with all requests for copies of audio tapes or digital recordings; and
- (e) Not participate in the Hearing Board's deliberations.

(2) There will be no audio tape or digital recording of the proceedings other than the official recording taken by the recorder.

(3) The Board will make available to the parties upon written request filed with the Jurisdictional Judge Advocate a copy of the recording of the hearing. The request shall be made in writing within ten (10) days of receipt of the copy of the summary of the hearing.

(4) The cost of reproduction of the audio tapes or digital recordings will be paid by the party requesting the copy.

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(5) If the Petitioner or Respondent requests a copy of the recording of the hearing, the thirty (30) day appeal period in Section 9080 (a) shall commence upon receipt of the copy of the recording.

d. **Duties of Sergeant at Arms.** 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.

e. **Duties of Hearing Board**

(1) Hearing shall be held in executive session.

(2) The Hearing Board shall conduct the hearing following Section 9070 below.

(3) The Hearing Board may but is not obligated to invite witnesses and obtain exhibits other than those designated by the Petitioner and the Respondent.

Section 9070. Conducting the Hearing

a. **Preliminary Events.** The Chairman calls the hearing to order and:

(1) Announces that the hearing will be held in executive session;

(2) Directs the Sergeant at Arms to:

(a) Secure the hearing room: only the members, parties, counsel, and recorder may be present and

(b) Lead the pledge of allegiance.

(3) States who is present and the billet of each person.

(4) Directs the Jurisdictional Judge Advocate to enter the exhibits in the record.

b. **Exhibits**

(1) Prior to the hearing the Jurisdictional Judge Advocate marks exhibits as follows:

(a) Board Exhibits. At a minimum the following exhibits are marked as board exhibits:

B-1 Appointing and Convening Order;

B-2 Grievance or Disciplinary Charge*; and

B-3 If Respondent is absent a copy of the Notice of Hearing sent to the Respondent with a copy of certified receipt with postmark and the return receipt (green card) attached.

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NOTE. *If the charge(s) or grievance filed does not number or letter the clearly different actions alleged, the Jurisdictional Judge Advocate shall make such designations on the charges filed or on a separate page submitted as a Board Exhibit for purposes of taking evidence and making findings.

(b) Petitioner's Exhibits. The Petitioner's exhibits are marked: P-1, P-2, etc.

(c) Respondent's Exhibits. The Respondent's exhibits are marked: A, B, C, etc.

NOTE. The exhibits shall be marked before copies are mailed to the parties.

(2) On the record the Jurisdictional Judge Advocate announces the list of exhibits.

(3) On the record the Jurisdictional Judge Advocate asks in turn if Petitioner or Respondent has an objection to any exhibit. See Section 9005 (f) for basis for objection.

(4) The Chairman of the Board shall rule on each objection that the exhibit is:

(a) admitted;

(b) not admitted; or

(c) admitted subject to conditions.

(5) On the record the Jurisdictional Judge Advocate announces which exhibits have been admitted in evidence.

c. Motions on Failure to Follow Prehearing Procedure. (See Section 9010.

(1) The proponent shall offer his written motion of failure to comply with the prehearing procedure required in Chapter Nine, which has been filed with the Jurisdictional Judge Advocate not later than five days prior to the date of the hearing. The Chairman may allow a written or oral motion submitted at the hearing if the proponent has good cause for not filing timely.

(2) The Jurisdictional Judge Advocate shall mark a copy of the motion as the party's exhibit next in order.

(3) The proponent of the motion shall argue his case and present relevant exhibits.

(4) The Jurisdictional Judge Advocate shall respond to the proponent's case.

(5) The Chairman shall rule on the motion: granted or denied.

(6) A complaint of failure to follow procedure not raised at the hearing is deemed waived.

d. Witnesses Sworn

(1) **Oath.** All testimony will be given under the oath: "I do solemnly affirm to tell the truth, the whole truth nothing but the truth."

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(2) The Jurisdictional Judge Advocate shall administer the oath to the witnesses:

- (a) as a group prior to opening statements; or
- (b) individually as called.

e. **Opening Statements.** Each party may give an opening statement. The Petitioner is first and the Respondent is second.

f. **Petitioner's Case.** The Petitioner calls his witnesses. Any witness called but not listed or exhibit offered but not previously provided may be heard or admitted at the discretion of the Hearing Board under such terms and conditions as it shall require. The sequence of questioning of each witness is:

(1) **Direct Examination.** Either Petitioner or his counsel, but not both, shall examine a witness by question and answer. At the Board's discretion a witness may read a statement into evidence.

(2) **Cross-Examination.** Either Respondent or his counsel, but not both, may cross-examine the witnesses on topics covered during the direct examination. The Board may permit questions into additional topics.

(3) **Redirect.** Either Petitioner or his counsel, but not both, may ask questions on topics covered in cross examination.

(4) **Recross.** Either Respondent or his counsel, but not both, may ask questions on topics covered in redirect.

(5) **Board Questions.** Board members may ask questions

- (a) at any time during direct, cross, re-direct or re-cross and
- (b) after the parties have no further questions.

g. **Respondent's Case.** Respondent is not required to present a defense. The case the Respondent does present follows the same format outlined for Petitioner in Section 9070 above.

h. **Rebuttal.** Petitioner may present evidence in rebuttal to evidence presented by Respondent.

i. **Surrebuttal.** Respondent may present evidence in surrebuttal to evidence presented by Petitioner in rebuttal.

j. **Board Evidence.** The Board may invite additional witnesses to testify and introduce additional exhibits. The Chairman shall designate a member of the Board to conduct the direct examination of the Board witness. Each party or his counsel may cross examine the witness.

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k. **Additional Session.** If the hearing cannot be concluded on the scheduled day, the hearing may be continued to another day.

l. **Closing Arguments.** Each party may give a closing argument. Because the Petitioner has burden of proof he has the last word. The Petitioner closes first and the Respondent is second. The Petitioner may offer rebuttal.

m. **Adjourn the Hearing.** Before declaring the hearing adjourned the Chairman states that:

NOTE. It is advisable to keep the parties and witnesses present until deliberations have been completed in case questions arise during deliberations.

- (1) the findings will be made within 15 days;
- (2) the findings will be in writing; and
- (3) copies will be mailed to:

the parties,
the National Judge Advocate,
the National Commandant,
the National Adjutant, and
the MODD if applicable.

n. **Deliberations on Findings.** The Board shall close (go off the record with only Board members present) to deliberate on findings.

- (1) Charges and Specifications
 - (a) A finding shall be made on each charge and specification.

NOTE. If the charge(s) or grievance filed does not number or letter the clearly different actions alleged to be violations, the Jurisdictional Judge Advocate shall make such designations on the charges or grievance on a separate page submitted as a Board Exhibit for purposes of taking evidence and making findings.

- (b) Findings of guilty shall be made by a majority vote.
- (c) Less than a majority vote for “guilty” is a finding of “Not Guilty.”

(2) Punishment in the Case of a Finding of Guilty in a Disciplinary Hearing (See Section 9095-Punishment).

- (a) A finding for punishment shall be by a majority vote.
- (b) The Board may make a finding of “No punishment.”
- (c) A member at any level may be punished by:

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1. Written reprimand;
2. Suspension for a specified period of time; or
3. Expulsion from the MCL.

(d) A Detachment or Department:

1. May receive a reprimand;
2. Charter may be suspended; or
3. Charter may be revoked.

(e) A punishment more than a reprimand and less than suspension that is reasonable, e.g. letter of apology, restitution, is authorized by this section.

(3) Corrective Action in the Case of a Finding of Guilty in a Grievance Hearing.

(a) Any corrective action necessary to eliminate the grounds for the grievance shall be directed by a majority vote.

(b) The Board may find “no corrective action is necessary.”

Section 9075. RESULTS OF THE HEARING

a. **Written Summary of the Hearing.** Within 15 days of the hearing, the Jurisdictional Judge Advocate shall write a summary of the hearing to include: (See Attachment 4, Sample of a Written Summary.)

(1) Date and times convened and adjourned of each session;

(2) The names and billets of those present;

(3) A list of the exhibits of the Board, Petitioner, and Respondent with each exhibit attached to the original summary of the hearing;

(4) A summary of each witness’s testimony;

(5) The findings of the Hearing Board:

- (a) Each charge and Specification: guilty or not guilty and
- (b) Any punishment in a disciplinary hearing; or
- (c) Any corrective action directed in a grievance hearing; and

(6) Appeal rights of the parties.

(7) The summary shall be signed by all members of the Board.

b. **Original and Service of Copies of the Written Summary of the Hearing**

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(1) The original of the written summary of the hearing and the official recording of the hearing shall be retained in the Department Headquarters files or National Headquarters files for at least five years with the Jurisdictional Judge Advocate as custodian.

(2) Upon obtaining all members' signatures, the Jurisdictional Judge Advocate shall serve a copy of the written summary of the hearing on the parties, the Department Commandant, the National Judge Advocate, and the National Adjutant (less exhibits).

c. Duties of National Judge Advocate and National Adjutant

(1) If no appeal is filed and the punishment is suspension or expulsion from the Marine Corps League, the National Judge Advocate shall request in writing by first class U.S. mail that the National Chief Operating Officer strike or suspend Respondent from the roles.

(2) The National Chief Operating Officer shall strike or suspend the Respondent from the roles and inform the National Judge Advocate of the action taken by first class U.S. mail and email.

(3) The National Judge Advocate shall serve a copy of the notice that the Respondent's name has been stricken or suspended from the roles on:

(a) The parties by certified mail return receipt requested; and

(b) The National Commandant; the National Division Vice Commandant, the Department Commandant, the Department Judge Advocate, and if appropriate a National Officer in the MODD by U.S. mail or by email.

Section 9080. Appeals to the National Judge Advocate

a. **Appeal to National Judge Advocate.** Either the Respondent or Petitioner or the counsel of either may file a written appeal of the Hearing Board's decision to the National Judge Advocate. The appeal shall clearly state the basis for the appeal.

b. Filing the Appeal

(1) The appeal shall be filed with the National Judge Advocate by certified mail return receipt requested within thirty (30) days after receipt of the Hearing Board decision. A certified mail receipt postmarked within such period constitutes proof of filing of the appeal. Any appeal not filed timely shall be deemed waived absent a showing of good cause, which shall be decided by the National Judge Advocate.

(a) If the appeal is not timely the National Judge Advocate shall notify the appealing party in writing stating the reasons for the decision with a copy to the National Commandant.

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(b) If the appealing party (a) contests the National Judge Advocate's decision that the appeal is untimely or (b) asserts good cause, he shall file a written request with the National Commandant to reinstate his appeal and serve a copy on the National Judge Advocate.

(c) If the National Commandant grants the request, the National Commandant shall direct the National Judge Advocate to decide the appeal on the merits.

(2) A complete copy of the appeal shall be served on the other party (Respondent or Petitioner) and to the Jurisdictional Judge Advocate concurrent with the filing of the appeal to the National Judge Advocate. All copies shall be served by certified mail return receipt requested.

(3) If the Petitioner or Respondent requests a copy of the recording of the hearing, as provided in Section 9065(c)(3), the thirty (30) day appeal period in Section 9080 shall commence upon receipt of the copy of the recording.

c. National Judge Advocate Ruling

(1) The National Judge Advocate shall rule on the appeal in writing within thirty (30) days of receipt of the appeal either granting or denying the appeal.

(2) The National Judge Advocate shall serve copies of his ruling on:

(a) The parties by certified mail return receipt requested, and
(b) The National Commandant, the Division National Vice Commandant, the Department Commandant, and the Department Judge Advocate by email.

(3) The National Judge Advocate may make his decision from the official recording and the written summary of the hearing, or he may permit the Petitioner or Respondent or the counsel of either to make an oral or written argument concerning the appeal after written notice to the other party. No oral or written argument to or contact with the National Judge Advocate should be made concerning the appeal absent his specific request for the same.

(4) 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 correct such material irregularity.

(5) Questions of admissibility of evidence, the regularity of the proceedings, and the credibility of witnesses and evidence determined by the Hearing Board shall not be overturned on appeal unless the Hearing Board is clearly in error.

Section 9085. Appeals to the National Board of Trustees

a. **Appeal to National Board of Trustees.** Either the Petitioner or Respondent or the counsel of either may appeal the National Judge Advocate's ruling to the National Board of Trustees. The appeal shall be in writing and state the basis for the appeal.

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b. **Filing the Appeal.** The appeal shall be filed with the National Judge Advocate, copy to the National Commandant and to the other party, by certified mail return receipt requested within thirty (30) days after receipt of the National Judge Advocate's ruling. A certified mail receipt postmarked within such period constitutes proof of filing the appeal.

(1) Any appeal not filed timely shall be deemed waived absent a showing of good cause.

(2) The National Judge Advocate shall determine if an appeal is timely.

(a) If the appeal is timely, the National Judge Advocate shall inform the National Commandant in writing.

(b) If the appeal is not timely the National Judge Advocate notifies the appealing party in writing stating the reasons for the decision with a copy to the National Commandant.

(3) If the appealing party:

(a) contests the National Judge Advocate's decision that the appeal is untimely
or

(b) asserts good cause, he shall file a written request with the National Commandant to reinstate his appeal and place it on the agenda of the National Board of Trustees.

(c) The party shall serve a copy of the appeal on the National Judge Advocate.

c. **Agenda of National Board of Trustees.** If the appeal is timely or good cause is shown, the National Commandant shall:

(1) place the appeal on the agenda of the National Board of Trustees for review at the next scheduled meeting of the Board and

(2) notify the National Judge Advocate that the appeal is on the Board's agenda for a certain date.

d. **Preparing the Appeal for the Board.** The National Judge Advocate shall:

(1) Inform the appellant by written notice that:

(a) The appeal will be on the National Board of Trustees agenda on a certain date.

(b) He has until the date certain to submit seventeen copies of his appeal to the National Judge Advocate for distribution to the National Board of Trustees members.

(2) Draft a brief for the Board:

(a) stating the charges and specifications and findings and pertinent evidence,

(b) commenting on each basis for the appeal, and

(c) attaching a copy of his ruling denying the appeal to the National Judge Advocate.

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(3) Prepare the appeal for distribution to Board members.

e. The National Judge Advocate shall not sit as a member of the National Board of Trustees to hear the appeal. The National Commandant shall appoint an acting National Judge Advocate while the appeal is before the National Board of Trustees.

f. **Basis for the Board Ruling.** The Board may:

(1) Make its decision based on the official recording and the written summary of the hearing;

(2) Permit the Petitioner and/or the Respondent or the counsel of either to appear and argue the matter before the National Board of Trustees after written notice to the other party.

(3) Permit the National Judge Advocate to present his brief orally to the Board.

(4) Take further evidence including evidence in mitigation or aggravation under such rules and conditions as it may adopt.

g. **The Board Ruling.** The National Board of Trustees may sustain or reject the ruling of the National Judge Advocate. If the National Board of Trustees fails to sustain the ruling of the National Judge Advocate, it shall issue its own decision in writing. The acting National Judge Advocate shall draft the ruling of the Board. The National Chief Operating Officer shall serve a copy of the Board ruling on the Petitioner, Respondent, Department Judge Advocate, Department Commandant, the National Division Vice Commandant, and the National Judge Advocate.

h. **No Further Appeal.** The decision of the Board of Trustees is final and there is no further right of appeal.

Section 9090. Suspension of Pending Hearing. In all disciplinary proceedings brought under Sections 9040, 9045, and 9050 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 Chief Operating Officer shall be notified in writing of such suspension.

Section 9095. 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 9105 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.

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(See Section 9080 & 9085)

(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 Chief Operating Officer shall be notified of all actions taken pursuant to this section.

b. When the Respondent has been adjudged guilty, and punished by suspension, or expulsion the Respondent is stricken from the roles of the Marine Corps League for the specified period of time specified by the adjudication. 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.

c. The administrative procedures for Suspension and Reinstatement are delineated in Attachment Six (6). The administrative procedures for Expulsion are delineated in Attachment seven (7). The administrative procedures for Resignation In lieu of Hearing are delineated in Attachment Eight (8).

Section 9100. 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 9105. OFFENSES. The following offenses are recognized:

- 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. A charge filed alleging a violation of any of the above offenses shall be processed in accordance with the procedures in Chapter Nine.

Section 9110. 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

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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 re-convene 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 Chief Operating Officer.

(4) The Hearing Board's decision may be appealed in accordance with the appropriate section of the Administrative Procedures governing the original charge.

Section 9115. Administrative Expulsion of a Member

a. In the case wherein a Member is convicted of a crime which constitutes a felony in a County, City, State or Federal Court in the United States of America, the Detachment or Department in which the member is in good standing, may file appropriate charges in accordance with the guidelines set forth in Chapter Nine. However, the Member may be given the opportunity to resign from the Marine Corps League with prejudice, in lieu of filing of charges under Chapter Nine.

b. In the event the convicted felon Member does not wish to resign and the Detachment or Department does not desire to retain the convicted felon as a Member, the Detachment or Department may obtain the applicable court documents wherein the Member was convicted of the felony and submit the certified court documents to the Department Judge Advocate with a request to approve the Administrative Expulsion from the rolls of the Marine Corps League with prejudice.

c. If the Department Judge Advocate approves the Administrative Expulsion request, the Member will be notified by Certified Mail, copies being provided to the National Headquarters,

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Marine Corps League and to the Detachment. The Member may appeal the decision of the Department Judge Advocate in accordance with Section 9085 within 30 days.

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2018 Administrative Procedures - Chapter Nine - Attachment 1

**Marine Corps League
National/Department Hearing Board
Log of Recording Activities**

Date: _____

Recorder: _____

Respondent: _____

Petitioner: _____

Recording # _____ **Start Time** _____ **Stop Time** _____ **Reason** _____ **Resume** _____

Media Change _____ **Initials** _____

Number of Media Used _____ **Type** _____ **Signatures of Hearing Board Members**

_____ 30 Min	_____
_____ 90 Min	_____
_____ 110 Min	_____
_____ 120 Min	_____
_____ 30 Min	_____

Signature of Recorder: _____ **Date:** _____

Signature of Media Custodian: _____ **Date:** _____

Remarks:

Page _____ **of Pages** _____

2018 Administrative Procedures - Chapter Nine - Attachment 1

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2018 Administrative Procedures - Chapter Nine - Attachment 2

SAMPLE RITUAL FOR CONDUCTING A HEARING BOARD IN ACCORDANCE WITH CHAPTER NINE (9) MCL ADMINISTRATIVE PROCEDURES

Any hearing under Chapter Nine 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:

_____ against _____
(PETITIONER) (RESPONDENT)

Today is _____ (Day) and the date is _____ 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.

2018 Administrative Procedures - Chapter Nine - Attachment 2

The members of the Hearing Board are as follows:

Chairman Name: _____ Position: _____ Unit: _____

Chairman Name: _____ Position: _____ Unit: _____

Chairman Name: _____ Position: _____ Unit: _____

Chairman Name: _____ Position: _____ Unit: _____

Chairman 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.

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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 ...)

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

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.

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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.

Have the National Flag and Bible present at the hearing.

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.

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.

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

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.

Exhibit (1) should be the written grievance or disciplinary charges being brought.

Exhibit (2) should be the written response, if any, from the Respondent.

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.

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.

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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.

Mark any notarized affidavits as permitted in this chapter.

HEARING BOARD DECISION

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.

Write your decision and get a majority vote on the decision.

If a grievance is substantiated, set out what action will be necessary to resolve the grievance.

If punishment is warranted on a disciplinary charge, set out the punishment clearly.

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.

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2018 Administrative Procedures - Chapter Nine - Attachment 3

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 on the complaint to the date of the start of the hearing should be 75 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 the 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 have 20 days in which to conduct a preliminary investigation and/or attempt to obtain an informal settlement of the grievance or disciplinary charge(s).

DAY 20

If the matter is not settled, the Commandant shall immediately appoint a Hearing Board comprised 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 75 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.

Administrative Note: Copies of specific Sections of Chapter 9 must be forwarded to the petitioner and the respondent with this notification. See Section 9010, Paragraph (m)(2).

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 in accordance with Section 9010, Paragraph (o) of this chapter. The Judge Advocate is not subject to challenge except for good cause. Upon receipt of a sustained challenge, the Appointing Authority shall appoint a replacement who shall be subject to challenge only as specified in Section 9010, Paragraph (o).

DAY 60

Not less than 15 days before the established hearing date, the petitioner and the respondent must provide the Judge Advocate with a full list of all witnesses and a list and copy of all exhibits and all notarized statements to be presented to the Hearing Board. Note that if the hearing date is less than 75 days then you count backwards from the hearing date to establish the date upon which these materials must be provided.

Administrative Note: The date these materials must be provided should be included in the notification sent to the petitioner and respondent on DAY 20.

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DAY 70

Not less than 5 days before the date of the hearing the Judge Advocate shall provide copies of the lists of witnesses, lists of the exhibits, copies of the exhibits and copies of the notarized statements to the petitioner and 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 75th day, you count backwards from the hearing date to establish this date.

DAY 75

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 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 facsimile transmissions are not acceptable except as may be specifically allowed by the procedures in this chapter

NOTE: Adjustments to coincide with the modified timeline and references were made to this chronology, recognizing that this chronology is only a guide and is not mandatory.

See Section 9000, Paragraph (f) of this Chapter.

2018 Administrative Procedures - Chapter Nine - Attachment 4

**FINDINGS OF THE _____ HEARING BOARD BETWEEN
(DISCIPLINARY or 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: _____ Position: _____ Unit: _____

Chairman Name: _____ Position: _____ Unit: _____

Chairman Name: _____ Position: _____ Unit: _____

Chairman Name: _____ Position: _____ Unit: _____

Chairman Name: _____ Position: _____ Unit: _____

Other Hearing Board Personnel:

Sgt-At-Arms Name: _____ Unit: _____

Recorder Name: _____ Unit: _____

NOTE: If a Hearing Board Investigator was named and used, list their name and unit here.

2018 Administrative Procedures - Chapter Nine - Attachment 4

ATTACHMENTS:

1. Order of Authorization of the Hearing Board by the Commandant of the Department of _____ dated _____.

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

SUMMARY:

PETITIONER FOR DETACHMENT, _____.
(Detachment & #) (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 _____

2018 Administrative Procedures - Chapter Nine - Attachment 4

#2 _____

#3 _____

No witnesses were called or:

Witness____stated that _____

Witness_stated that _____

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Petitioner _____ rested his case.

Respondent _____ presented his case.

Witness stated that _____

Witness stated that _____

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:

The Board agreed/disagreed with Investigator _____ conclusions.

2018 Administrative Procedures - Chapter Nine - Attachment 4

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:

Complaint #2 -the Board found that:

Complaint #3 – the Board found that:

REQUIRED ACTION:

GRIEVANCE HEARING BOARD:

The Board directs that: _____

2018 Administrative Procedures - Chapter Nine - Attachment 4

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:

MCL Membership Number _____ MCL Life Member Number _____

MODD Membership Number _____ MODD Life Member Number _____

MODD Pound Name and Number _____

NOTES

Be specific. Identify by name, persons who appeared before the Hearing Board and what their statements were.

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.

Both sides may present witnesses and any witnesses should be identified in the findings.

If the grievance is substantiated, indicate what action is required to resolve the grievance.

2018 Administrative Procedures - Chapter Nine - Attachment 4

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.

If any disciplinary charge(s) is not substantiated or proved, the written decision shall so state.

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 of the MODD. This information is required to ensure the correct member is removed from both the League and MODD rolls.

The findings of the Hearing Board must be agreed to by a majority of the Board members.

2018 Administrative Procedures - Chapter Nine - Attachment 4

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2018 Administrative Procedures - Chapter Nine - Attachment 5

Sample Grievance Letter and Disciplinary Charge Letter Instructions

If the letter is filed officially from the Detachment or Department, the full letterhead should be used, and that information should be included in the text.

Note that the addressing is different for a Grievance and for Disciplinary Charges.

The Detachment or Department Board of Trustees may direct the jurisdictional Judge Advocate to file the complaint, and act as the Petitioner for the Board of Trustees at any hearing that may result from the complaint.

If the Grievance(s) or Disciplinary Charge(s) are filed by a member or members against the action(s) of another member or members, the letterhead should be minimal, or it may be omitted altogether if the organization is not pertinent to the complaint.

For a Grievance or Disciplinary Charges, the respondent has the right to provide a written response but is not required to do so. The response is to be sent to the jurisdictional Judge Advocate within 10 days of the receipt of the Grievance or Disciplinary Charge and should only address the stated charges as briefly as possible and should not include any potential evidence or exhibits. The format of the response should generally follow the format of the complaint.

If the Grievance(s) or Disciplinary Charge(s) are filed against the action(s) of a Department Commandant, a Department or any elected National Officer, Chapter Nine has specific protocols that must be followed.

The date is important. The actual date it goes in the mail starts the clock for calculating the sequence of events. It should be dated the same day it goes in the mail.

If there is more than one Petitioner, such as the Board of Trustees of the Detachment, each Petitioner must sign the letter.

The Petitioner(s) may request some specific action that they believe is appropriate, but the final action is the prerogative of the Hearing Board.

As noted in Chapter Nine, all correspondence must be sent Certified Mail with Return Receipt Requested unless there is a specific exception cited. If there is more than one Respondent, each will have a copy of the respective letter sent to them.

2018 Administrative Procedures - Chapter Nine - Attachment 5

SAMPLE GRIEVANCE LETTER

A Detachment 9999
Department of A State
Marine Corps League

1 June 2012

From: Enter Name and Title of Petitioner(s)
To: Judge Advocate, Department of A State
CC: Respondent(s)
Commandant, Department of A State
National Commandant
National Judge Advocate, Marine Corps League
Subj: Grievance

(I/We) charge (name of respondent(s)) with _____
This area should present a full and factual statement of what occurred; clear and straight forward stating exactly what happened, to the best of the Petitioner's knowledge.

It should not be a legalese of "violating paragraph _____ of the Charter in that he/she did _____

It should only contain information known directly by the Petitioner. If the Petitioner includes a statement or information from another individual concerning the alleged infraction, that individual must be identified by name for the statement to be included.

The complaint should contain all known factual information, but it should be as brief as possible without deleting or editing out any information

If there is more than one issue involved in the Grievance, a separate paragraph should be used for each issue.

This paragraph should contain the requested corrective action.

Semper Fidelis,
/Signature(s)/
Name(s) and Address(es) of Petitioner(s)

2018 Administrative Procedures - Chapter Nine - Attachment 5

SAMPLE DISCIPLINARY CHARGE LETTER

**A Detachment 9999
Department of A State
Marine Corps League**

1 June 2012

From: Enter Name and Title of Petitioner(s)

To: Respondent(s)

CC: Commandant, Department of A State
Judge Advocate, Department of A State
National Commandant, Marine Corps League
National Judge Advocate, Marine Corps League

Subj: Disciplinary Charges

(I/We) charge (name of Respondent(s) with _____

This area should present a full and factual statement of what occurred; clear and straight forward stating exactly what happened, to the best of the Petitioner's knowledge.

It should not be a legalese of "violating paragraph _____ of the Charter/Bylaws in that he/she did _____.

It should only contain information known directly by the Petitioner. If the Petitioner includes a statement or information from another individual concerning the alleged infraction, that individual must be identified by name for the statement to be included.

The complaint should contain all known factual information, but it should be as brief as possible without deleting or editing out any information.

If there is more than one charge filed, or more than one issue involved in the charge(s), a separate paragraph(s) should be used for each charge and each issue.

This paragraph should contain the requested corrective action.

Semper Fidelis,
/Signature(s)/
Name(s) and Address(es) of Petitioner(s)

2018 Administrative Procedures - Chapter Nine - Attachment 5

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2018 Administrative Procedures - Chapter Nine - Attachment 6

SUSPENSION AND REINSTATEMENT PROTOCOL

Suspension Protocol

1. **Temporary Suspension.** Under NAP SECTION 9090 the Department Judge Advocate may order a Temporary Suspension, but is not required to do so, after a disciplinary charge is formally filed by certified mail, return receipt requested (RRR) with the Department Judge Advocate. The Temporary Suspension:

- a. Is effective on the date of service* on the Respondent;
- b. Includes NAP Section 9095 (b) restrictions; and
- c. Ends on the date of the Findings of the Hearing Board (Findings).

If the respondent holds an office, the office is considered vacant and a temporary officer is appointed to fill the vacancy until the temporary suspension ends. If the Respondent is found (1) not guilty or (2) guilty but not suspended or expelled, the Respondent is restored to his/her office.

*For effective service, see Paragraph 3.d below

2. **Punishment.** The Hearing Board awards to Respondent, punishment of suspension for _____ months/years.

3. **Date Suspension is Effective**

- a. Temporary suspension ends on the date of the Findings.
- b. Suspension is effective on the date of the Findings.
- c. If the sentence of the Hearing Board states the beginning date of the suspension, the suspension begins and ends on accordance with the stated date.
- d. Service of Findings will be made in accordance with NAP Section 9075 using certified mail RRR. Proof of delivery of certified mail to Respondent's last known address constitutes service even if Respondent does not accept delivery.

4. **Any Office Held.** Any office held by Respondent is vacant on the date of the Findings. The Detachment, the Department or National may proceed immediately to fill the vacancy.

5. **Appeal Denied or Not Filed.** If punishment of suspension is still in effect when the appeal process is exhausted*, the National Judge Advocate (NJA) notifies the National Chief Operating Officer that the Respondent's name is to be stricken from the rolls. In practice, Respondent's name remains on the roster of his Detachment with the notation "suspended" marked after his name.

* Appeal not filed within time limits or last appeal ruled upon.

6. **Removal from Rolls.** The National Chief Operating Officer removes Respondent's name from the rolls by notation "suspended" after his/her name. Respondent continues to be carried as a member of his/her Detachment on the National roster but with a notation of suspension.

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After the date of suspension is effective, Respondent remains a member of the Detachment in which he/she held membership at the time of suspension.

The National Chief Operating Officer does not maintain a list of suspended or expelled members separate from the National roster.

The National Judge Advocate shall maintain a list of suspended and expelled members, which is updated weekly and sent to the National Chief Operating Officer.

7. Notification of Removal of Name from Rolls. Upon receiving written notice from the National Chief Operating Officer of the notation of suspension, the National Judge Advocate notifies in writing*, the Division National Vice Commandant, Department Commandant, Department Judge Advocate, Detachment Commandant, MOOD Smart Dog, Petitioner and Respondent:

Respondent's name has been removed from rolls, a notation of suspension after Respondent's name, but Respondent remains a member of the Detachment under the conditions set forth in Section 9095;

Date suspension became effective;

Date suspension ends; and

Protocol for reinstatement (See Reinstatement Protocol below).

*NAP Section 9015 applies. Petitioner and Respondent are notified by certified mail, return receipt requested. E-mail to all others is acceptable.

8. Violation of Suspension

a. A violation of suspension stops "good time" towards the suspension from the date of the violation.

b. Upon resolution of charge of violation of suspension:

(1) If guilty, National Judge Advocate re-computes suspension time according to punishment; or

(2) If not guilty, Respondent receives credit for all time since date of suspension.

9. Suspension period ends. Respondent is not notified that the suspension period has ended. It is his/her responsibility to keep track of his/her status. Until Respondent receives a Letter of Reinstatement from the National Judge Advocate, the conditions of suspension under Section 9095 remain in effect.

2018 Administrative Procedures - Chapter Nine - Attachment 6

Reinstatement Protocol

Reinstatement on the Rolls -

Until Respondent is reinstated on the rolls, the conditions of suspension in Section 9095 remain in effect.

Respondent remains a suspended member of the Detachment in which he/she held membership at the time of suspension until reinstated.

Respondent has the responsibility to request reinstatement on the rolls by letter to the National Judge Advocate sent by certified mail RRR.

Upon ascertaining that all conditions have been met for reinstatement, the National Judge Advocate will issue a Letter of Reinstatement stating: (1) the date of reinstatement and; (2) the Detachment in which Respondent is a member in good standing.

The National Judge Advocate will send a copy of the Reinstatement Letter to National Chief Operating Officer, Division National Vice Commandant, Department Commandant, Department Judge Advocate, Detachment Commandant, MODD Smart Dog and Petitioner.

The National Judge Advocate will request that the National Chief Operating Officer remove the "suspended" designation in the National database.

When the National Judge Advocate receives e-mail from the National Chief Operating Officer that the notation of suspension has been removed the National Judge Advocate will forward the e-mail to all officers named in Paragraph 1(e) above.

If Respondent does not request reinstatement within **two (2) years** from the date of the end of suspension, the National Judge Advocate will notify the National Chief Operating Officer that the Respondent's name is to be removed from the membership rolls.

Thereafter, to rejoin the Marine Corps League the Respondent must apply to a Detachment of his choice for membership.

2018 Administrative Procedures - Chapter Nine - Attachment 6

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2018 Administrative Procedures - Chapter Nine - Attachment 7

EXPULSION PROTOCOL

1. Punishment – The Hearing Board awards to Respondent punishment of Expulsion.
2. Date Expulsion is Effective –
 - a. Expulsion is effective on the date of the Findings of the Hearing Board (Findings)
 - b. Service of findings will be made to all parties concerned. NAP Sections 9075. The Respondent will be served by certified mail return receipt requested. NAP Section 9015. Proof of delivery of certified mail to Respondent’s last known address constitutes service even if Respondent does not accept delivery.
 - c. The National Judge Advocate (NJA) will maintain a list of expelled members, which is updated weekly and sent to the National Chief Operating Officer. The Respondent’s name will be added to the list with the notation “appeal period running.”

3. Appeal Process – when the appeal process is exhausted*:

- a. If punishment of Expulsion is still in effect the National Judge Advocate will notify the National Chief Operating Officer in writing that the Respondent’s name is to be stricken from the rolls.
- b. If punishment of expulsion is NOT in effect, the National Judge Advocate will make notifications in accordance with Paragraph 5 below.

* Appeal not filed or last appeal is ruled on.

4. Removal from Rolls –

- a. Upon receipt of written notice from the National Judge Advocate that Respondent’s name is to be stricken from the rolls, the National Chief Operating Officer will remove Respondent’s name from the rolls.
- b. The National Chief Operating Officer does not maintain a list of expelled members separate from the membership roster.
- c. The National Judge Advocate will remove the notation “appeal period running” after Respondent’s name on the Expulsion List and insert the date the National Chief Operating Officer removed the name from the rolls.

5. Notification – The National Judge Advocate will notify:

- a. The Division National Vice Commandant, Department Commandant, Department Judge Advocate, Detachment Commandant and the MODD Smart Dog, in writing or by e-mail and;

2018 Administrative Procedures - Chapter Nine - Attachment 7

b. The Petitioner and Respondent by certified mail RRR, that the Respondent's name has been removed from the rolls on the date stated by the National Adjutant-Paymaster.

6. Bar to Membership – Expulsion is a permanent bar to membership in the Marine Corps League.

2018 Administrative Procedures - Chapter Nine - Attachment 8

RESIGNATION IN LIEU OF HEARING BOARD PROTOCOL

When Disciplinary Charges have been filed, the following procedure will be followed if the Respondent submits his/her resignation from the Marine Corps League to avoid the hearing:

1. Respondent submits his/her resignation from the Marine Corps League to the Convening Authority with a copy to the Jurisdictional Judge Advocate and the Detachment Commandant. (Attachment A is a sample resignation letter).

The Convening Authority has the option to accept or reject the resignation.

2. Accept. If the Convening Authority accepts the resignation, he/she forwards the resignation to the National Judge Advocate (NJA) with a copy of the forwarding letter to Respondent, Petitioner and Detachment Commandant.

The resignation is effective retroactively to the date of the resignation letter.

3. Reject. If the Convening Authority rejects the resignation, he/she sends a letter of rejection to the Respondent with a copy to the National Judge Advocate, the Jurisdictional Judge Advocate, the Petitioner and the Detachment Commandant. The Convening Authority may continue the disciplinary procedure in NAP, Chapter Nine (9).

The National Judge Advocate will forward the accepted original resignation letter to the National Chief Operating Officer and request that the National Chief Operating Officer remove the Respondent's name from the rolls. The National Judge Advocate will also send a copy of the letter to the National Commandant and Division National Vice Commandant.

4. The National Chief Operating Officer will remove the Respondent's name from the rolls and notify the National Judge Advocate by e-mail.

The National Judge Advocate will:

Send a letter to the Respondent informing him/her that his/her name has been removed from the rolls, with a copy to the Petitioner;

Forward the same letter via e-mail to the National Chief Operating Officer, Division National Vice Commandant, Convening Authority, Jurisdictional Judge Advocate, and the Detachment Commandant.

Place the Respondent's name on the Expulsion/Resignation ILH list.

2018 Administrative Procedures - Chapter Nine - Attachment 8

RESIGNATION IN LIEU OF HEARING (ILH)

Name of Department Commandant
Commandant Department of Texas
28 Paddock Lane
Sugar Land, TX 11111

RE: Resignation of Marine Corps League Membership

Commandant (Name of Department Commandant):

In lieu of appearing before a hearing board to defend myself against disciplinary charges, I hereby resign with prejudice, my membership in the Marine Corps League effective immediately.

DATE: _____ SIGNED: _____

Marine Resigning Signature

2018 ADMINISTRATIVE PROCEDURES

CHAPTER TEN MISCELLANEOUS

Section 10000. Fund Raising

a. **Fund Raising.** Fund raising activities may be entered into by the National Marine Corps League, its Departments, Detachments and Subsidiary and Subordinate units.

(1) Provided all funds raised shall be for the sole benefit of such organization less such expenses incurred.

(2) Provided such Marine Corps League organization shall receive and disburse all funds.

(3) Provided such fund-raising activity does not violate any Federal, State, County, or Municipal law or ordinance or reflect discredit upon the Marine Corps League.

(4) Nothing in this section shall prevent the 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.** 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.

e. **Solicitation.** Any individual or committee soliciting funds for the National Organization, using the name of the Marine Corps League, whether selling advertising or merchandise of any sort, or soliciting donations, must submit a complete report, signed, written to the National Convention as to the amount and source of all funds disbursed, and a summary of final disposition of any and all 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

2018 ADMINISTRATIVE PROCEDURES

objection with the National Division Vice Commandant of that Division, and his decision in the matter shall be final.

g. **Fund Raising at Conventions, Conferences, and Meetings.** Fund Raising at National Conventions shall be governed by the provisions of Chapter Two of the National Administrative Procedures. At all other Conventions, Conferences and Meetings, any and all fund raising shall be under the control of the Detachment, Department or other organization that is hosting the event. No other Detachment, Department or National Headquarters of the Marine Corps League or any other Unit, Department or National Headquarters of the Marine Corps League Auxiliary, nor any individual or groups of individuals shall be permitted to engage in any fund raising, including the sale of military or Marine Corps League related merchandise in, on or about the event site without the expressed approval and consent of the Detachment, Department or other organizations that is hosting the event.

Section 10005. 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 10010. 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. **Resolutions.** 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 Chief Operating Officer. 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 Chief Operating Officer 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.

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 Chief Operating Officer to the sponsor/proposer for correction.

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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 Chief Operating Officer 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 Chief Operating Officer for inspection by any Delegate or members of the Marine Corps League who desire to take advantage of such inspection.

e. The National Chief Operating Officer 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 10015. 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 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 Chief Operating Officer of the Marine Corps League or their authorized representative. Permission must be obtained by submitting a request, in writing, to the National Chief Operating Officer. 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

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following information: DATE REQUESTED, DATE AUTHORIZED, subject of letter or correspondence, name of individual requesting and name of individual authorizing the use.

Section 10020. Amendments

a. The 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 Chief Operating Officer 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.

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.

c. Copies of properly submitted proposed revisions, amendments and repeals shall be posted, without personal comment, in PDF format available for review and printing, to the 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 Chief Operating Officer 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 Chief Operating Officer; submission instructions, including any applicable deadlines, on how to receive a hard copy of the proposed revisions via U. S. Mail from the National Chief Operating Officer shall be included in the notification which is placed in "Semper Fi". Requests for printed copies must be postmarked no later than June 1st of the current year.

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.

e. The National Administrative Review Committee and the National Chief Operating Officer 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.

2018 ADMINISTRATIVE PROCEDURES

Section 10025. Effective Date. Each revision, amendment or repeal of a provision of the National Administrative Procedures which are approved at a National Convention, as outlined in the National Bylaws, Article XI, Section 1105, and does not provide for an effective date will become effective upon the close of the National Convention at which it is approved.

Section 10030. National Administrative Procedures Distribution

a. The current edition of the National 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, and the Military Order of the Devil Dogs Kennel. 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 may be purchased (printing and mailing cost) by any existing Detachment, Department, Past National Commandant, member of the National Board of Trustees, National Headquarters Marine Corps League Auxiliary, and the Military Order of the Devil Dogs Kennel upon submission of a written request to the National Chief Operating Officer. Submission instructions, including any applicable deadlines on how to receive a hard copy of the approved changes via U. S. Mail from the National Chief Operating Officer 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 Administrative Procedures from the National Chief Operating Officer.

Section 10035. 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 Office Manager
- c. National Comptroller
- d. National Chief Operating Officer
- 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.

2018 ADMINISTRATIVE PROCEDURES

Section 10040. Violation. Any member who violates the precepts of the National Bylaws 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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2018 Administrative Procedures – Enclosure (1)



International Handicap Symbol

2018 Administrative Procedures – Enclosure (1)

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2018 Administrative Procedures – Enclosure (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 Marine Corps League (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 1st, 2nd, & 3rd Place
- Category 2 - 51-100 Members 1st, 2nd, & 3rd Place
- Category 3 - 101 Members & Over 1st, 2nd, & 3rd 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 Balls – Parades – Veteran Days Activities – Memorial Day Activities
- Christmas Parties – Toys for Tots – VAVS Activities
- Youth Activities – Young Marines of the Marine Corps League – YPF – Boy Scouts
- School or Sports Activities – Respect for Flags Classes – Veteran’s Appreciation
- MCL Membership & 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.

2018 Administrative Procedures – Enclosure (2)

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2018 Administrative Procedures – Enclosure (3)

UNIFORM CODE MARINE CORPS LEAGUE REVISED AND RE-FORMATTED AT THE NATIONAL CONVENTION BUFFALO, NY EFFECTIVE 8/14/18

PREFACE

The guidance of this Uniform code is presented as a standard to establish uniformity and define appropriate wear of the Marine Corps League Uniform. 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

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**.

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. **MEDALS MAY BE OF THE WEARER'S CHOICE.**

C. Miniature Marine Corps League or Miniature Department of Defense Medals 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, 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.

2018 Administrative Procedures – Enclosure (3)

II. WEARING OF MINIATURE MEDALS

A. Miniature medals (MCL or DOD) may be worn only on the **FORMAL DRESS UNIFORM (Evening Dress Jacket or MCL Red Blazer when worn as an optional jacket on the Formal Dress Uniform.)**

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 for 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 the edge of the inside of the 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 medals 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 sufficient stiffness to support the weight of the medals.

B. When eleven (11) medals are worn, there will be five (5) medals on the top row, and six (6) medals on the bottom row. When there is an uneven number of medals, the rows 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 the Miniature medals by rows:

- One to ten (10) medals, one (1) row only
- Two medals, mounted side by side on a 1-5/16" (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 tired on rows as above.

2018 Administrative Procedures – Enclosure (3)

E. In case of Marine Corps League issued medals only; in lieu of the above prescribed overlapping mini-medals mounting, the commercially available mini-medal mounting bars, which display the mini-medals in rows of (4) or (5), when five (5), ten (10), fifteen (15) or twenty (20) are worn, or partial additional rows of one (1), two (2), or three (3) mini-medals, without overlapping, may be worn.

IV. SHOULDER PATCHES. Shoulder patches are worn on the undress uniform white aviator shirt, short sleeve or long sleeve, and the female white USMC style shirt **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") 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 a field of BLUE to the right (to the wearer's front.)

C. **AT THE WEARER'S CHOICE**; if a member is 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 1-1/2" below the shoulder seam. Only one patch can be worn on each sleeve.

D. NO Service or Unit patches are to be worn on the Marine Corps League Uniform.

V. MARINE CORPS LEAGUE COVER

A. The basic uniform of the Marine Corps League is the unique cover that identifies the members of the Marine Corps League. Because all other parts of the uniform that are designated in this enclosure are optional, the cover remains as the only consistent identifier for Marine Corps League members, which is why the cover is worn indoors at appropriate Marine Corps League functions. When Marine Corps League Members are wearing the appropriate cover, as listed below, they are considered in uniform. **NO OTHER TYPE OF COVER MAY BE WORN AT A MARINE CORPS LEAGUE FUNCTION OR MEETING.**

B. All members of the Marine Corps League are authorized to wear the RED COVER.

- Members Elected or Appointed at the Department Level are authorized to wear the RED COVER with a GOLD CROWN.
- Members Elected to a National Office or Appointed to a National Staff/Committee are authorized to wear GOLD COVERS.
- The National Commandant will wear a WHITE COVER.

C. The Past National Commandants and Honorary Past National Commandants are authorized to wear a GOLD COVER with WHITE CROWN.

- The Past Chief Devil Dogs and Honorary Chief Devil Dogs are authorized to wear a GOLD COVER with a BLACK CROWN.

2018 Administrative Procedures – Enclosure (3)

- Past National Vice Commandants of Divisions, Past National Directors, and Past National Directors of Young Marines are authorized to wear a GOLD COVER with a GOLD CROWN.

- Past Department Commandants and Past Pack Leaders are authorized to wear a RED COVER with a GOLD CROWN.

- Past Detachment Commandants and Past Pound Keepers are authorized to wear a RED COVER with a RED CROWN.

- All Past Officers listed above will identify their Past Office with a title strip or embroidery and will display the years that they held that office.

- With the exception of Past National Commandants, Honorary Past National Commandants, Past Chief Devil Dogs, and Honorary Chief Devil Dogs, they all will also display the organization where they held that office (i.e. Southeast Division, Department of Ohio, Chattanooga Detachment, etc.)

- Only the officers listed in this paragraph are authorized to retain the Cover for their previous office after they leave that office. All other members will revert back to the appropriate cover for the elected or appointed office currently held, and if any, removing the officer identification STRIP(S) for prior offices no longer held.

D. The only insignia authorized for wear on the Marine Corps League Covers is the 1-1/2" X 1-1/2" Anodized Solid Gold Color or Polished Brass Marine Corps Emblem (**Enlisted Style Only**) 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.** (See diagram Enclosure Three (3) Attachment 1-1.)

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 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"; and "ASSOCIATE MEMBERS UNIFORM" are approved uniforms of the Marine Corps League.

2018 Administrative Procedures – Enclosure (3)

NO variation(s) of the prescribed uniforms are authorized. In case of inclement weather (rain, snow, sleet, or cold) the local Detachment or Department Commandant may authorize appropriate outer wear to be worn over the Marine Corps League Uniform, **(ALL UNIFORMS AND CLOTHING "MUST" BE THE SAME)**. Proposed changes to the Uniform Code must be submitted through the Bylaws and Administrative Procedures amendment process.

VII. MARINE CORPS LEAGUE CREST

The metallic embroidered Marine Corps League Crest has clutch pins on the reverse and pins directly to the Red Blazer pocket, or may be worn on a plastic pocket sleeve, either glued or pinned to the plastic sleeve. The commercially sold pocket crest, with Marine Corps Emblem, Marine Corps League Seal permanently set into the plastic sleeve or embroidered Marine Corps League crest that is permanently embroidered on the pocket of the Red Blazer itself, may also be worn as optional wear.

VIII. LAPEL PINS

The following lapel pins may be worn only on the Red Blazer or 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 MAY BE WORN AT A TIME, WEARER'S CHOICE.)** Kennel Devil Dog of the Year Pin may be worn outboard of the National Marine of the Year. The Chapel of Four Chaplains, MCL Membership, or Retired Marine or Retired Navy 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 DOD. Whatever pins are approved for wear **ONLY TWO (2) PINS MAY BE WORN AT ANYTIME, WEARER'S CHOICE.** Only ONE (1) miniature ribbon of the individual's choice may be worn above the lapel pins on the Red Blazer or Evening Dress Jacket, provided miniature medals are not worn on the Evening Dress Jacket.

APPROVED LAPEL PINS

1. Past National Commandant Pin
2. National Marine of the Year Pin
3. Devil Dog of the Year Pin
4. Past Department or Past Detachment Commandant Pin
5. Chapel of Four Chaplains Pin
6. MCL Membership Pin
7. Retired Marine or Retired Navy Pin
8. Life Member Pin
9. Ordained Ministers or Chaplains Symbol Pin
10. United States Flag Pin (3/8" X 3/4" in size)

NOTE: There are many styles of most pins but only ONE (1) may be worn at a time.
The Crossed Flag Pin (US & USMC) is NOT ALLOWED.

2018 Administrative Procedures – Enclosure (3)

IX. NAME TAGS

A nametag may be worn on the UNDRESS UNIFORM (Short Sleeve White, Long Sleeve White or Women's USMC White Blouse) as optional wear. A nametag will **NOT BE WORN ON ANY OTHER UNIFORM.**

X. MEDALLIONS

The Marine of the Year (National, Division, Department or Detachment) Medallion and Ribbon; the Chapel of Four Chaplains (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the RED BLAZER CASUAL UNIFORM, RED BLAZER FORMAL UNIFORM, THE EVENING DRESS UNIFORM, OR THE UNDRESS UNIFORMS (MALE AND FEMALE). Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. NOTE – **MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**

XI. WHITE DUTY BELTS

A. White Duty Belts may be worn by a member while performing the duty as Sergeant-at-Arms or as a member of a Color Guard or Honor Guard, and only with the Undress Uniform Short Sleeve White or Long Sleeve White Shirt.

B. The Duty Belt should be the **Standard Plain White Cotton Web Belt (2-1/2")** with brass Marine Corps waist plate (3 1/2" x 2 1/2") (DRILL INSTRUCTOR STYLE) or **Standard Plain White Cotton Web Belt (2-1/2")** with Gold (in color) Marine Corps Buckle (3 1/2" x 2 1/2"), either highly shined brass or Hamilton gold plated anodized brass with the EGA. AN ASSOCIATE MEMBER MAY WEAR THIS BUCKLE WHILE PREFORMING THE DUTIES OF SERGEANT-AT-ARMS OR DURING AN HONOR GUARD DETAIL CEREMONY ONLY. **THE ASSOCIATE MEMBER MAY NOT WEAR THIS BUCKLE AT ANY OTHER TIME.**

UNIFORM MALE

UNDRESS LONG SLEEVE - MALE

- 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 the wings of the emblem parallel to the deck.
- Shoulder patches as authorized (Paragraph IV).

2018 Administrative Procedures – Enclosure (3)

- Marine Corps League ribbons or Department of Defense authorized ribbons, wings, badges, (MCL AND DOD RIBBONS CANNOT BE WORN TOGETHER: (NO MEDALS TO BE WORN ON THIS UNIFORM))
- The Marine of the Year (National, Division, Department or Detachment) Medallion and Ribbon; the Chapel of Four Chaplains (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the Undress Long Sleeve Uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.
NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)
- 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. PLAIN BLACK** with Marine Corps or Marine Corps League gold tie bar ENLISTED STYLE ONLY (no open collar).
- Trousers, Dress Blue (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 with square gold buckle with Marine Corps emblem (EGA); a ratcheting black leather belt with a gold Marine Corps emblem buckle (EGA); or a ratcheting black leather belt with a gold buckle with Marine Corps League logo may be worn instead of the Dress Blue trousers and khaki web belt.

UNDRESS - SHORT SLEEVE - MALE

The Short sleeve UNDRRESS uniform is the same in every way to the Long Sleeve UNDRRESS 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 WITH THE UNDRRESS SHORT SLEEVE SHIRT.
- The Marine of the Year (National, Division, Department or Detachment) Medallion and Ribbon; the Chapel of Four Chaplains (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the Undress Short Sleeve Uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.
NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)

CASUAL - RED BLAZER - MALE

- Standard Cover (Paragraph V)
- The Marine of the Year (National, Division, Department or Detachment) Medallion and Ribbon; the Chapel of Four Chaplains (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the Casual – Red Blazer Uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.

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NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)

- White shirt, plain collar (no button-down collars, **NO SUNBURST INSIGNIAS** on the collar).
- **TIE. PLAIN BLACK** with Marine Corps or Marine Corps League (ENLISTED STYLE) 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 (EGA) 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 (EGA) on square gold buckle. Also optional is a ratcheting black leather belt with a gold Marine Corps emblem buckle (EGA) or a ratcheting black leather belt with a gold buckle with Marine Corps League logo.

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 Casual Uniform - Red Blazer. Medals must be mounted on a single ribbon bar (PARAGRAPH III a.)

Sunburst insignias are **NOT** worn on the shirt collar and the Marine Corps **Dress Blue trousers are NOT WORN with the CASUAL RED BLAZER UNIFORM.**

FORMAL DRESS - MALE

- Standard Cover (Paragraph V) (RECOMMENDED not to be worn at indoor formal events / ceremonies.)
- The Marine of the Year (National, Division, Department or Detachment) Medallion and Ribbon; the Chapel of Four Chaplains (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the Formal Dress Uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**
- Military bow tie, black.
- White shirt, formal (Standard collar), **PLEATED FRONT - NO RUFFLES.**
- Gold cuff links with EGA and gold studs.
- Cummerbund, gold - OR - Gold vest front (only approved design.)
- Trousers, black tux, - OR - trousers, black, with black dress belt (a ratcheting black leather belt with a gold Marine Corps emblem buckle (EGA) or a ratcheting black leather belt with a gold buckle with Marine Corps League logo are an approved optional dress belt.)

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- 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 I, II and III and 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 Paragraphs I, II and III.

OPTIONAL: In addition to the Black Tuxedo Trousers worn with the Evening Dress Jacket, the wearer may opt to wear the Marine Corps Dress Blue Trousers with 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 - FEMALE

- Standard cover, Male or Female style with 1-1/2" x 1-1/2" (ENLISTED STYLE) anodized solid gold color or polished brass EGA (Paragraph V.)
- Devil Dog collar, if authorized (**OPTIONAL**).
- Nametag (optional) (Paragraph IX.)
- White Shirt, (to be Airline pilot style with two (2) pockets with button down flaps and shoulder epaulets or Women's White USMC Shirt.)
- 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 RIBBONS CANNOT BE WORN TOGETHER: (NO MEDALS TO BE WORN 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 on the AIRLINE PILOT STYLE WHITE SHIRT.
- **TIE. PLAIN BLACK** with Marine Corps gold (enlisted) or Marine Corps League gold tie bar or women's USMC black neck tab (no open collar.)
- Skirt, black, straight (length should be 1" to 2" below the knees} or trousers, black, dress, with the black leather belt and square gold buckle with EGA, or female dress blue trousers to match male uniform regulations, dress blue trousers with NCO red stripe with Marine Corps khaki web belt with web belt dress buckle.

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NOTE: Women's Dress Blue Trousers do not have belt loops and cannot be altered to have belt loops. When wearing the Female Dress Blue Trousers, you must wear the women's white USMC shirt (shirt is worn outside of the trousers.)

- When wearing the Male Dress Blue Trouser you must wear the men's white shirt as authorized under the male undress long sleeve regulations.
- Shoes, black oxford patent leather with trousers. patent leather flats or pumps with skirt. Heels for pumps will measure up to 2" in height.
- 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.
- The Marine of the Year (National, Division, Department or Detachment) Medallion and Ribbon; the Chapel of Four Chaplains (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the Undress Long Sleeve Uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.

NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)

UNDRESS - SHORT SLEEVE - FEMALE

The Short Sleeve UNDRRESS UNIFORM is the same in every way to the Long Sleeve UNDRRESS UNIFORM with the following exceptions:

- The shirt will be the same Airline pilot style. but Short Sleeve instead of Long Sleeve, or Women's USMC white blouse, style worn with Dress Blue Trousers.
- The Female USMC style white shirt can be worn with either Female Dress Blue Trousers or with black trousers, open collar.
- The Marine of the Year (National, Division, Department or Detachment) Medallion and Ribbon; the Chapel of Four Chaplains (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the Undress Short Sleeve Uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.

NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)

NOTE: THE MEN'S WHITE SHORT SLEEVE SHIRT CANNOT BE ALTERED TO WEAR ON THE OUTSIDE OF THE FEMALE DRESS BLUE TROUSERS.

CASUAL– RED BLAZER - FEMALE

- Standard cover, Male or Female style with 1-1/2" X 1-1/2" (ENLISTED STYLE) anodized gold color or polished brass EGA (Paragraph V.)

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- The Marine of the Year (National, Division, Department or Detachment) Medallion and Ribbon; the Chapel of Four Chaplains (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the Casual – Red Blazer Uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.
NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)
- White blouse, long or short sleeve plain collar (no button-down collars and no sunburst insignias on the collar.)
- **TIE. PLAIN BLACK** with Marine Corps Gold (Enlisted) or Marine Corps League Gold Tie Bar or Women's USMC Black Neck Tab.
- Red Blazer, {Male or Female Style} with two (2) Marine Corps League buttons on the front and three (3) Marine Corps League buttons on each sleeve cuff.
- Marine Corps League Crest (Paragraph VII) (optional).
- Lapel Pin(s) (Paragraph VIII) (optional).
- Skirt, black, straight (length should be 1" to 2" below the knees) or Trousers, black, dress, with black leather belt and square gold buckle with Marine Corps emblem (EGA) or a black dress belt. The ratcheting black leather belt with a gold Marine Corps emblem buckle (EGA) or a ratcheting black leather belt with a gold buckle with Marine Corps League logo are approved optional dress belts.)
- Shoes, Black Oxford Patent Leather with Trousers. Patent Leather Flats or Pumps with Skirt. Heels for Pumps will measure up to 2" in height.
- 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 (Paragraph IIIa.)
- 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 - FEMALE

- Standard Cover (Paragraph V) **NOT WORN AT INDOOR FORMAL EVENTS / CEREMONIES**
- The Marine of the Year (National, Division, Department or Detachment) Medallion and Ribbon; the Chapel of Four Chaplains (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the Formal Dress Uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.
NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)
- White Shirt, formal (standard collar) pleated front. **NO RUFFLES.**
- Gold cuff links with EGA and gold studs.
- Tie, Women's USMC black neck tab.
- Cummerbund, Gold or Gold Vest front (only approved design).

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- Skirt, Long Women's USMC Evening Dress Uniform Skirt or Women's Tuxedo Skirt, Black Straight Ankle Length with slit on left side, no higher than bottom of knee cap.
- Skirt - Short Black Straight (Length should be 1" to 2" below the knees) When wearing this Skirt, it is to be worn with the Red Blazer, White Shirt, Tie, Plain Black with Marine Corps Gold (Enlisted) or Marine Corps League Gold Tie Bar or Women's USMC Black Neck Tab.
- Marine Corps League Red Evening Dress Jacket, with Marine Corps League Buttons, Gold Waist Chain and Sunburst Collar Devices at locating Holes in the Jacket Collar. The Red Blazer may be worn as an option to the Red Evening Dress Jacket with the Formal Dress Uniform.
- Lapel Pin(s) (optional) (Paragraph III).
- Shoes, Black Oxford Patent Leather with Trousers.
Patent Leather Flats or Pumps with Skirt.
Heels for Pumps will measure up to 2" in Height.
- 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: If the Red Blazer is worn as an option to the Red Dress Evening Jacket, the following applies:

- The Marine Corps League Crest is optional (Paragraph VII).
- Miniature medals may be worn per Paragraph I, II and III.

OPTIONAL: In addition to the Long Black Evening Skirt, the Black Dress Trousers may be worn with the Evening Dress Jacket. The Wearer may opt to wear Marine Corps Dress Blue Trousers with NCO Red Stripe. The wearer must wear Military Black Bow Tie in place of the Female USMC Black Neck Tab. (Men's Formal Dress)

NOTE: THE MARINE CORPS DRESS BLUE TROUSERS, OR THE WOMEN'S DRESS BLUE TROUSERS WILL NOT BE WORN WITH THE RED BLAZER AT ANY TIME.

ASSOCIATE MEMBERS UNIFORM

The Uniform Code for both male and female applies to all ASSOCIATE MEMBERS with the following exceptions:

- The Associate member is to wear the Marine Corps League sunburst insignia in lieu of the Marine Corps Emblem on their 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.

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- Marine Corps Dress Blue Trousers may be worn, but without the NCO Red Stripe.

CEREMONIAL UNIFORMS

NOTE: There is not a unique Ceremonial Uniform following action at the 2009 National Convention. Whenever Ceremonial Functions are preformed, the Uniform will be the **UNDRESS UNIFORM** (either Short Sleeve or Long Sleeve) or the **CASUAL UNIFORM** as determined by the jurisdictional Commandant, and weather conditions

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LETTERING:

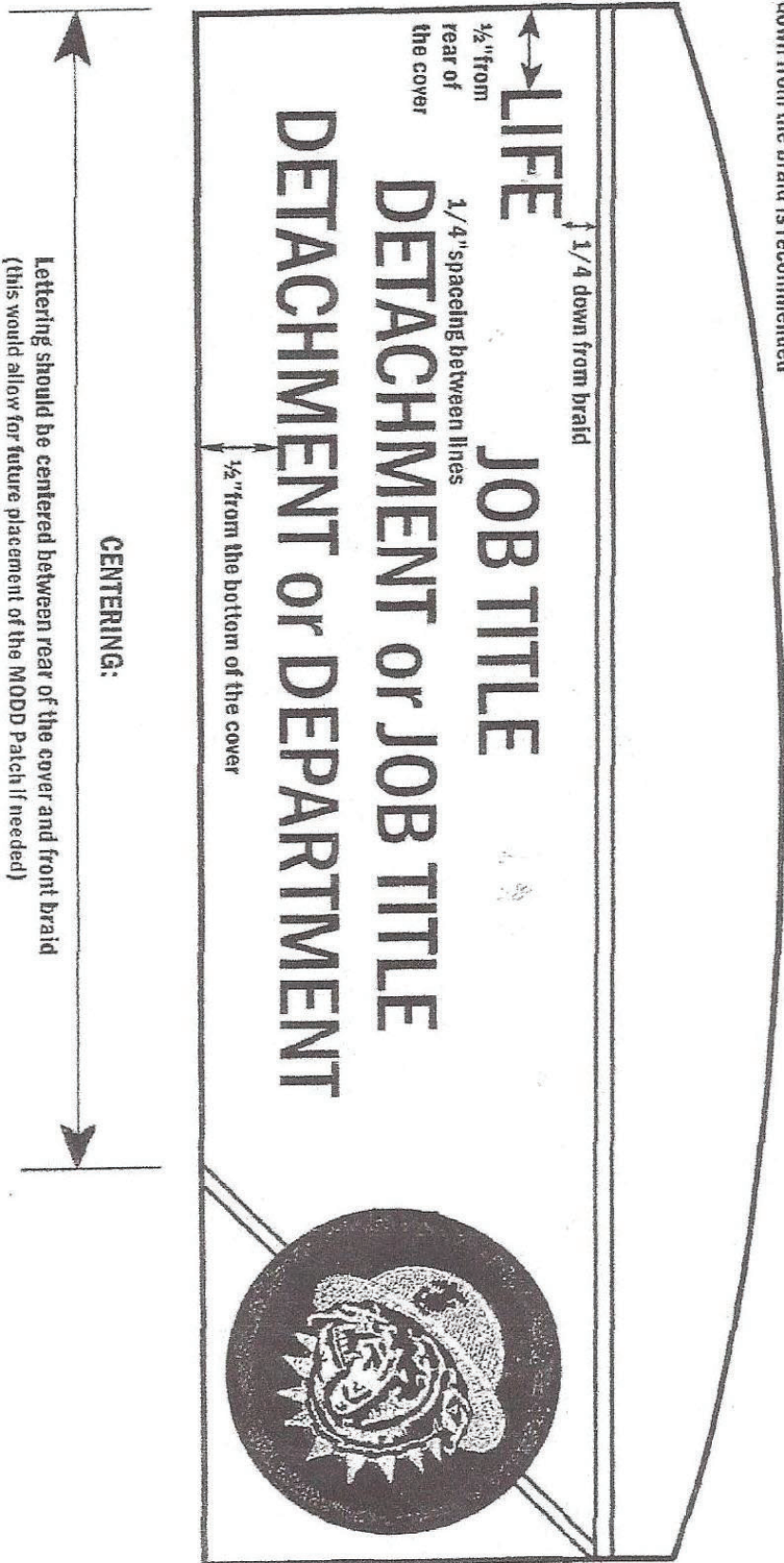
Lettering should be 3/8" in height with 1/4 spacing between lines. Maximum of 3 lines can be used, all lettering should be in CAPITALS. Bottom line has three options: DETACHMENT or DEPARTMENT or LOCATION (e.g. CITY, STATE or COUNTY, STATE).

FONT

FRANKLIN GOTHIC MEDIUM CONDENSED
This is a font to be 3/8" in height and all CAPITALS, this font allows the use of longer words and names.

LIFE:

Can either be in the form of a NAME STRIP or DIRECT EMBROIDERY. If the word LIFE is used it is placed as show. For neatness 1/2" from the rear of the cover and 1/4" down from the braid is recommended



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MARINE CORPS LEAGUE AWARDS

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 60th Convention Medal (see NOTE 2)
31. Department of New Hampshire 60th Convention Medal (see NOTE 2)
32. Department of Oregon 60th Convention Medal (see NOTE 2)
33. Department of New York 75th Convention Medal (see NOTE 2)
34. State Commendation Medal (individual States' award) (NON-MCL)

Order of Precedence (Miniature 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
8. National Recruiter - Silver
7. National Recruiter - Bronze
8. Past National Commandants Medal

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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 (see NOTE 2)
39. 60th Department of Washington Convention Medal (see NOTE 2)
40. 75th Department of Pennsylvania Convention Medal (see NOTE 2)
41. State Commendation Medal (NON-MCL)

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 White
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

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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. Ceremonial Guard Ribbon
29. Kennel Dog of the Year
39. Chief Devil Dogs Meritorious Commendation (Individual)
40. Pack Dog of the Year
41. Pack Leaders Meritorious Commendation (Individual)
42. Pound Dog of the Year
43. Pound Keepers Meritorious Commendation (Individual)
44. Past Chief Devil Dogs Ribbon
45. Past Pack Leader Ribbon
46. Past Pound Keeper Ribbon
47. Marine Corps League Ribbon (Membership)
48. 50th Nat'l Convention Ribbon (Elected/Appointed/Selected) Silver
49. 50th Nat'l Convention Ribbon (Those in attendance) Bronze
50. 75th National Convention Ribbon (Elected & Selected - Gold
51. 75th National Convention Ribbon (Those in Attendance) - Silver
52. 50th Department of California Convention Ribbon (see NOTE 2)
53. 50th Department of Illinois Convention Ribbon (see NOTE 2)
54. 50th Department of Pennsylvania Convention Ribbon (see NOTE 2)
55. 50th Department of Wisconsin Convention Ribbon (see NOTE 2)
56. 50th Department of Virginia Convention Ribbon (see NOTE 2)
57. 50th Department of Michigan Convention Ribbon (see NOTE 2)
58. 50th Department of Missouri Convention Ribbon (see NOTE 2)
59. 50th Department of Florida Convention Ribbon (see NOTE 2)
60. 50th Department of Ohio Convention Ribbon (see NOTE 2)
61. 60th Department of Oregon Convention Ribbon (see NOTE 2)
62. 75th Department of New Jersey Convention Ribbon (see NOTE 2)
63. 60th Department of New Hampshire Convention Ribbon (see NOTE 2)
64. 75th Department of New York Convention Ribbon (see NOTE 2)
65. 75th Department of California Convention Ribbon (see NOTE 2)
66. 60th Department of Washington Convention Ribbon (see NOTE 2)
67. 75th Department of Pennsylvania Convention Ribbon (see NOTE 2)
68. State Commendation Ribbon (individual States' award) (NON-MCL)

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DESCRIPTION OF MEDALS, RIBBONS, AWARDS, AND WHO MAY AUTHORIZE

1. National Marine of the Year Ribbon

The National Marine of the Year Ribbon is 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 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)

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.

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)

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

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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

5. National, Division, Department, and Detachment Marine of the Year Medallion

The Marine Corps League authorizes the creation of a "Marine of the Year" medallion for National, 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- National Medallion: Standard Marine-of-the-Year Medallion
Medallion Ribbon: White
Ribbon: White with narrow gold stripe on right and left edge with FMF Device
Awarded By: President, National Marine of the Year Society

B- Division Medallion: Standard Marine of the Year medallion
Medallion Ribbon: Gold
Ribbon: Gold with FMF device
Awarded By: Division Vice Commandant

C- Department Medallion: Standard Marine of the Year medallion
Medallion Ribbon: Scarlet and Gold
Ribbon: Scarlet and Gold with FMF device
Awarded By: Department Commandant

D - Detachment Medallion: Standard Marine of the Year medallion
Medallion Ribbon: Scarlet
Ribbon: Scarlet with FMF device
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

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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.

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

11. National Staff Medal (Elected)

Medal: Silver
Ribbon: Gold and white stripe

To be worn by present and past elected National Officers

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

13. Department Commandant Medal (Commandant Samuel Nicholas)

Medal: Bronze
Ribbon: Red and gold stripe

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To be worn by present and past elected Department Commandant

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

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

16. **Department Recruiter Medal - Silver**

Medal: Silver
Ribbon: Green, Gold, Green
Awarded By: Department Commandant
Awarded To: Department Recruiter(s) of the Year

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

18. **Detachment Staff Medal (Elected)**

Medal: Silver
Ribbon: Blue, White, Red, White, Blue

To be worn by present and past elected Detachment Officers

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

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.

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

2018 Administrative Procedures – Enclosure (4)

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.

24. **State Commendation Medal**

Medal: Bronze/Silver
Ribbon: Depends on individual State awarding
Awarded By: States' Governor and/or Adjutant General

25. **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.

26. **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.

27. **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

28. **Pack Dog of the Year** (See Section 417 of the MODD Bylaws)

Medal: Bronze Cross on Red Ribbon with small Devil Dog affixed
Ribbon: Red with small Devil Dog affixed

29. **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

30. **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

2018 Administrative Procedures – Enclosure (4)

COMMENDATION AWARDS

1. Marine Corps League Community/VAVS Service (Nat'l./Div./Dept./Detachment)

Ribbon:	Green, Yellow, Green	(See NOTE 1)
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.

2. 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: Has demonstrated exemplary service above and beyond the service activities performed by the unit of which the cadet is a member, or 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 Has successfully completed the Marine Corps League's Youth Physical Fitness Test with the minimum score outlined in the official program. (See the MCL Web Site for details.)

3. Marine Corps League Community Service (Scout Leader)

Ribbon:	Green, Yellow, Green
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Authorized for wear by a Scout Leader currently engaged in Scouting.

4. 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.

2018 Administrative Procedures – Enclosure (4)

5. 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/National Division Vice Commandant National Awards Committee
Department Award Approval: Department/National Division Vice Commandant
National Award Approval: National Awards Committee/National Commandant

6. 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/ National 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

7. 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

8. Ceremonial Guard Ribbon (See NOTE 1)

Ribbon: Thin White, Blue, Red, Blue, Thin White
Awarded By: National, Department, or Detachment Commandant
Recommended By: Ceremonial Guard Commander
Criteria for Award: Must participate in 10 events for each award. Events include Color Guard, Funeral/Honor Detail, Rifle Detail or Marching Squad. Just walking or riding on a float in a parade does not qualify unless it is part of a specific detail or program such as a Marching Unit. This Award is retroactive to 1 January 2010 for all individuals who have met the qualifications for the Award.

9. 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

2018 Administrative Procedures – Enclosure (4)

10. **Pack Leaders Meritorious Commendation (Individual)** (See NOTE 1)
Ribbon: Green, Yellow, Green, Red
Awarded By: Pack Leader
11. **Pound Keepers Meritorious Commendation (Individual)** (See NOTE 1)
Ribbon: Blue, White, Red, Gold
Awarded By: Pound Keeper

CERTIFICATES

1. **Distinguished Citizen Award Certificate**

The only notation on the bottom left corner will be "Authorized to Wear - Gold (Silver or Bronze)

2. **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.

3. **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.

4. **Certificate of Appreciation (For Displaying the United States Flag)**

This award may be presented by the National, Department or Detachment Commandant.

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.

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"ESPRIT 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 resenting 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.

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 Chief Operating Officer
Marine Corps League
3619 Jefferson Davis Highway
Suite 115
Stafford, Virginia 22554

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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 Chief Operating Officer
Marine Corps League
3619 Jefferson Davis Highway
Suite 115
Stafford, Virginia 22554

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.

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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.

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.

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 1st 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 1 July 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.

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NATIONAL JUNIOR VICE COMMANDANT'S AWARDS

1. 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.

2. 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.

(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, 2nd and 3rd place.

(4) Detachment Membership from 201 plus, three (3) plaques; 1st, 2nd and 3rd place.

(5) Department - three (3) plaques; 1st, 2nd and 3rd place.

(6) Division - three (3) plaques; 1st, 2nd, and 3rd place.

3. INDIVIDUAL MEMBERSHIP RECRUITING AWARDS

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. Recruiting Awards will be issued as follows:

(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.

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(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 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.

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.

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.

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.

2018 Administrative Procedures – Enclosure (4)

(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.

2018 Administrative Procedures – Enclosure (4)

MARINE CORPS LEAGUE AWARDS

Date _____

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 XX, (National Bylaws and Administrative Procedures) by recruiting five (5) or more new members between 1 July and 30 June.

Detachment _____ Number _____

Department _____ Division _____

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 by 10 July each year.

Mail to:

National Junior Vice Commandant

3619 Jefferson Davis Highway, Suite 115

Stafford, VA 22554

Or e-mail to: info@mcleague.org Attn: "National Junior Vice Commandant"

If more forms are needed, this form may be reproduced.

*NATIONAL MARINE CORPS LEAGUE
AWARD RECOMMENDATION FORM*

National Award Criteria: When submitting a request for a National award, the request must include all the information regarding what the person has accomplished, while serving in the capacity as a Marine Corps League member, a member of a subsidiary/subordinate unit or person(s) whom exemplify the principles and purposes to which the Marine Corps League was founded.
Award recommendations must be legible. A blank second sheet in typewritten form is recommended, preferably in at least 12 point times new roman, as a continuation of the award recommendation.
The request must be accompanied by the required endorsements. Without the proper endorsements, the request will be denied and returned to the submitter.
Note: All requests for National Awards must be submitted directly to: Chairman, National Awards Committee at the address listed on the National Roster.

From: Name and Title, if any	To: National Commandant	Via: (1) Department Commandant (2) National Division Vice Commandant (3) National Awards and Citations Committee
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A. Awardee Information

1. Name of Awardee or (Proposed New or Change to existing Award)	2. Detachment Name and Number	3. Dept
4. Awardee is a/an (Please check one) <input type="checkbox"/> Regular Member <input type="checkbox"/> Associate Member <input type="checkbox"/> Other If other, specify _____ <i>(Auxiliary, Young Marine, JROTC, etc.)</i>		5. Membership ID
6. Type of Award	7. Anniversary Ribbon chartered _____ <i>(day) (month) (year)</i>	

8. Justification for Award (Use a blank sheet to continue.):

B. Authorization

(1 st Endorsement) Recommendation for _____ <p style="text-align: center; font-size: small;">Recipients Name</p>	(2 nd Endorsement) Recommendation for _____ <p style="text-align: center; font-size: small;">Recipients Name</p>
(Please check one) Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	(Please check one) Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>
Signature: Department Commandant Department Date	Signature: National Division Vice Commandant Division Date

C. Committee Use Only

From: National Awards and Citations Committee

Subject: Award

Recommendation for _____ We, the National Awards and Citations Committee hereby:

Recipients Name

Approve Disapprove _____ to _____ receiving of this award in accordance with

Recipients Name

the National Bylaws and Administrative Procedures as set forth in Enclosure Four (4).

_____ _____ _____
 Chairman _____ Date

(If disapproved) recommendation for the recipient to receive _____

Instructions:

A.1. Name of Awardee. If this is a Proposed Change to an existing award or a proposal of a new award, so specify and skip blocks 2-5.

- Identify the name of the existing award or identify the name of proposed award in block 6.
- Skip block 7.

A.2. Self-explanatory. If block 4 will be other, provide unit information.

A.3. Self-explanatory.

A.4. Self-explanatory.

A.5. For Identification purposes of Regular and Associate Members only. Failure to provide will not prevent the processing of this award recommendation.

A.6. Name of the existing award or if this is a proposed new award, designated name.

A.7. If this is an anniversary, skip blocks 1-5. Request must be submitted within a time-frame that will permit the Awards and Citations Committee to review the medal and ribbon color scheme.

- Identify anniversary year in block 6, (eg. 75th Anniversary)
- Provide chartered day, month, year in block 7.
- Provide justification in block 8 or attached blank sheet. Identify color scheme of ribbon and design of medal, if any.

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 Convention to *only those who attended*.

A.8. Self-explanatory.

B. Endorsements of Department Commandant and National Division Vice Commandants. Request will be denied and sent back to submitter if not provided.

- Detachment Commandant forward to your Department Commandant
- Department Commandant forward to your Division Vice Commandant
- Division Vice Commandant forward to the Chairman, National Awards Committee

C. Committee Use Only

2018 Administrative Procedures – Enclosure (4)

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Marine Corps League

REPORT OF OFFICER INSTALLATION



FROM:	DETACHMENT NAME	DETACHMENT #	DEPARTMENT OF

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		() _____		
WEB SERGEANT		() _____		
		() _____		

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

2018 Administrative Procedures – Enclosure (5)

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MARINE CORPS LEAGUE

MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM

FROM: Adjutant/Paymaster of _____

Detachment # _____

TO: National Adjutant/Paymaster, 3619 Jefferson Davis Hwy Suite 115 Stafford VA 22554

VIA: Department Paymaster

Date _____

PLEASE READ CAREFULLY

1. PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.
2. Enclose separate dues payment checks; one (1) payable to National HQ, MCL, Inc. and one (1) payable to your Department
3. Include Date of Birth for all NEW applicants (mandatory for PLMs).
4. Utilize two entries (Old and New) to change a member's address or to correct or change a member's name (COA Code).
5. STAPLE ORIGINAL-SIGNED APPLICATION FORMS TO TOP COPY (applications cannot be accepted without attached application forms).
6. Detach and retain bottom copy – Forward balance to Department
Department – retain bottom copy and forward balance to National HQ

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 NUMBER		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 NUMBER		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
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PLM #	STREET ADDRESS (or PO BOX #)			CITY	ST ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH

NATIONAL DUES ONLY

R	__Renewal @20.00	Check # _____	\$ 0.00
N	__New Member @ 25.00		0.00
RAM	__Renewal Associate@20.00		0.00
NAM	__New Associate @25.00		0.00
RDM	__Renewal Dual @20.00		0.00
NDM	__New Dual @25.00		0.00
N*	__ March 1st-August 30th @15.00		0.00
NAM*	__ March 1st-August 30th @15.00		0.00
NDM*	__ March 1st-August 30th @15.00		0.00

Life Member by age:

L	__35 and under @ 500	0.00
L	__36 to 50 @ 400	0.00
L	__51 to 64 @ 300	0.00
L	__65 and over @ 200	0.00

National Dues \$ 0.00

Department Dues

Check # _____

Total \$ _____

Received at Department

Date: _____

Received at National HQ
(Date/Time Stamp)

T=Transfer
HAD=Honorary Active Duty
H=Honorary
COAN=Change of Address(NEW)
COAO=Change of Address (OLD)

SIGNED DETACHMENT ADJUTANT / PAYMASTER

PRINTED NAME		
ADDRESS		
CITY	ST	ZIP + 4
DEPARTMENT PAYMASTER NAME		
EMAIL	PHONE NUMBER	

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*For members who join between March 1st and August 30th of each year.

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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 / /

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

_____. The deceased is survived by _____
(Date) *(Relation's Name)*

_____ who resides at: _____
(Relationship)

Street _____

City _____ State _____ Zip _____

Membership No. _____ PLM No. _____ Detachment No. _____

Comments:



Submitted By: _____

Date: _____

Title: _____

Street: _____

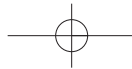
City: _____ State _____ Zip _____

(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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