

# MARINE CORPS LEAGUE PROGRAM FOR PROFESSIONAL DEVELOPMENT



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# Marine Corps League Program For Professional Development Lesson Plan 1



# INDEX OF LESSON PLAN 1

## I. Welcome to Program

A) Ten Principles of Leadership

B) Mission Statement

C) Duties of Appointed Officers

Sgt at Arms

V.A.V.S (Veterans Affairs Voluntary Service)

Public Relations Officer

Web Sgt

Chaplain

Adjutant

Paymaster

Adjutant/Paymaster

# Welcome

The Training staff would like to thank all of you for your interest in improving the efficiency of the Marine Corps League. We understand that your time is valuable and we appreciate the effort you have put forth to attend this activity.

We will strive to make this as informative as possible and to make you feel that this was time well spent.

## Purpose of the Professional Development Program

- a. To expose new members to the scope of the League; to make them knowledgeable and productive members.
- b. For the old Salts to bring them up to date on changes in the League, and remind them of the details of the league to help them to be better prepared to advance to Leadership in the Departments and above.

## TEN PRINCIPLES OF LEADERSHIP

1. Have a vision and develop a strong sense of where you want to take the Detachment. Develop goals along the way so you can measure progress and share the achievements with the membership.
2. Build a consensus. You must invest time in articulating the vision for the Detachment. It must be a Detachment vision because if it's your vision and you leave office, the vision leaves with you. This is the important part of building consensus. You must continue talking about the vision from many different aspects until everyone understands it in their own way.

3. Be confident in your Leadership skills and have a strong belief in your chartered direction. There is no need to develop an opposition. If your vision is shared, it should motivate everyone so you don't have to make enemies in order to motivate the membership. Achieve the vision because it is the right thing to do.
4. Allow time to achieve your goals. It will not come about overnight or all at once. Be satisfied with measurable progress toward the goal. If your vision is right; if your message is received, the means will present themselves in time.
5. You will not achieve all of the goals that are set on your watch, that's OK. After all, it's not about you, but about us!



6. Your membership is trying to do the right thing. Assume this is true for all of your members, regardless of standing within the Detachment. If they seem misguided, discover whether or not they understand the mission. Often, they just need a bit more guidance. That's what leaders are for...
7. Allow for human failure. In everything that we do there will be setbacks associated with human error. The majority of these errors will be errors of omission rather than errors of commission. Giving someone a second chance will never hurt you, and will often help.
8. It's our Detachment, yours and mine, and everyone should be held accountable to meet the expected expectations. Meeting expectations is a two-way contract. This is the only way an all volunteer organization such as the Marine Corps League will work over the long term.

9. Empower your members, give clear guidance and intent and let your people do what they do best! Write good policy, and then drive execution to the lowest levels practicable. You will be amazed at the results.
  
10. Embrace change, but protect your culture as a Marine and the ethos that makes us what we are. Change is how we grow, how we stay sharp, how we deliver what the membership needs. Don't fight it, but control its direction by articulating your vision. Remember you don't have to do it all at once. In embracing change however, do not abandon things that truly make us who and what we are.

## LEADERSHIP PRINCIPLES

- Be technically and tactically proficient: Before you can lead, you must be able to do the job. As a Marine Corps League Officer, you must be able to demonstrate ability to accomplish your mission; to do this you must be able to answer questions and demonstrate competence in your position.
- Respect is the reward of the Marine Corps League Officer who shows competence. Tactical and Technical competence can be learned by attending Leadership Schools, reading and becoming acquainted with the Bylaws, enclosures and Administrative Procedures and from on the job training. To develop this leadership principle of being technically and tactically proficient, you should:
  - Seek a well-rounded education by attending all of the Leadership Schools that are provided by the Detachment, Department or Division. You can also do independent

reading and researching through the different manuals that are provided; Roberts Rules of Order, The Uniform Manual, Public Relations and most especially, the Bylaws, Enclosures and the Administrative Procedures. Seek out and associate with capable leaders, observe and study their actions.

- Seek opportunities to apply knowledge through exercise of command. Good leadership is acquired only through practice.
- Prepare yourself for the job of leader at the next higher office.
- Know yourself and seek self improvement, this principle of leadership should be developed by the use of leadership traits. Do self-evaluations to determine your strengths and weaknesses. You should work hard to strengthen your weaknesses and use your strengths to their fullest capabilities.
- With knowledge of yourself and your knowledge of group

behavior, you can determine the best way to deal with any given situation. In dealing with membership in certain situations, you may have to be firm, however in many scenarios you may have to use the Big Brother approach. . . . But you must keep one thing in mind . . . you are dealing with VOLUNTEERS.

- In your capacity as a Detachment officer, do not hesitate to ask for advice from those that have been there and done that . . . It will show that you have not put yourself above them.
- Make an honest evaluation of yourself to determine your strong qualities and your weak points.
- Strive to overcome any deficiencies that you may have.
- Seek the honest opinions of your friends and superiors to show you how to improve your leadership abilities.
- Learn by studying the cause for failure or success of other leaders.

- Develop a genuine interest in people and acquire the human touch.
- Master the art of effective writing and speech.
- Have a definite goal for the Detachment and a plan to attain it.
- Know your members and look out for their welfare. This is extremely important. Know your members' capabilities. You do not want to assign someone to a committee chair if he/she is nervous and cannot work without supervision
- Remember, all members are to be treated the same whether they are the most active or only come around once in a while. If you show the same concern for all of your members, you will over time earn their respect and loyalty.
- Be approachable; let the members see you in action.
- Put your member's welfare before your own.
- Encourage individual development.
- Keep your members informed. Marines by nature are inquisitive.

- By keeping members informed, you are promoting efficiency and morale.
- You should promote initiative, enthusiasm, loyalty and convictions.
- Be alert to stop the spread
- Set the example: All too often as a Marine Corps Leaguer progresses through the ranks, he/she develops an attitude of “Do as I say, not as I do”.
- Show your members that you are willing to do the same things that you ask them to do. Be out front!
- Be well groomed and in the proper uniform. Insist that your members are too. Be the Shining Example.
- Maintain an optimistic outlook.
- Always conduct yourself so that your personal habits are not open to criticism.
- By your performance, develop the thought within your membership that you are the best Officer for the position that you hold.

- Delegate authority and avoid over supervision in order to develop leadership among subordinates.

## TO BE SUCCESSFUL:

You must be tolerant and be able to accept different personalities. You must respect the opinion of your members and never lose sight of the fact that these members are VOLUNTEERS!!!

You must also accept being in the minority at times. You must try to envision the perception of others.

WHAT YOU SAY TO THEM AND HOW YOU SAY IT, IS IMPORTANT! What may seem innocent and harmless to you may be perceived by others as Hurtful and Calculating.

LISTEN, LISTEN, LISTEN!



Understand the true meaning of argue and offer reasons to DISPUTE and DISCUSS and always accept the MAJORITY RULE. You don't have to like it, but you do have to accept it.

## LEADERSHIP PRINCIPLES

What is best for the Detachment is usually reflected by a MAJORITY VOTE.

Keep your meetings moving and keep the idle chatter to a minimum. You should follow an agenda and stay on course. You should also have a monthly Staff Meeting and make them open to the membership.

The Bar is CLOSED and the Smoking Lamp is OUT! There is nothing in the Bylaws to cover this except, COMMON SENSE.

If You Have Intentions To Become Part Of The Leadership, You Must Read The Bylaws & The Administrative Procedures and

develop a working knowledge of same.

**ONCE ELECTED:**

1. Lead within the scope of your authority.
2. Understand your limits.
3. Make only the decisions that you are permitted to make.
4. Accept the tasks that are assigned and exercise self-initiative tasks.
5. Understand the Chain of Command and know where you stand within the Chain.
6. Keep everyone in the chain informed.

# COMMUNICATION IS THE KEY TO SUCCESS

- U** Understand your role within the Chain of Command.
- S** Stay within your scope of leadership and Delegate Tasks. Stay out of the way and Let them do their job.
- M** Manage your time efficiently so you can be effective.
- C** Communication is the key to your success or failure.

DO NOT HESITATE TO DISSEMINATE

## **REGULATIONS GOVERNING LEAGUE**

- As a 501 c (4) we are a charity much like the concept of United Way, Red Cross or other major mainstream charities, but volunteers, not paid staffers, man our local offices. Our charity has a stated purpose.

“The League is classified as a Veterans military service organization and was formed for the purposes of promoting the interests of the U. S. Marine Corps, to provide camaraderie and assistance to Marines, as well as to their widows and orphans and to preserve the traditions of the U. S. Marine Corps. It is a not for profit organization within the provisions of Internal Revenue Service Code 501 (c) (4), with a special group exemption letter which allows for contributions to the Marine Corps League, its Auxiliary and subsidiary units to be tax deductible by the donor.”

**WITH THIS, THERE ARE CERTAIN RULES OF CONDUCT.**

## **MISSION STATEMENT**

Members of the Marine Corps League join together in camaraderie and fellowship for the purpose of preserving the traditions and promoting the interests of the United States Marine Corps. This is accomplished by banding together those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service; voluntarily aiding and rendering assistance to all Marines, Marine Veterans and to their widows and orphans, and by perpetuating the history of the United States Marine Corps through fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

## **PURPOSES OF THE MARINE CORPS LEAGUE**

- To preserve the traditions, promote the interest and perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of the historical occasions of particular interest to Marines.
- To band those who are now serving the United States Marine Corps and those who have been honorably discharged from the U.S. Marine Corps together in fellowship from that service; that they may effectively promote the ideals of American freedom and democracy.

## **Purposes of the Marine Corps League**

- To fit its members for the duties of citizenship and to encourage them to serve ably as citizens as they have served our Nation under arms.
- To hold sacred the memory and history of the men and women who have given their lives to the Nation.
- To foster a love for the Principles which they have supported by blood and valor since the founding of the Republic.
- To maintain true allegiance to American institutions.

# **DETACHMENT**

To aid voluntarily and to render assistance to all Marines, uniformed and civilian, as well as their widows and orphans. It is the duty and responsibility of the Commandant to promulgate the concept of the League. While every Detachment is concerned and interested in developing its membership and programs, and wanting to take honors for being the best and most uniquely qualified Detachment in the League, there is a larger responsibility to all Marines and all Leaguers. Every Commandant needs to be aware of areas where Marines live, where meeting locations are not conducive to participation by these Marines, and/or where there are enough Marines to generate interest in the Marine Corps League organization.



## Detachment

The Commandant and Detachment members have an obligation to fellow Marines to assist in developing a Detachment to benefit these Marines. Information in a later section describes the steps for starting a new Detachment, but every new Detachment needs the help and support of existing Detachments. The important issue is bringing Marines, new members to the League.

# **DETACHMENT OFFICER DUTIES**

## **DISCUSSION OF OFFICER DUTIES**

The following information is provided to assist Detachments in the selection of officers, assisting members in determining their interest and capability in an office, and to provide an outline of possible job functions that can be carried out by each officer – what the Board of Trustees and members should expect from the incumbents of each office.

There are some duties that are specifically required for each Officer. However, there are also some functions that may be optional or delegated based on individual capabilities. Keeping in mind the section on Functions and Objectives of the Detachment, some leadership requirements are to be determined by the Detachment in consideration of plans and capabilities.

## **FORMING A NEW DETACHMENT**

A temporary Commandant, Adjutant and Paymaster are selected by the members of the Detachment to act as their respective officers, with the cooperation of all the members to secure new members before the date set for the closing of the charter application when the permanent staff of Detachment Officers will be elected. Subsequent elections may be held in accordance with the National Bylaws and Administrative procedures.

## **Detachment Officer Duties**

### **Discussion of Officer Duties**

A general comment can be made regarding all Detachment offices.

Ability and willingness to serve is a major factor for consideration of any office. Second, every office is important and will require time and commitment to minimally meet the needs of the Detachment.

Members should consider the time and commitment required when deciding whether to accept an officer's position; factors of work, family life and other outside pressures have to be accounted for before a commitment can really be made. Qualified officer candidates will not generally possess all of the characteristics, traits and skills that are useful to a particular office.

## **Detachment Officer Duties**

### **Discussion of Officer Duties**

The listing that follows describes attributes that may be desirable. Each candidate and each Detachment should decide those talents that are of importance to the genre of the Detachment and which characteristics can be acquired through training/education. Provide additional visibility to the Detachment and its programs.

**APPOINTED**  
**DETACHMENT OFFICERS**

**DUTIES OF OFFICERS**  
**SGT-AT- ARMS**

Uniforms (Enclosure 3 National Bylaws)

Membership Cards

Membership expiration

Setting the meeting facility and securing the accoutrements of detachments.

Maintains order at Meetings

## **Detachment Sgt-at-Arms**

The SA is the first contact with members and guests at the hatch.

By allowing those out of uniform to proceed without correction or guest not immediately assigned an escort and is reporting “all present are qualified to remain” has failed in their responsibility to the Detachment.

Shall preserve order at all meetings and perform such other duties as are required by the Detachment Commandant. Also will fulfill all duties prescribed in the Marine Corps League Ritual.

## Detachment Sgt-at-Arms

### **Maintain Order At Meetings:**

The Sergeant-at-Arms (SA) is required to maintain order at meetings in conjunction with the presiding officer. The SA should assure that there is no extraneous talking or activity, which is disruptive to the meeting or subjects being discussed. By initiative or direction, the SA may be required to caution and/or remove any disruptive persons or other factors during the course of a meeting. The SA needs to be assertive, yet courteous, in maintaining order. In most instances, a simple and quiet reminder to those who may be disruptive is sufficient.



## **Detachment Sgt-at-Arms**

### **Clean Up Of Meeting Area**

It is the Sergeant-at-Arms' (SA) responsibility to make sure that any necessary clean up and policing following a meeting is done properly. If such clean up is required, the SA may designate members to the task and take responsibility for leaving the facilities in the proper manner.

### **Respond To Instruction From The Commandant:**

#### **Abide By The Ritual of Office:**

The Sergeant-at-Arms (SA) has a participation role in meetings, as prescribed by the Ritual, and other defined job descriptions. The SA should be familiar with all elements of the opening and closing ceremony that require his/her participation

and/or leadership.

Other duties of the Sergeant-at-Arms may include: Providing storage of physical items between meetings that include, but are not limited to, flags, Bible, lectern, audio/visual equipment and other, as may be directed by the Commandant.

- Participation on the Detachment membership committee
- Advisor to Commandant and/or Board of Trustees on potential problems
- Assistance to Commandant and Judge Advocate on problem issues
- Providing sign in sheets for guests and members attending meeting
- Assistance to Paymaster as needed, particularly where cash transactions are involved

- May be designated as the "Color Guard Commander" for parades and ceremonies
- May be assigned to coordinate ceremonial honor guards, rifle squads and joint Color Guard activities.

### **Summary:**

The Sergeant-at-Arms (SA) plays a key role in the orderly conduct of meetings beginning with the physical set-up, assuring that items required for the meeting are on hand and assisting with maintaining order during the meeting. The SA also can help set the "tone" of the meeting by making sure guests and new members are properly introduced and made to feel comfortable before, during and after the meeting. The SA also assists with membership by providing applications to prospects (and selling them on the Detachment and the League) and providing sign-in sheets (to include name, address, phone) so that guests and prospects can be contacted in the future.

# MARINE CORPS LEAGUE VETERANS AFFAIRS VOLUNTARY SERVICE OFFICER

What is the Veterans Affairs Volunteer Service (VAVS)? It is best answered that it is a program administered by the VA in which individuals, organizations such as Marine Corps League, Veteran Foreign Wars, American Legion, etc. and corporations are encouraged to participate. The Marine Corps League's program is to be a participant in the VA program under their management, procedures and guidelines.

- The program, reduced to its lowest denominator, is simply Veterans and Friends of Veterans helping Veterans.
- Volunteers are needed at the VA Hospitals and Clinics throughout the state. A wide variety of volunteers is required. A few, but not all-inclusive by any means are escorts, information, drivers, administrative, history, recreation, receptionist, telephone operator, and dementia unit.

# **VETERANS AFFAIRS VOLUNTARY SERVICE OFFICER**

**Volunteers are categorized into three basic groups**

**They are:**

Regular Service, Occasional and Youth

- The Regular Service group is by far the largest and receives training, screening and indoctrination. It sounds complicated. It isn't. It only takes about 2 hours.
- Occasional volunteers are those volunteers who are not regular service but volunteer occasionally for special events such as bingo, Christmas, Veterans Day, special events, etc.

- Youth volunteers are ages from 13 to 19 and receive the same training as Regular Service. Youth volunteers are eligible for the James H. Parke Memorial Youth Scholarship, which goes up to \$10,000. It is emphasized that Marine Corps League volunteers do not have to be members of the Marine Corps League, Marines or family members. They only have to be recruited by the Marine Corps League or request that their hours be credited to the Marine Corps League.

Naturally, a large National volunteer program requires organization and procedures. Here is how it works in the Marine Corps League:

Each VA Hospital is authorized one VAVS Representative and three Deputy VAVS Representatives. All VAVS and Deputy VAVS Representatives are appointed by the National VAVS Representative.

## **VETERANS AFFAIRS VOLUNTARY SERVICE OFFICER**

Detachment Commandants submit certification/recertification Request for MCL Members form to the National Marine Corps League VAVS Representative requesting that a person be appointed to a vacancy or to replace a current representative. The National MCL Representative makes the appointment and notifies the individual appointed and the respective VA Hospital. The VAVS and Deputy VAVS Representatives attend 4 meetings a year at their respective VA Hospitals and keep their Detachment Commandants informed about VA Hospital activities and volunteer procedures. Like everything else, it starts at the Detachment level.

## **VETERANS AFFAIRS VOLUNTARY SERVICE OFFICER**

Once started, like all other programs it must be maintained, supported and promoted. The key to success is always Detachment participation.

Veterans made America Free. Veterans have kept America Free. Some of them need your help now and some of them will in the future. As we should be, we are all concerned about wounded Veterans from our current war. Let's not forget the Veterans from previous wars. All Veterans are equal!



# **PUBLIC RELATIONS OFFICER**

How and where contacts are made to provide info about detachment.

Throughout the detachment sphere of influence know what the detachment is doing, where and when.

In lesson plan 8 the subject of Public Relations is covered in more detail. This will provide you with many insights on how to improve the effectiveness of the PR Officer.

**WELCOME  
MARINE CORPS LEAGUE  
WEB SERGEANTS**



## **WEB SERGEANT**

Importance of having someone on staff to create and maintain detachments National Webpage and insuring that it's kept up to date.

You have been selected by your Department or Detachment Commandant to have the privilege of editing your Department or Detachment page. This is not a hard job and we are going to make this as painless as possible.

## Web Sergeant

Before we go any further, go to the National Web Site via the URL address <http://www.mcleague.com> then you can refer to the next page for the login and creating an account information.

Creating an account is not hard, but you need to remember your Username for your login, you are going to need this later on when emailing the Nat'l Web Master for setting up the email.

After viewing the next page, we will move on how to register with the Marine Corps League Web Master and the email address you'll need to contact him.

After you used the URL to the National Web Site it looks like this, after you click on Register. You do need an account; it's free. So just take your time and create one. If I can do it, so can you!

The screenshot shows the homepage of the Marine Corps League National Headquarters. At the top left is the Marine Corps League logo with the motto "Once a Marine Always a Marine". To the right of the logo is the text "MARINE CORPS LEAGUE National Headquarters". Below this is a navigation menu with links for Home, Search, Discussion Board, Login, and Register. The main content area is titled "Semper Fi" and "id the Marine Corps League...". On the left side, there is a vertical banner for "MARINE AIR TURNS 100" and a "Donate" button. The right side of the page features a "New user registration" form with the following fields: Username, Password (\*), Re-type (\*), E-mail (\*), Option (with a checkbox for "Allow other users to view my e-mail address"), Real name, Fake e-mail, Your website, Timezone offset (set to "(GMT -12:00 hours) Eniwetok, Kwajalein"), Your avatar (set to "002.gif" with an "Avatar List" link), and Your location.

## **Web Sergeant**

There is a “pass code” that only the Department Commandant and/or the Detachment Commandant has. This is for your eyes only and not to be shared with anyone else. So please use your discretion and follow along.

The next step is to email the Marine Corps League Webmaster and set up your email properly. Follow the instructions on the next page and you're off and running.

# Web Sergeant

**SOUTHEAST DIVISION**

**CREATE MAIL**

Send To: WEBMaster@MCLeague.com Copy To:

Subject: NEW WEB SERGEANT

1. Name (Your name)

2. Phone Number (123)-456-7890

3. Your "Username" that you logged into the MCL National

4. Passcode \*\*\*\*\* insert passcode for asterisks, (given by your Detachment, Department Commandant). This is NOT your password that you logged into the National page with.

5. Detachment Name, Number, Location (Small Town, USA) and Department

Web Sergeant:  
Steve Easthat  
632 Lake Sunset Drive  
North Augusta, SC 29641  
Home Phone: 803.613.0588

Above, Division Vice Commandant, John Korvink

## **Web Sergeant**

After you have emailed the Webmaster, it may take up to two weeks to receive your reply and OK to start to updating your web page, it may be sooner.

Once you receive your OK to update your page, it is your responsibility to maintain it with all officers that may come and go.

A good thing to add to your page is the election date and installation of officers, this way any officers can see if you are updated at any time.



# Web Sergeant

## How to edit your page:

At the top of the page you'll see "Edit This Page" click on that to start.

[Edit This Page](#)



Marine Corps League

SOUTHEAST DIVISION

[View Departments](#)

## Web Sergeant



Contact Information:





# MARINE CORPS LEAGUE

## National Headquarters

[Home](#) [Search](#) [Discussion Board](#) [Login](#) [Register](#)

Seimper Fi



The Seimper Fi Store

Webpage Information Interface

Instructions

Page Name

[View Page](#)

default

Theme



Content

TYPE IN HERE INFORMATION ON YOUR ACTIVITIES

You are done for now, Just remember it is your job to keep this page updated at all times.

Search

Search Keyword

Homeland Security

**TERROR ALERT LEVEL**  
**LOW**

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Fax:

Street Address 1:  Street Address 2:

City:  State:  Zip:

---

Our Full Website

---

Custom Web Link1 URL:  Link Text:  Link Type

---


Custom Web Link2 URL:  Link Text:  Link Type

---

Custom Web Link3 URL:  Link Text:  Link Type

---

Detachment Image



**DEPT LOGO**

---

Mailing Address Location Name:

Street:

City:  State:  Zip:

---

Contact Email

---

Recent Function

## **Congratulations**

You're a Web Sergeant for the Marine Corps League and for your Detachment or Department. I hope this has helped you in starting your new and fun job.

If at any time you need help, contact your Department Web Sergeant or your Division Web Sergeant.



## CHAPLAIN

The Chaplain plays an important roll in tending to the needs of the members and members families, particularly during periods of distress, illness, and/or death. It is every member's responsibility to keep the Chaplain informed of situations and issues of need within the Detachment. In addition, the Chaplain is called upon to offer invocations and prayer for meetings, initiations, installations, and for ceremonies. The Chaplain may be called upon to participate in funeral services, and make visitation to members/families that are sick, or who have lost a loved one. In addition, the Chaplain may be required to assist in funeral arrangements (to include contacts for the Marine Corps Honor Guard) and/or publicize needs of the sick (to include blood donations, etc.)

## Chaplain

The Chaplain's job, as a primary representative of the Detachment, is to provide comfort and special service to members and families in time of need. This support should go beyond members and family, it should include the entire Marine Corps community (current or former) within the Detachments' geographic area. This may necessitate reviewing obituaries, or having hospitals make contact when a Marine is admitted. He/she should be supported by other Officers and Detachment members during these times of distress; it's part of the old adage "Marine's take care of their own."

### **Performs Duties of a Spiritual Nature:**

The term Chaplain implies the providing of support to individuals and groups for spiritual or religious guidance and in every aspect of League objectives, purposes, initiations, ritual, and references to God. It is not expected that a Detachment Chaplain be schooled in theology, but it is expected that the Chaplain will provide support

to those in need, and provide prayer for meetings and ceremonies, (either as provided for in the MCL ritual or as developed to meet the situational needs). The "Bottom Line" to providing service, as a Chaplain is the "Golden Rule" - "Do unto others as you would have them do unto you." Simply stated, it's how you would want to be treated if you were in a distressed situation.

The Chaplain needs to respond to needs and wishes, offer comfort, and provide advice and counsel where needed. He/she needs to make sure that other members of the Detachment are aware of situations in which support is needed.

### **Visit Sick Members or Families/Correspond Appropriately -**

#### **The Chaplain should:**

- Make every effort to visit members, or members' families, who are incapacitated.

## Chaplain

He/she should make the Detachment Officers and members aware of the situation, and solicit participation. A card of well wishes should be sent to the individual on behalf of the Detachment. The primary purpose of visitation and correspondence is to let the individual know that they are being thought of, that they are missed, that they are important, and that they are a part of the Marine Corps family. Advice, counsel, warm wishes, words of comfort, and appropriate kidding are all part of support.

**Abide By the Ritual of Office** - The Marine Corps League RITUAL is comprehensive in addressing the situations in which the Chaplain may be asked to participate. Again, he/she may be innovative in developing prayers or statements that suit the purpose of any given situation. For situations not covered, the Chaplain should improvise and treat each situation with respect for the office. The RITUAL of the Marine Corps League provides for



services honoring members, and they should be offered. If accepted, the Chaplain should take charge of coordinating such services with the family, funeral director, and Detachment members. The Chaplain may need to assist with finding a DD 214 for a casket flag, and for a Marine Corps Honor Guard.

The same assistance and support should be offered to Marines or Marine families who are not members of the League. Our purpose is to support Marines, and membership is not a requirement for assistance in time of need. The Chaplain fulfills a role of assisting and supporting a family in any way possible, and should be able to call on Detachment members for assistance when necessary.

### **Provide Notification to Department and National on Deceased Members:**

The "Death Notice" form should be completed by the Chaplain and forwarded to the Department Chaplain, and National Chaplain,

for deceased members of the Detachment. This form should be completed and transmitted immediately upon notification of a member who is deceased. In addition to other administrative reasons, deceased members are honored with a memorial service at Department, Division, and National meetings and their names are listed in the Marine Corps League magazine.

### **Provide Invocations and Services as Required:**

As a part of the opening and closing ceremonies at business meetings, the RITUAL provides for the opening and closing of the Bible, and for an invocation and benediction. The Chaplain may use the words of the RITUAL, or offer other appropriate prayers at the meeting. The Chaplain may also be called on to render a prayer at ceremonies, joint Veterans observances, and/or special events (such as the Marine Corps Birthday Ball). As indicated above, the Chaplain may also need to prepare and coordinate services for a deceased Marine.

## **Perform Duties as Requested by the Commandant:**

While most of the duties of the Chaplain have been described above, the Commandant may request the Chaplain to attend, participate, and/or coordinate an event not listed. This might include community ceremonies, dedications, or other special events.

### **Summary:**

A major focus of the Chaplain should be on contingency planning for events that may arise. It is better to be prepared for an eventuality than have to scramble at the last-minute when the event is about to occur. The Chaplain plays a key role in meetings, ceremonies, and other events, reminding each of us about our reliance on Divine Providence. And the Chaplain is the "Point Man" for providing assistance and support, aid and comfort, to Marines and Marine families in need.

He/she requires the support of every member in effectively carrying out his or her responsibilities, especially in times of distress.

# **DETACHMENT ADJUTANT**

The Detachment Adjutant is the corporate/recording secretary for Detachment meetings and affairs. In addition, the Adjutant provides support to Detachment Officers and project leaders through correspondence, documentation, written communication, media releases, and other staff assistance. The Adjutant, by direction of the Presiding Officer:

- May prepare agendas for meetings.
- Record member participation and attendance, and prepare and monitor the calendar of events for the Detachment.

The Adjutant is also responsible for official notifications to the members.

## **Detachment Adjutant**

### **Installation Report:**

The Adjutant shall prepare the report and makes sure the installing officer signs it.

The installing officer is responsible for making sure the report is made out, but it is the adjutant that should prepare the form.

Once the Installation of Officers has taken place, the Adjutant mails three copies of the report within 15 days following the installation to the Department Adjutant.

### **KEEP ACCURATE MINUTES OF MEETINGS:**

The purpose of recording minutes at meetings is to keep accurate records, for review and audit, of activities and decisions made on behalf of the Detachment. Members and officers

memories are best served with a written commentary on meeting events, reasons for decisions and actual actions taken. For some decisions, the record is required for legal reasons -- both state corporate requirements and for League audit purposes. The presence of minutes and records is indicative of organization and providing information for future use within the Detachment.

Minutes may be kept in writing, shorthand, or by use of recording device. It is not important to write every detail, but salient points of discussion and actions taken are necessary. Minutes should be transcribed to permanent records immediately after a meeting as taken place. Information or other factors appropriate for recording will still be in the Adjutant's memory when done immediately following the meeting.

Minutes and records should be transcribed into a book or binder that passes to each succeeding Adjutant for the Detachment. Periodically, the Adjutant may want to include an index of topics

(i.e. annually), for easy reference in the future. The records should be maintained in chronological or reverse order and include meeting date, location, type of meeting, officers present, and members present if appropriate.

## **ASSURE THAT RESOLUTIONS ARE MAINTAINED AS CORPORATE RECORDS:**

The minutes of meetings, particularly resolutions (decisions made that affect how business is to be conducted, amendments/changes to by-laws and other decisions regarding finances and programs), must be maintained as a permanent record of the Detachment's activities and according to Detachment procedures. Incorporate and establish their own written by-laws, policies and procedures within that framework.



# Detachment Adjutant

## Characteristics and Traits

- Ability to accurately record resolutions and carried motions of the Detachment.
- Ability to accurately record minutes of meetings
- Ability to organize information and maintain and file records/archives.
- Attention to details and capability for recall of information.
- Ability to print/write legibly, type and/or utilize computer for permanent Detachment records.

## Characteristics and Traits

- Capability for assembling information and providing officers and members data regarding Detachment actions, programs and listings.
- While not mandatory, a computer and computer skills (particularly word processing) are extremely helpful for this job.

Shall keep a true record of all monies received and expended by the Detachment and, in close operation with the Adjutant, prepares up-to-date record of dues paid by the membership and forwards notices to members of their dues who have lapsed and also such other duties as may be assigned to him or her by the Detachment Commandant. On the Detachment banking accounts, the Paymaster should always be the primary signer.

# **DETACHMENT PAYMASTER**

## **MAINTAINS DETACHMENT FINANCIAL RECORDS:**

The Paymaster is responsible for maintaining and providing for review upon request from the Detachment Board of Trustees, Audit Committee, and/or Department/National offices, all financial records and reports for the Detachment. Such records normally include records of revenue receipts, expenditure records, checking and financial account statements and summary reports of financial condition (balance sheet, profit and loss, cash flow, etc.). As a matter of practice, reports of financial condition should be made and reviewed by Detachment officers and/or membership on a scheduled periodic basis.

## **Detachment Paymaster**

### **ACTS AS CONTROLLER OF DETACHMENT FUNDS:**

The Paymaster is responsible for paying authorized bills, assures the legitimacy of payment requests, budget and/or board of trustee's approvals, prior to releasing funds for disbursement. He/she is also responsible for assuring that proper documentation accompanies requests for payments in the form of invoicing/billing, receipts and approval. This office acts as the policeman for outflows and expenditures on behalf of the Detachment's membership. He/she, therefore, has the right to question expenditures, if necessary, not clearly understood by budget or board of trustees. The Paymaster should always present a question to the Board of Trustees if there is any doubt about disbursement.

## Detachment Paymaster

### **MAKES FISCAL AND FINANCIAL REPORTS AT MEETINGS:**

Keeping officers and members informed as to financial status is important to establishing and maintaining credibility within the organization. The presiding officer should call on the Paymaster for a report at each business meeting. This report should summarize financial transactions since the last meeting and provide a balance of accounts. It is suggested that at least quarterly the Paymaster report to the Board of Trustees in more detail on account status, and provide balance sheet, profit and loss and cash flow data in writing. By doing so, the officers are aware of status and trends in determining requirements for revenue and/or changes in expenditures.

## Detachment Paymaster

### **RECEIVES DUES AND FORWARDS TRANSMITTALS:**

This job can be shared by the Adjutant, or handled by the Paymaster in its entirety, based on practicality and Detachment practices and procedures. It is extremely important to handle dues and membership transmittals in an expeditious manner this will be the first impression a new member has of the Marine Corps League to assure timely receipt of the member's card and lapel pin. Dues should be transmitted no less than once per month, preferably following a membership meeting, or other such time each month in which the preponderance of members normally join.

It is equally important that the transmittal forms are done accurately and the money is forwarded in compliance with Department and National procedures. It is important to review the transmittal instructions, as well as any procedures and policies,

distributed by Department and National. This will help assure the goal of timely response for membership cards and pins.

## **HANDLES TAX AND LICENSING FUNCTIONS:**

Because each Detachment should be incorporated within the state, there will normally be annual forms to be completed from State and/or Federal tax agencies. These forms will request financial data regarding revenues and disbursements and their primary purpose is to assure that the organization is conforming to the articles of incorporation for a Veterans non-profit organization. The Paymaster is responsible for completing and filing the required information accurately and timely.

# **DETACHMENT** **ADJUTANT/PAYMASTER**

Some Detachments may choose to combine the officer jobs of the Adjutant and Paymaster.

This does not diminish the requirements for either job the characteristics, accountabilities, and responsibilities are all combined into one. Therefore, the combined descriptions from above apply.



# END OF LESSON PLAN 1



# Marine Corps League

## PROGRAM FOR PROFESSIONAL DEVELOPMENT BOARD OF TRUSTEES LESSON PLAN 2



# INDEX OF LESSON PLAN 2

## II. Duties of Elected Officers-Board of Trustees

- A) Judge Advocate
- B) Junior Vice Commandant
- C) Senior Vice Commandant
- D) Commandant
- E) Junior Past Commandant

# **JUDGE ADVOCATE**

The Judge Advocate (JA) provides legal counsel and opinions on by-laws, policies, corporate regulations and parliamentary procedure for the Detachment. His/her chief role is to assure the legal and operating integrity of the Detachment within the framework of National, Department and Detachment by-laws and policies and any other legal entities such as state corporation requirements, for the Detachment. The JA may also be called on to make procedural rulings during the course of business and officer meetings.

While the JA should be familiar with the operations, procedures, programs and activities of the Detachment in case he/she is called on to fill in for an absent officer, his/her primary responsibility is to understand, interpret and rule or provide opinions on the authorized and legitimate code for conduct of business.

# Judge Advocate

The JA is a bona fide member of the Board of Trustees who establishes policy and direction for the Detachment. On the other hand, the JA must step aside from the role of policy making and make sure that policies, voted issues and procedures are in conformance with three levels of by-laws and policies - Detachment, Department and National. In addition, the JA must assure that the Detachment by-laws and policies are within the framework and spirit of the National and Department by-laws and policies.

# Judge Advocate

## Characteristics and Traits

- Ability to understand and interpret statutes and policies of the organization.
- Ability to weigh opposing views, evaluate complex issues and provide reliable opinions for deciding solutions.
- Effective communication skills for elaborating decisions.
- Ability to absorb details and research information.
- Interest in legal and judicial processes.
- Effective writing skills for issues that go beyond the Detachment.
- Knowledge of parliamentary procedures and the League Ritual.
- Ability to make rulings quickly where appropriate (i.e. parliamentary procedures at meetings).
- Understanding of Detachment's corporate position and regulations thereof.

- Ability to write, modify and/or amend Detachment by-laws and policies.
- Interest and ability in auditing procedures to assure conformance to by-laws, policies and regulations.

Objectivity:

Ability to stand alone in rendering unpopular opinions.

## **LEGAL COUNSEL OF THE DETACHMENT**

While this officer position does not require being a lawyer, some of the skills and interest are probably desired. The laws of the Marine Corps League are contained in the By-Laws and the Administrative Procedures, which are published by National and the Department. Each Detachment should also develop by-laws and policies in conformance with National and Department, to be used as the legal guidelines for carrying on business as a

Detachment. The Judge Advocate (JA) should be a participant in the writing of these documents if they are not already in place.

- It is important for the JA to have a thorough understanding and working knowledge of all bylaws and policies. On his/her own initiative, questionable issue should be brought to attention of the Board of Trustees and/or general membership for review and opinion. Questions regarding issues or policies brought by the membership or officers need to be resolved by the JA in an objective and expedient manner where practical. The JA may also call on the Department and National Judge Advocates for advice, counsel and interpretation.
- A primary purpose of the JA is to keep the Detachment on solid legal footing, and to assure that Marine Corps League and state laws are complied with by the Detachment.



# Judge Advocate

## **RENDER OPINIONS BASED ON POLICIES, BY-LAWS, OR PRECEDENTS OF THE DETACHMENT**

The most common issues to be brought before the Judge Advocate (JA) will be Detachment questions, which should have their findings in the Detachment by-laws and policies. In the absence of specific Detachment references, Department and National by-laws and policies apply. In addition, if there are precedents for specific issues not covered in the Detachment by-laws and policies and if these precedents are within the framework and spirit of the National and Department by-laws, such precedents can apply in rendering an opinion.

# **Judge Advocate**

In cases where a member(s) is embroiled in an issue, the JA should render opinions as quickly as possible and as objectively as possible, to avoid disruption to the Detachment. If the issue cannot be solved without going beyond the Detachment, the Administrative Procedures by National and Department will be in effect. Generally, 99.5% of the problems can be addressed at Detachment level, if immediate action is taken and that action references by-laws and policies.

## **ADVICE ON BY-LAWS AND POLICIES OF THE MARINE CORPS LEAGUE:**

The governing laws for all organizations within the Marine Corps League are the national by-laws, policies and administrative procedures. The Judge Advocate (JA) should be thoroughly familiar with these documents and those of the Department, to

advise the Detachment on any questionable issues and/or problems. Assistance may be gained from the Department and National Judge Advocates if necessary.

Generally, questions in this area arise when developing and/or modifying Detachment by-laws, policies and administrative procedures. In addition, there can be questions regarding attendance at Department and National meetings, processes for submitting changes to by-laws and policies, awards, discussion topics for agenda and other.

## **ASSURE THAT DETACHMENT ABIDES BY THE BY-LAWS OF THE DETACHMENT, DEPARTMENT AND NATIONAL:**

The Judge Advocate (JA) is the “watchdog” and “policeman” for assuring that strict adherence to all three levels of by-laws and policies are followed. The purpose is to assure conformity to the letter and spirit of accepted laws and policies of the Marine Corps

League in general and to insure that conditions of charter and incorporation are maintained. The JA should review motions and votes, eligibility of voters, and activities on a regular basis to assure compliance. Any discrepancies need to be addressed immediately with the Board of Trustees and/or the membership. Documentation of issues and instances should be made for the record, for review in the future in any similar instances.

## **AUDIT OF PROCEDURES, SIGNATURE AND FINANCES**

The Detachment Commandant may direct the Judge Advocate (JA) to perform periodic reviews of procedures and finances to assure compliance with Detachment policies and procedures. Included in this process is reviewing how work and transactions are processed in conformity to Detachment written policy and procedure. The JA should check bank accounts and checks to assure that dual signatures and procedures for expenditure of funds are being followed according to Detachment procedures.

## **Judge Advocate**

The JA may also be assigned to review the audit trail of funds received, the application of funds in accordance with procedures and accounting practice and assure the integrity of monies received and disbursed by the Detachment. Such procedures may include checking receipts for expense checks and determining the legitimacy of expenditures within budget policy.

The JA should make a written report to the Board of Trustees at least once per year (preferably twice a year), if directed to engage in the audit process.

## **Judge Advocate**

### **RENDERS OPINIONS AND RULINGS DURING MEETINGS PROCEDURE:**

- The Judge Advocate (JA) should be well versed in issues of parliamentary procedure, ritual and business order during meetings. The Commandant or presiding officer may refer questions of procedure to the JA. Normally these questions are relevant to motions, amendments, order of business and other meeting procedures. Questioning of a procedure from the floor must be channeled through the presiding officer to the JA. The JA should also advise the Commandant or presiding officer on the meeting Ritual and procedures decided by the Detachment.

# Judge Advocate

## **OTHER:**

Other duties of the Judge Advocate may include:

- Acting in the absence of another officer(s).
- Maintaining a log/report, on questions, issues, opinions and rulings.

# Judge Advocate

## SUMMARY

As with any effective organization, the Marine Corps League has established by-laws, policies and procedures at the National level to safeguard its charter, and to provide a framework for co-existence among many and varied subordinate organizations (Departments and Detachments). Detachments are expected to incorporate and establish their own written by-laws, policies, and procedures within that framework.

The Judge Advocate is the keeper, protector and counselor of those laws, policies, and procedures within the Detachment. He/she must be diligent in assuring conformance to these credentials that allow the League and the Detachment to exist in an orderly manner. As with laws in our daily lives, we may not agree with them all, but they exist for the purpose of providing a common structure within which we can operate and mutually



respect the rights of others. The Judge Advocate has the right and obligation to suggest meaningful change to the statutes from higher levels and a procedure for being heard.

The Judge Advocate enforces through the Board of Trustees and advises members and officers of the Detachment, with the objective of maintaining order within the Marine Corps League organization.

# JUNIOR VICE COMMANDANT

- The Junior Vice Commandant (JVC) holds a crucial position within the Detachment since he/she is responsible primarily for the recruiting and retention of members. The job goes beyond the Detachment level in that the JVC has the opportunity to find the appropriate Detachment for Marines outside his/her Detachment area and/or identifying areas where new Detachments should be developed.
- The JVC should be familiar with the operations and projects of the Detachment, influence programs and act as a spokesman to the Board of Trustees on what members and prospective members are looking for from the organization. The JVC must also be able to sell ideas and programs to the members that will assure growth of the organization.

- Of all the specific officer assignments, recruiting and retaining members rank at the top of the list.

## **Junior Vice Commandant**

### **Characteristics and Traits**

Enthusiasm for the organization and salesmanship.

Ability to be innovative and promote ideas.

Ability to put together marketing/advertising plans.

Ability to develop brochures and other documentation for selling the League and the Detachment.

Evaluation capabilities in assessing member ideas, suggestions and issues.

- Thorough knowledge of the League and Detachment operations, programs and activities -- and their strengths and weaknesses.

### **Junior Vice Commandant**

- Ability to develop Detachment strengths into a cause for all to join; effective communication skills -- both written and verbal.
- Effectiveness in promoting ideas and dealing with media, groups and individuals.
- Commitment to supporting members and addressing their needs.
- Initiative in maintaining members through phone calls, correspondence and visits.
- Problem solving capability on non-operational issues.

- Project and committee leadership capabilities.

**Junior Vice Commandant**  
**Narrative of Job Accountability and Responsibilities**

**INITIATE PROGRAMS AND SUPPORT ACTIVITIES OF  
THE DETACHMENT**

The Junior Vice Commandant (JVC) should be influential in bringing about programs and activities that meet the needs of members. The Commandant may utilize the JVC to prepare monthly general meeting programs (other than the business meeting) that involve members and bring interesting speakers/topics to the membership. By contacting military and civilian speaker's bureaus, there are a wide range of topics of interest that can be brought to a meeting to increase participation and attract new members.

## **Junior Vice Commandant**

- An important aspect of bringing new members and prospects to a meeting is making them feel welcome. The JVC can take charge of introducing new Marines and involving them in the meeting. The JVC can also suggest to new members areas in which they can participate, see that they are assigned to a project/committee of interest and are introduced to the chairperson.

## **Junior Vice Commandant**

- The JVC and the Adjutant should assure that there is a current membership list with phone numbers and addresses available periodically (at least quarterly). The JVC should also maintain a list of potential members, Marine units and other contacts to make sure that they are welcome at meetings, events and activities of the Detachment.
- The JVC may promote special events aimed at enhancing membership such as picnics, social events and Marine Corps celebrations.

## **Junior Vice Commandant**

The Junior Vice Commandant (JVC) may be asked to assume responsibilities of the Senior Vice Commandant (SVC) in his/her absence. The JVC will need to be familiar with the programs, activities, and projects/committees of the Detachment, and more specifically those under the leadership of the SVC. In rare instances when the SVC and the Commandant are both absent, the JVC will assume the position of the Commandant.

### **CHAIRMAN OF MEMBERSHIP (RECRUITING AND RETENTION) PROGRAMS**

- The most important function to be performed by the Junior Vice Commandant (JVC) is the development and maintenance of programs for enhancing Detachment and League membership.



## **Junior Vice Commandant**

- There are several methods and considerations for how this function can be carried out effectively. The JVC will need to make personal contact with prospective members and with members whose renewal dates are near or have past. Personal letters to prospects and members may also be required. Phone calls encouraging members and prospects to attend meetings and activities are necessary. Development of marketing material and brochures to be published by the Detachment or distributed to media sources may also be required.

When a new member comes in, the sponsor of that new member should take him or her in tow until the new member feels comfortable. The leadership should try to create a bond between the new members and the established members so the new members will feel accepted as part of the Detachment. It is human nature to gravitate toward kindness and to shy away from being ignored. We can all do a better job along these lines. By being

more positive toward our retention efforts, we can grow and push our mission forward.

- The JVC will need assistance from members in the Detachment. A committee or project may be one answer, in which the committee/project members take responsibility for various aspects of membership programs and share in the phone and personal contacts. The JVC needs to be adept at leading such a group, by establishing goals and objectives, and providing constant support. The JVC will also need to contact outside groups, like Marine Corps units and other Veteran organizations. In doing so, he/she must have a program to sell and generate interest in the Marine Corps League.
- Innovation is required in developing effective programs and locating Marines in the Detachment area with which to make contact. Recruiters, Marine units and other organizations can sometimes help in providing such lists. Posters in prominent areas, recruiting at malls, flea markets, fairs, Marine Corps

birthday celebrations and other events are other ways to gain notoriety. Once members are on board, the JVC needs to be interested in the participation of members -- encouraging them to attend meetings and programs. He/she also needs to determine if the Detachment is meeting the expectations of the member. Once on board, the name of the game is to keep members in the League.

WORKS ON, PRESIDES AT COMMITTEES DESIGNATED  
BY THE COMMANDANT

Normally, the Junior Vice Commandant (JVC) should be assigned to projects and committees that have an effect on membership participation and programs. Such projects/committees may include membership, events, awards, meeting programs, or other, if deemed appropriate by the Commandant.

## **Junior Vice Commandant**

**OTHER** -- Other duties of the Junior Vice Commandant may include:

- Develop and maintain records on membership and participation.
- Report on membership status and issues to the Board of Trustees and the general membership.
- Develop budget projections and goals for membership and programs for reaching goals.
- Communicate with members on ideas and suggestions.

# **Junior Vice Commandant**

## **Summary**

The Junior Vice Commandant's position is important to the Detachment because it embodies the primary goal of the League -- bringing Marines on board, keeping them on board and perpetuating the purposes of the League. Without members and effective programs to recruit and retain, there's no way to assure the carrying on of Marine traditions after the Corps.

# **SENIOR VICE COMMANDANT**

The Senior Vice Commandant is second in command of the Detachment. This officer should be a logical successor to the Commandant and is therefore required to be fully familiar with the Commandant functions through his/her term of office. Many of the duties described below are the same or similar to those of the Commandant.

The Senior Vice Commandant should be familiar with the duties of the Commandant, and be prepared to be the senior chairperson for projects/committees deemed important by the Commandant. As second in command, the Senior Vice Commandant's role is critical to the Detachment in terms of officer support and in accepting major responsibilities for meeting Detachment objectives.

# Senior Vice Commandant

## Characteristics and Traits

- Refer to the Characteristics and Traits of the Commandant.
- Ability to train and support junior officers and staff.
- Project leadership capabilities in assuming responsibility for committee and project assignments.
- Ability to support Commandant and complete Commandant assignments on short notice.
- Familiarization with Commandant functions, officer functions and activities and Detachment programs and activities.

# Senior Vice Commandant

## Narrative of Job Accountability and Responsibilities

### ASSISTANCE AND SUPPORT TO THE COMMANDANT

In many respects, depending on the size and number of activities of the Detachment, the relationship between the Commandant and Senior Vice Commandant is a **team** effort. It is helpful when these two officer positions have complementary skills that can be shared in achieving the Detachment's goals and in administering the affairs of the unit.

One objective of the Senior Vice Commandant's (SVC) position is one of preparation for the office of Commandant. In achieving that objective, it is important for the SVC to be integrally involved in all the affairs of the Detachment and to take on, specific tasks assigned by the Commandant.



Of prime importance is assisting the Commandant in the completion of tasks that are important to the Detachment. This may include taking on jobs as directed, providing specific skills not inherent with the Commandant and/or assisting in the two way communications between members and officers.

### **CHAIRS COMMITTEES AS REQUESTED BY THE COMMANDANT**

Committees and projects chaired by the Senior Vice Commandant (SVC) should be significant and important to overall Detachment operations. As an example, some Detachments assign the financial responsibilities of budget, revenue generation, expense control and financial stability to the SVC as a finance, or ways and means committee. The SVC works in conjunction with the Paymaster and other officers/members in developing, monitoring and identifying revenue sources (which may include fund raising events and solicitation for donations).

## **Senior Vice Commandant**

Chairing a finance committee assumes responsibility for evaluating, developing and monitoring revenue sources and determining the expenditure needs of the Detachment; developing and maintaining an annual budget (which is a guideline and formulation of operations and programs in dollar terms) for revenues and expenses; spearheading donation sources for Detachment programs and activities; evaluating and reporting on financial standing (with Paymaster) and actions required on a periodic basis (at least quarterly).

The SVC might also be directly or indirectly involved with public relations and press/media releases that advertise and promote the Detachment and its programs and establishing contacts for the affairs of the Detachment. In addition, the SVC can communicate with members on ideas and suggestions and identify potential issues that need to be brought to the attention of the Detachment officers.

## **Senior Vice Commandant**

Another potential responsibility for the SVC is to be responsible for evaluating the effectiveness of Detachment operations and determining improved methods and ideas for enhancing the overall capabilities of the Detachment.

In effect, the SVC may be accountable for developing ideas and programs, which will assure the continued relevance of the Detachment and the Marine Corps League to current members and potential members. This is an opportunity to review and suggest strategic plans that involve organization structure, programs and activities and ideas that further promote the significance and effectiveness of the Detachment. This might include surveys of members and potential members and discussion groups to air problems and identify new goals.

## **Senior Vice Commandant**

While the SVC might take on specific projects for specific purposes, the primary focus for his/her leadership should be on general requirements and needs that have a broad impact on the entire Detachment

The selection to specific committees and projects should be based on capabilities and/or learning requirements. The same leadership functions are required as those of the Commandant.

### **PRESIDES IN ABSENCE OF COMMANDANT**

Being second in command, the Senior Vice Commandant (SVC) will be called upon to perform on behalf of the Commandant when the Commandant is unable to preside at meetings, or attend events. For this reason, it is important that the SVC be current on issues, procedures, objectives and requirements normally handled by the Commandant. The SVC should be able to

step into the Commandant's role with minimum difficulty or disruption.

Some of the roles the SVC may be called upon to perform include presiding at Detachment general meetings, officer meetings and committee/project meetings. The SVC should be familiar with the requirements of the Commandant in these areas and be able to effectively use Robert's Rules of Order, other parliamentary procedure and the Marine Corps League Ritual.

In addition, the SVC may be called on to deliver presentations or meet with other contacts that are handled by the Commandant. The SVC must be prepared to meet contingencies that arise by the absence of the Commandant.

## **Senior Vice Commandant**

### **OTHER:**

Other duties of the Senior Vice Commandant may include:  
Training of Detachment officers and project/committee chairman  
Assistance and support to Detachment officers in meeting their specific objectives.

Assimilating Detachment reports on operations, finances and project results for presentation to officers and members.

Preparation to succeed the Commandant at the expiration of his/her term of office, if he/she so wishes.

# Senior Vice Commandant

## SUMMARY

The Senior Vice Commandant's position is important to the Detachment for three general reasons: To assist and support the Commandant; to prepare for succession to the Commandant's office and to back up the Commandant when absent.

The SVC should be a major contributing force to the success of the Detachment. He/she should provide knowledge and influence in assuring the achievement of the Detachment goals and operational objectives.

# Senior Vice Commandant

## AWARDS

Cover what detachments should know for each:

- What are the awards?

Enclosure (4) Marine Corps League Awards

- Who can issue or recommend and why they are given.

Explanation of medals, ribbons and awards is given in the Uniform Module of the Professional Development course.



# COMMANDANT

The Detachment Commandant is the most important office in the Marine Corps League. This leadership position accounts for the membership levels, programs and the manner in which the League is viewed by Marines, members and prospective members and the citizens of the community. With effective leadership in this office, the Detachment and the entire League will be successful based on the results of the Detachment. Success and achievement begets recognition and a growing membership.

# Commandant

## Characteristics and Traits

- Proven leadership and management skills.
- Effective communication skills with members, the community, other Marine Corps League organizations and the Marine Corps.
- Ability to establish mutually agreed upon objectives; plan, direct, articulate and promote strategies within sphere of influence.
- Ability to recognize and solve problems.

## Commandant

- Willingness to delegate tasks and responsibilities, while *controlling* and managing results.
- Clear understanding of financial and fiscal *requirements*.
- Effective *speaking* capability for ceremonies, meetings, presentations and for fund raising.
- Experience and/or clear understanding of subordinate officer duties and responsibilities.
- Flexible thinking -- acceptance of dissent into discussion and plans.

## **Commandant**

- Ability to run concise, effective meetings.
- Commitment to training, education and support to improve Detachment job skill levels.
- Selfless approach to meeting Detachment objectives.
- Commitment to the purposes of the League and objectives of the Detachment.
- Ability to lead and work as a team.

# Commandant

## LEADERSHIP

The first and most important job of the Commandant is to lead. In doing so, he/she sets an example for other officers, and the Detachment members. Leading also requires that tasks and accountabilities (along with authority) be delegated to subordinate officers and members. However, the ultimate responsibility for accountabilities still rests with the Commandant. In leading, it is important to continually assess results and assist/support subordinates in removing obstacles to their completing their delegated tasks.

# Commandant

## PRESIDE AT MEETINGS

The Commandant should be reasonably well versed in Roberts Rules of Order and the Ritual of the Marine Corps League in conduct of meetings. Meetings should be concise, orderly and allow relevant information to be presented that represents different points of view. The Commandant controls the meetings with the assistance of the Sergeant-at-Arms. The manner in which a meeting is run will have a significant impact on attendance, participation and promoting the Detachment.

The Commandant is also called on to chair officer and/or committee meetings, in addition to general membership meetings. The meeting results are directly proportional to the focus of topics, control, timeliness and decisions relative to views presented. An agenda is helpful for meetings, which should be developed and/or approved by the Commandant. During the business portion of the

meeting, it is important to focus on business, though a little humor can keep matters in perspective. Socializing is best done before and after.

## **CHIEF EXECUTIVE OFFICER OF THE DETACHMENT**

As an incorporated entity within the state, the Commandant is CEO of the Board of Trustees and the Detachment. As such, he/she is responsible, as a corporate officer, for the activities, financial standing and image portrayed in the community and the League.

# Commandant

## POSITIVE PUBLIC RELATIONS

The Commandant is looked to, by the League, the members, Board of Trustees and the community as the primary contact and promoter of Detachment events and community/Marine Corps activities. Public relations include direct meetings, media contact and appearance at appropriate civic and military events. The leader of an organization, by virtue of his/her position, will be the primary provider of information, the primary representative of the Detachment at functions and the primary salesman for the League and Detachment.



# **Commandant**

## **Narrative of Job Accountability and Responsibilities**

### **FORMULATION AND DEVELOPMENT OF PROGRAMS**

Just as a newly elected President has ideas and programs that he/she promotes to get elected, so too should the Commandant have ideas and programs that will improve Detachment operations and enhance the capabilities/results of achieving goals. Also, just as a President needs to sell the ideas to Congress and compromise where appropriate to achieve the best program for all constituents, so too the Commandant must articulate, sell and compromise, where appropriate, promote programs and objectives with Detachment members and the Board of Trustees.

# Commandant

The most important element of achieving this task is developing a written plan/strategy for each program and idea, discussing the merits and weaknesses and agreeing on a direction. Other officers and members will also have ideas and programs, but it is the ultimate responsibility of the Commandant to lead the way in development and initiation.

## **APPOINTMENT OF COMMITTEES** **TO CARRY OUT DETACHMENT BUSINESS**

- There are a few reasons to appoint a committee: To bring together varied skills and perspectives to study/solve a problem or evaluate an idea; to plan, initiate and accomplish a given task or program; to involve members in an legitimate activity who might otherwise not volunteer.

## Commandant

Some items to consider in setting up a committee (which will be discussed in a later section) are: Determine if the purpose clearly needs a committee or can the situation be handled by making one individual accountable; make sure a committee is not formed to delay action on solving a problem; clearly define the results expected of the committee and establish a start and end date, at which time the committee will be dissolved; select a committee chairman who has strong leadership and meeting skills to reduce the time and effort to achieve results.

There are adages about committees -- A committee is comprised of the unwilling, formed by the unfit to do the unnecessary; and, a camel is the result of a committee trying to design a horse -- so it behooves the Commandant to assure the necessity, bring together the qualified skills and describe time targeted expected results. Because committees are formed and

authorized by the Commandant, he/she is ultimately responsible for the result.

## **Responsible for Fiscal Stability and Financial Procedures**

- The financial well being of the Detachment is a significant target for the Commandant, the Board of Trustees and officers of the Detachment. The first concern is for the financial integrity and credibility of the Detachment -- the proper channeling and use of funds (i.e., if funds are generated for a charitable purpose, they are to be used for that purpose). The Commandant is ultimately responsible for the fiduciary nature of the finances for the Detachment. It takes money to operate a Detachment and more money to support programs, events and activities.

## **Commandant**

Of importance to Detachment operations is communications with members, prospective members and the community -- normally done by means of a newsletter (postage and printing costs). To support Detachment activities, Color Guards and charitable causes, the Detachment will have to look to outside donations and fundraisers. The solicitation of donations is an important job of the Commandant -- he/she is the Point man for contacting personal and corporate donors. (Additional coverage will be given in a later section).

The integrity, image, membership level and ability to support events are often directly proportional to the size of the treasury and the way in which it is managed. Every Commandant needs to understand sources of revenues, expense control, cash flow, profit and loss, and balance sheet data -- and be assured that financial procedures provide an audit trail to support inquiries.

## **Commandant**

The Commandant should be one of two signers on Detachment checking and monetary accounts (the other being the Paymaster).

MCL bonds the Commandant and Paymaster and others that are assigned to handle money for the detachment.

### **ABIDES BY THE BY-LAWS AND POLICIES OF THE MARINE CORPS LEAGUE**

The Commandant must set the example for the other officers and members of the Detachment. Having sworn to uphold the principles and laws of the League, the Commandant, as should every officer, must be familiar with the By-Laws and Policies prescribed by MCL National, the Department and the Detachment. All policies and by-laws must be compatible and cannot be in violation of National by-laws and policies.

## **Commandant**

The By-Laws and Policies of the League, Department and Detachment are the guiding principles under which the various organizations operate. Laws and rules are established as a framework for operations and entitlement under the law. The Commandant is ultimately held accountable for adherence to by-laws and policies and, therefore, must assure that the Detachment and its members are in compliance.

# Commandant

## AWARDS

The Detachment Commandant has the authority and opportunity to recognize members, non-member citizens of the community and companies for service and achievements in support of Detachment/League objectives. The Distinguished Service Medal, Distinguished Service Certificate, Distinguished Citizenship Medal, Certificate of Appreciation and others are ways to acknowledge support, performance, citizenship and patriotism.

The Commandant may want to have assistance from the Board of Trustees, or an Awards Committee, but may act on his/her own to show appreciation for support and achievement. For instance, contributors to Toys for Tots or other Detachment programs can be thanked and encouraged to participate again. Service by members



who have done more than expected can be rewarded. And, the press/media can be informed, also.

The Commandant is the lead in promoting the League, whether it be for his/her own Detachment or other existing Detachments, or in suggesting and assisting in the development of a new Detachment. The name of the game is to bring new members to the organization and expand the League's support of all Marines.

**Other duties of the Commandant include:**

- Assuring that reports, including membership transmittals and officer installation reports, are prepared and dispatched on a timely basis.
- Acknowledging transfer requests and ascertaining that member meets the qualifications for transfer.

- Receiving, reviewing, discussing and taking action on reports of financial status, project status, problems/member issues, Detachment concerns.
- Initiating and supporting assistance to members or members families in distress, funeral details and coordination with Marine or veterans units, and/or other causes requiring Detachment / member attention.
- Any situation or circumstances that require highest level attention within or on behalf of the Detachment.
- Directs Marine Corps League activities of his community, presides at all Detachment meetings, serves as advisor to all committees of his Detachment and is in direct charge of all functions of his Detachment.
- He administers the Oath of Membership to all new members of his Detachment after he has been officially sworn into Office

by the Department Officer or an Officer deputized for the purpose by a National or a Department Officer.

## **Summary**

The Detachment Commandant's position is critical to the success of the Detachment and to the Marine Corps League. The ability to lead will be decisive to the success of the Detachment. The ability to delegate and monitor results will be crucial to time management -- getting things done through others and achieving desired results.

To effectively promote the Detachment and League so that it will develop positive image and attract members. Looking out for the best interests of Marines (of all era's, ranks, and units), in and out of the League, is a thread, which makes this organization unique among veterans and other Marine organizations.

## **Commandant**

The Commandant should also be aware of the activities and programs of other Detachments within the Department. If a Detachment is having problems, or has questions, the Commandant leads the way for his/her Detachment to lend a hand and help out. By the same token, we should work in an environment where teamwork is a working concept and feel free to call on other Detachments for ideas, assistance and support, or general communication.

## **JR. PAST COMMANDANT**

The Junior Past Commandant is the immediate past Commandant of the Detachment. Generally, this office, depending on Detachment by-laws, should hold a position on the Officer Board, or Board of Trustees. The role of the Junior Past Commandant (JPC) is to provide guidance and counsel to the Detachment Commandant and other officers. They should assist in providing continuity from one administration of officers to the next. Their experience, background, and knowledge should be utilized for purposes of educating and assisting officers.

The JPC can be invaluable in assignments that assist the Commandant, and in introducing the Commandant and officers to outside contacts that are necessary to Detachment programs. The JPC can help provide rationale for past decisions and directions, experiences learned, and direction for incomplete objectives and/or unfinished plans. The JPC should be considered a resource to be

used by the Board of Trustees and Staff Officers in accomplishing their assignments.

END OF LESSON PLAN 2

# Marine Corps League

## PROGRAM FOR PROFESSIONAL DEVELOPMENT DISTRICT VICE, NEW DETACHMENTS & AUXILIARY LESSON # 3



# INDEX OF LESSON PLAN 3

## III. District Vice Commandants

- A) Department Liaison
- B) District/Area Vice Responsibilities
- C) Starting a New Detachment
- D) Temporary Officers
- E) Charter Application
- F) MCL Auxiliary (Starting a Unit)



# **DEPARTMENT LIAISON**

## **DISTRICT VICE-COMMANDANT**

The Detachment is a separate and distinct unit, which can and often does, function independently.

But the work of a detachment can be more effective if it is joined by a tight link to the Department and National organization. The District Vice Commandant provides that important link.

The District Vice Commandant is the elective representative of the Detachments in the district, but an obligation to provide guidance and supervision is also implied. While when the detachment is running normally these items should be provided discreetly to the Commandant.

## District Vice Commandant

Detachments are charged with carrying out the objectives and programs of the Marine Corps League and to comply fully with the obligations assumed under the Detachment, Department and National Bylaws and Administrative procedures, and National Charter.

But if your Detachment becomes inactive or begins to falter, you can expect your District Vice Commandant to start giving directions and assuming some control.

Will Quarterly, provide written reports to the Department Commandant on activities in their District.

Responsible for Proper Administration of the Business of the Department within their area.

Pass information to Detachments about activities from the Department and follow through.

Observation and reporting the progress of Detachments.

Providing opportunities for Marines in an area to establish Detachments.

Assisting Detachment Commandants in matters as requested, as well as assisting the Department Commandant in forming a new Detachment.

### **District Vice Responsibilities**

Once a lead is obtained the district vice contacts the potential detachment organizer. Establish if there seems to be the possibility of obtaining the needed 20 new members.

A new detachment startup kit is obtained and the organizer is

encouraged to find a location to establish an exploratory meeting; if the required number of interested new members has been obtained, then you would break open the startup package and start the application for Charter. Start by having the application filled out and signed. The Detachment shall maintain a file of these applications. It is also recommended that the Detachments create a service record book (SRB) on members.

Example:

Awards, commendations, offices held, etc.

Checking form DD-214 or Discharge papers and noting on applications what was presented as well as the date of the document, so that there is a record of what was presented. Establish a dues schedule by pointing out to the prospective members the National and Department dues requirements.

## **Temporary Officers**

A temporary Commandant, Adjutant and Paymaster are selected by the members of the Detachment to act as their respective officers, with the cooperation of all the members to secure new members before the date set for the closing of the charter application when the permanent staff of Detachment Officers will be elected. Subsequent elections may be held in accordance with the National Bylaws and Administrative procedures.

Permission from Family is needed to use a name when naming your detachment. You may choose to use the location name and after a period of time file for a name change to honor a passed individual of significance to the area or to the members of the detachment. To use an individual's name you must obtain notarized permission from the Family or executor of the estate allowing the usage of the name.

## **Applying for Charter**

Choose someone who understands block letters or otherwise has very legible handwriting skills. There will be a lot of names, a lot of confusion to the forms, making it so that the Department paymaster and the national membership representative can decipher the information so that each member gets a membership card with their correctly spelled name and address on it, with corrections at a minimum the Detachment gets off on the right foot without issues that are easily avoided.

Encourage the new detachment to make their charter ceremony an event. The Department officers should attend and make the presentation. This is an excellent opportunity to recruit members. It gives both sides a chance to meet one another so the department learns something about its new detachment, and the new members know that the Department is interested in the new detachment and members.

# **MARINE CORPS LEAGUE AUXILIARY**

The Auxiliary is an important adjunct to the Detachment's scheme of organization. The official contact with the Auxiliary is through the Auxiliary President. The Auxiliary can help in proportion to its opportunity. A good Commandant will find work for the Auxiliary.

The Commandant, or designated representative, will keep in close touch with the Auxiliary and give its members plenty of inspiration and encouragement.

Detachments with an Auxiliary are stronger, and better rounded than those lacking the assistance provided by Auxiliary members.

# **STARTING AN AUXILIARY UNIT**

- In order to receive a charter for a Unit in the Marine Corps League Auxiliary, there are but a few requirements:
- Have a charter application signed by at least seven (7) members eligible for regular membership.
- Have a letter (not email) from the local Detachment Commandant giving permission from the Detachment to use the Detachment's name, if you wish to use the same name. Or, you may use any name you wish as long as it has not been used and meets with the approval of National Headquarters.
- A Unit may not be named after a living person.
- A temporary slate of officers must be elected for President, Sr. Vice President, Jr. Vice President and Judge Advocate.



## **Obtain an EIN Number for the Unit.**

- If you have a group of “a few good women”, have one of them contact the Department Auxiliary President or Department Jr. Vice President so she may send her a Unit starter kit and work with her in obtaining a charter. If there is not an Auxiliary Department, then contact the Division Vice President for your area.
- While an Auxiliary Unit is an asset to any Detachment, a Unit may be started independently of a Detachment.

**END OF LESSON PLAN 3**

# Marine Corps League

## Professional Development Program

### Uniforms, Ribbons and Awards

#### LESSON PLAN 4



# INDEX OF LESSON PLAN 4

## IV. Uniforms

A. Uniforms

B. Nomenclature of MCL Uniforms

C. Standard MCL Cover

D. Casual Uniform

E. Undress Uniforms

F. Women's Undress Uniforms

G. Women's Casual Uniform

H. Associate Member Uniform

I. The Formal Uniform

J. Mounting Medals

K. Ribbon Chart

L. Awards

M. MODD Uniform

Casual

Undress

Women's Casual

Formal Red Blazer

Formal Mess - Blue  
Trousers, Red NCO Stripe

Formal Mess - Tux  
Trousers



## Nomenclature of MCL Uniforms

### Numbers correspond with page #3 (Uniforms)

- Plain Black Socks (ALL)
- Highly Shined Smooth Toe Black Lace-up Oxford Shoes (All)
- Plain Black tie (Field Scarf) (1,2 long sleeve shirt only)
- Marine Corps or Marine Corps League gold tie bar (1,2)
- Black Standard or Pleated Trousers (1,2,3,4)
- Blue Trousers with **NCO** Stripe (2,5)
- Marine Corps web belt and brass buckle (2)
- Black belt and square gold buckle with the Marine Corps Emblem (1,2,3)

#### Notes 1:

White Gloves (Members participating in Memorial Services and who are in MCL Uniform may wear white gloves, at the discretion of the Senior Officer in charge of the detail).

The White Duty Belt, may be worn by a member, while performing duty as Sgt at Arms or Color/Honor Guard with the undress uniform, short or

long sleeve shirts. The belt shall be the standard plain 3” white cotton or web with brass MC waist plate with Marine Corps Emblem (plain waist plate for Associates) no Marine Corps Emblem. Refer to Encl # 3 change # 17-11 for details

- Black Tuxedo Trousers (4,6)
- White T-Shirt (1,2)
- White Shirt w/epilates, 2 Breast Pockets w/button Flaps, Long Sleeve (2)
- White Shirt w/epilates, 2 Breast Pockets w/button Flaps, Short Sleeve (2)
- White Shirt, standard collar (1)
- Formal pleated shirt with a standard collar and no ruffles (4,5,6)
- Military Bow Tie - Black (4,5,6)
- Ribbons (DOD or MCL, Do not mix), Wing and Badges. Long or Short sleeve shirts. (2)
- Marine Corps black field scarf and Marine Corps or Marine Corps League
- Gold cuff links and gold studs (4,5,6)

- Gold tie bar (1,2)
- Red Blazer (1,3,4)
- Red Mess Jacket (5,6)
- Black Nylons
- Black Pumps (3)
- Women's white blouse that is worn with the USMC Dress Blues (3)
- Black cross over (Marine Corps Style) tie (3)
- Plain black "A" line skirt
- Marine Corps League Cover (All)

**Numbers correspond with page #3 (Uniforms)**

# **THE STANDARD MARINE CORPS LEAGUE COVER**

The Standard MCL cover is the minimum uniform item worn by members to be considered “in uniform”. While wearing the Marine Corps League Cover, you are considered in uniform and underarms. In an opinion given by the then standing National Chaplain, Ora Fultz, "It is worn indoors and out at all times, even in church. The cover is removed only during prayer, as to your religious preference. During prayer, remove your cover and place it over your heart."

- The Standard MCL Cover is the single most important part of the uniform, without which, no other part is authorized to be worn. The cover and all attachments are purchased through the Marine Corps League.
- All members of the League are authorized to wear the red MCL cover. Members elected or appointed to Department Offices are authorized to wear the red with gold crown cover. Members elected or appointed to



National Staff or Committees are authorized to wear the gold cover. Past National Commandants are authorized to wear the gold with white crown cover. The National Commandant is authorized to wear the white cover.

## Male and Female Covers



Detachment Cover



The Female Cover



The Associate Cover

Past Department Commandant, Past Detachment Commandant, Past Kennel Chief of the Military Order of Devil Dogs and Past National Director of Young Marines, with the years displayed for holding that office, are the only members who are authorized to wear their respective covers after their tour of duty is completed. All other personnel will revert back to what they were wearing before they were elected or appointed to office, removing past office identification strips.

## **No Pins on Cover**

***Pins, ornaments, or ribbons are not authorized for wear on the MCL cover.***



Nothing goes on the Basic Cover, except the Marine Corps Emblem on the left side and approved identification strips or embroidering on the right side. The Marine Corps emblem should be the solid gold emblem, not a Marine officer's gold and silver emblem. Identification strips should be worn to indicate "current" offices only, except as authorized by the Uniform Code for "Past Commandants".



"Past Commandant" may be embroidered, as this is a lifetime title. It must be small enough, as to be covered by a strip denoting any current office held.

If a strip is worn to denote current office, it will be worn above the detachment name and centered. The "LIFE" strip should be worn to the rear of the right side. The "LIFE MEMBER" strip should be worn the same as the identification strips are worn.

That is, centered on the right side of the cover.



## Life Membership Strips

The "LIFE" and "LIFE MEMBER" strips are two different strips.



Tradition is that the "LIFE MEMBER" strip would be worn above other strips, such as a current officer strip.

Although it is not spelled out in the Uniform Code, the detachment name should be embroidered on the right side, 1/2" to 3/4" up from the bottom of the cover, centered left to right and abbreviated, if need be. Contact your Detachment about having the detachment's name embroidered on your cover.

# CASUAL UNIFORM



## **CASUAL UNIFORM RED BLAZER**

- The red blazer is available from the Semper Fi store at Marine Corps League Headquarters or The Marine Shop in Quantico, VA. See your Detachment Paymaster about ordering this item. All attached items are ordered through the Marine Corps League, see your Detachment Paymaster on how to order these items. The buttons the blazer comes with must be removed and in their place Marine Corps League buttons sewn. There will be two buttons for the front and three on each sleeve.

# THE MCL CREST



- The metallic embroidered Marine Corps League Crest is worn on the left breast pocket, about 1/4" below the lower half of the pocket cuff and centered on the pocket. The commercially sold pocket crest, with the MC Emblem, Marine Corps League Seal permanently set onto the plastic sleeve, or the embroidered MC League crest that is permanently embroidered on the pocket itself, may also be worn as optional wear. No Blazer Crest / Bullion Seal will be worn by Associate members, unless one is designed and approved by a National Convention.

# THE RED BLAZER





## RED BLAZER OR EVENING DRESS JACKET LAPEL PINS

The MCL Member, MCL Life Member, 5 Year, 10 Year, etc., pins are worn in the left lapel buttonhole. Other pins are also authorized, but never more than two (2) at a time, on the left lapel.

The Past National Commandant pin may be worn inboard with the National Marine of the Year outboard.

National Marine of the Year pin may be worn inboard, with a Past Department or Detachment Commandant, or other Member pin outboard.

## NAME TAGS

The nametag is not worn with this uniform. Sunburst insignias are never to be worn with the red blazer. Miniature medals, ribbons, and badges are not to be worn on the red blazer, except when the blazer is worn as an optional jacket of the Formal Uniform, and then miniature medals may be worn or a maximum of three large Medals. The Formal Uniform will be discussed below.

## **CASUAL UNIFORM THE WHITE SHIRT**

This outlines the shirt to be worn with the "Casual", or red blazer uniform. The shirt can be either long sleeve or short sleeve, but must be plain white in color. This shirt can be purchased at any clothing store. The shirt should have a plain collar. It will not be the "aviator" style shirt worn with the Undress Uniform.

Sunburst insignias are not worn with the "Casual" uniform.

Ribbons and badges are not to be worn with the "Casual" Uniform\*.

Patches are not worn with the "Casual" uniform.

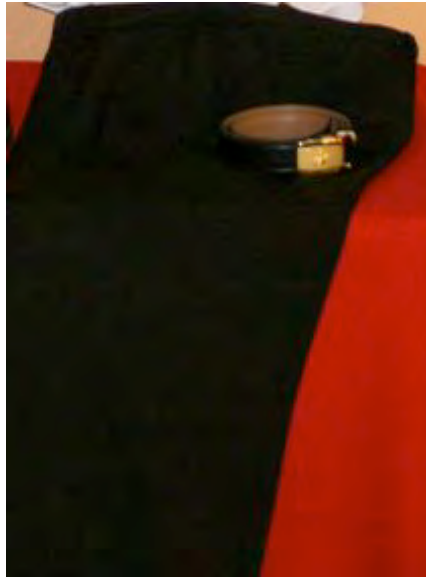
\* Note 2: The Marine of the Year Neck Ribbon with medallion may be worn.

- No devices, pins, badges or patches of any kind are to be worn with the "Casual" uniform. Just the shirt, field scarf, and prescribed tie bar.
- Nothing more!



## **CASUAL UNIFORM THE BLACK TROUSERS**

Black trousers with a black belt and square gold buckle with the Marine Corps Emblem are to be worn with the Casual Uniform. The belt can be either the wide leather belt or the narrow dress belt. The wide leather belt is worn with the large square buckle with the Marine Corps Emblem on it. Both are available through The Semper Fi store at National. The narrow dress belt with the smaller buckle, also having the Marine Corps Emblem, satisfies the black dress belt option.



- See your Detachment Paymaster about how to order these items. The trousers are purchased at any clothing store. The bottom of the cuff, should just reach the top of the heel sole of the shoes.
- Dress blue trousers with red stripe are not authorized with the Casual Uniform.
- Sans a belt trousers are not authorized with the Casual Uniform.



## **CASUAL UNIFORM**

### **THE BLACK FIELD SCARF & BLACK SHOES**

The field scarf should be a plain flat black tie with a Marine Corps League or Marine Corps gold tie bar. The field scarf is available at any clothing store, but the tie bar is purchased through the Marine Corps League or you may wear the Marine Corps issued gold tie bar. No other tie bar is authorized.

No tie tacks, no field scarf colors other than black, and no embroidered or other designs on the field scarf are authorized. Just a simple, plain black field scarf. A clip on field scarf may be worn, or if using a regular field scarf, a four in hand knot is recommended.

# SHOES

The shoes should be black leather oxfords, either Corfam© type, or highly shined. The uppers on the toes should be flat leather, with no seams. Rubber or leather soles may be worn. Black socks, shall be worn.

***No taps are authorized.***



## UNDRESS UNIFORM

The Long Sleeve and Short Sleeve Undress Uniforms will be discussed here.

There's more to the Undress Uniform than just taking off your red blazer. The Dress Blue trousers with the red NCO stripe may be worn with the Undress Uniform, along with the Marine Corps Khaki web belt and brass buckle. It should be pointed out that the Dress Blue trousers have the red NCO stripe, not the wider Officers stripe.

## **Undress Uniform**

The Black Trousers may be worn as an option with the Undress Uniform, having the same belt and buckle options as with the Casual Uniform.

The same shoes and socks are worn with the Undress Uniform, as with the Casual Uniform.

Sunburst insignia (anchor facing inboard) and ribbons are worn the same as the long sleeve shirt. MCL ribbons or DOD ribbons may be worn, but never both at the same time.

The optional nametag is worn the same way as with the long sleeve shirt.



## **LONG SLEEVE**

The Long Sleeve Undress Uniform shirt will be an aviator style shirt, with two (2) button down breast pockets and shoulder epaulets. It will have a military crease running top to bottom, centered on each pocket and three creases on the back. The Marine Corps League shoulder patch is worn on the left shoulder, centered on the crease, 1-1/2" down from the shoulder seam. The Field Forward American Flag or Devil Dog patch will be worn on the right shoulder, centered on the crease, 1-1/2" down from the shoulder seam.

# Long Sleeve Shirt





Black trousers

# Undress Uniform



**Black Trousers**



**Blue Trousers with Red NCO Stripe**



## SUNBURST INSIGNIA

The Sunburst Insignias are worn on each collar, centered, 1/2" from both edges, with the eagles wings parallel to the deck, with anchors facing inboard.

The nametag may be worn above the right breast pocket, centered and 1/8" above the top of the flap. Either Marine Corps League ribbons **or** Department of Defense ribbons and badges may be worn above the left breast pocket, centered, 1/8" above the top of the flap. Marine Corps League and Department of Defense ribbons cannot be mixed. Ribbons are to be worn in rows not exceeding four ribbons per row. If the top row has fewer ribbons than the lower rows, they are to be centered on the lower rows.



# THE BLACK FIELD SCARF

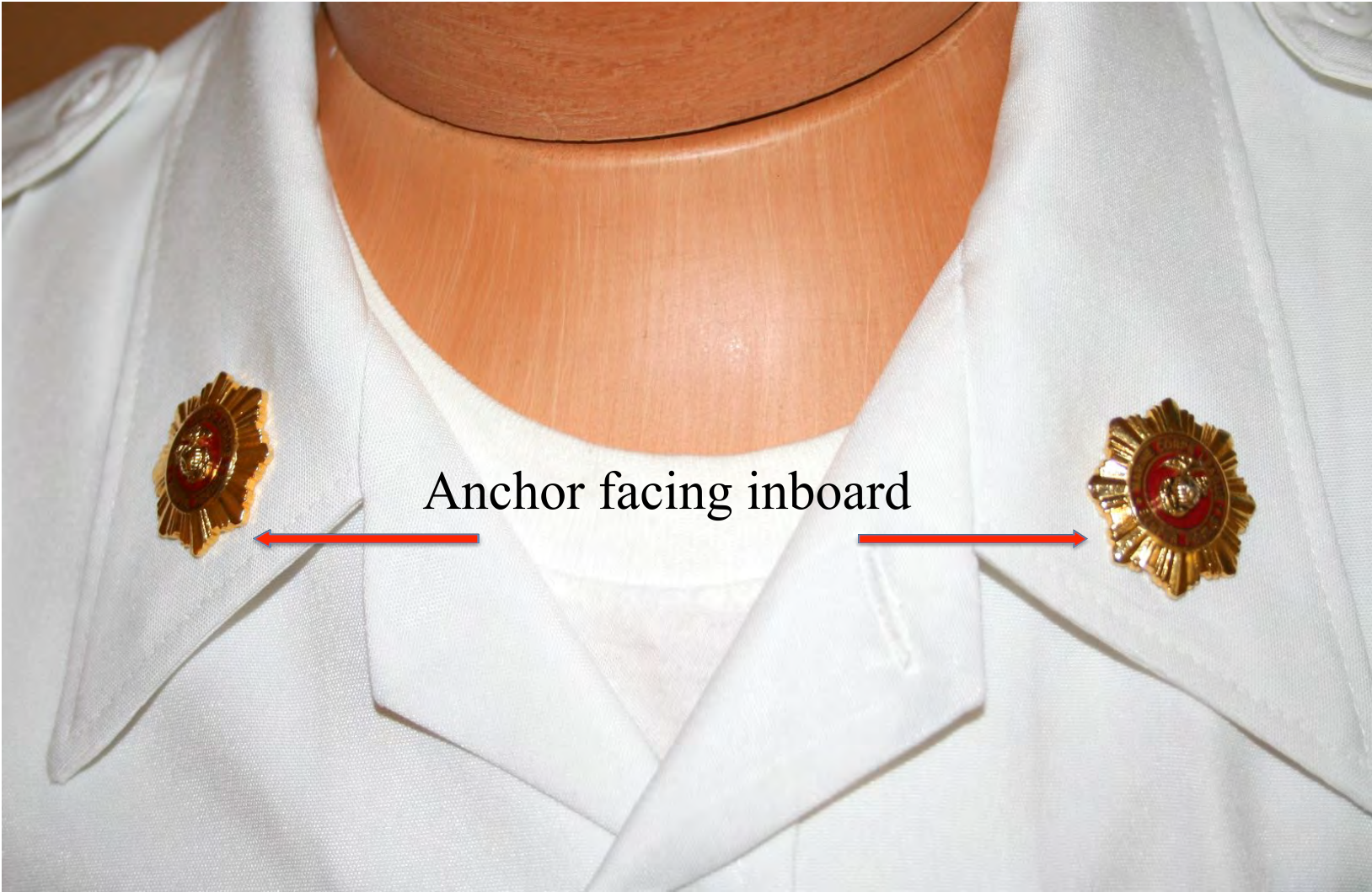
The black field scarf with either the Marine Corps or Marine Corps League gold tie bar (no open collar with the long sleeve shirt).



DOD or MCL Ribbons  
May be worn, but cannot be mixed.

## **SHORT SLEEVE SHIRT**

The Short Sleeve Undress Uniform is the same as the long sleeve except in sleeve length. It has the same pockets, shoulder epaulets, creases and patches. The top most button is left open and a tie is never worn with the short sleeve Undress Uniform shirt. The dress blue trousers with red NCO stripe are to be worn with this uniform the black trousers are an option. The same belts and belt options are worn with the short sleeve Undress Uniform as with the long sleeve Undress Uniform.



## WOMEN'S COVER

- The Standard Cover is to be worn with the Marine Corps Emblem worn on the left side. Officer strips, LIFE and LIFE MEMBER strips and the detachment name embroidery is the same as the men's Standard Cover.
- Enclosure 3 doesn't state that the cover be a woman's cover, so it is assumed that either the Standard Women's Cover or the Standard Men's Cover may be worn. All these items are available through the Marine Corps League.

## WOMEN'S SHIRTS

- A long sleeve or short sleeve white shirt, with shoulder epaulets, military creases and two button down flap pockets, similar to the men's shirt, is worn.
- An option is the women's white blouse that is worn with the USMC Dress Blues. Either Marine Corps League ribbons or Department of Defense ribbons and badges may be worn, but not mixed.

## Women's Shirts

- With the long sleeve version of this uniform, either the black cross over (Marine Corps Style) tie -OR- black field scarf with MC or MCL gold tie bar will be worn.
- The Sunburst insignias, shoulder patches and nametag are all worn the same as is prescribed with the men's uniform.
- A plain black "A" line skirt or black slacks are worn the same as with the casual uniform. When the trousers are worn, the same belts that are authorized with the Casual Uniform may be worn.

## WOMEN'S UNDRRESS UNIFORM

- Dress blue trousers with red NCO stripe may be worn, with Marine Corps web belt and brass plain buckle with Marine Corps Emblem, plain buckle for Associate members (no Marine Corps Emblem), when in Color/Honor Guard.
- Black nylon hosiery and a black, plain toe, closed pump are worn with this uniform.
- When wearing trousers, plain toe, black oxfords are worn.



## EARRINGS

- Earrings may be worn with the Undress, Casual and Formal uniform. They must either be small, round, white pearl (or pearl like), or gold earrings, not to exceed 9mm in size. When worn, earrings will fit tight against the lobe of the ear and will not extend below the earlobe.



# WOMEN'S CASUAL UNIFORM



- The Women's Casual Uniform will consist of the red blazer, with the buttons arranged as is on the men's Casual Uniform or the women's red blazer which is fitted differently and the front buttons are on the opposite side, from the men's red blazer.
- Both are available through the Semper Fi store or The Marine Shop.

The Associate Member is not to wear the Marine Corps Emblem. This Emblem is highly honored by all Marines and only those who earn it may wear it.

The regulations for Associate Member Uniforms are the same as Regular Member Uniforms, except as follows:

The Marine Corps Emblem on the Basic Cover is replaced with a Starburst Emblem with Anchor Facing Forward.

## **CREST, SUNBURST, AMERICAN FLAG AND MCL PATCH FOR ASSOCIATE MEMBERS**

On the Casual Uniform, the Crest or Bullion Seal is not worn.

- The Sunburst Insignias on the Undress Uniform is replaced with 1/2" x 1/2" gold MCL insignias.
- The field forward American flag patch is worn on the right shoulder and the Marine Corps League patch with an Associate Rocker attached at the bottom will be worn on the left sleeve.
- They are to be worn in the same way as prescribed on the Regular Member Undress uniforms. Dress blue trousers may be worn, but without the red NCO stripe.

## **THE FORMAL UNIFORM**

- The Formal Uniform will consist of the Basic Cover, as with all other uniforms. The shirt will be a formal pleated shirt with a standard collar and no ruffles. The tie will be a black, military bow tie.
- The shirt will have gold cuff links and gold studs.
- The Chapel of Four Chaplains medal may be worn with this uniform as an option and the Marine Corps League Blazer Crest or Bullion is optional when miniature medals are worn.

- The red mess jacket is worn with this uniform, but the red blazer may be worn as an option, due to the high cost of the red mess jacket, which is ordered through an outside clothier. If the red mess jacket is worn, it will be a medium weight gabardine material with Marine Corps League buttons, a gold waist chain and the Sunburst Insignia in locating holes in the jacket collar. The buttons are sewn on, three to a sleeve and three on either side of the waist, as illustrated.



# THE FORMAL UNIFORM



- A gold cummerbund or gold vest front can be worn with either Jacket. They are both sold through National.
- Blue trousers with NCO Stripe or Black tuxedo trousers are worn with the Evening Dress jacket, but black trousers are an accepted option. The belt and buckle can be either of the belts worn with the Casual Uniform.
- When wearing the Red Evening Dress jacket, large medals may not be worn. When wearing the red blazer, miniature medals are authorized as described below, or up to three large medals may be worn.
- Shoes and socks are the same as the Casual Uniform.

## **MOUNTING OF MEDALS**

When more than one medal is worn, they shall be suspended from a holding bar of metal or other material of sufficient stiffness to support the weight of the medals.

When eleven (11) medals are worn, there will be five (5) medals on the first row, and six (6) medals on the second row (medallions cannot be even top to bottom).

One to ten medals can be mounted on one (1) row.

In the case of Marine Corps League issued medals only, in lieu of overlapping mini-medal mounting, the commercially available mini-medal mounting bars, which display the mini-medals in rows of four (or rows of five, when five, ten, fifteen or twenty are worn), or partial additional rows of one, two or three mini-medals, without overlapping, may be worn.





Marine Corps  
League  
Medals, Ribbons,  
Certificates,  
Awards and Pins

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

# MARINE CORPS LEAGUE RIBBONS

SHOW IN ORDER OF PRECEDENCE

			
Distinguished Citizen Gold	Distinguished Citizen Silver	Distinguished Citizen Bronze	Distinguished Service Bronze
			
National Marine of the Year	Division Marine of the Year	Department Marine of the Year	Detachment Marine of the Year
			
National Recruiter Gold	National Recruiter Silver	National Recruiter Bronze	Past National Commandant
			
National Staff Elected Silver	National Staff Appointed Bronze	Department Commandant	Department Staff Elected Silver
			
Department Staff Appointed Bronze	Department Recruiter Silver	Detachment Commandant	Detachment Staff Elected Silver
			
Detachment Staff Appointed Bronze	Detachment Recruiter Bronze	Community Service	Board of Trustees Commendation-V. Fisher
			
National Meritorious Unit of Commendation	Department Meritorious Unit Commendation	Individual Meritorious Commendation	Kennel Dog of the Year
			
Chief Devil Dog Individual Commendation	Pack Dog of the Year	Pack Leader Commendation-Individual	Pound Dog of the Year
			
Pound Keeper Commendation-Individual	Past Chief Devil Dog	Pack Leader	Pound Keeper
			
Marine Corps League Membership			

## MEDALS



### **Distinguished Citizens Medal-Gold**

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.

- 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.

**Note:** A 5/16" gold star will be worn to indicate additional awards.

- **Distinguished Citizens 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-Commandant\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.

Note: A 5/16" gold star will be worn to indicate additional awards.

• **Distinguished Citizens Medal-Bronze (Current)**

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-  
Commandant\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.

C. **Awarded By:** Detachment Commandant.

Note: A 5/16" gold star will be worn to indicate additional awards.

- **Distinguished Service Medal (God, Country, and Corps)**

Medal: Bronze

Ribbon: Maroon center flanked by dark blue stripes

**Awarded By:** Detachment\Department\National Division Vice-Commandant\National Commandant

**Recommended By:** Detachment\Department\National Division Vice-Commandant\National Commandant

This medal should be presented to a Marine who has been awarded the Distinguished Citizen Medal-Gold, Silver or Bronze, with the Distinguished Service Certificate indicating the authorization to wear the awarded medal.

Note: A 5/16" gold star will be worn to indicate additional awards.

- **National Recruiter Medal**

Medal: Gold – Silver - Bronze

Ribbon: Green, white and gold

**Awarded By:** National Jr. Vice-Commandant

Awarded to National Recruiter of the Year.

- **Department Recruiter Medal-Silver**

Medal-Silver

Ribbon-Green, Gold, Green

**Awarded By:** Department Commandant

Awarded to Department Recruiter(s) of the Year

- **Detachment Recruiter Medal-Bronze**

Medal: Bronze

Ribbon: Gold, Green, Gold

**Awarded By:** Detachment Commandant

Awarded to: Detachment Recruiter(s) of the Year Can be issued to all members recruiting 5 or more new members in a single year.

- **Department Commandant Medal (Commandant Samuel Nicholas)**  
Medal: Bronze  
Ribbon: Red and gold stripe  
To be worn by present and past elected Department Commandant
- **Department Staff Medal (Elected)**  
Medal: Silver  
Ribbon: Blue, Red, White, Red, White, Red, Blue  
To be worn by present and past elected Department Officers
- **Department Staff Medal (Appointed)**  
Medal: Bronze  
Ribbon: Blue, Red, White, Red, White, Red, Blue  
To be worn by present and past appointed Department Officers
- **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.



- **Detachment Staff Medal (Elected)**

Medal: Silver

Ribbon: Blue, White, Red, White, Blue

To be worn by present and past elected Detachment Officers.

- **Detachment Staff Medal (Appointed)**

Medal: Bronze

Ribbon: White, Blue, White

To be worn by present and past appointed Detachment Officers.

- **Marine Corps League Medal (Membership)**

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 MCL 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.

For a complete list of authorized medals see Enclosure # 4 of the MCL Bylaws and Administrative Procedures.

# CERTIFICATES

- **Distinguished Citizen Award Certificate**

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

- **Distinguished Service Award (Certificate only)**

This award may be presented by the National, Department, or Detachment Commandant to Leaguers and non-League members who have distinguished themselves.

- **Certificate of Appreciation**

This award may be presented by the National, Department, or Detachment Commandant for appreciation of loyalty and patriotism to country and the Marine Corps League. This may be awarded to Leaguers and non League members.

- **Certificate of Appreciation (For displaying the United States flag)**

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

## **AWARDS**

- **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 or Division Marine of the Year shall originate only at the Detachment level. No individual member(s) of the Marine Corps League, nor any subsidiary unit(s) 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 submitted.

Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has been a deed(s) of courage or valor without regard for his/her own safety. (See National Administrative Procedures Section 300, Sub-Section One (1))

- **“Espirite de Corps” Award**

National Headquarters of the Marine Corps League will accept nomination of the individual from the Superintendent of the U.S. Merchant Marine Academy. This award was conceived to extend recognition by presenting a Marine Corps Officer's 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.

- **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, in the opinion of the Awards Committee, 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: Awards Committee @  
Marine Corps League, Post Office Box 3070, Merrifield, Virginia 22116-3070.

## Awards

- **Heroism Medal**

Shall be awarded by the 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.

- **VAVS Award**

The National VAVS Representative and Deputy Representatives will select at the national convention the recipients of the Detachment VAVS awards and individual award as described below:

**Plaques:**

None (sp) 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: Over 100 members. First, Second and Third Place plaques.

- **Past National Commandant's VAVS Award**

Nominee's 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 are 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**

Detachment VAVS Award recommendations should also be submitted to the National VAVS Representative to be received no later than July 1st 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.

## **National Jr. Vice Commandant's Awards**

- **100% Membership Citations**

100% Membership Streamers will be given to those Detachments, Departments, and Divisions, who have achieved 100% membership during the period of 1 July to 30 June and will be Red in color with Gold lettering.

1. Increased Membership Citations and Plaques

- (a) Increased Membership Citations will be awarded to all Detachments, Departments, 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, Divisions that exceed 100% membership by percentage in the following manner:

1. Detachment Membership from 15 to 50 members, three (3) plaques; 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.
2. Detachment Membership from 51 to 100 members, three (3) plaques: 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.
3. Detachment Membership from 101 to 200 members, three (3) plaques: 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.
4. Detachment Membership from 200 plus, three (3) plaques: 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.
5. Department Membership, three (3) plaques; 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.
6. Division Membership, three (3) plaques; 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place.

- **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, then mailed to the National Junior Vice-Commandant.

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 recruited 25-49 members during the year.
- (c) A National Recruiters Medal-Silver and a Distinguished Service Award Citation (signifying the accomplishment) and a plaque will be presented to those members who recruited 50 plus members during the year.

## NATIONAL JR. VICE COMMANDANT'S AWARDS

- (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 plague 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**  
Streamers 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.

## PINS

- **Past National Commandant Pin**

Oval-shaped pin with Marine emblem and a diamond. Presented to the outgoing National Commandant at the completion of his tour as National Commandant at the National Convention. It will be worn centered on the left lapel, one inch below the lapel notch.

- **National Marine of the Year Pin**

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 Commandant pin if so awarded.

- **Kennel Dog of the Year Pin**

Gold pin with Devil Dog emblem in the center. Presented at each National Convention to the Marine selected as the Kennel Dog of the Year. It will be worn centered on the left lapel one inch below the

lapel notch, left of the National Commandant pin and Marine of the Year pin if so awarded.

**Note #3:** National, Department and Detachment "Marines of the Year" are eligible to wear the FMF device (Eagle, Globe and Anchor) signifying National, 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 Gold ribbon, Department Marine of the Year will wear it centered on the Silver ribbon, and Detachment Marine of the Year will wear it centered on the Bronze ribbon. Prior and subsequent awards (Gold, Silver or Bronze, not necessarily Marine of the Year) will be worn with the proper stars affixed.

## **WEARING OF MINIATURE MEDALS**

(Formal Dress Only)

- A. 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 inch out from the edge of the inside of the left lapel. In those instances where regulation size holding 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.
  
- B. Additional holding bars on the Red Blazer shall be placed under the top row in such a manner that the medallions of the upper row are in line immediately above the medallions of the succeeding row, unless medal count is uneven.

Note: This applies only if wearing the Blazer. When wearing the Marine Corps League Mess Jacket, miniatures will be worn as you would large medals.

## **MOUNTING OF MINIATURE MEDALS**

When more than one (1) medal is worn, they should be suspended from a holding bar of metal or other material of sufficient stiffness to support the weight of the medals.

When eleven (11) medals are worn, there will be five (5) medals on the first row, and six (6) medals on the second row (medallions cannot be even top to bottom).

- The maximum length of the holding bar for medals should be four (4) inches, (3 ribbon bar). A maximum of five (5) medals, side by side, can be accommodated on a holding bar of maximum length. However, a maximum of ten (10) medals can be accommodated on a holding bar if overlapped. Overlapping shall be equal (not more than 50%) and the right or inboard medal shall be shown in full.

- Mounting of medals by rows:

One to ten medals, 1 row only

One to eleven medals, 2 rows - first row (5), second row (6)

- Two medals mounted side by side on a one (1) inch bar (1 ribbon bar).  
Three medals mounted on a one (1) inch bar (1 ribbon bar) overlapped.
- Four medals mounted on a two (2) inch bar (2 ribbon bar) overlapped.

When more than one (1) of the same medal has been awarded, stars shall be worn for additional awards.



# **MILITARY ORDER OF THE DEVIL DOGS UNIFORM REGULATIONS**

- The cover patch of the Military Order of the Devil Dogs, Inc. is to be sewn on the right hand side of the Marine Corps League Cover centered over the piping, (gold piping on the Detachment member and Department Officer cover, red piping on the National Officer cover) so that one half of the patch extends from either side of the piping. The eyes of the Bulldog on the Patch should be level to the deck and the Gold Trench Helmet will be canted to the left side of the Bulldog's head. The bottom line of the helmet touching the Bulldog's head on either side should be parallel to the piping on the cover. The Patch shall not touch the piping on the top of the cover, or the bottom edge of the cover, nor shall it touch any lettering on the cover.
- No pins, stars, medals, or any other devices shall be worn on the cover. Kennel officers may wear gold covers, but must revert to the cover they are authorized after their term of office. Past Chief Devil Dogs are authorized to wear a Gold with black crown.

- An embroidered official insignia may be worn on the right sleeve of the shirt with the top of the insignia 1-1/2 inches below the shoulder seam.
- The official identification disc of the Military Order of the Devil Dogs, Inc. shall be a metal one, which can be gold or silver plat. The disc shall be 1-1/4 inches in diameter on the face of which is the official insignia surrounded by the lettering of the official title of the order and below the insignia the words "Pound No." allowing space for the number of the member's Pound. On the top of the reverse side shall appear the words "Presented to" below which shall be a space of the name and state of the member, at the bottom the words "License No." which is for the member's license number.
- The disc is to be perforated and suspended by a 1 inch ribbon of approximately 36 inches in length to permit the disc to be worn pendant about the neck in colors herein described:

- a) All active PEDIGREED DEVIL DOGS shall wear a gold ribbon.
- b) All active DEVIL DOGS shall wear a red ribbon.
- c) All active PUPS shall wear a black ribbon.
- d) Gold plated discs shall be worn by all Past Kennel Officers and bear the name of the highest office held and the fiscal year of tenure.
- e) Silver plated discs shall be worn by all Past Pack and Pound Officers and shall be similarly inscribed as to the highest Pack or Pound office held and fiscal year of tenure.
- f) All other members of the order shall wear the plain metal disc.

These Devil Dog Items are those that affect the Marine Corps League authorized Uniforms; for complete information contact your Pound Keeper.

END OF LESSON PLAN 4

# Marine Corps League

## PROFESSIONAL DEVELOPMENT PROGRAM GRIEVANCES & DISCIPLINE LESSON PLAN 5



# INDEX OF LESSON PLAN 5

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**ADMINISTRATIVE PROCEDURES**  
**CHAPTER NINE**

**GRIEVANCES**  
**AND DISCIPLINE**

## **SECTION 900 DEFINITIONS**

**PETITIONER:** The petitioner is the person or unit bringing either a grievance or disciplinary charges under this chapter.

**RESPONDENT:** The respondent is the person or unit against whom a grievance or disciplinary action is sought.

**GRIEVANCE:** A grievance is an injury, injustice or wrong which gives ground for complaint because it is unjust, harmful, afflictive or oppressive. It does not subject the member, detachment or department to punishment, but seeks to resolve the injury, injustice or wrong if such is found.

**DISCIPLINARY CHARGES:** A formal complaint, accusation, information or indictment of a member, detachment or department in which disciplinary punishment is sought. “Charges” preferred

under this chapter need not be by reference to a section. A disciplinary charge shall specify: What was alleged to have occurred, when it was alleged to have occurred and such other supporting information as may be necessary to adequately inform the respondent so a defense may be prepared. Detachments do not have any disciplinary jurisdiction upon any member.

**RULES OF EVIDENCE OR PROCEDURE:**

The rules of evidence or procedure prevailing in a court of law and/or equity shall not be controlling in actions under this chapter. All questions as to the relevance and admissibility of evidence and the regularity of the proceedings and the credibility of witnesses and evidence shall be determined by the appropriate Hearing Board and such shall not be overturned on appeal unless such Hearing Board is clearly in error. The goal of this chapter shall be to insure that matters are expeditiously, fairly and justly heard.

**BURDEN OF PROOF:** The party bringing the grievance or the disciplinary charge has the burden of proving his allegations to the



satisfaction of the Hearing Board. Any countercharges or allegations made by another party must be proved by that party.

**SERVICE OF NOTICES:** All notices and correspondence required by this chapter must be served by Certified Mail, return receipt requested.

**WRITTEN COMMUNICATIONS** - The use of electronic transmissions such as e-mail and fax notices are not sufficient for notice or appeal purposes except as permitted by section 900 of the AP for the National Board of Trustees, nor do such transmissions meet time deadlines as set forth in section 900. Proof of timely service is upon the proponent. A Certified Mail receipt, issued by the U.S. Post Office, constitutes timely service. A failure to accept or refusal to accept certified mail or to sign for the receipt of such mail after due notice from the U.S. Post Office shall be deemed to be good service.

**VOTE BY THE NATIONAL BOARD OF TRUSTEES:** On any vote under this chapter by the National Board of Trustees while not in active session, notice by e-mail directed to the National Adjutant/Paymaster is deemed sufficient.

**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."

**TIMELY APPEALS** - All appeals will be served in a timely manner. If not, the appeal shall be deemed waived absent a showing of good cause. All appeals of any decision are due no later than thirty (30) days from the date of the decision. A Certified Mail receipt within such period constitutes proof of service for the appeal.

If a member, Detachment or Department, feels that there is material grievance or wrongdoing within the unit, or that a member has a grievance himself/herself you must do the following:

- The person with the grievance (Petitioner) shall present to the Department Judge Advocate a grievance in writing setting forth as clearly as possible the basis for the grievance. A copy will be sent to the Respondent and additional copies sent to the Department Commandant and the National Judge Advocate. The Respondent, if he/she wishes has ten (10) days in which to answer in writing to the Jurisdictional Judge Advocate concerning the defense.
- The Department Judge Advocate will examine the grievance and immediately attempt to mediate the dispute. If he is successful, he will so notify the Respondent and the Petitioner in writing that the matter is resolved and no further action is needed. The National Judge Advocate is to also receive copies of the report. If the mediation fails, the Judge Advocate will so notify the Department Commandant.

## **REMEMBER**

All correspondence will be sent by Certified Mail, return receipt requested.

Make certain that copies are disbursed to the participating parties.

Keep within the time limits for mailings.

## **SECTION 901 GRIEVANCES**

Upon notice that the grievance is not resolved, the Department Commandant will appoint a Hearing Board consisting of Himself/Herself as the Chairman, the Department Judge Advocate and a minimum of two (2) other members, none of who shall be members of the unit involved.

Board has the AUTHORITY to convene a Hearing at a time and place of its convenience within the Department on which the alleged grievance did occur. If there are any challenges to the makeup of the Hearing Board, they must be made prior to the convening of the Hearing Board or they shall be deemed waived.

The Hearing Board may or may not call witnesses. It will hear testimony either orally or by affidavit and it may also conducts its own investigation. As always, the Petitioner has the responsibility to prove his/her allegations brought against the Respondent.

The decision of the Hearing Board must be affirmed by the majority in writing. If the grievance is substantiated and proved, the Hearing Board shall so state in its decision the action necessary to eliminate the grounds for the grievance. If the grievance is not substantiated or proved, the written decision shall so state. It must be forwarded within fifteen (15) days to the Petitioner and Respondent, with copies to all of the participating parties and the National Judge Advocate.

If the grievance is substantiated and the Respondent later refuses to by action or otherwise take the action to remove the grievance, he/she may face Disciplinary Charges.

The right to appeal is afforded to the Respondent and the Petitioner if they disagree with the decision of the Hearing Board. The appeal would be sent by Certified Mail, return receipt requested directly to the National Judge Advocate and must be filed within thirty (30) days of the decision of the Hearing Board. The appeal should be clearly written stating the basis for such appeal.

The National Judge Advocate shall rule on the appeal and shall so advise all participating parties in writing of his decision either substantiating or denying the appeal within thirty (30) days. The participating parties under this subsection are: the National Commandant; the Department Judge Advocate; the Department Commandant; the Petitioner and the Respondent.

The National Judge Advocate may base his decision solely from the record or may permit the Petitioner/Respondent or any other party to make written or oral argument concerning the appeal before the National Judge Advocate after due written notice to all other participating parties.

If the record of the hearing is insufficient or there exist material irregularities in procedure, The National Judge Advocate may refer the matter back to the Hearing Board to supplement the record or to correct such material irregularity to insure that justice prevails.

The Petitioner/Respondent may appeal the National Judge Advocates decision in writing setting forth the basis for such appeal within fifteen (15) days to the National Board of Trustees via the National Commandant.

The National Board of Trustees shall review the appeal at the first scheduled meeting subsequent to receiving such appeal.

The Board may make its decision merely from the records or it may permit the Petitioner/Respondent or any other party to appear and argue the matter before the Board after due written notice to all other participating parties. It may take, but is not required to take, further evidence relating thereto under such rules and conditions as it may from time to time adopt.

The National Board of Trustees may sustain or reject the decision of the National Judge Advocate. If they fail to sustain the National Judge Advocates decision, it shall rule on the appeal and issue its



own decision in writing to all participating parties through the National Adjutant/Paymaster.

The decision of the National Board of Trustees is FINAL and there are no further rights of appeal except as may be specifically granted by this chapter.

## **REMEMBER**

All correspondence must be by Certified Mail, return receipt requested.

The Hearing Board is convened by the Department Commandant, who acts as Chairman, and three (3) other members including the Judge Advocate.

No member of the Hearing Board can be from the units involved.

## **SECTION 901 Grievances (Continued)**

Petitioner/Respondent have the right to appeal the decision to the National Judge Advocate.

Follow time constraints.

The Hearing Board is the result of a failed mediation.

**WHEN YOU HAVE TWO PEOPLE YELLING AT EACH OTHER, THEN YOU HAVE NO ONE LISTENING!!!  
IF YOU HAVE PROBLEMS, WORK THEM OUT...**

**SECTION 902**  
**DEPARTMENT, DIVISION OR NATIONAL**  
**GRIEVANCE**

**Department or Division Grievance:**

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 procedures outlined in 901 (a), (b), (c), (d), (e) and (f).

The Petitioner/Respondent has the right of appeal to the National Board of Trustees if he/she is not in agreement with the Hearing Boards decision. The request for appeal must be in writing directly to the National Adjutant/Paymaster clearly stating the basis for the appeal.

The appeal must be filed within thirty (30) days of the decision of the Hearing Board.

The National Judge Advocate will distribute copies of all pertinent material to the members of the Board of Trustees.

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/Respondent of the decision of the majority of the National Board of Trustees, either sustaining or denying such appeal with a copy to the National Adjutant/Paymaster.

The decision of the National Board of Trustees is final.

**SECTION 903**  
**NATIONAL CONVENTION**  
**GRIEVANCE**

If the grievance is substantiated and proved, the Hearing Board shall state in its decision the corrective action necessary to eliminate the grievance.

**If mediation is unsuccessful:**

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.

The Hearing Board may call witnesses and hear appropriate testimony either orally or by affidavit and may conduct its own investigation.

The Hearing Boards decision must be affirmed by the majority and shall be served immediately in writing upon the Petitioner and Respondent immediately.

If the grievance is substantiated and proved, the Hearing Board shall state in its decision the corrective action necessary to eliminate the grievance.

The Petitioner may appeal the Hearing Boards decision directly to the Convention and has the burden of proving such grievance to the Convention.

A majority vote of the Convention, with the affected member and/or delegation(s) abstaining, will prevail.

If the grievance concerns the seating or voting of a delegate or delegation, the Convention shall stand in recess until the matter is resolved.

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 Sections 903 (a).

If the grievance is substantiated and proved, the Hearing Board shall state in its decision the corrective action necessary to eliminate the grievance.

The Petitioner may appeal the Hearing Boards decision directly to the Convention but has the burden of proving such grievance to the Convention.

A majority vote of the Convention, with the affected member and/or delegation(s) abstaining, will prevail.

If the grievance concerns the seating or voting of a delegate or delegation, the Convention shall stand in recess until the matter is resolved.

Any grievance applicable to 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 Sections 903 (a).



**SECTION 904**  
**DISCIPLINE**  
**MEMBER, DETACHMENT, DEPARTMENT OFFICERS**  
**AND**  
**BOARD OF TRUSTEES**

Whenever an individual member, Detachment, Detachment Officer, Department Officer or a member of the Board of Trustees of a Detachment or Department commits an act contrary to the National Bylaws and Administrative Procedures of the Marine Corps League, or an act deemed not in the best interest of the Marine Corps League, said individual member, or member of the Board of Trustees shall be charged as follows:

A written complaint setting forth in detail the basis of the disciplinary charges shall be served upon the Respondent (This is commonly referred to as the SPECIFICATIONS) with copies to the Department Commandant and the Department Judge Advocate by Certified Mail, return receipt requested.

The written complaint may be served upon the respondent, in person by the jurisdictional Sergeant-at-Arms. Upon service, the Sergeant-at-Arms shall file a written return of service specifying the date and time the respondent was served.

**A FAILURE TO ACCEPT OR REFUSAL TO ACCEPT CERTIFIED MAIL OR TO SIGN THE RECEIPT OF SUCH MAIL AFTER DUE NOTICE FROM THE USPS SHALL BE DEEMED GOOD SERVICE!**

After receiving the written complaint with the charges and specifications, the Department Judge Advocate shall have twenty (20) calendar days in which he/she may conduct a preliminary informal investigation to determine the merit of the disciplinary charge and should explore the possibility of a negotiated settlement.

In the absence of a settlement being accomplished in the twenty (20) calendar day period, the Department Commandant shall immediately appoint a Hearing Board as required herein which shall convene within forty (40) calendar days subsequent to such appointment.

The appointed Hearing Board shall be composed of the Department Commandant as Chairman, the Department Judge Advocate and a minimum of two (2) other members. Ideally, there should be an odd number such as five (5) totally.

The Hearing Board is empowered to convene a Hearing Board at a time and place of its convenience subject to limitations as set forth above in Paragraph 904 (c). Any challenge to the composition of the Hearing Board or to the notices given must be made at least ten (10) days prior to the start of the hearing or they shall be deemed to have been waived.

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.

The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in chapter 9, section 900.

The decision by the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board. If the disciplinary charge(s) are substantiated and proved, the Hearing Board shall also state the punishment awarded by the Hearing Board. Additionally, if the disciplinary charge(s) is not substantiated or proved, the written decision shall so state.

The written decision shall be forwarded within fifteen (15) days to the Petitioner and the Respondent, with copies to all of the participating parties (NOT THE WITNESSES), and the National Judge Advocate and Nat'l Adjutant/Paymaster.

A written appeal may be made to the National Judge Advocate, by either the Respondent or the Petitioner on the Hearing Board's decision. Any appeal must be made in writing within thirty (30) days after receipt of the Hearing Board's decision setting forth as clearly as possible the basis for such appeal.

The National Judge Advocate shall rule on the appeal and shall advise all participating parties in writing of his/her decision either substantiating or denying the appeal within thirty (30) days.

The National Judge Advocate may render his decision merely from the records or he/she may allow any other party to make an oral or written argument concerning the appeal. The National Judge Advocate must first notify all participating parties by written notice that he/she is allowing such argument. Under no circumstances will you contact the National Judge Advocate unless he/she allows the supplement to the record.

If the record of the hearing is insufficient or there exists material irregularities in procedure, the National Judge Advocate may refer this matter back to the Hearing Board to supplement the record or to correct such material irregularity to insure that justice prevails.

The Petitioner/Respondent may appeal the National Judge Advocate's decision in writing setting forth the basis for such appeal within fifteen (15) days of receipt of the National Judge Advocate's decision to the National Board of Trustees via the National Commandant.

The National Commandant, upon receiving such an appeal, shall place the subject on the agenda of the National Board of Trustees for review at the next scheduled meeting of the Board.

The Board of Trustees shall review the appeal at the first scheduled meeting subsequent to receiving the appeal.

The Board may make its decision merely from the record or they may permit the Petitioner/Respondent or any other party to appear

and argue the matter before the Board. The Board must have received written notice as well as all participating parties.

The Board may, but is not obligated to, take further evidence including mitigation (lessening) and/or aggravation (worsening) of such disciplinary charge(s) and/or the punishment awarded relating thereto under such rules and conditions as it may from time to time adopt.

The Board may sustain or reject the decision of the National Judge Advocate.

**YEA! or NAY!**

If they fail to sustain the finding of the National Judge Advocate, it shall rule on the appeal and issue their own decision thereon in writing to all of the participating parties through the National Adjutant/Paymaster.

**THEIR DECISION IS FINAL! THERE ARE NO FURTHER RIGHTS OF APPEAL!**

The legitimate travel and lodging expenses of the Board shall be a charge against the Department, which shall be reimbursable to the members upon submission of a voucher to the Paymaster of the appropriate Department.



## **SECTION 905 DEPARTMENT COMMANDANT OR DEPARTMENT**

In the event the Respondent is a Department Commandant or a Department, the following procedure is in place.

A Disciplinary charge(s) shall be submitted in writing to the National Judge Advocate and to the Respondent, with a copy to the National Commandant.

Proof of Service by Certified Mail, return receipt, shall be provided to the National Judge Advocate by the Petitioner(s).

The National Judge Advocate may, at his discretion, conduct a preliminary investigation to:

- He will determine if the charge(s) has merit.
- Explore the possibility of a negotiated settlement.

If it appears that the charge is valid and there is no chance for a negotiated settlement, upon his/her own initiative, the NJA shall proceed to do the following:

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.

The Hearing Board is empowered to convene in the Department in which the disciplinary charges(s) arose at a time and a place of its convenience. Any challenge to the makeup of the Hearing Board or to the notices given concerning such hearing must be made at least ten (10) days before the start of the hearing or shall be deemed to have been waived.

The Hearing Board may or may not call witnesses. The Petitioner has the burden of proving any and all disciplinary charge(s) against the Respondent to the satisfaction of the Hearing Board.

The Hearing Board shall hear appropriate testimony, either orally or by affidavit, as set forth in this chapter. The Hearing Board may also conduct its own independent investigation.

The decision of the Hearing Board shall be written and must be affirmed by a majority of the Board.

If the charge(s) is/are substantiated and proved, the Board shall so state in its decision's finding relative to the evidence and shall also state the punishment awarded by the Hearing Board. There are three (3) forms of punishment relating to a member under Section 910, they are:

1. Reprimand (Slap on the hand)
2. Suspension (Specify for how long)
3. Expulsion (Termination of Membership)

Now, if the disciplinary charge(s) is/are not substantiated or proved, the written decision shall so state.

The written decision shall be forwarded within fifteen (15) days to the National Commandant and the National Judge Advocate will affect proper service upon the Petitioner/Respondent and all of the participating parties and Nat'l Adjutant/Paymaster.

The Petitioner/Respondent 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.

The National Adjutant/Paymaster will distribute copies of all pertinent materials to the members of the National Board of Trustees.

Each member of the Board of Trustees shall submit their opinion in writing within fifteen (15) days to National Headquarters,

whereupon the National Adjutant/Paymaster will inform the Petitioner and the Respondent of the decision of the majority of the National Board of Trustees, either sustaining or denying the appeal.

Any member of the Board of Trustees, who shall have served on the Hearing Board, shall abstain from voting on the appeal.

The decision may be appealed by the Petitioner/Respondent to the National Convention setting forth as clearly as possible the basis for the appeal directly to the National Convention via the National Adjutant/Paymaster.

If the appeal is made to the National Convention, it must be made within thirty (30) days of receipt of the decision of the National Board of Trustees and not less than thirty (30) days prior to the start of the National Convention.

The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.

**SECTION 906**  
**NATIONAL OFFICERS**  
**AND BOARD OF TRUSTEES**

If the Respondent is an ELECTED NATIONAL OFFICER or a member of the NATIONAL BOARD OF TRUSTEES, other than the NATIONAL COMMANDANT or NATIONAL JUDGE ADVOCATE, the procedure shall be as follows:

Charges shall be filed with the National Judge Advocate, who will thereupon cause service of the charges upon the Respondent, with copies to the National Board of Trustees.

The National Judge Advocate may conduct a preliminary investigation to determine:

The Merit of the charge and the possibility of a negotiated settlement.

If the charge(s) appear to be valid and has merit, and if it appears likely that there will be no negotiated settlement, the National Judge Advocate upon his own initiative shall proceed to:

Petition the National-Commandant, who shall appoint a Hearing Board of not less than three (3) members nor more than five (5) members including the NJA. The National Commandant may, with discretion, appoint current or former members of the Board of Trustees.

The Hearing Board is empowered to convene at a time and place of its convenience. Any challenges to the makeup of the Board or to the notices given concerning the hearing must be made at least ten (10) days prior to the start of the hearing or shall be deemed to have been waived.

The Hearing Board may or may not call witnesses and are under no obligation to do so. The Petitioner has the burden to prove any and



all charges against the Respondent to the satisfaction of the Hearing Board.

The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. They may also conduct their own independent investigation.

The decision handed down by the Hearing Board shall be in writing and must be affirmed by a majority of the Board.

If the charges are substantiated and proved, the Board shall state so in its finding relative to the evidence and shall also state the punishment awarded by the Board.

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

The written decision shall be forwarded within fifteen (15) days to the National Commandant and the National Judge Advocate will affect proper service upon the participating parties.

The Petitioner/Respondent 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.

The National Adjutant/Paymaster will send copies of all pertinent material to the members of the Board of Trustees.

Each member of the Board of Trustees will have fifteen (15) days to render his/her opinion in writing to National Headquarters; whereupon the National Adjutant/Paymaster will inform the Petitioner/Respondent of the decision of the majority of the National Board of Trustees, either sustaining or denying such appeal.

Any member of the Board of Trustees who shall have served on the Hearing Board shall abstain from voting on the appeal.

BUT!!! - This member may be called to testify in front of the Board of Trustees.

The Petitioner/Respondent may appeal the decision in writing directly to the National Convention via the National Adjutant/Paymaster. This appeal must be made thirty (30) days of the receipt of the decision and not less than thirty (30) days prior to the start of the Convention.

The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.

## **SECTION 907**

### **NATIONAL COMMANDANT**

In the event the National Commandant shall be the Respondent, the following procedure shall be followed:

The National Senior Vice Commandant and the National Judge Advocate shall determine if the charge(s) is serious enough to merit further proceedings.

If so found, the disciplinary charge(s) shall be filed with the National Judge Advocate, who will thereupon cause service of same upon the Respondent, with copies to the National Board of Trustees.

The Senior Vice 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.

If the Board finds that in the best interest of the MCL, it may, by 2/3rds vote, temporarily suspend the National Commandant from the duties of his/her office.

The Senior Vice shall serve as Chairman of the Hearing Board.

The Hearing Board will convene at National Headquarters at its own convenience, call witnesses, hear testimony and it may also conduct its own independent investigation.

The decision must be by at least 2/3rds vote and affirmed shall be served upon the National Commandant within fifteen (15) days of the date of the decision.

The National Commandant may appeal within thirty (30) days to the Senior Vice via the National Adjutant/Paymaster who shall appoint an Appeals Board, 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 shall concern itself only with the appeal and a majority vote by the Board is required for a decision.

The National Commandant may further appeal to the National Convention the decision of the Board of Appeals in writing via the National Adjutant/Paymaster. This appeal must be submitted 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 start of the Convention.

Again, 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 908 NATIONAL JUDGE ADVOCATE**

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

The charge(s) shall be filed with the National Commandant, who shall effect service upon the Respondent and all participating parties.

The Junior Past Commandant and the National Senior Vice Commandant shall determine if the charge is serious enough to merit further proceedings.

IF SO FOUND “Then what”

The National Senior Vice as Chairman shall immediately convene a Hearing Board, comprised of himself and four (4) other members of the National Board of Trustees.

This Board will be empowered to convene a hearing at a time and place of its convenience. Any challenge to the makeup of this Board must be made prior to the start of the hearing or shall be deemed to have been waived.

They may or may not call witnesses. The Petitioner has the burden of proving any and all disciplinary charges to the satisfaction of the Hearing Board. The Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. It may also conduct its own investigation.

If the Hearing Board finds it is in the best interest of the MCL, it may, by a 2/3rds vote, temporarily suspend the National Judge Advocate from the duties of his/her office.



The decision shall be made in writing and must be affirmed by a majority of the Hearing Board.

If the disciplinary charge(s) is/are substantiated and proved, the Hearing Board shall so state in its decision's finding relative to the evidence and shall also state the punishment awarded by the Hearing Board.

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

The written decision shall be forwarded within fifteen (15) days to the National Commandant who will effect proper service upon the Petitioner/Respondent, with copies to all of the participating parties.

The Petitioner/Respondent may appeal in writing within thirty (30) days to the National Commandant setting forth as clearly as possible the basis for such appeal.

Upon appeal, the National Commandant shall appoint an Appeal Board (Board of Appeals) which shall be comprised of a minimum of five (5) Department Judge Advocates, none of which shall be a current member of the National Board of Trustees. This Appeals Board shall concern itself only with the appeal and a majority vote by the Board is required for a decision.

The National Judge Advocate may further appeal the decision of the Board of Appeals directly to the National Convention in writing via the National Adjutant/Paymaster.

Any appeal to the Convention must be made within thirty (30) days of receipt of the decision of the Board of Appeals and not less than thirty (30) days prior to the start of the Convention.

The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.

## **SECTION 909 PROCEDURE**

The following procedures will be adhered to in addition to the provisions of this chapter.

### **NOTICE OF COMPOSITION OF THE HEARING BOARD**

The jurisdictional Judge Advocate must notify the Petitioner/Respondent of the members appointed to the Hearing Board no less than twenty (20) days prior to the convening of the Hearing Board. No member of an affected unit may serve on the Hearing Board.

The Petitioner/Respondent will have ten (10) days to object in writing to any or all of the appointed Board members. Such written notice will be directed to the jurisdictional Judge Advocate. Absent a timely objection, the Hearing Board shall be deemed to be fair and impartial.

The jurisdictional Judge Advocate is not subject to challenge except for good cause.

Upon receiving a challenge, the jurisdictional Judge Advocate will petition the appointing authority for replacements and notify the Petitioner/Respondent of such replacements. Replacements may be subject to challenge only for good cause.

Potential Hearing Board members who may have a conflict of interest through friendship, marriage, family relationship or prejudice must recuse themselves from sitting on the Hearing Board.

If the jurisdictional Judge Advocate must be recused from sitting on the Board, the appointing authority will appoint a replacement, preferably a Past National or Department Judge Advocate or a Past National or Department Commandant.

In the event an investigator or a committee is appointed to investigate the circumstances of any allegations, the investigative report must be presented to the Hearing Board, except to the members who must be recused as stated above, and the investigator or members of the committee may be called as witnesses by the Hearing Board.

### **DUTIES OF THE PETITIONER:**

The Petitioner ALWAYS has the burden of proving any grievance or disciplinary charge(s) to the satisfaction of the Hearing Board. Failure to present sufficient evidence may be grounds for dismissal of the grievance or disciplinary charge(s).

The Petitioner will be responsible to invite any and all witnesses to testify on his/her behalf and to present any and all proper evidence relative to the grievance or disciplinary charge(s).

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 must be submitted to the jurisdictional Judge Advocate fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed or exhibits attempted to be introduced, but not previously provided, may be heard and admitted subject to the sole discretion of the Hearing Board under such terms and conditions, as it shall require.

The Petitioner may have a member of the MCL act as his/her counsel, but the representative Counsel must have been a member of the MCL for at least a year.

The Petitioner or his/her representative has the right to examine and cross-examine witnesses.

## **DUTIES OF THE RESPONDENT:**

A Respondent has the right to but need not file a written response to any grievance or disciplinary charge filed against him. However, failure to appear or to provide evidence shall not prevent the Hearing Board from making appropriate findings.

The Respondent will be responsible to invite witnesses to testify on his behalf and to present proper evidence in his defense relative to the grievance or disciplinary charge against him.

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 must be submitted to the jurisdictional Judge Advocate fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed or exhibits attempted to be introduced, but not previously provided may be heard and admitted subject to the sole discretion of the Hearing Board under such terms and conditions, as it shall require.

The Respondent may have a member of the MCL act as his/her counsel, but the representative Counsel must have been a member of the MCL for at least a year.

The Respondent or his/her representative has the right to examine and cross-examine witnesses.

### **OFFICIAL RECORD OF THE PROCEEDINGS:**

The Chairman of the Hearing Board will appoint a recorder, preferably from the local area to keep a record of the proceedings by tape recording.

The duties of the recorder shall be as follows:

- The recorder will be the sole operator of the recording device.
- The recorder will maintain a log of tape activities (See attachment 91).



- At the close of the Hearing, the recorder shall turn over to the jurisdictional Judge Advocate, all tapes.
- The jurisdictional Judge Advocate will sign the log as custodian of the tapes.
- A duplicate of the log will be sent with all requests of copies of the tapes.
- The recorder will not participate in the Hearing Board's deliberations.

There will be no other recordings permitted but the official one taken by the Recorder. The Board will make available to the principals, upon written request to the jurisdictional Judge Advocate, a copy of the recording. Such request must be made in writing to the jurisdictional judge advocate within ten (10) days of the notice of the decision.

The actual cost of the tape reproduction shall be borne by the principal requesting the copy.

In a grievance or disciplinary procedure, as set forth in this chapter, if the Petitioner/Respondent requests a copy of the Hearing Board's proceedings, as is provided in Section 909 (d)(2), above the thirty (30) day appeal period shall commence subsequent to receipt of the copy of the record.

### **JURISDICTIONAL JUDGE ADVOCATE AND APPEALS:**

The jurisdictional Judge Advocate cannot sit on any Appeal Board.

The Jurisdictional Judge Advocate may be called as a witness by the party or board hearing the appeal.

The National or Department Commandant as the case may be, shall appoint an acting Judge Advocate to replace any recused Judge Advocate.

This acting Judge Advocate shall preferably be a Past National or Department Judge Advocate, Past National Commandant or Department Commandant.

### **DUTIES OF THE 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.

### **DUTIES AND RESPONSIBILITIES OF THE HEARING BOARD:**

The Hearing Board may or may not invite additional witnesses other than those designated by the Petitioner/Respondent.

The jurisdictional Judge Advocate will provide the Petitioner and the Respondent with a list of witnesses and copies of all exhibits as

identified and provided by the Petitioner/Respondent not less than five (5) days prior to the convening of the Hearing Board.

The Hearing Board will demand that proper decorum be maintained at all times. Spectators will not be permitted to participate in the hearing in any manner. Disturbance or poor manners may result in the Chairman ordering the Sergeant-at-Arms to clear the room and the hearing will continue in closed session.

The Petitioner/Respondent or their representatives will conduct the examination and/or cross-examination of witnesses. Only one (1) party, either the Petitioner/Respondent or their appointed representative, from each side will be permitted to examine or cross-examine witnesses.

The Hearing Board Chairman and members of the Board may conduct a separate inquiry of any witness.

## **SECTION 910**

### **SUSPENSION PENDING HEARING**

In all disciplinary proceedings brought under Sections 904, 905 and 906, herein, the designated jurisdictional Judge Advocate shall possess the discretionary authority to temporarily suspend the respondent from membership, office or function pending the final resolution of the disciplinary charge(s). The National Judge Advocate and the National Adjutant/Paymaster shall be notified in writing of such suspension.

## **SECTION 911 PUNISHMENT**

Following conformance with the procedures outlined in this Chapter, if the Respondent is adjudged guilty of committing any act which would tend to bring discredit or bring the Marine Corps League into public disrepute, and/or conduct unbecoming a member of the Marine Corps League, or if he/she has violated any of the applicable provisions of the National, Department or Detachment Bylaws or Administrative Procedures, or any offense set forth in Section 913 hereof, the Respondent shall be subject to the following:

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.

A Detachment or Department may receive a reprimand; its charter may be temporarily suspended, or permanently revoked.

The National Adjutant/Paymaster shall be notified of all actions taken pursuant to this section.

When the Respondent has been adjudged guilty, and punished by suspension, the Respondent is stricken from the roles of the Marine Corps League for the specified period of time. During this time, the Respondent is not permitted to attend or participate in any functions of the Marine Corps League, subsidiary and subordinate organizations. If found in violation of their suspension, the Respondent is subject to further charges and possible expulsion from the Marine Corps League.

## **SECTION 912**

### **CRIMINAL ACTS**

Should any member of the League, or any subsidiary organization, subordinate group or members thereof, violate any of the criminal laws of the United States, or a State having jurisdiction thereof, the complaint should be made directly to the proper Federal, State or local authority, and not to the League although such conduct may also be the basis for a disciplinary charge under this chapter.



## **SECTION 913 OFFENSES**

The following offenses are recognized and must be processed in accordance with the applicable section or sections of Chapter Nine:

- Violation of Oath of Membership.
- Violation of Oath of Office.
- Conduct unbecoming a member of the MCL.
- Any action detrimental to the MCL.
- Conviction of any crime, which constitutes a felony in a County, City, State or Federal Court in the United States.

## **SECTION 914**

### **CHARGES STEMMING FROM A PREVIOUSLY HEARD MATTER**

In the event a charge stems from a previously heard grievance or disciplinary charge, the failure to take corrective action to resolve a grievance, the failure to comply with a temporary suspension or the punishment issued during a previously heard matter, the jurisdictional body shall be deemed to be the body who last heard the proceedings and/or whose findings were the basis of such finding, suspension or punishment.

A charge filed under this section shall be submitted in writing to the National Commandant and the National Judge Advocate.

If the charge stems from a matter previously heard, 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 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.

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 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.

The Hearing Board's decision, which must be affirmed by a majority of the Hearing Board, shall be forwarded to the Petitioner/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 Nat'l Adjutant/Paymaster.

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

## **A SAMPLE CHRONOLOGY:**

All hearings whether for a grievance or a disciplinary action start with the basic proposition that from the date of the filing of the complaint to the date of the start of the hearing should be 60 days or less. This chronology is only a guide and assumes a grievance or disciplinary procedure at the primary Department level where the jurisdictional judge advocate is the Department Judge Advocate and the jurisdictional Commandant is the Department Commandant.

### **DAY ONE**

Judge Advocate receives by certified mail from Petitioner the Grievance or the 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 twenty days in which to conduct a preliminary investigation and/or attempt to negotiate a settlement to grievance or disciplinary charge(s).

### **Day 20**

If the matter is not settled, the Commandant shall immediately appoint a Hearing Board composed of the Department Commandant, Department Judge Advocate and at least two other members. The Judge Advocate shall notify the Petitioner and the Respondent in writing of the composition of the hearing board and the date of the convening of the hearing, which should be within 60 days of the original receipt of the grievance or disciplinary charge(s). The convening date cannot be less than 20 days from the original receipt.

## **DAY 21 TO DAY 30**

The Petitioner and the Respondent each have ten days to file a written challenge to the Composition of the Hearing Board. The Judge Advocate is not subject to challenge. Upon receipt of a challenge, the Commandant shall appoint replacements who shall be subject to challenge for cause only.

## **DAY 45**

Not less than 15 days before the established hearing date, Petitioner and Respondent must provide the Judge Advocate with a list of all witnesses and a list and a copy of all exhibits and all notarized statements to be presented to the Hearing Board. Note that if the hearing date established is less than 60 days that you count backwards from the hearing date to establish the date upon which these materials must be provided.

## **DAY 55**

Not less than five days before the date of hearing, the Judge Advocate shall provide copies of the lists of witnesses, list of exhibits, copies of the exhibits and copies of the notarized statements to the petitioner and the respondent. If the Hearing

Board intends to call its own witnesses and/or introduce its own exhibits, the Judge Advocate should prepare the appropriate list and forward copies to the Petitioner and the Respondent. Again, if the hearing date is less than the 60th day, you count backwards from the hearing date to establish this date.

### **DAY 60**

Hearing is started. From the date of the conclusion of the hearing, the Hearing Board has 15 days in which to render its written decision. Upon entry of the finding and the decision, the petitioner and respondent have 30 days in which to file a Notice of Appeal.

### **NOTE:**

**All mail under this chapter must be by certified mail/return receipt requested. E-mail or fax transmissions are not acceptable except as may be specifically allowed by the procedures in this chapter.**

END OF LESSON PLAN 5

# Marine Corps League

## PROFESSIONAL DEVELOPMENT PROGRAM MEETINGS LESSON PLAN 6





# INDEX OF LESSON PLAN 6

## VI. Meetings

### Types of meetings

1. Staff
2. General Membership
  - A. Ten Worst Meeting Offenses
  - B. Before the Meeting
  - C. Application for Membership
  - D. Meeting Guide
3. Conference/Convention
4. Fundraising

# Types of Meetings

Staff

General

Conferences / Conventions

Fund Raising

## **THE STAFF MEETING**

- On a detachment level, there should be a Staff Meeting held once a month. The meeting should be open to any member that would like to attend, but that member should not take part in the meeting unless asked by the Commandant.
- The Commandant will set the agenda for the Staff Meeting and bring up any information that concerns the Detachment and any and all items that he/she feels needs to be discussed.
- The meeting should stay on the agenda as much as possible and the Commandant maintains control of the meeting. The Commandant should insure that everyone is included in the discussions and keep the meeting moving.
- This is where the agenda for the General Meeting is set.

- You can also cut through the unimportant items that are sometimes brought up at a General Meeting and cause unnecessary delays.

## **The Staff Meeting: Importance of...**

- If the detachment is having problems with a member or some other difficulties this is a better setting to address the issue with the member or discuss the issue so that thought out options are available to membership.

### Note:

The staff meeting is an informal meeting and the taking of notes is not necessary unless you chose to do so.

# **GENERAL MEMBERSHIP MEETING**

Detachments are required to hold a General Membership Meeting once a month. The meeting date and time should be part of the detachment By-Laws and should be strictly adhered to.

The Commandant should have a prepared agenda and keep the meeting on course as much as possible. See Staff Meeting.

## **The 10 Worst Meeting Offenses**

1. Being Unprepared:
  - a. Includes Staff Officers or anyone designated to report.
  - b. Make sure that all technical aides being used are operational.
  - c. Always provide an agenda and support material in advance.

## 2. Starting on Time:

- a. Insist on starting the meeting at the scheduled time.
- b. Whether your meetings are attended by 12 or 200 members, showing up late or starting late will damage the image that you should be trying to project.
- c. A Meeting Hog is a person that talks just to hear themselves speak. You should encourage your Officers and Staff to have a written Report to present to the membership. There is nothing worse than an Elected or Appointed Officer standing and saying "Nothing to report sir." What have you done for the Detachment during the time between the monthly meetings? If you have nothing to report, it's self-explanatory...

## 3. Take Part in the Meeting:

- a. Don't just sit there if you have something to offer...Many times a member will not rise to address the body but waits until the meeting is over and then approaches the

Commandant or one of the Staff and offer something that is beneficial to the Detachment.

4. Expressing Rude Body Language:

- a. Avoid making facial gestures and rude comments during presentation because you disagree with what is being said...You will get your chance to address the body if you so desire. Never get up and leave the room in disagreement. If you show the speaker the lack of respect to at least listen, then you have lost the battle.
- b. It is the duty of the Commandant to manage those being disrespectful in a tactful way and do not ever put a member down by trying to humiliate him.

5. Sitting Silently during the Meeting:

The extreme opposite of not taking part is the member that has nothing to offer during the meeting except idle chatter. You should refrain from private meetings because it is not only

rude, but you may also miss something important being considered.

6. Sidebar conversations are a NO-NO: Sidebar conversations are possibly the rudest thing that can happen during the meeting...This should be stopped immediately and refocus on the subject at hand.
7. Arguing or putting others down: Disagreements are Healthy and Fine, but never get into personal attacks. Don't make others look bad for the sake of making you look good! Never be condescending or avoid the opinions of the membership. Always be professional in your choice to disagree.
8. Cells Phones: When the Commandant orders the Sgt-at-Arms to open the meeting, The Sgt at Arms will open the meeting according to the ritual and the following: "The smoking lamp is out and please turn off all Cell Phones".



Additionally, there should be **NO ALCOHOLIC BEVERAGES IN THE MEETING ROOM**, while meeting is session. This is a common sense ruling because we all know that alcohol changes your perspective.

9. Chewing Gum or Eating:

- a. While chairing a meeting, the membership does not want to hear you chewing gum...A bottle of water is permissible.
- b. The staff or Board of Trustees should not be indulging either.

10. Shutting Down the Meeting:

- a. We all know that if a meeting runs too long, you are probably going to have some disgruntled members...If you are in the process of conducting some important business and it needs to be settled then and there, you should ask for a motion to extend the meeting an additional fifteen minutes...This shows the membership that you care about them and are trying to be as expeditious as possible.

## **BEFORE THE MEETING:**

Have the meeting room set up, bible, flags, nameplates, gavel, Sgt at Arms Table, etc. The ritual book illustrates how to arrange quarters, but you may have to adapt according to the physical setting of your meeting location.

## **START ON TIME**

Conduct a meeting properly:

Follow the MCL Ritual

1. Opening Ceremony – Use the MCL Ritual Book
2. Roll Call of Officers – Adjutant should take a verbal Roll Call, Officers present should each respond. If someone is absent the Commandant can either excuse them or have them marked absent. (If an officer is excused it is not counted as absent for the purposes of fulfilling the 60% attendance clause in many

by-laws) Therefore the Commandant should use some discretion.

3. Recognize Dignitaries: This is a good rule of thumb

### **Who is a dignitary?**

Use the “Rule of Thumb” anyone in a higher office than I am. I am now the Detachment Commandant, therefore, I would recognize National officers, Department officers and your past Detachment Commandants. You may also wish to recognize any visitors, such as someone from another detachment.

4. Applications for Membership

After the application and all necessary paperwork has been reviewed and deemed to be in order. (i.e. DD214, Discharge) Look at the paperwork, taking some ones word at this point, even the sponsors, is not acceptable.

Have the Adjutant read the application (name, address, dates of service and who recommended them). Have the Sergeant at Arms escort the applicant from the room. The Commandant should ask if any member knows of any reason why this Marine or FMF Corpsman should not be a member of the detachment...then vote on their acceptance.

Speakers addressing the floor making recommendations should have a time limit (2-3 min.) or until they begin to repeat points. Thank them, call for discussion staying within the time limit. Keep the meeting moving and try to accomplish all business in 50 min.

#### 5. Conducting Proper and Efficient Meetings (10 Principles)

- Start the meeting on time.
- Keep the meeting moving.
- Prepare and use an agenda for the meeting.
- Do not linger on one subject for an unreasonable amount of time.

- Do not let members address one another instead of the body.
- Do not let a member hog the microphone. Before a member can speak a second time on a subject, insure that all others wishing to speak have been heard.
- Insist that members who wish to be recognized raise their hand.
- Once they are called on, they are to rise, give their name for the record and state their business. They are to keep their statements short and to the point.
- The meeting should last between 50 min and 1 hour. If you start extending your meetings past this time, you will start losing attendance.
- If you need additional time, ask someone to make a motion that the meeting be extended an additional 15 min. This shows that you respect the time of the members and keeps them involved in finishing the meeting.

# **MEETING GUIDE**

## **ORDER OF BUSINESS AGENDA**

### **1. OPENING CEREMONY:**

- Sgt-at-Arms to Post the Colors
- Chaplain to lead in opening prayer

### **2. ACKNOWLEDGE PRESENCE OF DIGNITARIES:**

### **3. ROLL CALL OF OFFICERS:**

### **4. APPLICATIONS FOR MEMBERSHIP:**

Balloting on Applications for Membership  
Ceremony of Initiation for New Members

### **5. READING OF PREVIOUS MINUTES:**

- Any corrections
- Accepted as read

Motions to Accept are only necessary if corrections are made, then the motion is to accept the minutes with corrections.

6. CORRESPONDENCE:

7. REPORT OF PAYMASTER:

- Opening Balance: \_\_\_\_\_
- Income: \_\_\_\_\_
- Expense: \_\_\_\_\_
- Closing Balance: \_\_\_\_\_

8. REPORT OF ANY MEMBER OR MEMBER'S FAMILY SICK OR IN DISTRESS:

9. REPORT OF OFFICERS:

a. COMMANDANT: \_\_\_\_\_

b. SR VICE: \_\_\_\_\_

c. JR VICE: \_\_\_\_\_

- d. JUDGE ADVOCATE: \_\_\_\_\_
- e. ADJUTANT: \_\_\_\_\_
- f. PAYMASTER: \_\_\_\_\_
- g. CHAPLAIN: \_\_\_\_\_
- h. SGT-AT-ARMS \_\_\_\_\_
- i. QUARTERMASTER: \_\_\_\_\_

10. REPORT OF STANDING COMMITTEES

- a. Toys for Tots \_\_\_\_\_
- b. Young Marines \_\_\_\_\_

11. REPORT OF SPECIAL COMMITTEES:

12. UNFINISHED BUSINESS:

13. NEW BUSINESS:

14. CEREMONY OF INSTALLATION OF OFFICERS

- (At proper Time of year according to the National Bylaws)



15. GOOD OF THE LEAGUE:

16. ANNOUNCEMENTS:

17. CLOSING CEREMONY:

- Sgt-At-Arms retires the Colors
- Chaplain says closing prayer
- Sr. Vice Commandant performs the last duties of his post.

# Minutes of Meeting

**Detachment's Name**  
**Marine Corps League**  
Commandant's Name

## **Minutes of Meeting**

**Date:**

**Time:**

**Location:**

Call to Order: Commandant \_\_\_\_\_ called the meeting to order at (\_\_\_\_\_), and ordered Sgt at Arms \_\_\_\_\_ to Advance and Post the Colors, and to lead the membership in The Pledge of Allegiance to the flag of the United States of America. Chaplain \_\_\_\_\_ led us in the opening prayer.

Commandant \_\_\_\_\_ asks Sgt at Arms to declare the meeting open for the transaction of official business.

### **Roll Call of Officers:**

**Minutes of the previous meeting:** Adjutant read the minutes or motion to accept as posted by: \_\_\_\_\_ seconded by: \_\_\_\_\_

Corrections/comments:\_\_\_\_\_. Motion to accept minutes as read by \_\_\_\_\_, seconded by Marine\_\_\_\_\_. Motion passed\_\_\_\_\_.

### **Correspondence:**

### **Report of Paymaster:**

### **Reports of any members or family members in distress:**

### **Reports of Officers:**

### **Reports of Standing Committees:**

### **Reports of Special Committees:**

### **Unfinished Business:**

### **New Business:**

### **Good of the League:**

### **Announcements:**

**End of Meeting:** Sgt at Arms retired the colors. Chaplain led us in the closing prayer.

Respectfully submitted,

\_\_\_\_\_  
Detachment Adjutant

**Minutes of meetings, once approved by the membership, become the official record of a detachment's business and should be filed in chronological order and referred to as proof of what took place at a meeting.**

## **CONFERENCES/CONVENTIONS**

- Explain value of holding a conference or convention, what goes on and why all members should attend.
- A chance to attend Leadership Training.
- Interact with Marines and FMF Corpsmen from other Detachments, Departments, discover a long lost friend, or find a new one.
- Input your opinion about Department, Division or National Direction.

### **So why is it important?**

The Marine Corps League is about the membership. All of us “red hats” are the league. As Delegates we vote on the direction we think the League should take, as well as the projects and programs we support.

Expressing your opinions and casting your votes helps make the League stronger.

Having the opportunity to hear why decisions are made and the arguments for and against strengthens your knowledge. The more informed the membership is, the better their choices for a better League.

### **FUND RAISING**

- Scholarship Programs
- Toys for Tots
- Young Marines
- Veteran Services Volunteering
- Marines Helping Marines

These are just some of the programs The Marine Corps League supports. These are the items that provide the reason the League qualifies as a 501 c (4). We are a charitable organization that supports Marines, FMF Corpsmen and their families.

END OF LESSON PLAN 6

# Marine Corps League

## PROFESSIONAL DEVELOPMENT PROGRAM PUBLIC RELATIONS LESSON PLAN 7 A HOW-TO MANUAL



# INDEX OF LESSON PLAN 7

## VII. Public Relations

- A. Definitions and Terms
- B. Getting Started
- C. How to write a press release
- D. Media Advisory
- E. Cautions (What not to do)
- F. Useful Phrases to use
- G. Examples

# **PUBLIC RELATIONS**

Public Relations helps to create greater Public Awareness, vision, and our mission about who we are, what we do, and why we do it.

## **DEFINITION OF TERMS**

Public relations:

Creating or changing the attitudes, beliefs and perceptions of people by influencing them - primarily with information disseminated through the media.

## **ADVERTISING**

Creating or changing attitudes, beliefs, and perceptions by influencing people with purchased broadcast time or print space.

# MARKETING

A plan to inform an audience about a product or service so they will become customers. Marketing includes publicity, but also includes research, pricing, sales, distribution, packaging and advertising.

## WHY?

- New members
- Volunteers
- Donations of cash, goods and services
- Community recognition



## **GETTING STARTED!**

- Develop a timetable
- Set priorities
- Create a contact file
- Media: news print, tv, etc.
- Contact person, title, fax #, e-mail, phone #, address (collect business cards)
- Criteria: time frames, space, contact method
- Photos (b/w? Color?) Will they send a photographer to an event?

## **WHO?**

- Newspapers
- Magazines
- Radio
- Community access cable television
- Chamber of commerce
- Veteran groups

- MCL Department newsletter
- “Semper Fi” magazine
- Internet
- Web page
- Service groups

## **WHAT?**

- Meetings
- Installation of officers
- Award presentations
- Parades/color guards
- VAVS
- Toys for Tots
- Social functions:
- Detachment picnic
- Bus trips
- Dates important to Marines
- Marine Corps Birthday - Nov. 10
- Patriotic Holidays

# **HOW?**

## **Press release for immediate release**

- Who? - MCL
- What? - Toys for Tots
- When? - Date, time
- Where? - Mall, center court
- Why? - Toys for needy children at Christmas
- How? - One new unwrapped toy for any age child

## **HOW TO WRITE A PRESS RELEASE**

1. State the event, award or item that you want publicized in the first paragraph. Don't embellish. Editors want to "quick read" what you are trying to communicate as quickly as possible, then make a decision on its news worthiness.
2. Names make the news. Who is it? What is their age? Where do they live? What do they do and why is it that you are seeking exposure for this person? When is the event, if that is relevant,

and how is it going to be held. Full names are necessary and a way to reach the person is usually important. Editors and Reporters want to talk to the person you are writing about, not a public relations spokesperson. A PR agent may be number two in important contacts to make.

3. Always include a photograph, if possible, especially if it's a routine announcement. Pictures usually give you more space and editors like to use them because they make a newspaper page more interesting. If a color photo or more professionally done picture is called for, give a "photo op" time that the subject(s) can be photographed.
4. Have somebody else in your company, family, etc. read your press release and search out questions that are unanswered. Newspaper people are very curious and want to know all there is to know even if they don't use everything because of space limits.

5. Be concise; try to get all the facts in 3-5 paragraphs. Send along an additional fact sheet about your company, firm, etc. as a resource. Be sure to supply relevant phone numbers.
6. Don't try to write a story about the item for which you want publicity. Just give us the facts - it's our job to write the story. Most editors don't have the time to pore over multiple page press releases, so try to keep everything on one page.
7. After sending in a news item, it's always good to call the newspaper and ask if the press release was received. It's acceptable to ask if and when the item will be used, but don't quiz a reporter or news clerk, ask for an editor. Normally, he or she will be the only person who can help you.
8. Most news editors are looking for human-interest stories that intrigue a wide variety of people. They are not seeking to promote a particular business but often that happens in the telling of a story. If promoting the company is a primary

motive that will be a turn-off not only to the editor but also the reporter who writes the story. If motives are pure and writer detects that, often we will go the extra mile to make sure your company gets the credit it deserves.

## **MEDIA ADVISORY**

- Best for television
- Only for newsworthy announcement
- Short and to the point
- Not the same as calling a press conference

Other info:

- Contact person - name, telephone
- Identify people - in photo, officers

Short, handwritten note - "Joe, hope you can help us out with this. The (name of your detachment) appreciates your support. Thanks. Bill"

## **FORMAT**

- Detachment stationary
- All correspondence should be typed!
- Correct spelling
- Photo (people identified)
- Brief, concise, pertinent information, your name and phone #  
Info sheet on MCL
- Follow up phone call

## ***CAUTION!!!***

- Don't send press release without approval of Commandant
- Don't ignore guidelines set down by contact person
- Don't use lengthy press releases
- Don't overextend yourself - it's quality not quantity that counts
- Don't infringe on neighboring Detachment's area

## USEFUL PHRASES

- Once a Marine, always a Marine
- Active duty, Reserve and Honorably Discharged
- Semper Fidelis
  
- To preserve the traditions and to promote the interests of the USMC
- A Band of Brothers



# EXAMPLES OF MEDIA RELEASE

## #1

The (The name of your detachment) Detachment. Marine Corps League, Invites **ALL AREA MARINES and FMF Corpsmen** to our next meeting, (day), (date), (time). At the (place – name and address).

The **TOYS FOR TOTS** program is now underway and donations of new toys, contributions, and volunteers are welcome. For Additional information or directions call: (contact phone number)

Semper Fidelis

## #2

The (your detachment) Detachment, of the Marine Corps League welcomes **ALL AREA MARINES** and FMF Corpsmen to, our Annual Picnic at the (location) on (day, date). This is a Family

Picnic so bring the Kids. There will be games, lots of food, and a good time for everyone. For details call (name, phone #).

Semper Fidelis

#3

The Marine Corps League, (your detachment) Detachment, seeks Corporate support for the Wheelchair Bus Fund of the V.A. Hospital in (location). We are an IRS 501 c (3) charitable organization, and donations are Tax Deductible. For information on how you can help, call (name) at (phone #).

# WHEN YOU'VE DONE YOUR BEST

## The editor may:

- Correct misspell words
- Omit contact info
- Run press release after the event
- Not run it at all!!!

## What do you do???

- Contact your contact
- Why did it happen?
- What can you do to prevent it from happening again?

***"KEEP" YOUR COOL"***

## **WHAT ARE YOUR COST**

- Time
- Phone calls
- Postage
- Letterhead
- Copies
- Camera/film/developing

## **AND IN THE END REMEMBER**

- Who? What? When? Where? Why? How?
- Follow the guidelines of the editor
- Be brief
- Type
- Keep an accurate file
- Have commandant's approval

In the eyes of the general public, you represent the entire Marine Corps League.

**Use your media sources**

**Use your connections**

**Use your imagination**

**You are the few the proud the Marines**

**AVAILABLE IN MOST LIBRARIES**

- Bacon's Publicity Checker
- Beals, Melba - Expose Yourself - Using The Power Of Public Relations To Promote Your Business And Yourself
- Clay, Roberta - Promotion In Print - A Guide For Publicity Chairmen
- Gale Directory Of Publications And Broadcasting Media
- Gebbie Press - "All In One" Directory
- Harris, Morgan - Now To Make News And Influence People

- Mallory, Charles - Publicity Power - A Practical Guide To Effective Promotion
- Thesaurus
- The Broadcasting Yearbook
- The Working Press Of The Nation
- Turner Broadcasting

END OF LESSON PLAN 7

**RECRUITING AND RETENTION**

**Marine Corps League**

**PROFESSIONAL DEVELOPMENT PROGRAM  
RECRUITING AND RETENTION  
LESSON PLAN 8**



# INDEX OF LESSON PLAN 8

## VII. Recruiting and Retention

- A. The few the proud
- B. Delinquent (Common causes)
- C. How to recruit
- D. Mission
- E. Recon (Go where Marines are)
- F. Image
- G. National programs and benefits
- H. Once a Marine always a Marine



# RECRUITING & RETENTION

## THE FEW, THE PROUD



## WHERE DO WE STAND TODAY?

- As of The Latest Roster
- Total Paid Members?
- Regular, Associate / Other?
- Number of Paid Members?
- Increase In Membership?
- Percentage Increase?

**OUTSTANDING!**

## ON THE OTHER HAND...

Number of Unpaid?  
Percentage of Delinquent %  
Why?

### COMMON CAUSES

Death

Relocation

Financial Status

Job Changes

*“Every organization, regardless of their level of success is in a constant state of decay”*

IMPROVISE  
ADAPT  
HAVE SOME FUN!

COMMON CAUSES

Death

Relocation

Financial Status

Job Changes

HOW DO  
YOU  
RECRUIT?

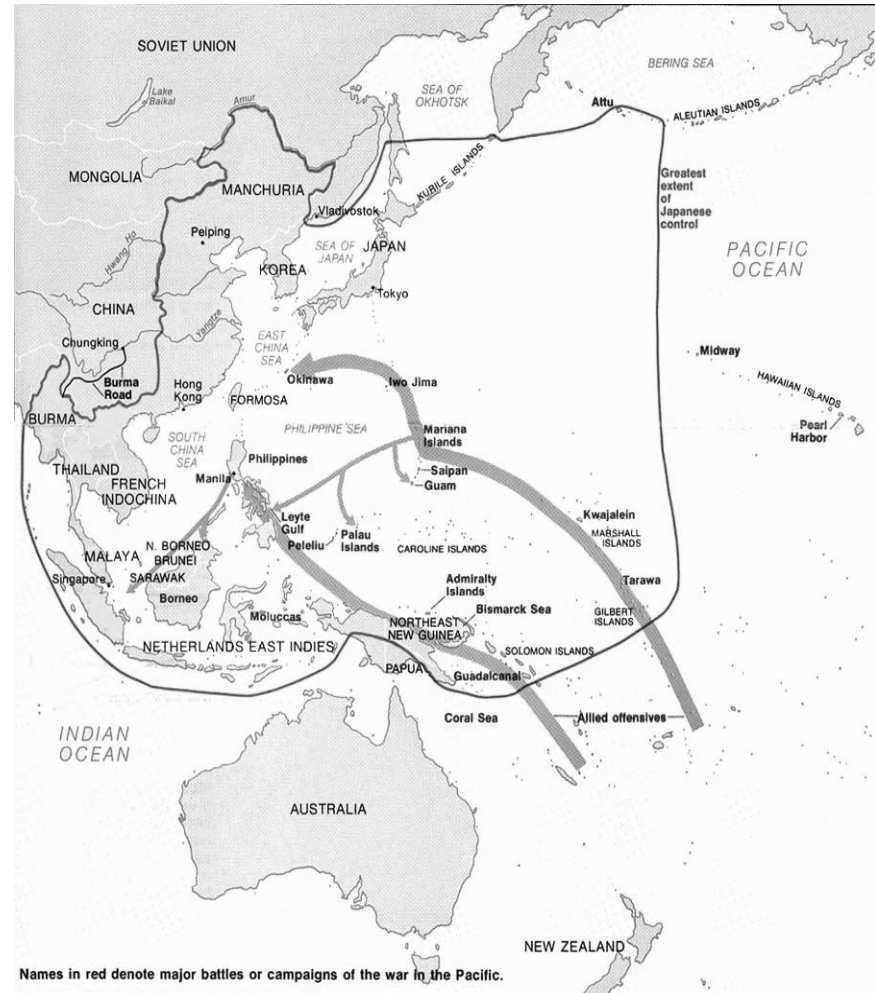


**M  
A  
R  
I  
N  
E  
S**



# MISSION

# A R I N E S



## MISSION

Members of the Marine Corps League join together in camaraderie and fellowship for the purpose of preserving the traditions and promoting the interests of the United States Marine Corps, banding together those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service that they may effectively promote the ideals of American freedom and democracy, voluntarily aiding and rendering assistance to all Marines and former Marines and to their widows and orphans; and to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.



**MISSION**

**ACTION**

**R**

**I**

**N**

**E**

**S**



# ACTION



Participating in Parades and other events



Visiting Marines in Hospitals and Nursing Homes



Showing our Colors



Putting on events to help our veterans

**MISSION  
ACTION  
RECON  
I  
N  
E  
S**



# RECON

‘If You Want To Recruit Marines,  
You Need To Go  
Where Marines Are’

**AMERICAN LEGION**

**VFW/DAV**

**VA SYSTEM**

**LOCAL VET COUNCIL**

**RECRUITERS**

**RESERVE CENTERS**

**FACEBOOK**

**COLOR GUARDS**

**MISSION**

**ACTION**

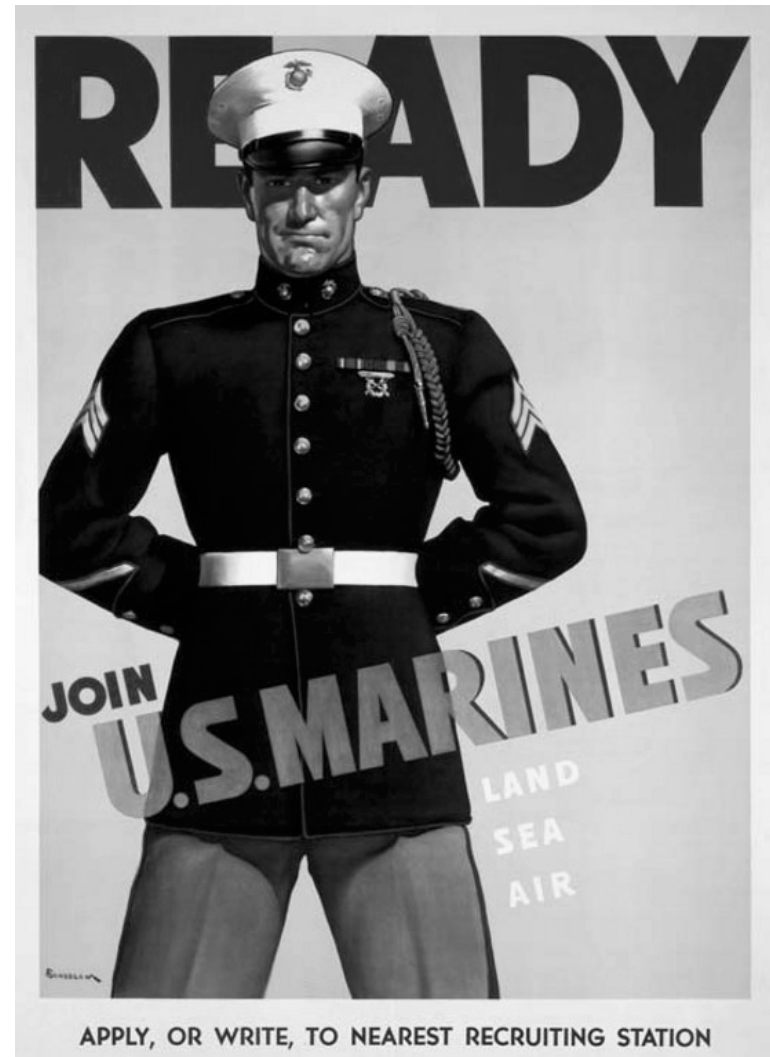
**RECON**

**IMAGE**

**N**

**E**

**S**



## IMAGE

**“Show me  
your friends  
and I’ll tell  
you all about  
yourself”**



**MISSION**  
**ACTION**  
**RECON**  
**IMAGE**  
**NATIONAL**  
**E**  
**S**



**NATIONAL**  
**PROGRAMS AND BENEFITS**

**INSURANCE**

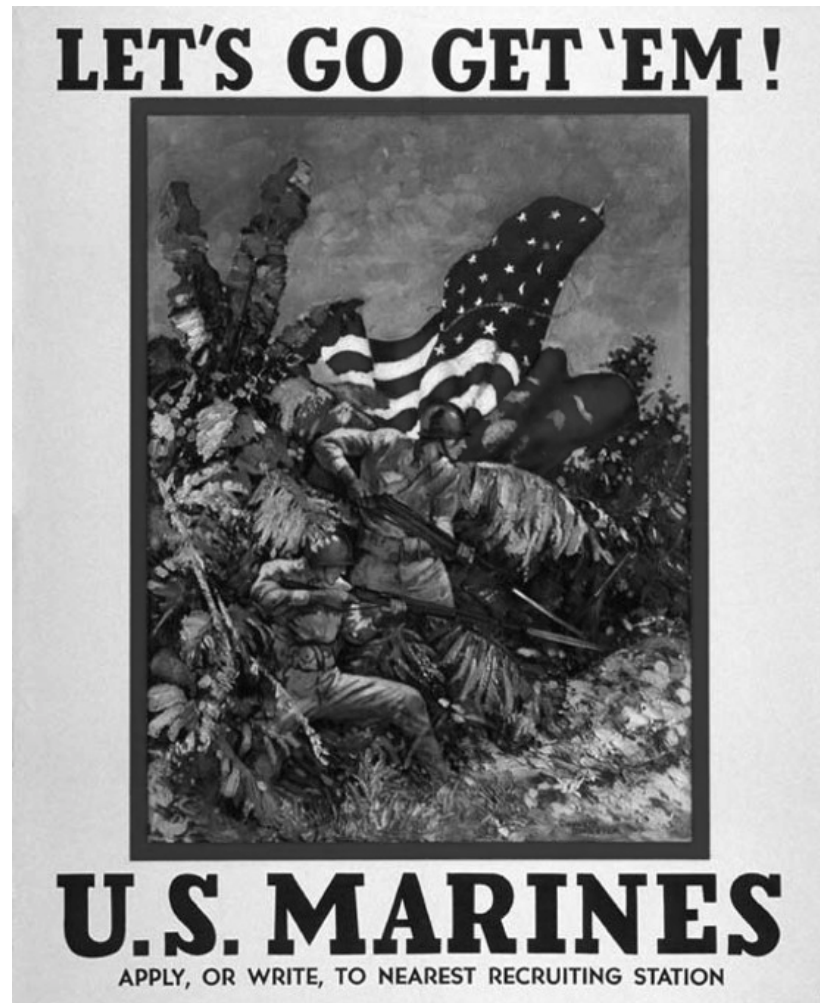
**TRICARE SUPPLEMENTS**  
**MEDICARE**  
**SUPPLEMENTS**  
**LONG TERM CARE**  
**CANCER PLANS**  
**DENTAL INSURANCE**  
**TRAVEL INSURANCE**  
**SENIOR TERM LIFE**  
**INSURANCE**

**PROGRAMS**

**MARINES HELPING**  
**MARINES**  
**RIFLE COMPETITIONS**  
**BIRTHDAY BALLS**  
**VAVS PROGRAM**  
**EAGLE SCOUT**  
**RECOGNITION**  
**SCHOLARSHIPS**  
**MARINE CORPS 'FAMILY'**



**MISSION**  
**ACTION**  
**RECON**  
**IMAGE**  
**NATIONAL**  
**ENTHUSIASM**  
**S**



## **ENTHUSIASM**

**‘You’ve got to be  
‘Red Hot’ for them  
to be ‘Lukewarm’.**

**MISSION**  
**ACTION**  
**RECON**  
**IMAGE**  
**NATIONAL**  
**ENTHUSIASM**  
**SEMPER FI**



## SEMPER FI

If you cared enough to swear them in, then you should care enough to pick up the phone and make the call!



# SEMPER FI

**Recruiting  
is not  
A  
'One Man'  
Committee**

## OVERDUE MEMBERSHIP

### February

Robert Beale

### March

Dave Sargent – no – Gone to California

Mike Roselle – Charlie Smith

Don Heitoff - Gwyn

Tony McNeal - Tom

Pete Riehm - Tom

### April

Hewitt Ballard – recruiter

John Graham – Tom/Bryan Dewberry

Phillip Laden - Call

Carl Mathews - Rev

Robbie Reed - Ricky Reed

### May

None

### June

Tricia Allen – Officer (Commandant)

Jay Buckson

Tony Claxton - Tom

Michael Dueitt - Rev

Jerry Elder

Leonard Fayard – Perry V

Gregory Fleming – Tom

Ernest Gandy

NO ONE CAN DO  
EVERYTHING,  
BUT  
EVERYONE  
CAN DO  
SOMETHING



# **RECRUITING GOAL**

**NUMBER OF PAID MEMBERS**

**BY WHEN?**

**‘ONCE A MARINE  
ALWAYS A MARINE’**

**SEMPER FIDELIS**



**END OF LESSON PLAN 8**

ADDITIONAL MATERIAL  
FOR  
PROFESSIONAL DEVELOPMENT PROGRAM

Forming a Detachment  
Fallen Marine Program  
Protocol and Etiquette



## **Forming a New Detachment**

### ***SECTION I***

#### **BRIEF HISTORY OF THE MARINE CORPS LEAGUE**

The Marine Corps League (MCL) is a Marine Corps oriented organization comprised of persons who are serving, or have served honorably in the United States Marine Corps "on active duty", for not less than ninety (90) days, and persons who are serving, or have served in the United States Marine Corps reserve, and have earned no less than ninety (90) reserve retirement credit points, and United States Navy Corpsmen who have trained and served with United States Marine Fleet Marine Forces (FMF) units in excess of ninety (90) days and have earned the Marine Corps device (clasp) worn on the service ribbon, and those who earn the Warfare Device authorized for FMF Corpsmen, shall be eligible for regular membership in the Marine Corps League.

Interested individuals, who are not qualified to join as regular members of the League, may be accepted as Associate Members.

The Marine Corps League was established in June 1923, during a reunion in New York, of Marines who had served in the 1st World War. The League was chartered by an act of the United States Congress on August 4<sup>th</sup>, 1937. The League was authorized to assist and aid in presenting claims before the Veterans Administration by Public Law # 243, passed by the 74<sup>th</sup> Congress of the United States of America.

#### **PURPOSES OF THE MARINE CORPS LEAGUE**

- \* To preserve the traditions, promote the interest and perpetuate the history of the United States Marine Corps.
- \* To band together those who are now serving in the United States Marine Corps, eligible FMF Corpsmen and those who have been honorably discharged from the United States Marine Corps, together in fellowship, that they may effectively promote the ideals of American freedom and democracy.
- \* To help fit its members for the duties of citizenship and to encourage them to serve ably as citizens as they have served our nation under arms.
- \* To hold sacred the memory and history of the men and women who have given their lives to the Nation.
- \* To foster love for the principles which they have supported by blood and valor since the founding of the Republic.
- \* To aid voluntarily and to render assistance to all Marines and FMF Corpsmen, uniformed and civilian, as well as their widows and orphans.
- \* To create a bond of comradeship between those in the service and those who have returned to civilian life.
- \* To perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of

historical occasions of peculiar interest to Marines.

## **GENERAL INFORMATION**

1. The Marine Corps League National Headquarters (HQ) is always ready and willing to render assistance in the formation of a Marine Corps League Detachment. They are available to help with any questions at any time. They can also assist in giving you the name, address, phone number or e-mail address of the Department Commandant in your local area of the country.

Marine Corps League - National Headquarters

P. O. BOX 3070  
Merrifield, VA. 22116-3070  
Phone: (703) 207-9588 or call (800) MCL-1775  
Fax: (703) 207-0047  
Email: [Contact Us Form](#)

### **1. SELECTION OF A DETACHMENT NAME**

A new Detachment shall not be named in honor of a living person. No Detachment shall select a name being used by any other Detachment in the League. Suggest your group consider submitting a (1<sup>st</sup>) choice name and a (2<sup>nd</sup>) choice option for a name selection prior to contacting the Department Commandant. If your group decides to name the Detachment after a deceased Marine, you **MUST** receive written permission from the family to use the name.

### **3. MCL MEMBERSHIP DUES**

The National Budget & Finance Committee annually recommends the dues fees for approval by the Marine Corps League Convention Delegates assembled. At this time, the MCL Dues are:

- National Dues: New member - \$23.00  
Includes yearly fee of \$18.00 and a onetime initiation fee of \$5.00
- Department Dues: as set by the Departments
- Detachment Dues: as set by the Detachments

A MCL member will be considered delinquent if their annual dues are not received at National HQ by their due date and will be carried for only one (1) year in a delinquent status before being dropped from the MCL membership roll.

Check for more membership information on the reverse side of Enclosure # 3 - the Request for Transfer Form.

### **4. BASIC INFORMATION FOR NEW DETACHMENTS**

A. MCL Bylaws specify a minimum of 20 eligible members are required for membership to form a new Detachment. Department can request a waiver to start with 16, if there is potential to reach 20 within a year.

B. MCL Bylaws (2 copies) will be mailed with each approved Charter. The Commandant & the Judge Advocate usually are issued the two free copies. They should be identified as Detachment Property and turned over to new incoming Officers.

C. The Detachment Charter (or a copy), the National Colors and a Bible are to be displayed at all business meetings.

D. Each Detachment may adopt local Bylaws, which are not inconsistent with National Bylaws and shall be subject to approval by Department and National Judge Advocates.

E. Detachment members select officers, both elected and appointed, as they desire. They **MUST** elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant and a Judge Advocate. Members either elect or appoint a Chaplain, Adjutant, Paymaster, (or Adjutant/paymaster), Sgt-at-Arms, and such other officers as they deem necessary.

F. Each Detachment **MUST** become incorporated within two years of receiving a Charter. (Copy of Incorporation papers must be filed with Department and National HQ). The bylaws indicate a penalty fee to be assessed for failure to comply.

G. Each Detachment may fix the minimum number of members required to be present for the transaction of official business (This shall be stated in their Detachment Bylaws).

H. Each Detachment may fix the number of meetings to be held annually in their bylaws.  
Example: monthly, quarterly, etc.  
We recommend a specific time and date monthly.

I. The MCL does have uniform regulations, but uniforms are not required. Like other veteran organizations, we generally just buy the Red cover (hat), with the Marine Corps NCO emblem. This identifies you, the League, and the Detachment name and state. Our uniforms are optional. Your decision.

J. As for dues, there is an annual assessment fee of \$12.00 to National and a \$3.00 fee for the Department. Initially, there is a one time additional \$5.00 administration fee, for new enrollments. YOU, the membership vote on and approve the amount of dues for your Detachment. We recommend you have something stated in your local bylaws as to how fees can be changed.

## **SECTION II**

### **FORMING A DETACHMENT**

A Detachment has its beginning before it is chartered. There is the process of finding members who are interested in promoting the purposes of the Marine Corps League, and there is the process of organizing to become a viable organization. Once chartered, the real work for the Officers and members begins. The goal of every NEW Detachment is to grow, expand programs, enlist the participation of all members, remain a dynamic and meaningful organization and enjoy the fellowship of Marines and eligible FMF Corpsmen. That should also be the goal of every Detachment in the Marine Corps League.

The primary factor in attaining this goal is leadership. Along with leadership are initiative, commitment, perseverance, teamwork, and competence. In reality, the members of the organization will probably not have all the experience and knowledge necessary to readily and immediately tackle all the issues at hand. That's where initiative, commitment, perseverance and teamwork are important. With those traits, officers and members can learn and experience what they are going to need to know to succeed. Knowledge and experience to attain competence will not happen immediately. Training, information, and assistance from other Detachments and/or the Department can help fill the void.

With the above thoughts in mind, **WHAT DOES IT TAKE TO FORM A DETACHMENT?** Normally, one or more Marines must take the lead in contacting potential eligible members and scheduling a meeting to discuss the interest and the feasibility of forming a new Detachment. If one or more of these individuals has had prior experience in the League, they would be better qualified to relate the hardships, rewards and advantages of starting up a new Detachment. Even with prior League experience, many steps must be taken that they may never have been involved in. Therefore, the purposes for instructions furnished are to identify the steps and offer

assistance to simplify the task of obtaining a Detachment Charter.

Caution: Starting, reviving, or maintaining an effective, energetic and forceful Detachment is not effortless or uncomplicated. To be successful, in addition to all the other descriptive words that have been used, it still requires enthusiasm and dedication. This is a continuing challenge, and will require tenacity, discipline and energy to achieve.

## **THE FIRST STEP**

The first step in starting a new Detachment should be a call to the Department Commandant, and/or any other Department Officer. The Department Officers can provide information and assistance in taking the initial steps to a Detachment organization. In addition, they can direct other Detachments who are geographically close by to assist during the organizational process. Department or National HQ can provide support with materials, presence at organizational meetings, and ideas for reaching the local Marine community.

## **GETTING STARTED**

### **MCL STARTER KIT**

Interested personnel should start by contacting the Department Commandant or Division Vice Commandant, requesting a Marine Corps League STARTER KIT. The Starter Kit will furnish MCL information and the necessary blank forms required for chartering a new Detachment. Several important items are included in the kit; they are the **APPLICATION FOR CHARTER, MEMBERSHIP DUES TRANSMITTAL**, and the instructions for Forming a new Detachment. The packet also includes a history of the Marine Corps League, suggestions and sample formats for media letters, press releases, membership applications, posters, plus other start up information.

### **DETACHMENT LOCATION**

As a general rule, a new Detachment may be formed outside a 25 mile radius of an established Detachment. The spirit of this rule is that Detachments should not be competing for the same members - rather the MCL should be offering Detachment locations that are geographically convenient to all members. Exceptions to the distance policy can be made, but requires the consent of the Department Commandant.

An on going phase when organizing a new Detachment, and throughout the life cycle of a Detachment interested in increasing their membership is "getting the word out" to Marines in the geographic area. This will continue to be one of the constant challenges to Detachment leadership. It begins with contacting potential eligible members that may be known personally in the local area. Three or four interested Marines constitute a quorum for sitting down and discussing ideas on making contacts, where and when to hold a membership meeting and other ideas on how to organize.

Organizational plans should be kept basically simple:

Where and how to advertise  
Where and when to have a membership meeting  
Who will do what in starting to initiate Charter requirements

Recommended ideas in getting the word out are:

- Placing posters on bulletin boards at supermarkets, restaurants & bars, at other veteran organizations, firearms ranges/shops, police stations, or any other location that will be seen in high traffic areas. Posters used should look as professional as those available from League National HQ (Make sure you list a contact person)
- Contact the Marine Recruiting office, a Marine Base, or a Marine Reserve unit nearest the proposed

Detachment locale. Solicit active and reserve Marines to participate. Ask for leads of former Marines who have visited their offices, base or unit. Leave information and a name of a contact person

- Seek permission to set up a manned table in a Mall, or high traffic area, to advertise for eligible members and to have information available about the League, blank application forms, and/or a blank form to collect phone numbers of potential members.

- Information should be sent to local newspapers and other papers that get distributed regularly. An article for a local paper, or notice to the community calendar section of the paper will let the community know about the League (normally, at no cost).

- Brief commercial spots on radio and cable TV may be made FREE of charge to non-profit organizations. Contact the local media stations for information.

- Presentations at local veteran and service organizations, letting their members know there is an organization of Marines for Marines. This will alert potential members as well as the community to the existence of a Marine Corps League forming in their area.

- Letters to Chambers of Commerce, local political offices, Veterans organizations and clubs, and other community service organizations can provide other contacts.

- Periodic participation at swap meets/flea markets, either having a paid space or a sharing arrangement with a sales booth, to fly the AMERICAN and/or a USMC FLAG. Be prepared to provide brochures, MCL information, MCL applications forms, and MCL materials.

- Direct advertisement in newspapers, local magazines, USMC and other military publications, and AD mailers can attract attention, although there may be a cost associated with this approach.

- A flyer (with MCL application forms) that can be placed under the windshield wiper of vehicles bearing a Marine decal or bumper sticker, with a brief description about the League and a person to contact. (with a phone number or e-mail #). Check out the parking lots at local sporting events, malls, and movie theaters.

- Notification for a meeting, with a press release to newspaper and media, may result in press coverage and interviews.

Getting the word out initially means working with a limited budget as well as limited manpower. Posters, merchandise, entry fees to an event, and advertisements can be expensive, so request help from National HQ (They have MCL materials available to assist). But the more ways that the "word" can be distributed, the better the odds of reaching more eligible members. The best way to recruit is by "word of mouth," particularly when the person recruiting is already a member of the forming Detachment.

### ORGANIZATIONAL MEETINGS

There is an old adage that "You only get one opportunity to make a good **FIRST** impression." That not only applies to the organizational meeting, but **EVERY** Detachment meeting where guests and/or potential members are present for the first time. If the image projected at the meeting is one of enthusiasm, congeniality, and professionalism, the odds become greater in attracting and keeping members. Here are some ideas for accomplishing the ultimate goal of attracting members and planning for an effective Detachment.

1. Carefully plan the meeting to address the issues that are required to charter a Detachment. This requires the focus on:

- A. Purposes of the League, and how they apply to the Detachment.
- B. Objectives, programs and interests that the Detachment may pursue.

2. Prepare a printed agenda of topics to be discussed (this is a good idea for all meetings; it helps to keep focus on topics and business at hand).

- A. Contact the Department Commandant for assistance
- B. List the goals of the meeting
- C. Description of the League and requirements to start up a Detachment
- D. Discussion of ideas for recruiting potential members
- E. Establish plans for recruiting new members
- F. Summary and conclusion of the meeting

## G. Adjournment

Select a suitable site for holding the next meeting - - it can be in a home, or a restaurant, or other suitable space to accommodate the expected number of potential members.

Exercise leadership and control of the meeting - - stick with the meeting agenda.

Be sure to provide a congenial atmosphere by making sure every attendee is introduced and asked for their ideas, suggestions and comments- be sure to have a sign-in sheet, to record names, addresses, phone numbers, e-mail addresses and list the special interests of those in attendance.

### Designate one individual to take notes of the meeting

Establish an application fee for joining the Detachment. It is suggested you consider a minimum of \$38.00 for new members and a minimum of \$30.00 for renewal members. (Currently, National HQ receives \$23.00 for new members and \$18.00 for renewal members).

### GET COMMITMENTS:

- Collect dues money and applications from potential members (always give a receipt for funds received).
- Have them sign up to become a CHARTER MEMBER.
- Give out assignments to "Get the word out", recruiting, writing letters, printing, media contacts, someone to contact the other veterans groups and any other tasks deemed necessary to get the Detachment started.
- Set a date and time for the next meeting - during the formation phase, it's a good idea to try to meet weekly, or no less than every two weeks until the Detachment is organized.
- Plan a little time to socialize after the meeting to build interest and esprit de corps. (get to know one another).

Organizational meetings are important and should be scheduled frequently to conclude the initial organizing steps as quickly as possible. The intent outlined above for the initial meeting should be followed at subsequent meetings. With each meeting, requirements and objectives should become more specific. It is during these meetings that the development of the characteristics of the Detachment will be formed. This bearing will directly affect the course of the Detachment for the foreseeable future. Needless to say, the importance of these organizational meetings and other actions described below cannot be underestimated.

### **Issues For Future Meetings:**

Enrollment with completed applications and enrollment fees for a minimum of 20 eligible members in order to obtain a charter.

Determination of a regular meeting date, time and place for receiving the Detachment Charter. Generally, a Detachment can maximize its meeting effectiveness and attendance by setting regular monthly meeting dates and times (i.e., the first Tuesday of the month at 1900), at the same location. In this manner, members and prospects should be aware of meetings, regardless of other notifications.

Select a temporary Commandant, an Adjutant and a Paymaster to handle the business of organizing the Detachment until the chartering process is complete.

Contact the Department Commandant for assistance during your first meeting. Either the Department Commandant or a representative will be able to aid, assist or answer League questions.

Develop specific objectives for the Detachment that will include membership goals, programs of interest, social

events and other activities that are embraced within the purposes of the League and by your membership.

Begin to identify individuals that have capabilities for elected and appointed officer positions in the Detachment.

Open discussions and develop specific plans for raising funds for the Detachment - next to membership, this is the most important aspect of keeping a Detachment viable and productive.

Determine the most cost effective methods for reaching eligible members in your area and develop plans for making contact and follow up procedures.

Selecting a name (plus consider an alternate name) for the Detachment. Remember, it cannot be named for anyone still alive. In addition, remember, you **MUST** receive permission in writing from the family to use a deceased Marines' name.

Distribution of MCL brochures that includes an application, mailing address, information about the League and more importantly, the Detachment meeting dates, location and times should be included, with a telephone number for them to contact for additional information.

Consider renting a P.O. Box for Detachment business and Detachment mail.

It is recommended opening a bank account in the Detachment name, Marine Corps League. The bank account should require a minimum of two signatures (the temporary Commandant and temporary Paymaster). Prior to opening an account the bank will require a General Exemption Number (GEN) (available from MCL National Headquarters, (please call 1-800-625-1775). After receiving the GEN from National HQ you **MUST** apply for a Detachment Federal Employer's Identification Number (EIN), which can be obtained from your local Internal Revenue Service (IRS) office. (Usually, a call to the IRS will allow a temporary EIN to be issued). Request the IRS to send you an SS4 government form (either by mail or fax). You **MUST** fill out and return this form to the IRS. Each Detachment is required to have their own EIN. This number is similar to your Social Security Number and it **MUST** be used on all financial and legal documents and accounts that your Detachment may establish.

NOTE: You may want to call National HQ. and request a sample copy of the SS4 form. A sample form and information letter will be sent to help with any questions you may have.

Complete the documentation for chartering requirements and forward the information, along with the membership transmittal form and membership fees collected, plus any Transfer Request Forms to the Department Paymaster

Plan and schedule the first Detachment meeting.

Upon approval of the application for a Detachment, a Detachment Charter will be issued that is signed by the National Commandant, Division Vice Commandant and Department Commandant. Upon notification that the Charter has been signed and sent to the Department Commandant, the following actions should be taken:

Nominate officers and hold elections in accordance with the Bylaws of the Marine Corps League.

A. Set a meeting date, time and location for the presentation of your Detachment Charter by a Department Officer. The Department Officer will be responsible for the installation of the new Detachment Officers. It is recommended that a social event follow the presentation and installation and that member's families and the media be invited to attend. The Installing Officer is responsible for submitting the Officers Installation Form through League channels.

## INSTRUCTIONS FOR CHARTER APPLICATION PROCESS

1. A standard charter application shall be signed by no less than twenty (20) eligible applicants who are requesting regular membership in the MCL. To be eligible, a Marine must have served a minimum of ninety (90) days of HONORABLE service in the U. S. Marine Corps or in the U. S. Navy as an FMF Corpsman assigned to a Marine Unit. A certificate of service or DD 214 will serve as proof of eligibility.
2. Before signing the Charter Application, applicants must pay their annual dues as determined by the persons forming the Detachment. If a prospective member desires to become a LIFE Member, the initial ANNUAL dues must be paid first. Once this is accomplished, the member may then become a LIFE member by payment of the dues required for such membership (according to their age). The dues transmittal form must indicate a request for Regular membership on one line and a request for Life membership on the next line.
3. If a member of an existing Detachment wishes to transfer to the new Detachment, they must first sign a Request for Transfer form and obtain the approval of transfer from their existing Detachment.

The Charter Application shall be accompanied by a Dues Transmittal Form, which is to include two (2) separate checks, one for National dues and one for Department dues for all applicants who have signed the Charter Application. Make sure you list the names on the Transmittal Form in the same order as they are on the Charter Application Form. The Dues Transmittal Form shall be signed by the person forming the new Detachment.

The Charter Application and Dues Transmittal Forms are then mailed to the Department Paymaster, who checks the Dues Transmittal against the Charter Application to verify the dues of all applicants have been paid. The Paymaster shall take the Department dues check from the packet and forward the Application packet to the Department Adjutant.

After the Department Commandant approves the Charter Application, it shall be signed and forwarded to the Division Vice Commandant for approval and signature.

When the Application has been signed by the Division Vice Commandant, it will be forwarded to the National Commandant at National Headquarters (along with the National HQ dues check). After the National Commandant authorizes approval, the Charter is typed and signed by the National Commandant and National Adjutant/Paymaster.

The approved and signed Charter is then returned to the Divisional Vice Commandant, who signs the Charter and forwards the Charter to the Department Commandant for signature and to make arrangements for formal presentation of the Charter to the new Detachment.

## ORDER OF A BUSINESS MEETING

**OPENING CEREMONY** It shall be the duty of the Sergeant-at-Arms to arrange the quarters; to place the Bible upon the Alter; and at the close of all occasions, he/she shall return all equipment to its proper place. He/she shall also conduct the advance and retirement ceremonies of the Colors. (The Commandant may call for singing of the Marine Hymn at any point in the ceremony.)

**COMMANDANT:** Sergeant-at-Arms, secure the quarters and satisfy yourself that all present are qualified to be present during the deliberations of the Detachment session.

**SERGEANT-AT-ARMS** Aye, aye, Sir, the quarters are secured and all present are qualified to remain. (If persons present are not qualified, the Sergeant-at-Arms will report accordingly. If it is an open meeting, visitors would be assumed to be qualified to remain.)



**COMMANDANT** Sergeant-at-Arms, advance and post the Colors.

**SERGEANT-AT-ARMS** Aye, aye, Sir. All persons wearing the official League cover will execute a hand salute as colors are advanced. Those NOT covered will execute a civilian salute, right hand over their heart. Baseball type caps are to be removed and can be held over their heart. Just before the Colors are to be advanced the Commandant shall give two (2) raps of the gavel to call all present to a standing position. One (1) rap of the gavel will be the signal to be seated.

**COMMANDANT** The Chaplain will lead us in prayer. (The Sergeant-at-Arms, or the Chaplain should open the Bible)

**CHAPLAIN:** (Uncover) Supreme Commandant, we ask Thy blessing upon all here assembled. We pray for guidance in our deliberations, and that we may here exemplify the principles and purposes of our beloved Marine Corps League. We ask Thy protection and blessing for Marines and Corpsmen who have died in the service of their Country, and for all our members, both past and present. Grant that the Marine Corps League may grow and prosper in the humane purposes and principles upon which it is founded. AMEN. (Cover). (At this point, the Commandant may ask the members to remain standing for the singing or playing of the Marine Hymn), (Commandant, by one rap of the gavel, seats the Detachment).

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

**SERGEANT-AT-ARMS:** By authority of the Commandant of the \_\_\_\_\_ Detachment of the Marine Corps League, I declare this meeting open for the conduct of official business.

**ORDER OF BUSINESS:** Roll call of Detachment Officers (by the Adjutant)

Applications for membership (If balloting is done, applicants should be escorted outside the meeting room by the Sergeant-at-Arms).

Balloting on applications for membership. (If balloting is done, applicants are approved by a majority vote on those present and qualified to vote. Either voice or a secret ballot may be used).

Ceremony of Initiation (full or abridged form, from the MCL Ritual, depending on size of Detachment, time, and circumstance).

Introduction of new members and guests.

**OLD BUSINESS:**

Adjutant's Report

A. Minutes of previous meeting and Officers meetings (may be abridged if minutes are included in a newsletter or other type of communication with the members).

B. Correspondence received

Paymasters Report

Chaplains Report

Report of any member or member's family sick.

Report of any Marine or Marine's family in distress.

Report of the Officers: (Elected Officers and Staff should rise and report; or indicate if there is no report).

Report of Project Leaders and/or Committee Reports

Unfinished Business from previous meetings.

**NEW BUSINESS:**

Reports, requests, information for business consideration, or any items needing a vote by the membership.

Good of the League

Announcements. **(At this time, the meeting may close for adjournment, or recessed until closing ceremony).**  
If a program or guest speaker is to be introduced at this time, the meeting should be recessed until the program is complete.

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

TO RE-OPEN THE MEETING - Sergeant-at-Arms will lead the assembly in a hand salute to the Colors. Chaplain will reopen the Bible. Sergeant-at-Arms will declare the meeting duly reopened for the conduct of Official Business.

**CLOSING CEREMONY:**

**COMMANDANT:** There being no further business, we will proceed to close. The Detachment will stand silent in respect for deceased members. (Commandant gives two (2) raps of the gavel. Chaplain, without orders, reads the names of deceased members). This may also be extended to deceased Marines and Marine families, if appropriate.

**COMMANDANT:** Sergeant-at-Arms, retire the Colors.

**Sergeant-at-Arms:** Aye, aye, Sir. (All present that are covered, execute the hand salute; all others not covered, execute the civilian salute, as the Colors are retired).

**COMMANDANT:** The Chaplain will lead us in prayer.

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

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

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

**COMMANDANT:** Sergeant-at-Arms, declare this meeting of the \_\_\_\_\_ Detachment, Marine Corps League,

officially closed.

**Sergeant-at-Arms:** By authority of the Commandant, \_\_\_\_\_ Detachment, Marine Corps League, I declare this meeting officially closed until \_\_\_\_\_ (day, date, & time, when it will be reopened for the transaction of official business.

**COMMANDANT:** (Gives one rap of the gavel --- meeting adjourned).

### **Notes and Summary of the general meeting**

The ceremony and order of business represented in the MCL RITUAL manual offers a guideline to the proper conduct of a meeting. There will be times when Detachments will want to make appropriate changes and modifications, to best suit the needs of the Detachment. However, it is important to structure most meetings, preferably with an agenda, to let attendees know what to expect, and the time elements involved.

Every elected and appointed Officer of the Detachment should have a copy of the MCL RITUAL (along with copies of the National, Department and Detachment bylaws). The MCL RITUAL manual provides routine guidelines for all ceremonies, which include meetings, installation of officers, presentation of charters, induction of members, and proper order for deceased Marines and ceremonial services. Copies of the RITUAL are available from the MCL National Headquarters ships store for a nominal fee. It is recommended that every officer obtain a personal copy of the Ritual manual.

## **DUTIES OF DETACHMENT OFFICERS**

A TEMPORARY Commandant, an Adjutant and a Paymaster are to be selected by the new members of the forming Detachment. These temporary officers shall act as their respective officers and with the cooperation of all the new members, are to secure additional new members before the date set for the closing of the Charter Application, when the permanent staff of Detachment Officers will be properly elected. Subsequent elections are to be held in accordance with ARTICLE FIVE of the National Bylaws and Administrative Procedures. (Two (2) copies of the MCL Bylaws, one (1) copy of the MCL Ritual manual, and a copy of the MCL Guidebook for Detachment Officers should be issued with the new Charter). These manuals are to be identified as Detachment property and passed down to newly elected officers, annually.

[A copy of the MCL Bylaws is available on the Marine Corps League - National Headquarters Website at <http://www.MCLeague.com>]

**DETACHMENT COMMANDANT:** Directs MCL activities within the community, presides at all Detachment meetings, serves as advisor to all committees of the Detachment, and is in direct charge of all functions of the Detachment. After being sworn into office by the Department Commandant, (or any authorized Officer) may administer the OATH of MEMBERSHIP to new members.

**DETACHMENT SENIOR VICE COMMANDANT:** Shall give every assistance to the Detachment Commandant, and during the absence or illness of the Commandant, perform the duties of that office; shall assist all committees, and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the League and their Detachment.

**DETACHMENT JUNIOR VICE COMMANDANT:** Shall create and promulgate such membership incentives and programs as will engender enthusiastic response that will result in continuous membership growth. In the absence or illness of the Detachment Commandant and the Senior Vice Commandant, shall perform the duties of the Detachment Commandant.

**DETACHMENT JUDGE ADVOCATE:** Shall interpret the Detachment, Department and National Bylaws (the later two in the event there are no Detachment Bylaws; shall advise, construe, counsel and render opinions on questions of law and procedure to the Detachment Commandant during meetings. Make decisions on the local

level in disputes or if unable to do so, refer the problem to the next higher echelon of the League, i.e. Department or National. NOTE: There is no investigative or punitive authority at the Detachment level.

**DETACHMENT ADJUTANT:** Shall keep a true record of all meetings, typewritten or neatly hand written in ink in a ledger or log book; keep a record of all members and forward notices of meetings, events, etc., of the Detachment to the membership, and work closely with the Paymaster to maintain an up to date membership file of the Detachment active (paid up) and inactive (delinquent) members. The Adjutant shall also handle and keep a record of Detachment correspondence, as directed by the Detachment Commandant, and perform such other duties as directed by the Detachment Commandant.

**DETACHMENT PAYMASTER:** Shall keep a true record of all monies received and expended by the Detachment, and in close cooperation with the Adjutant, prepares an up to date record of dues by the membership and forwards notices to members when their dues have lapsed and also such other duties as may be assigned by the Detachment Commandant.

**DETACHMENT ADJUTANT/PAYMASTER:** Combination of the duties listed above.

**DETACHMENT CHAPLAIN:** Shall perform such duties at meetings as prescribed in the MCL Ritual Book; takes an active part in all memorials and funeral services in which the Detachment participates; visits the sick to inquire about their needs, and performs such other duties as directed by the Detachment Commandant.

**DETACHMENT SERGEANT-AT-ARMS:** Shall preserve order at all meetings; sets up the meeting room, (checks on the Bible, Colors and the Charter); and performs such other duties as are required by the Detachment Commandant. Also will fulfill all duties as are prescribed in the MCL Ritual Book.

**OTHER STAFF & PROJECT OFFICERS:** The preceding officer delineations cover the basic officer corps of a Detachment. These are the officers minimally required to serve the Detachment and meet the requirements of both National/Department and Detachment Bylaws, and the minimum obligations for meetings and programs. Other appointed positions that can be considered are: WEB SERGEANT, HISTORIAN, NEWSLETTER EDITOR, COLOR GUARD COMMANDER, PUBLIC RELATIONS/INFORMATION OFFICER, AMERICANISM/EDUCATION OFFICER, VETERANS ADMINISTRATION VOLUNTEER SERVICES (VAVS) OFFICER. These position duties are established and printed in the "GUIDEBOOK FOR DETACHMENT OFFICERS", available from National HQ ship stores, for a nominal fee.

## **SAMPLE MEDIA CORRESPONDENCE**

### **LETTER TO REQUEST MEETING SPACE TO FORM A DETACHMENT**

**This letter should be sent to the Mayor, Chief of Police, Chamber of Commerce, and Veterans Organizations.** (If favorable reply is not received from the Mayor or Chief of Police, try the Chamber of Commerce. As a rule, they are all very cooperative and helpful.)

Mr. A. B. Charles  
Mayor of Jacksonville  
Municipal Building  
Jacksonville, N.C. 28546

Dear Mayor Charles:

The Marine Corps League, a nationally chartered organization, comprised of Marines and eligible FMF Corpsmen who have honorably served or are now serving in the United States Marine Corps, desire to form a

Marine Corps League Detachment in your city.

I am writing to request the use of a room large enough to accommodate 25 to 30 eligible members for one evening during the week of \_\_\_\_\_ for the purpose of holding a meeting to form a local Detachment of the Marine Corps League.

Respectfully,

\_\_\_\_\_ [Print & then sign your name]

### **News Release to Announce a Meeting to Form a New Detachment**

The (enter new Detachment name, i.e., Onslow County) Detachment of the Marine Corps League announces that the National Vice Commandant of the (enter name of Division, i.e., Southeast, Midwest, etc) Division, will conduct a meeting at (enter detailed information about meeting location), (day), (month, date, year) at (time) to form a new Detachment here in (list city/town). Any Marine interested in joining this new Detachment as a Charter Member should plan to attend this meeting.

The Marine Corps League was one of the earliest established Veterans Organizations, organized in June 1923 and Chartered by an Act of Congress in August 1937. Membership in the Marine Corps League is for any Marine or Fleet Marine Forces Corpsman who has served honorably or is currently on active duty.

### **News Release Following Initial New Detachment Meeting**

NOTE: The news release AFTER the organization meeting is held is of great importance. While preparing the news release, considerable thought should be given to its content, keeping in mind the objective of trying to get other Marines to join this new Detachment.

The meeting of the (list name) Detachment of the Marine Corps League, held this past (list day, i.e., Monday) evening was very successful. (List name) has been installed to serve as the Commandant for the first year. (Name) and (Name) have been chosen as Interim Adjutant and Paymaster, respectively. The next meeting of the Detachment will be held on (list date and time); any Marine interested in joining this new Detachment as a Charter Member should plan to attend. Meetings are open to all active duty, retired, former Marines, and eligible Fleet Marine Forces Navy Corpsmen.

NOTES: Avoid use of rank, unless requested by the individual. Feature prominent Marines in the community who have joined. If a reporter is available, delegate them to write the news release. If a news release is not prepared by a reporter, compile all the events of the meeting, call the City desk and report the news by phone or via e-mail. You will find most radio, newspapers, and TV stations very cooperative. Marine Corps Recruiting Officers will normally extend their full cooperation in promoting your Detachment.

SAMPLE FORMS - Enclosed

**Request for Charter**  
**Membership Dues Transmittal**  
**Request for Transfer**  
**Report of Officer Installation**  
**Report of Death Notice**  
**Application for Membership**



## APPLICATION FOR CHARTER

MARINE CORPS LEAGUE  
POST OFFICE BOX 3070  
MERRIFIELD, VIRGINIA 22116-3070



"INCORPORATED BY AN ACT OF CONGRESS, AUGUST 1937"

To: National Commandant  
Via: (1) Department Paymaster or Adjutant/Paymaster  
(2) Department Commandant  
(3) Division Vice Commandant

Dear Commandant:

The undersigned hereby attest that they each qualify to be Regular members of the Marine Corps League as set forth in Article Six, Section 600 (a) of the National Bylaws and respectively apply to the National Staff of the Marine Corps League for the issuance of a CHARTER for the formation of a Detachment of the Marine Corps League to be located at SWANSBORO, NC in the State of NORTH CAROLINA and to be known as the CAROLINA HARBOR Detachment of the Marine Corps League.

If granted this Charter, the undersigned agree, upon the issuance of same, to immediately proceed with the formation of a Detachment of the Marine Corps League and further agree to support and uphold the provisions, and principles of the National Bylaws of the League and such changes and amendments as are passed and ratified at future National Conventions of the organization, in accordance with the provisions of said Bylaws. We further agree to abide by the provisions of the Department Bylaws of the Marine Corps League in such States where a Department exists, and further agree to incorporate under the laws of our State.

We understand and agree, that in the event our Detachment becomes inactive, has its Charter revoked for cause by the National Staff or voluntarily surrenders its Charter, that all properties, money and records of our Detachment shall be subject to the provisions of Article Five, Section 555 and Section 560 of the National Bylaws. We further agree that our books and records may at any time, be inspected and audited by qualified Officers of the Department or National organization.

Print Name	Signature	Street Address (or PO Box #)	City, State
Adam T. ATKINS	<i>Adam T. Atkins</i>	123 OAK STREET	Jacksonville, NC
John W. BROWN	<i>John W. Brown</i>	678 Cherry Lane	Hubert, NC
Robert C. CHARLES	<i>Robert C. Charles</i>	456 Ash Circle	Swansboro, NC
HENRY A. DAVIS	<i>Henry A. Davis</i>	897 Plum Drive	Richlands, NC
GLENN G. EVANS	<i>Glenn G. Evans</i>	322 Orange Court	Stella, N.C.
FRANK B. FOX	<i>Frank B. Fox</i>	650 Oakton Road	Jacksonville, NC
DAVID D. GEORGE	<i>David D. George</i>	396 Colony Plaza	Hubert, N.C.

Print Name	Signature	Street Address (or PO Box #)	City, State
Leon C. Howard	<i>Leon C. Howard</i>	<sup>567</sup> Swansboro Street	Swansboro, N.C.
Harry H. James	<i>Harry H. James</i>	986 Route #4 Box 345	Richlands, N.C.
Thomas E. King	<i>Thomas E. King</i>	455 Old Country Road	Stella, N.C.
William F. Long	<i>William F. Long</i>	130 Highway #17 So.	Jacksonville, N.C.
Robert R. Maybree	<i>Robert R. Maybree</i>	325 Cherry Lane	Hubert, N.C.
John H. Nichols	<i>John H. Nichols</i>	547 Oak Circle	Swansboro, N.C.
David I. Owens	<i>David I. Owens</i>	219 Plum Drive	Richlands, N.C.
Peter T. Palmer	<i>Peter T. Palmer</i>	865 Orange Court	Stella, N.C.
William K. Rose	<i>William K. Rose</i>	1357 Oak Street	Jacksonville, N.C.
Alan A. Stone	<i>Alan A. Stone</i>	6543 Colony Plaza	Hubert, N.C.
Tommy B. Thomas	<i>Tommy B. Thomas</i>	298 Heritage Lane	Swansboro, N.C.
John A. Vicary	<i>John A. Vicary</i>	410 Ashton Ave.	Richlands, N.C.
James M. White	<i>James M. White</i>	391 Independence Drive	Stella, N.C.
Robert N. Young	<i>Robert N. Young</i>	4567 Western Blvd.	Jacksonville, NC
Bernard R. Zawadzki	<i>B.A. Zawadzki</i>	892 Cherry Lane	Hubert, NC

I, Adam T. Atkins, acting for my fellow qualified applicants, have examined the eligibility of each and have found them in order. I have been present and heard them read aloud, before all of the above, this application for Charter in the Marine Corps League.

*Adam T. Atkins*  
Signature of Organizing Officer

**Approved:**  
Department Adjutant/Paymaster

*John P. ...*

Department Commandant

*Charles ...*

Division Vice Commandant

*William A. White*

National Adjutant/Paymaster

\_\_\_\_\_

National Commandant

\_\_\_\_\_

Date Charter Issued

\_\_\_\_\_

## MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM MARINE CORPS LEAGUE

**FROM:** Adjutant/Paymaster of Georgetown Det.  
**TO:** National Adjutant/Paymaster, PO BOX 3070 MERRIFIELD VA 22116  
**VIA:** Department Adjutant/Paymaster

Detachment # 100

1. Enclose separate checks or Money Orders for National and Department dues payments.
2. Please include Date of Birth for all applicants (mandatory for PLMs).
3. Utilize two entries (*Old* and *New*) to change a member's address or to correct or change a member's name.
4. PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.
5. Shaded areas are for National HQ use only.

Date 01/01/04

Transmittal # 12  
 (Start new sequence on July 1 each fiscal year.)

MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, MR)	FIRST	MI	DATE OF BIRTH
PLM #	N		PENDER	John	S	04/16/49
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
6200 Teakwood Dr.		Arlington		VA	93708	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, MR)	FIRST	MI	DATE OF BIRTH
160273	R		Kelley	Pat	C	12/5/38
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
69 G St.		Washington		DC	42086-3341	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, MR)	FIRST	MI	DATE OF BIRTH
243089	L		Weiss	Robert	T	9/9/30
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
459 Wilson Blvd.		Arlington		VA	98302-8493	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, MR)	FIRST	MI	DATE OF BIRTH
955034	T		Heinrich	Richard	O	7/10/42
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
1837 Athens Ln		Falls Church		VA	43209-7394	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, MR)	FIRST	MI	DATE OF BIRTH
X082745	RAM		Hardin	Dale		
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
978 Maple Ln		Arlington		VA	74563-4937	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, MR)	FIRST	MI	DATE OF BIRTH
	NAM		Hall	Debbie		4/17/48
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
P. O. Box 1876		Arlington		VA	33390-4916	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, MR)	FIRST	MI	DATE OF BIRTH
937217			Hamill	Walter		
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
OLD 1875 15th St.		Arlington		VA	93759-4836	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, MR)	FIRST	MI	DATE OF BIRTH
	NBW					
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
506 Madison Pl.		Falls Church		VA	45836-5838	

<b>National dues only</b>	Check # <u>568</u>
R <u>1</u> Renewal @ 12.00	\$ <u>12.00</u>
N <u>1</u> New Member @ 17.00	<u>17.00</u>
L <u>1</u> Life Member	<u>75.00</u>
T <u>1</u> Transfer	
RAM <u>1</u> Associate (renew) @ 12.00	<u>12.00</u>
NAM <u>1</u> Associate (new) @ 17.00	<u>17.00</u>
RDM <u>  </u> Dual (renew) @ 12.00	
NDM <u>  </u> Dual (new) @ 17.00	
<b>Total National Dues</b>	<b>\$ <u>133.00</u></b>

**Department Dues**  
 Check # 569  
 DEPT. DUES X # OF DUES  
 Total \$ 210.00 *to date*

Received at Department  
 Date \_\_\_\_\_

Received at National HQ  
 (Date/Time Stamp)

SIGNATURE OF DEPT. ADJUTANT/PAYMASTER

*Don Anderson*

PRINTED NAME

Don Anderson

ADDRESS

532 Nelson St.

CITY STATE ZIP + 4

Arlington, VA 30573-4627

NATIONAL HQ USE ONLY

**PLEASE READ CAREFULLY**  
 Detach and retain bottom copy. Forward balance to Department.  
 Department retain bottom copy and forward balance to National HQ.



MARINE CORPS LEAGUE  
REQUEST FOR TRANSFER

1. Printed Name Howard T. Hughes Member # 1234567 PLM # 12256  
Street 1234 Washington Ave. Apt # \_\_\_\_\_  
City JACKSONVILLE, State N.C. Zip +4 28546-1360  
SSN 123-45-6789 Tele # (910) 938-2345 Date of Birth 10/01/26  
Date of Enlistment/Commissioning 03/15/44 Date of Discharge/Separation/Retirement 08/01/73  
I hereby request that my membership as a  Regular Member  M-A-L  Dual Member  Associate Member,  
in the ONSLAW COUNTY Detachment # 262 be transferred to the CHARLOTTE  
Detachment # 750 Department of NORTH CAROLINA as a  Regular Member  Dual Member  
 Associate Member or to \_\_\_\_\_ M-A-L status  
Signature Howard T. Hughes Date 05/06/2004

2. **TO BE COMPLETED BY THE LOSING DETACHMENT (Det. No. 262)**  
The above member is in good standing  delinquent \_\_\_\_\_ Membership expiration date is  
1/1 Paid Life Member  
Member (is/is not) indebted to this Detachment. (If indebted, please explain on a separate sheet). The transfer of  
this member is approved  disapproved \_\_\_\_\_

Tommy Thomas 05/30/2004  
Signature of Commandant Date

3. **TO BE COMPLETED BY THE GAINING DETACHMENT (Det. No. 750)**  
I have reviewed the foregoing information and hereby approve  disapprove \_\_\_\_\_ of the transfer of this member.

Mary Martin 06/12/2004  
Signature of Commandant Date

4. **FOR DUAL MEMBERS ONLY**  
I certify that I am a Dual Member and I hereby request that my voting rights for Department and National  
Conventions be transferred to \_\_\_\_\_ Detachment # \_\_\_\_\_ Department of \_\_\_\_\_

Signature of Dual Member \_\_\_\_\_ Date 1/1

**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.

Enclosure (5)

# Marine Corps League

## REPORT OF OFFICER INSTALLATION



<b>FROM:</b>	DETACHMENT Georgetown	DETACHMENT # 100	DEPARTMENT OF VA
	TO: NATIONAL ADJUTANT PAYMASTER VIA DEPARTMENT ADJUTANT		DEPT FEDERAL EIN:
	DET FEDERAL EIN:		DEPT INCORPORATION ID #
	DET INCORPORATION ID #		DATE
			FOR DEPT INSTALL ONLY

DATE OF ELECTIONS	DATE/PLACE OF INSTALLATION	INSTALLING OFFICER & TITLE	SIGNATURE OF INSTALLING OFFICER
Jan. 1, 2004	01/02/04 American Legion 500 Elm St. Anywhere VA	John Brown, Commandant Dept. of VA	<i>John Brown</i>

DETACHMENT MEETS:					
DAY/DATE OF MEETING	TIME	PLACE	STREET ADDRESS	CITY	STATE
1st Mon. /month	7 pm	AmVets Hall	AmVets Hall 120 Front St.	Anywhere	VA

E-MAIL OFFICIAL CORRESPONDENCE: geotowmcl@aol.com  
 FAX OFFICIAL CORRESPONDENCE TO: (555) 444-3333      MARK FOR THE ATTENTION OF: Paymaster

\*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 listed on form.

OFFICE	MEMBER	PHONE NUMBER EMAIL ADDRESS	ADDRESS (See note above)	CITY, STATE ZIP +4
COMMANDANT	Lee Atkinson	( ) 703-522-0377	P. O. Box 567	Anywhere, VA 12345-0567
SENIOR VICE COMMANDANT	Ed Andrus	( ) 703-549-6217	P. O. Box 567	Anywhere, VA 12345-0567
JUNIOR VICE COMMANDANT	Herbert Sledge	( ) 703-864-2931	P. O. Box 567	Anywhere, VA 12345-0567
JUDGE ADVOCATE	Mark Curtis	( ) 703-241-6756	P. O. Box 567	Anywhere, VA 12345-0567
JUNIOR PAST COMMANDANT	Walter Hamill	( ) 703-671-2771	P. O. Box 567	Anywhere, VA 12345-0567
ADJUTANT PAYMASTER	Bill Scruggs	( ) 703-979-4509	P. O. Box 567	Anywhere, VA 12345-0567
ADJUTANT		( )		
PAYMASTER		( )		
CHAPLAIN	Gleenn Evans	( ) 703-963-4239	P. O. Box 567	Anywhere, VA 12345-0567
SERGEANT- AT ARMS	Paul Dale	( ) 703-521-0091	P. O. Box 567	Anywhere, VA 12345-0567
		( )		
		( )		
		( )		

Total **renewal** dues are \$ 25.00. This amount is the total of Detachment, Department and National dues and will appear on the Direct Billing Notices.

SUBMITTED BY	TITLE	SIGNATURE	DATE
Bill Scruggs	Adjutant/Paymaster	<i>Bill Scruggs</i>	01/05/04

**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

Enclosure (4)

©2004 Marine Corps League, Inc. For Official Marine Corps League use only. All other use is prohibited.

— NOTICE OF DEATH —  
MARINE CORPS LEAGUE



WILLIAM SMITH of the FLAG  
(Leaguer's Name)

Detachment, Marine Corps League did answer his/her final Earthly Roll Call on  
02-06-04. The deceased is survived by MARY SMITH,  
(Date) (Relation's Name)

WIFE who resides at:  
(Relationship)

Street 1234 EASTERN AVE

City NEW YORK State NY Zip 10203-4050

Membership No. 065432 PLM No. \_\_\_\_\_ Detachment No. 012

Comments: WM. SMITH A 32 YEAR VETERAN OF THE MARINE CORPS HE ALSO WAS ACTIVELY INVOLVED WITH THE MCL FOR OVER 30 YEARS SERVING IN ELECTED OFFICES AT THE DETACHMENT AND DEPARTMENT LEVEL.

Name of the individual completing this form: THOMAS DAVIS

Title: CHAPLAIN

Street: P.O. BOX 9876

City: NEW YORK State NY Zip 10209-9876

(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.

Revised 6/93

Detach and retain bottom copy. Forward balance to State Department Chaplain. State Department Chaplain retain bottom copy and forward balance to National Headquarters. National Headquarters will forward form to National Chaplain.

**Request for Charter**  
**Membership Dues Transmittal**  
**Request for Transfer**  
**Report of Officer Installation**  
**Report of Death Notice**  
**Application for Membership**



## APPLICATION FOR CHARTER

MARINE CORPS LEAGUE  
POST OFFICE BOX 3070  
MERRIFIELD, VIRGINIA 22116-3070



"INCORPORATED BY AN ACT OF CONGRESS, AUGUST 1937"

To: National Commandant  
Via: (1) Department Paymaster or Adjutant/Paymaster  
(2) Department Commandant  
(3) Division Vice Commandant

Dear Commandant:

The undersigned hereby attest that they each qualify to be Regular members of the Marine Corps League as set forth in Article Six, Section 600 (a) of the National Bylaws and respectively apply to the National Staff of the Marine Corps League for the issuance of a CHARTER for the formation of a Detachment of the Marine Corps League to be located at SWANSBORO, N.C. in the State of NORTH CAROLINA and to be known as the CAROLINA HARBOR Detachment of the Marine Corps League.

If granted this Charter, the undersigned agree, upon the issuance of same, to immediately proceed with the formation of a Detachment of the Marine Corps League and further agree to support and uphold the provisions, and principles of the National Bylaws of the League and such changes and amendments as are passed and ratified at future National Conventions of the organization, in accordance with the provisions of said Bylaws. We further agree to abide by the provisions of the Department Bylaws of the Marine Corps League in such States where a Department exists, and further agree to **incorporate** under the laws of our State.

We understand and agree, that in the event our Detachment becomes inactive, has its Charter revoked for cause by the National Staff or voluntarily surrenders its Charter, that all properties, money and records of our Detachment shall be subject to the provisions of Article Five, Section 555 and Section 560 of the National Bylaws. We further agree that our books and records may at any time, be inspected and audited by qualified Officers of the Department or National organization.

Print Name	Signature	Street Address (or PO Box #)	City, State
Adam T. ATKINS	<i>Adam T. Atkins</i>	123 OAK STREET	Jacksonville, NC
John W. BROWN	<i>John W. Brown</i>	678 Cherry Lane	Hubert, NC
Robert C. CHARLES	<i>Robert C. Charles</i>	456 Ash Circle	Swansboro, NC
HENRY A. DAVIS	<i>Henry A. Davis</i>	897 Plum Drive	Richlands, NC
GLENN G. EVANS	<i>Glenn G. Evans</i>	322 Orange Court	Stella, N.C.
FRANK B. FOX	<i>Frank B. Fox</i>	650 Oakton Road	Jacksonville, NC
David D. GEORGE	<i>David D. George</i>	396 Colony Plaza	Hubert, N.C.

Print Name	Signature	Street Address (or PO Box #)	City, State
Leon C. Howard	<i>Leon C. Howard</i>	567 Swansboro Street	Swansboro, N.C.
Harry H. James	<i>Harry H. James</i>	986 Route #4 Box 345	Richlands, N.C.
Thomas E. King	<i>Thomas E. King</i>	455 Old Country Road	Stella, N.C.
William F. Long	<i>William F. Long</i>	130 Highway #17 So.	Jacksonville, N.C.
Robert R. Maybree	<i>Robert R. Maybree</i>	325 Cherry Lane	Hubert, N.C.
John H. Nichols	<i>John H. Nichols</i>	547 Oak Circle	Swansboro, N.C.
David I. Owens	<i>David I. Owens</i>	219 Plum Drive	Richlands, N.C.
Peter T. Palmer	<i>Peter T. Palmer</i>	865 Orange Court	Stella, N.C.
William K. Rose	<i>William K. Rose</i>	1357 Oak Street	Jacksonville, N.C.
Alan A. Stone	<i>Alan A. Stone</i>	6543 Colony Plaza	Hubert, N.C.
Tommy B. Thomas	<i>Tommy B. Thomas</i>	298 Heritage Lane	Swansboro, N.C.
John A. Vicary	<i>John A. Vicary</i>	410 Ashton Ave.	Richlands, N.C.
James M. White	<i>James M. White</i>	391 Independence Drive	Stella, N.C.
Robert N. Young	<i>Robert N. Young</i>	4567 Western Blvd.	Jacksonville, NC
Bernard R. Zawadzki	<i>B.A. Zawadzki</i>	892 Cherry Lane	Hubert, NC

I, Adam T. Atkins, acting for my fellow qualified applicants, have examined the eligibility of each and have found them in order. I have been present and heard them read aloud, before all of the above, this application for Charter in the Marine Corps League.

*Adam T. Atkins*  
Signature of Organizing Officer

**Approved:**  
Department Adjutant/Paymaster

*John P. ...*

Department Commandant

*Charles Fuller*

Division Vice Commandant

*William A. White*

National Adjutant/Paymaster

\_\_\_\_\_

National Commandant

\_\_\_\_\_

Date Charter Issued

\_\_\_\_\_

## MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM MARINE CORPS LEAGUE

**FROM:** Adjutant/Paymaster of Georgetown Det.  
**TO:** National Adjutant/Paymaster, PO BOX 3070 MERRIFIELD VA 22116  
**VIA:** Department Adjutant/Paymaster

Detachment # 100

1. Enclose separate checks or Money Orders for National and Department dues payments.
2. Please include Date of Birth for all applicants (mandatory for PLMs).
3. Utilize two entries (*Old* and *New*) to change a member's address or to correct or change a member's name.
4. PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.
5. Shaded areas are for National HQ use only.

Date 01/01/04

Transmittal # 12  
 (Start new sequence on July 1 each fiscal year.)

MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, JR.)	FIRST	MI	DATE OF BIRTH
PLM #	N		PENDER	John	S	04/16/49
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
6200 Teakwood Dr.		Arlington		VA	93708	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, JR.)	FIRST	MI	DATE OF BIRTH
160273	R		Kelley	Pat	C	12/5/38
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
69 G St.		Washington		DC	42086-3341	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, JR.)	FIRST	MI	DATE OF BIRTH
243089	L		Weiss	Robert	T	9/9/30
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
459 Wilson Blvd.		Arlington		VA	98302-8493	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, JR.)	FIRST	MI	DATE OF BIRTH
955034	T		Heinrich	Richard	O	7/10/42
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
1837 Athens Ln		Falls Church		VA	43209-7394	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, JR.)	FIRST	MI	DATE OF BIRTH
X082745	RAM		Hardin	Dale		
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
978 Maple Ln		Arlington		VA	74563-4937	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, JR.)	FIRST	MI	DATE OF BIRTH
	NAM		Hall	Debbie		4/17/48
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
P. O. Box 1876		Arlington		VA	33390-4916	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, JR.)	FIRST	MI	DATE OF BIRTH
937217			Hamill	Walter		
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
OLD 1875 15th St.		Arlington		VA	93759-4836	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, JR.)	FIRST	MI	DATE OF BIRTH
	NEW					
STREET ADDRESS (or PO BOX #)		CITY		ST	ZIP + 4	
506 Madison Pl.		Falls Church		VA	45836-5838	

<b>National dues only</b>	Check # <u>568</u>
R <u>1</u> Renewal @ 12.00	\$ <u>12.00</u>
N <u>1</u> New Member @ 17.00	<u>17.00</u>
L <u>1</u> Life Member	<u>75.00</u>
T <u>1</u> Transfer	
RAM <u>1</u> Associate (renew) @ 12.00	<u>12.00</u>
NAM <u>1</u> Associate (new) @ 17.00	<u>17.00</u>
RDM <u>  </u> Dual (renew) @ 12.00	
NDM <u>  </u> Dual (new) @ 17.00	
<b>Total National Dues</b>	<b>\$ <u>133.00</u></b>

**Department Dues**  
 Check # 569  
 DEPT. DUES X # OF DUES  
 Total \$ 210.00 *to date*

Received at Department  
 Date: \_\_\_\_\_

Received at National HQ  
 (Date/Time Stamp)

SIGNATURE OF DEPARTMENT ADJUTANT/PAYMASTER

*Don Anderson*

PRINTED NAME

Don Anderson

ADDRESS

532 Nelson St.

CITY STATE ZIP + 4

Arlington, VA 30573-4627

NATIONAL HQ USE ONLY

**PLEASE READ CAREFULLY**  
 Detach and retain bottom copy. Forward balance to Department.  
 Department retain bottom copy and forward balance to National HQ.

MARINE CORPS LEAGUE  
REQUEST FOR TRANSFER

1. Printed Name Howard T. Hughes Member # 1234567 PLM # 12256  
Street 1234 Washington Ave. Apt # \_\_\_\_\_  
City JACKSONVILLE, State N.C. Zip +4 28546-1360  
SSN 123-45-6789 Tele # (910) 938-2345 Date of Birth 10/01/26  
Date of Enlistment/Commissioning 03/15/44 Date of Discharge/Separation/Retirement 08/01/73  
I hereby request that my membership as a  Regular Member  M-A-L  Dual Member  Associate Member,  
in the ONSLOW COUNTY Detachment # 262 be transferred to the CHARLOTTE  
Detachment # 750 Department of NORTH CAROLINA as a  Regular Member  Dual Member  
 Associate Member or to \_\_\_\_\_ M-A-L status  
Signature Howard T. Hughes Date 05/06/2004

2. **TO BE COMPLETED BY THE LOSING DETACHMENT (Det. No. 262)**  
The above member is in good standing  delinquent \_\_\_\_\_ Membership expiration date is  
1/1 Paid Life Member  
Member (is/is not) indebted to this Detachment. (If indebted, please explain on a separate sheet). The transfer of  
this member is approved  disapproved \_\_\_\_\_

Tommy Thomas 05/30/2004  
Signature of Commandant Date

3. **TO BE COMPLETED BY THE GAINING DETACHMENT (Det. No. 750)**  
I have reviewed the foregoing information and hereby approve  disapprove \_\_\_\_\_ of the transfer of this member.

Mary Martin 06/12/2004  
Signature of Commandant Date

4. **FOR DUAL MEMBERS ONLY**  
I certify that I am a Dual Member and I hereby request that my voting rights for Department and National  
Conventions be transferred to \_\_\_\_\_ Detachment # \_\_\_\_\_ Department of \_\_\_\_\_

Signature of Dual Member \_\_\_\_\_ Date 1/1

**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.

Enclosure (5)



# Marine Corps League

## REPORT OF OFFICER INSTALLATION



<b>FROM:</b>	DETACHMENT Georgetown	DETACHMENT # 100	DEPARTMENT OF VA
	TO: NATIONAL ADJUTANT PAYMASTER VIA DEPARTMENT ADJUTANT		DEPT FEDERAL EIN:
	DET FEDERAL EIN:		DEPT INCORPORATION ID #
	DET INCORPORATION ID #		DATE
			FOR DEPT INSTALL ONLY

DATE OF ELECTIONS	DATE/PLACE OF INSTALLATION	INSTALLING OFFICER & TITLE	SIGNATURE OF INSTALLING OFFICER
Jan. 1, 2004	01/02/04 American Legion 500 Elm St. Anywhere VA	John Brown, Commandant Dept. of VA	<i>John Brown</i>

DETACHMENT MEETS:					
DAY/DATE OF MEETING	TIME	PLACE	STREET ADDRESS	CITY	STATE
1st Mon. /month	7 pm	AmVets Hall	AmVets Hall 120 Front St.	Anywhere	VA

E-MAIL OFFICIAL CORRESPONDENCE: geotowmcl@aol.com  
 FAX OFFICIAL CORRESPONDENCE TO: (555) 444-3333      MARK FOR THE ATTENTION OF: Paymaster

\*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 listed on form.

OFFICE	MEMBER	PHONE NUMBER EMAIL ADDRESS	ADDRESS (See note above)	CITY, STATE ZIP +4
COMMANDANT	Lee Atkinson	( ) 703-522-0377	P. O. Box 567	Anywhere, VA 12345-0567
SENIOR VICE COMMANDANT	Ed Andrus	( ) 703-549-6217	P. O. Box 567	Anywhere, VA 12345-0567
JUNIOR VICE COMMANDANT	Herbert Sledge	( ) 703-864-2931	P. O. Box 567	Anywhere, VA 12345-0567
JUDGE ADVOCATE	Mark Curtis	( ) 703-241-6756	P. O. Box 567	Anywhere, VA 12345-0567
JUNIOR PAST COMMANDANT	Walter Hamill	( ) 703-671-2771	P. O. Box 567	Anywhere, VA 12345-0567
ADJUTANT PAYMASTER	Bill Scruggs	( ) 703-979-4509	P. O. Box 567	Anywhere, VA 12345-0567
ADJUTANT		( )		
PAYMASTER		( )		
CHAPLAIN	Gleenn Evans	( ) 703-963-4239	P. O. Box 567	Anywhere, VA 12345-0567
SERGEANT- AT ARMS	Paul Dale	( ) 703-521-0091	P. O. Box 567	Anywhere, VA 12345-0567
		( )		
		( )		
		( )		

Total **renewal** dues are \$ 25.00. This amount is the total of Detachment, Department and National dues and will appear on the Direct Billing Notices.

SUBMITTED BY	TITLE	SIGNATURE	DATE
Bill Scruggs	Adjutant/Paymaster	<i>Bill Scruggs</i>	01/05/04

**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

Enclosure (4)

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— NOTICE OF DEATH —  
MARINE CORPS LEAGUE



WILLIAM SMITH of the FLAG  
(Leaguer's Name)

Detachment, Marine Corps League did answer his/her final Earthly Roll Call on  
02-06-04. The deceased is survived by MARY SMITH  
(Date) (Relation's Name)

WIFE who resides at:  
(Relationship)

Street 1234 EASTERN AVE

City NEW YORK State NY Zip 10203-4050

Membership No. 065432 PLM No. \_\_\_\_\_ Detachment No. 012

Comments: WM. SMITH A 32 YEAR VETERAN OF THE MARINE CORPS HE ALSO WAS ACTIVELY INVOLVED WITH THE MCL FOR OVER 30 YEARS SERVING IN ELECTED OFFICES AT THE DETACHMENT AND DEPARTMENT LEVEL.

Name of the individual completing this form: THOMAS DAVIS

Title: CHAPLAIN

Street: P.O. BOX 9876

City: NEW YORK State NY Zip 10209-9876

(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.

Revised 6/93

Detach and retain bottom copy. Forward balance to State Department Chaplain. State Department Chaplain retain bottom copy and forward balance to National Headquarters. National Headquarters will forward form to National Chaplain.

MARINE CORPS LEAGUE  
Incorporated by Act of Congress  
August 4, 1927



Temporary Membership Card and Receipt

This will certify that

JOHN P. JONES

is a member in good standing of the

DEVIL DOG DETACHMENT

This card is good for a period of sixty days from

10-10-63

James Smith Sponsor's Signature

25.00 Amount



APPLICATION FOR MEMBERSHIP  
MARINE CORPS LEAGUE

Name JOHN P. JONES  
Street 1234 N. STONE ST.  
City JACKSONVILLE State NC Zip 28540-1685  
Date of Birth 09-17-40 Date of Enlistment/Commissioning 11-20-58  
Date of Discharge/Separation/Retirement 12-01-63 SSAN 122-45-6789  
Type of Discharge—New (X) Renewal ( ) Phone (910) 347-7567  
Dual ( ) Associate ( ) Regular (X)  
 I hereby apply for membership in the DEVIL DOG Detachment, Marine Corps League and enclose \$ 25.00 for one year's membership.  
OR  
 I hereby apply for membership in the Marine Corps League as a Member-at-Large (MAL), and enclose \$25.00 for one year's membership.  
\*Includes free subscription to MARINE CORPS LEAGUE MAGAZINE  
I hereby certify I have served as a U.S. Marine for more than 90 days, that the character of my service has been honorable, and if discharged, I am in receipt of an honorable discharge. By signature on this application, I hereby agree to provide proof of honorable discharge/service upon request.  
James Smith Sponsor's Signature John P. Jones Applicant's Signature (See Reverse)

Upon completion, turn into your Detachment sponsor with required payment. Applicants for MAL Membership, send this form with check or money order in the amount of \$25.00 to: National Headquarters, Marine Corps League, P.O. Box 2070, Merrifield, VA 22116.

ENCLOSURE (6)

OATH OF MEMBERSHIP—REGULAR MEMBERS

JOHN P. JONES, in the presence of Almighty God, and the members of the Marine Corps League here assembled, being fully aware of the symbols, motto, principles and purposes of the Marine Corps League do solemnly swear or affirm that I will uphold and defend the Constitution and laws of the United States of America and of the Marine Corps League. I will never knowingly wrong, deceive or defraud the League to the value of anything. I will never knowingly wrong or injure or permit any member of any member's family to be wronged or injured if to prevent the same is within my power. I will never propose for membership one known to me to be unqualified or unworthy to become a member of the League. I further promise to govern my conduct in the League's affairs and in my personal life in a manner becoming a decent and honorable person and will never knowingly bring discredit to the League so help me, God.

Signature John P. Jones

OATH OF MEMBERSHIP—ASSOCIATE MEMBERS

\_\_\_\_\_ in the presence of Almighty God, and the members of the Marine Corps League here assembled, being fully aware that as an Associate Member I will not be permitted to hold an elective office or to vote on Marine Corps League policy, a membership application, or an election of officers. I do solemnly swear or affirm that I will uphold and defend the Constitution and Laws of the United States of America and of the Marine Corps League. I will never knowingly wrong, deceive or defraud the League to the value of anything. I will never knowingly wrong or injure or permit any member of any member's family to be wronged or injured if to prevent the same is within my power. I will never propose for membership one known to me to be unqualified or unworthy to become a member of the League. I further promise to govern my conduct in the League's affairs and in my personal life in a manner becoming a decent and honorable person and will never knowingly bring discredit to the League so help me, God.

Signature \_\_\_\_\_

PASS IT  
N...



"Once a Marine,  
Always a Marine"

Recruit a New Member  
for the League Today!

ENCLOSURE (6)

MARINE CORPS LEAGUE  
Incorporated by Act of Congress  
August 4, 1927



Temporary Membership Card and Receipt

This will certify that

JOHN P. JONES

is a member in good standing of the

DEVIL DOG DETACHMENT

This card is good for a period of sixty days from

10-10-63

James Smith

Sponsor's Signature

25.00

Amount



APPLICATION FOR MEMBERSHIP  
MARINE CORPS LEAGUE

Name JOHN P. JONES  
Street 1234 N. STONE ST.  
City JACKSONVILLE State NC Zip 28540-1685  
Date of Birth 09-17-40 Date of Enlistment/Commissioning 11-20-58  
Date of Discharge/Separation/Retirement 12-01-63 SSAN 122-45-6789  
Type of Discharge—New (X) Renewal ( ) Phone (910) 347-7567  
Dual ( ) Associate ( ) Regular (X)  
 I hereby apply for membership in the DEVIL DOG Detachment, Marine Corps League and enclose \$ 25.00 for one year's membership.  
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 I hereby apply for membership in the Marine Corps League as a Member-at-Large (MAL), and enclose \$25.00 for one year's membership.  
\*Includes free subscription to MARINE CORPS LEAGUE MAGAZINE  
I hereby certify I have served as a U.S. Marine for more than 90 days, that the character of my service has been honorable, and if discharged, I am in receipt of an honorable discharge. By signature on this application, I hereby agree to provide proof of honorable discharge/service upon request.  
James Smith Applicant's Signature John P. Jones (See Reverse)

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Signature John P. Jones

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\_\_\_\_\_ in the presence of Almighty God, and the members of the Marine Corps League here assembled, being fully aware that as an Associate Member I will not be permitted to hold an elective office or to vote on Marine Corps League policy, a membership application, or an election of officers. I do solemnly swear or affirm that I will uphold and defend the Constitution and Laws of the United States of America and of the Marine Corps League. I will never knowingly wrong, deceive or defraud the League to the value of anything. I will never knowingly wrong or injure or permit any member of any member's family to be wronged or injured if to prevent the same is within my power. I will never propose for membership one known to me to be unqualified or unworthy to become a member of the League. I further promise to govern my conduct in the League's affairs and in my personal life in a manner becoming a decent and honorable person and will never knowingly bring discredit to the League so help me, God.

Signature \_\_\_\_\_

PASS IT  
N...



"Once a Marine,  
Always a Marine"

Recruit a New Member  
for the League Today!

ENCLOSURE (6)

# MARINE CORPS LEAGUE



# FALLEN MARINE PROGRAM

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## FOR THE GOOD OF THE ORDER

*One of the primary objectives of the Marine Corps League is to recognize and honor fallen Marines. This program is dedicated to that goal. Many of our fellow Marines are passing without notice. Some receive gravesite services from the U. S. Marine Corps, V.F.W. or other organizations when formally requested. For most, however, the only notice received is a line in the obituary column stating, "served in the U.S Marine Corps." It is the goal of Detachment #668 to recognize and honor every Marine that falls within Galveston County. What better program could we support than one that honors our fallen comrades.*

*This "fallen Marine Program" was written by and for Marine Corps League Detachment #668, Galveston County, Texas. It was implemented on January 1st, 2002. The program was approved and adopted by the State Organization in May 2003 at the annual meeting in San Antonio. It is now fully operational and successful. We now have uniform procedures, unique to the Marine Corps League, which can be used throughout the State. Recognizing a fallen Marine can be as simple as mailing a 75-cent MCL sympathy card to full MCL honors during visitation.*

*The following is a guide for implementing and applying the "Fallen Marine Program". Let's take the time to recognize our fallen comrades. We hope in the future that the Marine Corps League will "LET NO MARINE FALL UNNOTICED."*

*With minimal funds, a little preparation and a "Few Good Men," this can be a most successful program. It is simple, easy to understand, well received and rewarding. GOD BLESS AMERICA and GOD BLESS HER VETERANS.*

"Semper Fidelis"

## FALLEN MARINE PROGRAM INTERPRETATION

### Merchandise List

A list of merchandise needed is included in the program. Some items may be deleted depending on what items the Detachment wishes to furnish to the “Presenter” and his assistants. (Tie, tie bar, globe and anchor, collar emblem, Marine Corps League Pocket Crest). It is suggested that the Detachment furnish these items. Three sets should be purchased. They may be kept by the “Presenter” and issued to his assistants before the presentation at the visitation site. Recruiting “Presenters” and assistants is easier when these items are furnished.

### Fallen Marine Presentation Guide

The guide is fairly self-explanatory. As you read, however you will see that it encourages you to be flexible. This program is intended to be different from most veterans’ honor services. It is important to understand these differences in order to interpret the intent of these guidelines:

- A. The family is not required to request our honor services. Every fallen Marine within the Detachment’s area will be recognized and honored.
- B. Presentation is made at the funeral home or place of visitation, during the visitation services, not at the gravesite
- C. Most honor services are preformed in uniform at the gravesite. They are formal and regimented.. This service is intended to be more personal. Vet-to-Vet, Marine-to-Marine, Marine family to Marine family.

Numbers 1 and 2 in the Fallen Marine Presentation Guide pertain to the dress code. This is one area of flexibility. Uniforms are not the preferred dress. However the “Presenter” may wear a uniform if desired. Suit color is also flexible. The only constant should be the wearing of: a red tie, a gold Marine tie bar, a gold globe and anchor collar emblem and a Marine Corps League Pocket Crest. These items will identify the committee as Marines and members of the Marine Corps League.

The “Presenter” should carry a well-supplied briefcase with blank certificates, forms and merchandise. He should also have a floppy disk or CD with all printing programs. When the “Presenter” arrives at the funeral home, he should check the certificate for correct spelling and its condition. The name of the fallen Marine should be checked with funeral home records. If there is a problem, a new certificate can be printed using funeral home equipment.

### Presentation Committee

An updated list should be kept in the “Fallen Marine Program” notebook of every MCL member willing to serve on the Presentation Committee. The list should include: name, address, home, business, and cell phone, work hours, and hours available. Sometimes



the funeral homes give short notice. The above information will help the “Presenter” locate and recruit assistants. Every member of the committee should be given a copy of the “Fallen Marine Program,” in a binder, and should be prepared to be the “Presenter” and lead the committee.

## Fallen Marine Information Form

A blank copy of this form should be furnished to each funeral home. They should make copies, so they will be available when needed. They should be encouraged to fill out every line item except the area, “For MCL use only.” The “Presenter” will pick up this form when he arrives at the funeral home for the presentation. If the visitation is at a place other than the funeral home, the form should be picked up early enough to check all pertinent information: spelling of name, next of kin, etc. Every MCL member who may be called by the funeral home should keep a blank copy. When a funeral home calls, the receiver needs to know the name of the fallen Marine (to prepare certificate), the location, address and time of visitation and the name and address of the next of kin (to mail card). It is recommended however that there be one contact person and one phone number for the funeral home to call. If the contact person is going out of town or is otherwise unavailable, an answering machine should be employed with a message such as: “If this is in regards to a Fallen Marine please call \_\_\_\_\_ at \_\_\_\_\_. If not, please leave a message.” One of the keys to a successful program is the cooperation of the funeral homes. Make it easy as possible.

## Funeral Homes

To assure a successful program, the cooperation of funeral home directors is required. A letter should be sent to each funeral home notifying them of the program and stating that a MCL member will visit and explain the details (see sample letter). Funeral home directors should be encouraged to notify the designated MCL member as soon as he is aware of a fallen Marine. The “Presenter” needs as much time as possible to recruit assistants. The funeral home director can help you in many ways. They can identify the next of kin, inform and prepare the family for the presentation, and point out any unusual circumstances or conditions. Remember we are entering his business. He can and will help if he understands the program and feels he is part of it.

## Membership Roster

Every “Fallen Marine Program” binder should include a full membership roster.

## Certificate

A recommended example of certificate format and wording is on page 9. When you receive the blank certificates (page 6), print signature space in the bottom right corner (page 7). Have all certificates signed by Detachment officials (page 8). Now you are

prepared to print certificates when notified of a fallen Marine. It is recommended you print on blank paper first and compare to blank certificate. Be sure the signatures are in the proper place on the certificate. Once the print program has been set up on your computer and a certificate printed, it will be necessary, there after, to change the name and date only. Place the computer mouse arrow on the fallen Marine's name. Press the left button and highlight name. Do not delete the highlighted name. Type fallen Marine's name in highlighted area. Do the same for date and type in date of presentation. It is recommended that you print on blank paper and compare to blank certificate. Be sure all printing is in proper place and the name and date is correct before printing. If a diskette or compact disc is included, the printing section of the program should be copied to your computer hard drive.

## Program Funds

The new program requires initial startup funds for supplies and equipment. Continuing income is needed to sustain the program. Cost of the program depends on which services the Detachment wishes to offer (see Presentation Guide, Every "Fallen Marine" Should Be Honored-page 15). The cost may vary from \$0.00 to \$13.00 (see Merchandise List-page 5). Program expenses can be offset with regular fund raising projects, corporate sponsorship, or individual contributions. A survey of funeral homes indicated they were willing to contribute \$13.00 to the Detachment each time honors were presented at their funeral home. A \$100 contribution can recognize, approximately, 96 fallen Marines with a Marine Corps League sympathy card, 48 with a card and certificate, or 7 with full honors.

## Flag Presentation

Most funeral homes present an American Flag to the family at the visitation or gravesite. If a flag is not to be presented, one can be obtained from the U. S. Post Office, free of charge. VA form #21-2008 must be completed and submitted to receive a flag (see page 11). The funeral director can assist by requesting necessary military information from the family. Prior approval should be obtained from the Post Master. It is recommended that a flag be applied for, in advance, in the event of short notice from a funeral. Form #21-2008 can be given to the Post Office after services and a new flag obtained.

Questions concerning this program should be directed to:  
Marine Corps League  
Detachment #668  
One Fort Point  
Galveston, Texas 77550

This program is offered free of charge to all Marine Corps League Detachments. The cost for reproduction and mailing is approximately \$6.00. Any contributions to help offset this cost should be mailed to the above address.

## MERCHANDISE LIST

(Prices subject to change)

Order from: Marine Corps League  
P.O. Box 3070  
Merrifield, VA 22116-3070  
1-800-625-1775  
[www.mcleague.org](http://www.mcleague.org)

<u>Item</u>	<u>Description</u>	<u>Rate</u>
C12	Blank certificate with embossed Marine Corps League Seal	1.00 ea
C25 But	Presentation folder – holds MCL certificate Red with gold foil MCL logo	3.00 ea
ST07	Sympathy card – w/ embossed MCL logo on front “Our deepest sympathy in this time of loss”	7.00 box of 10
U22C	Gold Marine tie bar	6.50 ea

Order from: Marine Corps Association  
P.O. Box 1775  
Quantico, VA 22134  
[www.mca-marines.org](http://www.mca-marines.org)

M450	Bow Pin (pendant; ladies)	6.30 ea mbr 7.00 ea non mbr
M245	Bronze style Marine Corps collar emblem (globe & anchor; men)	3.50 ea mbr 4.25 ea non mbr

Order from: Walter Curtis Co.  
P.O. Box 600  
DeWitt, MI 48820-0600  
1-800-783-8762

	Marine Corps League Pocket Crest	39.95+S/H
--	----------------------------------	-----------

Order from: Office Max  
1-877-633-4236  
[www.officemax.com](http://www.officemax.com)

12260	Avery—Ready Index x5 tab	11.99 ea
	Avery—View Binder ½” white	1.99 ea

# Marine Corps League



BLANK CERTIFICATE

# Marine Corps League



\_\_\_\_\_  
Detachment Commandant

\_\_\_\_\_  
Detachment Adjutant

CERTIFICATE W/SIGNATURE SPACE

# Marine Corps League



*Robert D. Richardson*

Detachment Commandant

*James M. [unclear]*

Detachment Adjutant

SIGNED CERTIFICATE

# Marine Corps League



Recognition of Honorable Service In the United States Marine Corps

To the family of:

*John Jay Doe*

In appreciation and gratitude for his honorable service to the  
United States of America and the United States Marine Corps.

Awarded this 13th day of June, 2003

The Marine Corps League  
Galveston County Detachment #668

*Robert D. Richardson*  
Detachment Commandant

*Donald W. [Signature]*  
Detachment Adjutant

"Semper Paratus"

COMPLETED CERTIFICATE

## A SOLDIER DIED TODAY

(Author Unknown)

He was getting old and paunchy  
And his hair was falling fast,  
And he sat around the Legion,  
Telling stories of the past.

Of a war that he once fought in  
And the deeds that he had done,  
In his exploits with his buddies;  
They were heroes, every one.

And 'tho sometimes to his neighbors  
His tales became a joke,  
All his buddies listened quietly  
For they knew where of he spoke.

But we'll hear his tales no longer,  
For ol' Bob has passed away,  
And the world's a little poorer  
For a Soldier died today.

He won't be mourned by many,  
Just his children and his wife.  
For he lived an ordinary,  
Very quiet sort of life.

He held a job and raised a family,  
Going quietly on his way;  
And the world won't note his passing,  
'Tho a Soldier died today.

When politicians leave this earth,  
Their bodies lie in state,  
While thousands note their passing,  
And proclaim that they were great.

Papers tell of their life stories  
From the time that they were young  
But the passing of a Soldier  
Goes unnoticed, and unsung.

Is the greatest contribution  
To the welfare of our land,  
Some jerk who breaks his promise  
And cons his fellow man?

Or the ordinary fellow  
Who in times of war and strife,  
Goes off to serve his country  
And offers up his life?

The politician's stipend  
And the style in which he lives,  
Are often disproportionate,  
To the service that he gives.

While the ordinary Soldier,  
Who offered up his all,  
Is paid off with a medal  
And perhaps a pension, small.

It's so easy to forget them,  
For it is so many times  
That our Bobs and Jims and Johnnys,  
Went to battle, but we know,

It is not the politicians  
With their compromise and ploys,  
Who won for us the freedom  
That our country now enjoys.

Should you find yourself in danger,  
With your enemies at hand,  
Would you really want some cop-out,  
With his ever waffling stand?

Or would you want a Soldier--  
His home, his country, his kin,  
Just a common Soldier,  
Who would fight until the end.

He was just a common Soldier,  
And his ranks are growing thin,  
But his presence should remind us  
We may need his like again.

For when countries are in conflict,  
We find the Soldier's part  
Is to clean up all the troubles  
That the politicians start.

If we cannot do him honor  
While he's here to hear the praise,  
Then at least let's give him homage  
At the ending of his days.

Perhaps just a simply headline  
In the paper that might say:  
"OUR COUNTRY IS IN MOURNING,  
A SOLDIER DIED TODAY.

God Bless America and God Bless American Veterans  
We Salute You

Marine Corps League



Section 1.

## **PRESENTATION GUIDE**

## MARINE CORPS LEAGUE Fallen Marine Presentation Guide

1. League member making the presentation (“Presenter”) should be in “Marine Corps” or “Marine Corps League” uniform/dress suit with “Marine Corps League” identification.
2. Accompanying League members should wear the same color suit. A dark color, black or gray, with a red tie is recommended. A gold Marine Corps tie bar, a gold Marine Corps globe and anchor emblem on the left collar and a Marine Corps League Pocket Crest in the left top suit pocket will identify the committee and present a neat and professional appearance. It is preferable that the committee consist of no less than 3 representatives: the “Presenter” and 2 to 4 league members. If the “Presenter” cannot recruit assistants, he may present alone (page 14 paragraph 4) or he may choose to use methods listed below (4).
3. Upon entering the funeral home or place of visitation, the “Presenter” should seek out the funeral director or person in charge. The director or person in charge can identify the spouse or next of kin and give helpful information and advice. The “Presenter” should introduce him/herself to the next of kin as a member of the “Marine Corps League” and inform him/her of the pending presentation. The funeral director may also perform this duty. After introduction and after the family has been brought together, the “Presenter” and assistants should begin the presentation. --If there are two or more members, they should line up at the back of the chapel. When “Church Call” begins, the committee marches, in step, to the casket or place of honor and stands at attention. If “Church Call” is not played, follow the same procedures. At the start of the “Marine Corps Hymn” a hand salute will be presented and held until completion of the hymn. Salutes should be slow and in unison. The presentation to the next of kin and family should follow. Only the League member designated as the “Presenter” should voice the presentation. The assistants can present the certificate and pendant at the appropriate time.

Music should not be played if only one MCL member is to make the presentation. The MCL member should first introduce him/herself to the wife or next of kin as a representative of the MCL. Also inform them of his/her intent to honor the “Fallen Marine” and family. Then proceed to casket or place of honor, salute, and return to the family to make the presentation. (See page 14 “Wording of Presentation” paragraph 4).

Do not linger at the funeral home or visitation site. You are there to honor and present. Keep the visitation and presentation short and professional. Leave upon completion. Remember you are representing the Marine Corps League.

4. Presentation also may be made at the home of the spouse or next of kin several days after the funeral. The certificate and pendant may also be mailed. Circumstances may dictate or the League may choose to use one of these alternate delivery methods.
5. When the funeral director first interviews the family of the fallen Marine, he will inform them of our services. He will know if there are any potential problems or complications. Example: Man married twice, children from both wives--- problems within the family etc. Presenters should be prepared for an unwelcome or unexpected reception. The fallen Marine and/or their family may have had disagreements with the V.A., the government, or the Marine Corps. Some families may not welcome League Honors. Presenters must use their own good judgment on how to handle an unwelcome reception. If the family is not receptive and/or if circumstances permit, the "Presenter" may explain that the honor is from the "Marine Corps League" which is an organization of Marines and former Marines. If circumstances do not permit, make your apologies and leave.
6. The funeral home or the family may request the MCL make a flag presentation at the visitation service. This may occur when there will not be a flag folding service at the grave site or when a grave site is not required, such as cremation services. The flag presentation will commence after completion of the "Fallen Marine" service. After this service is completed, the committee turns and proceeds to the place where the flag is displayed. Only two members are required for this service; the remaining members should proceed to the rear of the chapel and stand at attention. When "Taps" is played, all members will give a slow hand salute and hold until end of "Taps." One of the two members then steps up to the flag and gives a slow hand salute. He picks up the flag, turns, and stops in front of the Presenter. The Presenter salutes the flag and takes it from the first member. The first member then salutes the flag, turns and proceeds to the rear of the chapel to join the other members. The Presenter turns and stops in front of the wife or next of kin and makes the presentation. (See page 14 "Wording of Presentation" paragraph 5). After presentation, he will salute the recipient (slowly) then turn and leave.
7. Fill out "Fallen Marine Information Form" and turn in to the League Commandant.

### Wording of Presentation

MRS./MR. \_\_\_\_\_, WE REPRESENT THE MARINE CORPS LEAGUE.  
MAY WE EXPRESS OUR SINCERE CONDOLENCES FOR YOUR LOSS.  
ON BEHALF OF THE MARINE CORPS LEAGUE, PLEASE ACCEPT THIS  
CERTIFICATE AND PENDANT (or Globe & Anchor) AS SYMBOLS OF OUR  
APPRECIATION FOR YOUR LOVED ONE'S SERVICE TO HIS/HER COUNTRY  
AND THE UNITED STATES MARINE CORPS.

Or

MRS./MR. \_\_\_\_\_, WE REPRESENT THE MARINE CORPS LEAGUE.  
MAY WE EXPRESS OUR SINCERE CONDOLENCES FOR YOUR LOSS.  
ON BEHALF OF THE MARINE CORPS LEAGUE, MAY WE PRESENT THIS  
CERTIFICATE AND PENDANT TO YOU AND YOUR FAMILY AS A SYMBOL OF  
APPRECIATION FOR YOUR LOVED ONE'S SERVICE TO HIS/HER COUNTRY  
AND THE UNITED STATES MARINE CORPS.

Or

MRS./MR. \_\_\_\_\_, WE REPRESENT THE MARINE CORPS LEAGUE.  
MAY WE EXPRESS OUR SINCERE CONDOLENCES FOR YOUR LOSS.  
ON BEHALF OF THE MARINE CORPS LEAGUE, MAY WE PRESENT TO YOU,  
THIS CERTIFICATE AND PENDANT (or Globe & Anchor). YOUR  
FATHER/HUSBAND IS ONE OF THE FEW WHO HAS EARNED THE RIGHT AND  
PRIVILEGE TO WEAR THE MARINE CORPS "GLOBE & ANCHOR."  
WE PRESENT THIS CERTIFICATE AND PENDANT (or Globe & Anchor) TO  
HONOR AND SALUTE HIM/HER AND AS A SYMBOL OF APPRECIATION FOR  
SERVICE TO HIS/HER COUNTRY AND THE UNITED STATES MARINE CORPS.  
"SEMPER FI"

MRS./MR. \_\_\_\_\_, I REPRESENT THE MARINE CORPS LEAGUE. MAY I  
EXPRESS OUR SINCERE CONDOLENCES FOR YOUR LOSS. ON BEHALF OF  
THE MARINE CORPS LEAGUE, MAY I\* ( PRESENT TO YOU THIS CERTIFICATE  
AND PENDANT (or Globe & Anchor) AS A SYMBOL OF) APPRECIATION FOR  
YOUR LOVED ONE'S (Father, son, daughter) SERVICE TO HIS/HER COUNTRY  
AND THE UNITED STATES MARINE CORPS.

\*(***FUTHER EXPRESS OUR***) to be used if certificate and pendant are not presented.

MRS./MR. \_\_\_\_\_, ON BEHALF OF THE PRESIDENT OF THE UNITED  
STATES AND THE COMMANDANT OF THE UNITED STATES MARINE CORPS  
MAY I PRESENT YOU THIS FLAG, FROM A GRATEFUL NATION, FOR YOUR  
LOVED ONE'S (husband, wife, son, daughter etc.) SERVICE TO HIS/HER  
COUNTRY.

The "Fallen Marine" presentation is preformed during visitation hours only, not at the funeral or gravesite. If visitation is between 1700 to 1900 hours, the presentation should be made between 1700 and 1715 so as not to interfere with any planned services. Check with the funeral director and family. The presentation committee should arrive at the presentation site 15 to 20 minutes early to prepare for services.

### “Fallen Marine” presentation supplies

1. Marine Corps League sympathy card. (To be mailed to next of kin as soon as address is obtained from funeral home)
  2. Marine Corps League Certificate with Marine Corps League emblem on front.
  3. Red certificate holder with Marine Corps League emblem on front.
  4. Gold pendant with ribbon, globe and anchor (for ladies)
  5. Gold globe and anchor Marine Corps collar emblem. (for men)
- It takes 10 days to two weeks to receive supplies after ordering. A 15 to 30 day, on hand supply, is recommended.

If circumstances dictate, the League may choose to present a pendant or globe and anchor to more than one member of the family. If the surviving spouse is very young and the Fallen Marine’s mother is present, you may wish to present a pendant to the mother also-- or if the Marine was on active duty at the time of his/her death or a member of the Marine Corps League, you may wish to make more than one presentation.

### EVERY “FALLEN MARINE” SHOULD BE HONORED.

This program can be implemented in different steps and degrees depending on the budget restraint and volunteer manpower of the Detachment. Any single or combination of the following steps can be used to honor a fallen Marine.

- Step 1. A Marine Corps League sympathy card can be mailed.
- Step 2. A Marine Corps League Certificate can be mailed.
- Step 3. A Marine Corps League Certificate can be delivered to the funeral home for display.
- Step 4. A Marine Corps Certificate holder with a certificate can be mailed.
- Step 5. A Marine Corps Certificate holder with Certificate, pendant and/or globe and anchor can be mailed.
- Step 6. A Marine Corps Certificate holder with Certificate and a pendant or emblem can be presented during visitation hours or at the home of the spouse or next of kin by a “Fallen Marine Presentation Committee.”
- Step 7. A Marine Corps League Presenter or Presentation Committee can honor a “Fallen Marine “ during visitation hours, or at the home of the spouse or next of kin, without presentation of a certificate, pendant or emblem.

Section 2.

## **PRESENTATION COMMITTEE**

Section 3.

## **INFORMATION FORM**

**MARINE CORPS LEAGUE  
FALLEN MARINE INFORMATION FORM**

Name of fallen Marine \_\_\_\_\_

Funeral Home \_\_\_\_\_ Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Address of F.H. \_\_\_\_\_

Will there be visitation Yes \_\_\_ No \_\_\_ Will visitation be local Yes \_\_\_ No \_\_\_

Date of visitation \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_ -- to \_\_\_\_\_ hrs

Location of visitation \_\_\_\_\_

Address of visitation (if other than F.H.) \_\_\_\_\_

Name of spouse \_\_\_\_\_ Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Next of Kin (if other than spouse) \_\_\_\_\_ Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**Mailing Address of Spouse (or next of kin)**

Name \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Release of above information to the MCL is approved: \_\_\_\_\_

**(For M.C.L. use only)**

Person receiving certificate \_\_\_\_\_

Presented: Certificate \_\_\_\_\_ Pendant \_\_\_\_\_ Globe and Anchor \_\_\_\_\_

Presented by \_\_\_\_\_

Accompanied by \_\_\_\_\_

Time of presentation: Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_\_ hrs.

**Mailed:** Certificate \_\_\_\_\_ Pendant \_\_\_\_\_ Globe & Anchor \_\_\_\_\_ Card \_\_\_\_\_

Comments : Use back of page if needed



Section 4.

## **FUNERAL HOMES**

Section 4.

## **MEMBERSHIP ROSTER**

# Marine Corps League

## Professional Development Program Protocol and Etiquette



Authored By Department Of Indiana;  
edited by Professional Development Committee.

# Protocol and Etiquette

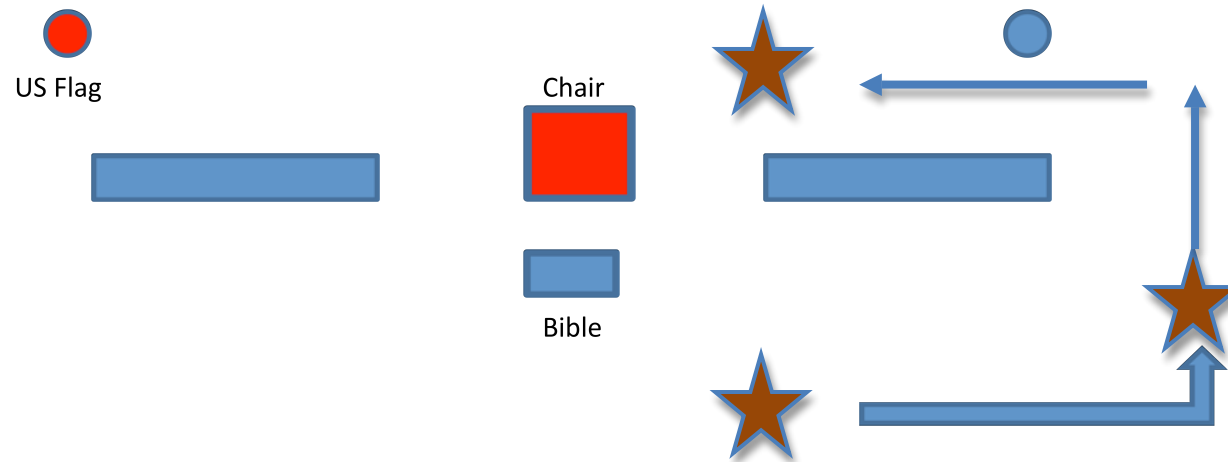
## RESPECT TO THE FLAG

- The flag is placed to the Chair's right (audience left).
- The plane between the Flag and the Chair is never broken.
- During the Pledge of Allegiance, those in uniform<sup>1</sup> perform a military salute, those not in uniform remove headgear and hold right hand over heart.

<sup>1</sup> The League Cover is the minimum uniform. Baseball style caps and other headgear are not part of the uniform.

# Protocol and Etiquette

## Approaching the Chair (Typical Room Setup)



- ★ • When approaching, halt and salute the Flag.
- ★ • Enter from the side opposite the flag.
- ★ • Salute the Chair and proceed to podium

## **Entering/Departing While Meeting in Progress**

- Procedure, similar to embarking/disembarking ship.
- Enter without disturbing meeting, salute flag, then the Sgt-at-Arms.
- If necessary to depart, reverse the procedure.

## **Meeting Etiquette**

- No Smoking
- No Alcoholic Beverages
- No Side Discussions
- All comments and discussions are to or through the Chair, never directly to another member.
- Members must follow the MCL Rituals, bylaws, Administrative Procedures and for subjects not fully covered by those documents, such as the making of Motions, be guided by Robert's Rules of Order.

## Protocol Basics for Detachments

- The Department Commandant should be invited to a meeting or event during the year.
- When inviting a Department Commandant or a National Officer, it is the host's responsibility
  1. To greet the visitor upon arrival
  2. Provide an itinerary of events
  3. Cover banquet, hotel, and local transportation expenses
- Invitations to National Officers should be in writing.
- Requests for Installing Officer or Guest Speaker should be made at least 4 weeks in advance.
- Follow-up with Installing Officer or Guest Speaker 2 weeks prior providing location, date, time, uniform, and other pertinent instructions.
- Protocol is the same as all other distinguished guests with regards to greeting, expenses, etc. It is acceptable to present the Installing Officer or Guest Speaker with a small gift or token of recognition.

## Protocol Basics for Detachments

- During meetings, always recognize distinguished guests to include past Detachment Commandants, at the beginning of your meetings.
- If the National Commandant is a guest, the local media should be advised.

### References

- Marine Corps League National Bylaws
- Ritual Manual
- United States Code, Title 36, Chapter 10
- MCO P10520.3B, Annex D, Navy Regulations
- Service Etiquette, 3<sup>rd</sup> Edition, Naval Institute
- Guidebook for Detachment Officers, Nov 2007
- MCL Professional Development Program, Lesson Plan 6 Meetings.