



# Detachment Officer Orientation

Understanding the Duties  
of the  
Detachment  
Judge Advocate

- Detachment Judge Advocate

## Judge Advocate

- Maintains the detachment National, Department and Detachment by-laws
- Understands the detachment by-laws
- Understand the detachment operating procedures
- Updates and makes changes to the by-laws and operating procedures
- Monitors all activities of the detachment and it's staff ensuring that the by-laws are followed
- Maintains a point of order in all meetings
- Keeps track of all updates to by-laws and procedures and reports any updates at the detachment meeting



# By-laws

## Detachment By-laws

- The adjutant is the keeper of the detachment by-laws
- The adjutant must have a hard copy of the by-laws at all the meetings for reference
- The by-laws must coincide with the state and national By-laws



# Changes to the By-laws

- Changes to the detachment by-laws must be approved by the detachment membership.
- Any and all changes must be submitted to the department Adjutant for approval after approval by the detachment members at a general meeting.
- A by-law revision page with the page and date of update must become part of the detachment by-laws.
- Changes to the detachment operating procedures must be approved by the detachment membership and updated in the written procedures.

# Operating Procedures

- The operating Procedures are guidelines as to how a detachment function must be done.
- The operating procedures are written for each committee with the directions on how to run the event or function.
- Every functional committee that is assigned and is a annual event must have operating procedures.
- Every detachment officer must have a written set of functional operating procedures as to how to do his or her job.
- Each set of operating procedures must be approved by the membership.

# Judge Advocate Transfer of Responsibilities

- The detachment Judge advocate must ensure that the new Judge advocate understand the role of the position.
- At the monthly meeting, the Judge Advocate must report during the Officers report of any updates or changes to the By-laws.
- The Judge advocate must make sure that the meeting stays on course according to the meeting guidelines
- Any deviation of the meeting guidelines must be stopped and a point of order established.

## June 114, 2016 Detachment Minutes

Opening ceremony: Attention to Colors/Chaplains opening prayer

Special Note: The June meeting was a working meeting for the Department of Texas State convention. No official meeting was conducted on June 11, 2016

Roll call of officers:

Commandant-Present

Sr. Vice: Present

Jr. Vice: Present

Adjutant: Present

Attendees

15

Applications for membership

None

Minutes of Previous meeting

None

Correspondence

None

Report of Paymaster

None

Report of any members sick or in distress

Report of Officers

None

Report of Standing Committees

Report of Special Committees

Unfinished Business

None

New Business

Good of the League

Announcements

Closing Ceremony:

Closing ceremony was conducted and meeting ended at 16:00

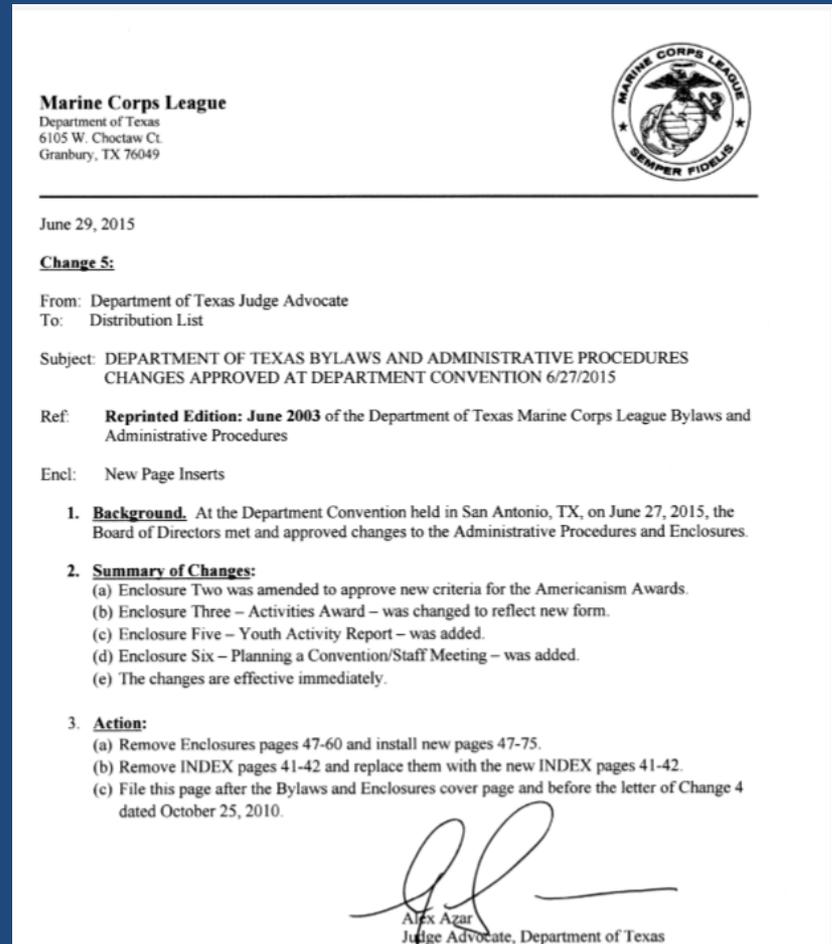
Summary:

Commandant's minute

Detachment Minutes guidelines sample

# By-law changes

- Bylaw changes must have a letter of approval of changes and must be part of the bylaws withy the update.
- A similar page as the one on the right must be attached to the by-laws



# Operational Procedures

## Written Operational Procedures

The detachment operation procedures must be written to give the process of conducting the annual activity by the detachment.

The event chairman must be familiar with the activity and must update the procedure with the approval of the detachment staff.

The following is a sample of operation procedures

- Toys for Tots
- Annual Fund Raiser
- VA Hospital support (VAVS Chair)
- Annual detachment Marine Ball
- Installation of Officers banquet
- Marine of the year guidelines
- Annual detachment planning/plan
- State Convention Guidelines
- Annual Detachment Picnic
- Annual Detachment Golf Tournament
- Detachment Shooting events
- Detachment Officer Training requirements

# Operational Guideline Contents

- The following information must be part of the Operational Procedures.

## Table of Contents General

### Event Name

- Mission Statement
- Vision Statement
- Core Purposes
- Members required
- Committee Chairs and Members
- Committee Descriptions and responsibilities
- Estimating budget required
- Setup and Operating procedures
- End of event report.
  - Event Name
  - Accomplishment
  - Total Expenditures
  - Total Monetary returns
  - Recommendations for next event
    - Personal required
    - Financial Support Required

# Annual Staff Planning

- The Detachment annual planning must include the following members.
  - Detachment elected staff
  - Detachment Paymaster
  - Detachment annual event committee chairs
  - Prior year operating budget
  - New year recommended budget
- Past year operating budget closed and used for reference. The paymaster must have this for the meeting
- The new year recommended operating budget for all events and any new events that the commandant suggests

# Marine Corps League

## REPORT OF OFFICER INSTALLATION



DETACHMENT NAME		DETACHMENT #	DEPARTMENT OF	
<b>FROM:</b> TO: NATIONAL ADJUTANT PAYMASTER VIA: DEPARTMENT ADJUTANT DET FEDERAL EIN: _____ DET INCORPORATION ID # _____ DATE _____			DEPT FEDERAL EIN: _____ DEPT INCORPORATION ID # _____ DATE _____ FOR DEPT INSTALL ONLY: _____	
DATE OF ELECTIONS	DATE/PLACE OF INSTALLATION	INSTALLING OFFICER & TITLE		SIGNATURE OF INSTALLING OFFICER
DETACHMENT MEETING:				
DAY/DATE OF MEETING		TIME	PLACE	
STREET ADDRESS		CITY	STATE	ZIP

E-MAIL OFFICIAL CORRESPONDENCE TO: \_\_\_\_\_

FAX OFFICIAL CORRESPONDENCE TO: ( ) \_\_\_\_\_ MARK FOR THE ATTN: \_\_\_\_\_

\*Note: The ADDRESS information called for in the following section does not necessarily refer to the Officer's personal mailing address, but rather the address at which the Officer will receive official correspondence from National and Department Headquarters. If the Department/Detachment has a single address, i.e. PO BOX, to which all official correspondence should be sent, list that address for all Officers. The officer MUST be installed to be listed on form.

OFFICE	INCUMBENT	PHONE NUMBER EMAIL ADDRESS	ADDRESS *See note above	CITY, STATE ZIP +4
COMMANDANT		( ) _____		
SENIOR VICE COMMANDANT		( ) _____		
JUNIOR VICE COMMANDANT		( ) _____		
JUDGE ADVOCATE		( ) _____		
JUNIOR PAST COMMANDANT		( ) _____		
ADJUTANT PAYMASTER		( ) _____		
ADJUTANT		( ) _____		
PAYMASTER		( ) _____		
CHAPLAIN		( ) _____		
SERGEANT- AT ARMS		( ) _____		
WEB SERGEANT		( ) _____		
		( ) _____		

Total **renewal** dues are \$ \_\_\_\_\_. This amount is the total of Detachment, Department and National dues and will appear on the Direct Billing Notices.

SUBMITTED BY	TITLE	SIGNATURE	DATE

**PLEASE READ CAREFULLY**

Detach and retain bottom copy. Forward balance to Department Adjutant.  
 Department retain bottom copy and forward original to National HQ  
 and remaining copy to National Division Vice Commandant

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## Officer Installation Report

Each year the Adjutant must prepare the Officer Installation report.

The Report must be available when the installation takes place

The Installing officer must sign the report and it is submitted to the department paymaster.

A copy of the report must be part of the operating procedures

## Death Notice

Anytime there is a death of a member in the detachment, a death notice must be submitted by the detachment chaplain to National through the department paymaster,

The report is very simple.

You will also have to adjust your PLM report if he/she was a life member

The procedures should be part of the detachment operational procedures.

## — NOTICE OF DEATH — MARINE CORPS LEAGUE



\_\_\_\_\_ of the \_\_\_\_\_  
*(Leaguer's Name)*

Detachment, Marine Corps League did answer his/her final Earthly Roll Call on \_\_\_\_\_.  
*(Date)* The deceased is survived by \_\_\_\_\_  
*(Relation's Name)*

\_\_\_\_\_ who resides at: \_\_\_\_\_  
*(Relationship)*

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Membership No. \_\_\_\_\_ PLM No. \_\_\_\_\_ Detachment No. \_\_\_\_\_

Comments:

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(1) A sympathy card will be sent if this notice is received within sixty (60) days from the date of death, unless otherwise requested.

(2) A replacement form will be sent to the individual submitting this form.

Detach and retain bottom copy. Forward balance to Department Chaplain.  
Department Chaplain retain bottom copy and forward balance to National Headquarters. National Headquarters will forward form to National Chaplain.

# Membership Transmittal form

The Renewal and new member report is a very simple report to fill out.

A check to National and a check to State must be submitted with the report.

A PDF file of the membership dues Transmittal form is on the department web site.

4 Copies must be made of the transmittal.

3 to State and National.

1 to keep and file

This form is also used to make a change of address of a member

The transmittal instructions must be part of the operational procedures

## MARINE CORPS LEAGUE MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM

FROM: Adjutant/Paymaster of \_\_\_\_\_

Detachment # \_\_\_\_\_

TO: National Adjutant/Paymaster, PO BOX 3070 MERRIFIELD VA 22116  
VIA: Department Paymaster \_\_\_\_\_

Date \_\_\_\_\_

*PLEASE PRINT CAREFULLY*

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

Transmittal # \_\_\_\_\_  
(Start new sequence on July 1 each fiscal year).

MEMBER #	CODE(S)	HOUSE ONLY	LAST NAME (Last)	FIRST	MI
POB #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HOUSE ONLY	LAST NAME (Last)	FIRST	MI
POB #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HOUSE ONLY	LAST NAME (Last)	FIRST	MI
POB #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HOUSE ONLY	LAST NAME (Last)	FIRST	MI
POB #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
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POB #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HOUSE ONLY	LAST NAME (Last)	FIRST	MI
POB #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH

National dues only	Check #	
Code		
R	Renewal @20.00	\$ 0.00
N	New Member @ 25.00	0.00
RAM	Renewal Associate @20.00	0.00
NAM	New Associate @ 25.00	0.00
RDM	Renewal Dual @ 20.00	0.00
NDM	New Dual @ 25.00	0.00
Life Member by age:		
L	35 and under @ 500	0.00
L	36 to 50 @ 400	0.00
L	51 to 64 @ 300	0.00
L	65 and over @ 200	0.00
		National Dues 0.00

Department Dues	SIGNED: DEPARTMENT ADJUTANT/PAYMASTER
Check # _____	PRINTED NAME _____
Total \$ _____	ADDRESS _____
Received at Department	CITY _____ ST _____ ZIP + 4 _____
Date: _____	NATIONAL HEADQUARTERS ONLY
Received at National HQ (Date/Time Stamp)	PHONE _____ BY _____

Shaded area use for National HQ use only

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“Thank you for all you do”

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