

Department of Texas Marine Corps League



Bylaws, Administrative Procedures
& Enclosures with Changes 1-10

Revised June 24, 2017

Marine Corps League
Department of Texas
Judge Advocate



June 25, 2017

Changes 8 - 10:

From: Department of Texas Judge Advocate

To: Distribution List

Subject: DEPARTMENT OF TEXAS BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES APPROVED AT DEPARTMENT CONVENTION 6/24/2017.

Ref: Reprinted Edition: June 2003 Department of Texas Marine Corps League Bylaws and Administrative Procedures.

Encl: New Page Inserts

1. Background: At the Department of Texas Marine Corps League Convention in Beaumont, Texas on June 23, 2017, the Bylaws Committee met and approved the following revisions to the Department Bylaws and Administrative Procedures. The revisions were approved by the membership on June 24, 2017.
2. Summary of Changes:
 - a. Change 8: (Enclosure two) Department of Texas Bylaws, Article One, Section 120 was amended to allow for the nomination of a member for Department office if nominee is not present at the convention. if nominated by submission of a letter stating their intention to run for office and, if nominated, that they will run and, if elected, they will serve loyally, faithfully and to the best of their ability.
 - b. Change 9: (Enclosure three) Department Administrative Procedures, Section 300 (e) (3) and Enclosure 4, first paragraph amended regarding the determination of Cam Posey Scholarship award amount.
 - c. Change 10: Department Administrative Procedures, Section 300 and Enclosure 3 added to establish Texas Recruiter of the Year Award.
 - d. The changes are effective immediately.
3. Action:
 - a. Remove Enclosures pages 2 - 79 and install new page 2 - 80 (Enclosure Two).
 - b. File this page after the Bylaws and Enclosures cover page and before the letter of Change 6&7 dated June 24, 2016

Judge Advocate, Department of Texas

DISTRIBUTION:

Department of Texas Bylaws, Article Eight (8), Section 810

Marine Corps League

Department of Texas
7515 Amber Village Circle.
Richmond, Texas 77407



June 25, 2016

Change 6 & 7:

From: Department of Texas Judge Advocate
To: Distribution List

Subject: DEPARTMENT OF TEXAS BYLAWS AND ADMINISTRATIVE PROCEDURES
CHANGES APPROVED AT FALL CONFERENCE 10/24/2015 & DEPARTMENT
CONVENTION 6/24/2016

Ref: Reprinted Edition: June 2003 of the Department of Texas Marine Corps League Bylaws and
Administrative Procedures

1. **Background:** At the Department Convention held in Dallas, TX, on June 24, 2016, the Bylaws Committee met and approved a revision to the Department Bylaws, Article (8), Section 810. The revision was approved by the membership on June 25, 2016.
2. **Summary of Changes:** Article Eight (8), Section 810 Department Bylaws was amended to bring the written procedures up to date to conform with the Marine Corps League National Bylaws.

1. **Background:** At the Department Fall Conference in Ft. Worth, TX on October 24, 2015 the Board of Trustees met and approved changes to the Enclosures.

2. Summary of Changes:

- (a) Enclosure One was amended to reflect the new additions and District Layout.
- (b) Enclosure Three was amended to include the Joe Vickery and Harry Bruce Awards

Encl: New Pages InsertS

Action:

- (a) Remove Enclosures pages 47-75 and install new pages 47-77.
- (b) Remove INDEX pages 41-42 and replace them with the new INDEX pages 41-42.
- (c) File this page after the Bylaws and Enclosures cover page and before the letter of Change 5 dated October 29, 2015.

Judge Advocate, Department of Texas

DISTRIBUTION:

Department of Texas Bylaws, Article Eight (8), Section 810.

Marine Corps League

Department of Texas
6105 W. Choctaw Ct.
Granbury, TX 76049



June 29, 2015

Change 5:

From: Department of Texas Judge Advocate
To: Distribution List

Subject: DEPARTMENT OF TEXAS BYLAWS AND ADMINISTRATIVE PROCEDURES
CHANGES APPROVED AT DEPARTMENT CONVENTION 6/27/2015

Ref: **Reprinted Edition: June 2003** of the Department of Texas Marine Corps League Bylaws and
Administrative Procedures

Encl: New Page Inserts

1. **Background.** At the Department Convention held in San Antonio, TX, on June 27, 2015, the Board of Directors met and approved changes to the Administrative Procedures and Enclosures.
2. **Summary of Changes:**
 - (a) Enclosure Two was amended to approve new criteria for the Americanism Awards.
 - (b) Enclosure Three – Activities Award- was changed to reflect new form.
 - (c) Enclosure Five- Youth Activity Report – was added.
 - (d) Enclosure Six – Planning a Convention/Staff Meeting – was added.
 - (e) The changes are effective immediately.
3. **Action:**
 - (a) Remove Enclosures pages 47-60 and install new pages 47-75.
 - (b) Remove INDEX pages 41-42 and replace them with the new INDEX pages 41-42.
 - (c) File this page after the Bylaws and Enclosures cover page and before the letter of Change 4 dated October 25, 2010.



Alex Azar
Judge Advocate, Department of Texas

DISTRIBUTION:
Department of Texas Bylaws, Article Eight (8), Section 810.

Marine Corps League

Department of Texas
840 FM 1503
Deport, TX 75435



October 25, 2010

Change 4:

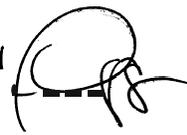
From: Department of Texas Judge Advocate
To: Distribution List

Subject: DEPARTMENT OF TEXAS BYLAWS AND ADMINISTRATIVE PROCEDURES
CHANGES APPROVED AT STAFF MEETING 10/23/2010

Ref: **Reprinted Edition: June 2003** of the Department of Texas Marine Corps League Bylaws and
Administrative Procedures

Encl: New Page Inserts

1. **Background.** At the Department Staff Meeting held in Granbury, TX, on October 23, 2010, the Board of Directors met and approved changes to the Administrative Procedures and Enclosures.
2. **Summary of Changes:**
 - (a) Enclosure Two was amended to approve new criteria for the Americanism Awards.
 - (b) The changes are effective immediately.
3. **Action:**
 - (a) Remove Enclosure pages 49-52 and install new pages 49-52.
 - (b) Remove INDEX pages 41-42 and replace them with the new INDEX pages 41-42.
 - (c) File this page after the Bylaws and Enclosures cover page and before the letter of Change 3 dated October 10, 2005.


Judge Advocate, Department of Texas

DISTRIBUTION:
Department of Texas Bylaws, Article Eight (8), Section 810.

Marine Corps League

Department of Texas
1000 Catalpa St.
Angleton, Texas 77515-4801



October 26, 2005

Change3:

From: Department of Texas Judge Advocate
To: Distribution List

Subject: DEPARTMENT OF TEXAS BYLAWS AND ADMINISTRATIVE PROCEDURES
CHANGES APPROVED AT STAFF MEETING 10/8/2005.

Ref: Reprinted Edition: June 2003 of the Department of Texas Marine Corps League Bylaws and
Administrative Procedures

Encl: New Page Inserts

1. Background. At the Staff Meeting held in Fort Worth, TX on October 8, 2005 the Board of Directors met and approved changes to the Administrative Procedures and Enclosures.
2. Summary of Changes:
 - (a) Enclosures were amended to approve new criteria for the Americanism Awards. Enclosures Two and Four were changed to remove individual contact information
 - (b) Enclosure One was amended to add a statement that the district map could be edited to reflect added or dropped detachments without requiring an amendment process.
 - (c) The above changes necessitated renumbering of the Administrative Procedures INDEX.
 - (d) The changes are effective immediately.
3. Action:
 - (a) Remove Enclosures pages 47-58 and install new pages 47-60.
 - (b) Remove all INDEX pages 39-44 and replace them with the new INDEX pages 39-44.
 - (c) File this page after the Bylaws and Enclosures cover page and before the letter of Change 2 dated Man:h9,2005.

A R. Kotrla, Jr.
Judge Advocate, Department of Texas

DISTRIBUTION:
Department of Texas Bylaws, Article Eight (8), Section 810.

Marine Corps League

Department of Texas
109 Catalpa St.
Angleton, Texas 77515-4801



March 9, 2005

Change2:

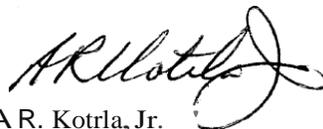
From: Department of Texas Judge Advocate
To: Distribution List

Subject: DEPARTMENT OF TEXAS BYLAWS AND ADMINISTRATIVE PROCEDURES
CHANGES APPROVED AT STAFF MEETING 3/4/2005.

Ref: **Reprinted Edition: June 2003** of the Department of Texas Marine Corps League Bylaws and
Administrative Procedures

Encl: New Page Inserts

1. **Background.** At the Staff Meeting held in Round Rock, TX on March 4, 2005 the Board of Directors met and approved changes to the Administrative Procedures and Enclosures.
2. **Summary of Changes:**
 - (a) Past Department Commandants will not be Delegates-at-Large at Department Conventions.
 - (b) Piney Woods Detachment #1189 is added to Enclosure One.
 - (c) The changes are effective immediately.
3. =
 - (a) Remove page 25/26 and page 47/48 and replace them with the corresponding pages in the enclosure.
 - (b) Remove the "**Change Enclosure One**" letter dated 15 July 2004.
 - (c) File this page after the Bylaws and Enclosures cover page and before the letter of Enclosure One change dated March 8, 2004.



A.R. Kotrla, Jr.
Judge Advocate, Department of Texas

DISTRIBUTION:
Department of Texas Bylaws, Article Eight (8), Section 810.

Marine Corps League

Department of Texas

— 1 Catalpa St.

gleton, Texas 77515-4801



15 July, 2004

Change Enclosure One:

From: Department of Texas Judge Advocate

To: Distribution List

Subject: DEPARTMENT OF TEXAS BYLAWS AND ADMINISTRATIVE PROCEDURES
CHANGES APPROVED AT STAFF MEETING 6/5/2004.

Ref: **Reprinted Edition: June 2003** of the Department of Texas Marine Corps League Bylaws and Administrative Procedures

Encl: New Page Insert

1. **Background.** At the Staff Meeting held in Corpus Christi, TX on June 4, 2004 the Board of Directors met and approved changes to Enclosures One of the Department of Texas Bylaws and Administrative Procedures.

2. **Summary of Changes:**

(a) The boundary outline was changed to move detachments 731, 817, 975, 1069, and 1074 from Texas District Two to join detachment 1170 in Texas District Seven. Detachments 316, 631, 929, and 959 remain in Texas District Two. The enclosure is a map showing outline of current Texas Districts.

(b) The changes are effective immediately.

3. **Action:**

(a) Remove page 47/48 and replace it with the corresponding pages in the enclosure.

(b) File this page after the Department of Texas Bylaws and Enclosures cover page and before the "Change I:" letter dated March 8, 2004.

A. R. Kotrla, Jr.

A R. Kotrla, Jr.
Judge Advocate, Department of Texas

DISTRIBUTION:

Department of Texas Bylaws, Article Eight (8), Section 810.

Marine Corps League

Department of Texas
509 Catalpa St.
Angleton, Texas 77515-4801



March 8, 2004

Change 1:

From: Department of Texas Judge Advocate
To: Distribution List

Subject: DEPART:MEI\11' OF TEXAS BYLAWS AND ADMINISTRATIVE PROCEDURES
CHANGES APPROVED AT STAFF MEETING 3/5/2004.

Ref: Reprinted Edition: June 2003 of the Department of Texas Marine Corps League Bylaws and Administrative Procedures

Encl: New Page Inserts

1. Background. At the Staff Meeting held in Texarkana, AR on March 5, 2004 the Board of Directors met and approved changes to the Administrative Procedures and Enclosures.
2. Summary of Changes:
 - (a) The "Marine of the Year Committee" was renamed the "Marine of the Year Society".
 - (b) Nomination procedures for candidates for the Marine of the Year award were revised.
 - (c) The changes are effective immediately.
3. Action:
 - (a) Remove page 27/28 and page 55/56 and replace them with the corresponding pages in the enclosure.
 - (b) File this page after the Bylaws and Enclosures cover page and before Page 1 of the Bylaws.

A. R. Kotrla, Jr.
Judge Advocate, Department of Texas

DISTRIBUTION:
Department of Texas Bylaws, Article Eight (8), Section 810.



DEPARTMENT OF TEXAS
BYLAWS
ARTICLE ONE DEPARTMENT
CONVENTIONS

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

SECTION 101 - COMMITTEES - DEPARTMENT CONVENTION The Department Convention and Administration Committees shall be: (1) Credentials, (2) Bylaws, (3) Resolutions, (4) Rules, and (5) Standing Committees.

SECTION 105 - COMMITTEES, DELEGATES, ALTERNATES AND MEMBERS

- (a) Delegates, Alternates and Members desiring to attend business sessions of a Department Convention must possess a paid up membership card, plus properly executed and signed credentials, and must be registered with, and approved by, the Convention Credentials Committee.
- (b) Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of said Detachments membership strength on record at the Department Headquarters as of 1 June, immediately preceding the Department Convention. A Detachment's membership strength may be adjusted upward provided a dues transmittal, which includes new members or which brings delinquent members back into good standing, is delivered to the Department Adjutant/Paymaster, along with the appropriate dues, prior to the opening of Convention. The Delegate voting strength of each Detachment shall be as follows: For the first ten (10) regular members, one (1) Delegate and one (1) Alternate; for each additional full block of ten (10) regular members, one (1) Delegate and one (1) Alternate; for a partial number of ten (10) regular members, one (1) Delegate and one (1) Alternate. However, no Delegate strength of a Detachment shall be computed including associate, dual, or honorary members in such Detachment's total membership.
- (c) Should a Detachment be in default of payments or funds from any source due the Department Headquarters as of 1 June, prior to the Department Convention, such fact shall be reported by the Department Adjutant/Paymaster, to the affected Detachment, and to the Department Credentials Committee. The credentials of that Detachment's Delegates and Alternates shall not be approved unless settlement is made by the Detachment's Delegates at the convention site in cash, unless previously resolved.
- (d) A Detachment which, as of 1 June immediately prior to the Department Convention, fails to report on standard transmittal form to the Department Adjutant/Paymaster that it has fifteen (15) or more members, the Department Adjutant/Paymaster shall report such fact to the Department Convention Credentials Committee which shall not approve that Detachment's Delegates or Alternates.
- (e) Notwithstanding the provisions of Section 105 (d) above, no paid member in good standing may be deprived of his individual right to vote at a Department Convention.
- (f) Delegate/alternate cards of a Detachment may only be claimed by a registered member of that Detachment.

SECTION 110 - VOTING

- (a) Except as otherwise provided in these Bylaws, a fifty (50%) percent plus one (1) vote by the Delegates voting shall carry any measure and decide any issue.
- (b) Each Delegate complying with Section 105 is entitled to cast a vote for ten (10) members, providing that the total vote of the Detachment's Delegates does not exceed the Detachment's membership strength. Such Delegate or Alternate in the absence of the Delegate present at the time of voting may, on behalf of the registered and approved absent Delegates, cast the Detachment's full voting strength.
- (c) A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates, except as provided for in (e) below.
- (d) A Detachment Commandant, being a registered and approved Delegate, or his registered and approved designee, in the Detachment Commandant's absence, may cast the full voting strength of the Detachment, subject to the will of, and in the manner specified by the registered and approved Delegates present from that Detachment.
- (e) In the event of a challenge by a registered Delegate to the stated vote of his Detachment, the roll call vote of each Delegate shall be called. Upon the calling of each Delegate so registered, each Delegate of the Detachment shall rise, if not restricted by physical impairment, and identify himself as a registered Delegate, authorized to cast a ballot on behalf of his block of votes.

SECTION 112 - MEETINGS The Department of Texas, Marine Corps League, shall hold one Convention each year during the month of June, one Staff meeting during the month of October of each year and additional Staff Meetings as may be required during the year. The Department Charter, the Bible and the National and Department Colors shall be displayed at all business meetings.

SECTION 115 - ELECTIVE OFFICES The Department Officers to be elected at each Convention shall be: Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, Adjutant/Paymaster, Chaplain, Sergeant at Arms and District Vice Commandants.

SECTION 120 - NOMINATIONS

- (a) All nominations for elective offices shall be made from the floor on the day on which the elections are to be held. Each nominee must be a member in good standing in the Marine Corps League at the time of his/her nomination. Each nominee, when called upon, shall rise, unless restricted by physical impairment, and state to the Chair that if elected he will accept the office and serve loyally, faithfully and to the best of his/her ability during the term to which elected.

(If a member wishes to be nominated for an office but cannot be present at the time of the election, he/she may submit a letter stating their intentions to run for office. Stating the office they wish to be nominated for and if nominated that they will run, and if elected they will serve loyally, faithfully and to the best of his/her ability during the term to which elected.)

- (b) Districts shall caucus prior to the time of nominations and select a nominee, presenting the name of that nominee when the District Vice Commandant nominations are called for. Such nominee must be on the floor at the time of the nomination and must be a member in good standing in the Marine Corps League.

SECTION 125 - ELECTIONS The election of Department Officers shall be last order of business of the Convention. The election of Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, Adjutant/Paymaster, Chaplain and Sergeant at Arms shall be by roll call vote, properly recorded. The election of District Vice Commandants shall be by acclamation.

- (a) No person shall hold more than one elected Department Office at the same time.

(b) Before voting begins, the Department Commandant shall select two Past Department Commandants, two Past Detachment Commandants or other Department Officers to act as Judges and Tellers.

- (c) When Judges and Tellers have informed the Chair that they are ready and prepared to supervise the election, the Chair shall then call for the “Election of Officers.” Upon such announcement by the Chair, it shall not accept or entertain any issue, question or subject which is not strictly related to the roll call vote being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the Convention floor until the roll call vote in progress is concluded.
- (d) A majority of votes cast is required to elect Department Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed five (5) minutes).

SECTION 130 - TERM OF OFFICE Department Officers shall be elected for a term of one (1) year and may stand for reelection.

SECTION 135 - QUORUM The minimum number required to transact the regular and legal business of the Department Convention shall be the registered and approved Delegates in good standing from a majority of all Detachments.

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

BYLAWS

ARTICLE TWO

DEPARTMENT BOARD OF TRUSTEES

SECTION 200 - COMPOSITION The Department Board of Trustees shall be composed of the following:

- (a) DEPARTMENT COMMANDANT
- (b) DEPARTMENT SENIOR VICE COMMANDANT
- (c) DEPARTMENT JUNIOR VICE COMMANDANT
- (d) DEPARTMENT JUDGE ADVOCATE
- (e) DEPARTMENT ADJUTANT/PAYMASTER
- (f) DEPARTMENT CHAPLAIN
- (g) DEPARTMENT SERGEANT-AT-ARMS
- (h) DEPARTMENT VICE COMMANDANTS OF DISTRICTS
- (i) JUNIOR PAST DEPARTMENT COMMANDANT

SECTION 205 - POWERS Between conventions, in compliance with the provisions of the Congressional Charter of the Marine Corps League, the Department Bylaws and Administrative Procedures and Directives of the Department Commandant, the Powers and Authority of the Department Board of Trustees shall be:

- (a) To exercise such other powers and to do such other actions as are compatible with the Department Bylaws and Administrative Procedures which are in the best interest of the Marine Corps League, and to exercise executive powers between Department Conventions.
- (b) To approve or disapprove the minutes of the Department Convention at the next regularly scheduled Mid-Winter Staff Meeting of the Department of Texas Marine Corps League, following the convention, only to the degree of correcting errors or omissions.

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

- (a) **DEPARTMENT COMMANDANT** Shall preside at all sessions of the Department Convention and at all meetings of the Department Board of Trustees. The Department Commandant, together with the Board of Trustees, shall have direction and control of the executive and administrative affairs of the Department of Texas, Marine Corps League between Department Conventions. In addition, the Department Commandant shall:
 - (1) Observe and enforce the observance of the Congressional Charter and the National and Department Bylaws and Administrative Procedures of the Marine Corps League.
 - (2) Direct to all officers and members such orders as are not in conflict with the Bylaws and Administrative Procedures which are necessary for the proper conduct of business.
 - (3) Call such meetings of the Department Board of Trustees as are required by the Department and National Bylaws and Administrative Procedures.
 - (4) Seek the advice of the Department Board of Trustees and Staff as well as that of the National Vice Commandant. Southern Division.
 - (5) With the Department Adjutant/Paymaster have custody of all funds and property of the Department of Texas Marine Corps League, subject to the supervision of the Department Board of Trustees.

- (6) With the advice and consent of the Department Board of Trustees, appoint the following Department Officers:
 - (a) Auditor; (b) Chairman of the Convention Committee; (c) Historian; (d) Veterans Service Officer; (e) Chairman of Youth Activities; (f) Public Relations Officer; (g) Auxiliary Liaison Officer; and, (h) Such other Staff Officers as may be necessary.
 - (7) With the advice and consent of the Department Board of Trustees, appoint such standing committees as are deemed necessary.
 - (8) Approve requisitions of the Adjutant/Paymaster.
 - (9) Represent the Department of Texas Marine Corps League at all social functions and ceremonies in such a manner as will enhance the dignity, honor, and Prestige of this organization.
 - (10) Perform such other duties as are directed from time to time.
 - (11) The Department Commandant may not hold the office of Commandant in any other level of the Marine Corps League. If this be the case, resignation from the lower office shall be required upon being sworn into the higher office.
- (b) **DEPARTMENT SENIOR VICE COMMANDANT** Shall give every assistance to the Department Commandant and, during the absence or illness of the Department Commandant, perform the duties of that office. He/she shall preside over all Detachment Commandants Council Meetings and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the Marine Corps League and the Department of Texas.
 - (c) **DEPARTMENT JUNIOR VICE COMMANDANT** Shall create and promulgate such incentives and programs as will produce enthusiastic response resulting in continuous membership growth. In the absence or illness of the Department Commandant and the Department Senior Vice Commandant, he/she shall perform the duties of that office.
 - (d) **DEPARTMENT JUDGE ADVOCATE** Shall interpret the Department Bylaws and Administrative Procedures. He/she shall advise, construe, counsel, and render opinions on questions of Law and Procedure to the Department Commandant, the Department Board of Trustees, the Department Staff, and Detachments when so requested in the manner outlined hereinafter:
 - (1) At Department Conventions, upon the request of an approved Delegate through the Chair, the Department Judge Advocate shall render an opinion on Law and Procedure to the Chair, whereupon the Chair shall rule on the opinion and the question, which ruling shall be final unless appealed by an approved Delegate, whereupon the Department Judge Advocate will put the question, "Shall the ruling of the Chair be sustained?" A vote of approved Delegates will be called, and two-thirds (2/3rds) of the total vote will be required to reverse the ruling of the Chair.
 - (2) At Department Board Meetings, the same procedure shall apply, and two-thirds (2/3rds) of the Department Board of Trustees present and voting will be required to reverse the ruling of the Chair.
 - (3) On all questions of Law and Procedure pertaining to the Department of Texas Marine Corps League or any of its subsidiaries referred to this officer through channels, the Department Judge Advocate shall rule in writing. Copies of the ruling shall be distributed by hand or via the U.S. Mail to the parties concerned and to the Department Commandant and the National Judge Advocate. That ruling shall be binding unless

reversed by the Department Board of Trustees or the National Judge Advocate or at the Department Convention.

- (4) The Department Judge Advocate may not hold the office of Judge Advocate in any other level of the Marine Corps League. If this be the case, resignation from the lower office shall be required upon being sworn into the higher office.

(e) **DEPARTMENT ADJUTANT/PAYMASTER** Shall:

- (1) Be responsible to the Department Commandant.
- (2) Perform all of the ordinary and necessary business of the Department of Texas Marine Corps League, including the approval of purchasing materials and services of normal business operations within the bounds of the budget as provided by the Board of Trustees.
- (3) Keep the minutes of all Department Conventions, Board Meetings, and perform such other duties as are usually assigned a secretary.
- (4) Mail to each Detachment and member of the Department Board of Trustees within sixty (60) days following each Department Convention a brief summary of the minutes showing actions and decisions affecting the Department Bylaws and Administrative Procedures.
- (5) Receive and review all committee reports and correspondence, and where appropriate, forward copies to the Board of Trustees for information.
- (6) Surrender all books, records and property of the Department of Texas Marine Corps League, with which the office is charged, to the duly elected or appointed successor.
- (7) Shall not hold any other position on the Staff.
- (8) Determine the compensation for the Department Staff within the budget guidelines.
- (9) Conduct a census of all the total membership of the Department of Texas Marine Corps League for the purpose of determining Delegate and Alternate entitlement for the ensuing Department Convention. Such census shall be conducted prior to the Department Convention annually.
- (10) Cause to be kept all proper and necessary books for the recording of all business of the Department of Texas Marine Corps League, including a correct record of all membership accounts.
- (11) Receive all monies, keeping record of their source and purpose, and shall deposit said monies in approved and Federally insured accounts, including checking and/or savings accounts. All monies deposited shall be in the name of the Department of Texas Marine Corps League.
- (12) Close the books for the collection of dues for the determination of voting rights prior to the conduct of business at each Department Convention.
- (13) Establish the Fiscal Year for the Department of Texas, Marine Corps League from June 1 to May 31 the following year and provide assistance as necessary in the conduct of an annual audit of all of the funds of the Department of Texas, Marine Corps League.
- (14) Assure that all checks issued have the signatures of the Commandant and the Adjutant/Paymaster of the Department of Texas.

(f) **DEPARTMENT CHAPLAIN** Shall:

- (1) Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the Department of Texas and the National Bylaws and Administrative Procedures of the Marine Corps League.
- (2) Be responsible for and have charge of arranging and conducting an impressive, dignified, and inspiring non-denominational Memorial Service at each Department Convention and Staff Meeting, including in each ceremony representatives of those subsidiaries that are appropriate, and including the reading of names of members of the Department of Texas Marine Corps League deceased during the past year.

(g) **DEPARTMENT SERGEANT-AT-ARMS** Shall preserve order at the Department Conventions and such other Department meetings as may be called by the Department Commandant, and to perform such other duties as are assigned by the Department Commandant.

(h) **VICE COMMANDANTS OF DISTRICTS** Shall:

- (1) Be held accountable to the Board of Trustees for the care and proper administration of their Districts under the direct supervision of the Department Commandant.
- (2) Arrange for, convene, and supervise not less than one (1) District Conference each year for the purpose of planning and executing means and methods of strengthening and increasing the effectiveness of the District.
- (3) Make every continuing effort to establish new Detachments within their District. Appoint Assistant Vice Commandants and assign them related duties.

(i) **JUNIOR PAST DEPARTMENT COMMANDANT** Shall be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Department of Texas, Marine Corps League.

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

SECTION 220 - BOARD MEETING

(a) The Department shall meet:

- (1) Annually, immediately prior to each Department Convention to close the executive administration of the Department Board of Trustees for that fiscal year, to finalize preparation for the ensuing convention (Administrative Procedures Chapter Two (2) Section 210), and to identify pending and unfinished executive actions warranting further action by the Convention or Department Board of Trustees during the ensuing fiscal year.
- (2) Annually, immediately after adjournment of each Department Convention for the purpose of selecting appointive Department Officers and Standing Committees and for the transaction of such other business as may properly come before it.
- (3) Annually during the month of October, at a location to be chosen by a Detachment submitting a bid for the Staff Meeting.

(b) The conduct of business at all Department Board Meeting shall be governed by the Department Bylaws and Administrative Procedures, and Parliamentary reference shall be Robert's Revised Rules of Order.

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

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

SECTION 235 - CONDUCT OF BUSINESS The Board of Trustees may conduct business between conventions at any regular or special meeting, or by mail or E-mail in accordance with the Department Bylaws and Administrative Procedures.

SECTION 240 - EXPENSES The Department may reimburse the Board Members expenses incurred, provided that funds are available and budgeted.

BYLAWS ARTICLE
THREE
DEPARTMENT STAFF

SECTION 300 - COMPOSITION The Department Staff shall be comprised of the Department Board of Trustees, appointed Department Officers, Committee Chairmen, Liaison Officers and Detachment Commandants, being identified collectively as Staff Officers and individually as a Staff Officer.

SECTION 305 - POWERS The power and authority of the Department Staff shall be the same as that of the Board of Trustees, except that members of the Staff who are not members of the Board of Trustees shall have no vote and shall not be considered in determining a quorum for the Board of Trustees meetings.

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

- (a) **Convention Committee Chairman** - Shall with the Convention Committee perform those duties outlined under the Administrative Procedures Chapter Two, Section 240.
- (b) **Department Historian** - Shall assemble and maintain a record of the Department of Texas Marine Corps League history of achievement.
- (c) **Chairman of Public Relations** - Shall act as public relations and press officer for the Department of Texas Marine Corps League, and perform such other duties as assigned by the Department Commandant. Be responsible for editing, printing, and publishing the news of the Department of Texas, Marine Corps League as may be called upon by the Department Commandant.
- (d) **Department Auxiliary Liaison Officer** - Shall Maintain a close association with the Department of Texas Marine Corps League Auxiliary President. He will advise the President when called upon, of relations between the Marine Corps League and the Auxiliary. Also, he will stress coordination of the Convention and Staff Meetings Committees approved by the Board.

SECTION 315 - VACANCY Should a vacancy occur in an appointed office, a committee chairmanship, or a committee member, such vacancy shall be filled as soon as practicable by the Department Commandant.

SECTION 320 - CONTRACTING AUTHORITY No Officer of the Department of Texas, Committee Chairman or member of the Department of Texas Marine Corps League shall enter into or sign any contract or agreement, for the purpose of binding the Department of Texas Marine Corps League, without first submitting such contract or agreement to the Department Judge Advocate for his consideration and the forwarding of his recommendation to the Department's attorney and insurance carrier for their written recommendations. All documents should then be forwarded to the entire Board of Trustees. The Department Board of Trustees thereafter, by a majority vote, may accept or reject, in whole or in part, the contract or agreement submitted to it. All contracts or agreements consummated in the name of the Department of Texas Marine Corps League shall require the signature of the Commandant and the Adjutant/Paymaster.

BYLAWS
ARTICLE FOUR
DEPARTMENT

SECTION 400 – ORGANIZATION The Department of Texas shall be organized in full compliance with guidelines and directives of ARTICLE FOUR of the National Bylaws of the Marine Corps League.

BYLAWS
ARTICLE FIVE
DETACHMENTS

SECTION 500 – ORGANIZATION Detachments within the Department of Texas shall be organized and maintained in full compliance with ARTICLE FIVE of the National Bylaws of the Marine Corps League and these bylaws of the Department of Texas.

SECTION 505 - BYLAWS Each Detachment may adopt Bylaws and Administrative Procedures which are not inconsistent with Department and National Bylaws and Administrative Procedures. Detachment bylaws are subject to approval by the Department Judge Advocate.

SECTION 510 - DEFAULT A Detachment which is in default of monies from any source due the Department Headquarters and such debt has not been satisfied as required by Section 105 (c) or fails to submit its Report of Officer Installation as of 1 June prior to the Department Convention, such fact shall be reported to the Department Credentials Committee, such Detachment and its Officers will not be recognized on the floor of the Department Convention.

BYLAWS
ARTICLE SIX
MEMBERS

SECTION 600 - MEMBERSHIP ELIGIBILITY: Membership in the Department of Texas Marine Corps League shall be determined by eligibility requirements and provisions as documented in ARTICLE SIX of the National Bylaws of the Marine Corps League.

BYLAWS

ARTICLE SEVEN

SUBSIDIARIES AND SUBORDINATE GROUPS

SECTION 700 - AUTHORITY All subsidiary organizations and subordinate groups under the Congressional Charter and name of the Marine Corps League are and shall ever be subject to the guidelines and directives of ARTICLE SEVEN of the National Bylaws of the Marine Corps League.

BYLAWS
ARTICLE EIGHT
MISCELLANEOUS

SECTION 800 - AMENDMENTS The Department Bylaws may be reviewed, amended, or repealed by a majority vote of the properly registered and approved Delegates present and voting at the Department Convention, provided the proposed revision, amendment, or repeal is submitted in triplicate typewritten form in the exact wording to the Department Adjutant/Paymaster, not less than sixty (60) days prior to the opening date of the Department Convention at which said proposal is to be considered, and further provided Department Adjutant/Paymaster shall distribute copies of each proposal, without personal comment, to all legally existing Detachments no later than forty-five (45) days prior to the opening day of the Department Convention at which said proposal is to be considered.

SECTION 805 - EFFECTIVE DATE Each revision, amendment, or repeal of a provision of the Department Bylaws which is approved at a Department Convention, as outlined in Section 800, which does not provide for an effective date, shall become effective upon the close of the Department Convention at which it is approved.

SECTION 810 - DEPARTMENT BYLAWS AND ADMINISTRATIVE PROCEDURES DISTRIBUTION
The current edition of the Department of Texas Bylaws, Administrative Procedures along with any published changes shall be posted on the Department website for access to all members of the Marine Corps League, the National Board of Trustees, National Headquarters Marine Corps League, Marine Corps League Auxiliary, the Military Order of Devil Dogs and National Headquarters Young Marines of the Marine Corps League. Changes approved at the Department Convention shall be posted to the website. A hard copy of the Department Bylaws, Administrative Procedures may be obtained by written request to the Adjutant/ Paymaster Department of Texas.

Any member may purchase a copy of the Department Bylaws from the Department of Texas Adjutant /Paymaster for \$10

SECTION 815 - BLANKET BOND National Headquarters of the Marine Corps League pays for a blanket bond for officers as listed in ARTICLE EIGHT of the National bylaws.

SECTION 820 - DISSOLUTION Should this Organization be dissolved, all funds, property, and assets of the Department of Texas Marine Corps League shall devolve to the National Board of Trustees in compliance with National bylaws ARTICLE FOUR, SECTION 430.

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

SECTION 830 - VIOLATION Each member who violates the precepts of the Department of Texas and the NATIONAL BYLAWS or the ADMINISTRATIVE PROCEDURES of the MARINE CORPS LEAGUE is subject to the provisions of CHAPTER NINE (9) GRIEVANCE AND DISCIPLINE, as stated in the ADMINISTRATIVE PROCEDURES.

(Change 6 – 6/24/2016)

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ADMINISTRATIVE PROCEDURES

CHAPTER ONE GENERAL

SECTION 100 - NAME AND PURPOSE The name of the body corporate is the Department of Texas Marine Corps League and is a subsidiary organization of the National Marine Corps League, which is a nonprofit Corporation incorporated by an act of the seventy-fifth Congress of the United States of America at the First Session, begun and held at the city of Washington DC on Tuesday, the fifth day of January, 1937, and approved August 4, 1937. The purposes for which the corporation is formed are:

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

SECTION 101 - LOCATION The principal location shall be with the Commandant of the Department of Texas Marine Corps League.

SECTION 105 - CORPORATE SEAL The corporate seal of the Department of Texas Marine Corps League shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem, surrounded by the words, "SEMPER FIDELIS MARINE CORPS LEAGUE" within a border of two narrow rings.

SECTION 110 - POLICY:

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

- (b) The Department of Texas Marine Corps League shall never take part in any labor or management dispute or issue, and it shall ever be non-sectarian, non-political, and nonpartisan; nor shall it be biased on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as a basis for special consideration or preferment.
- (c) Nothing in the preceding section shall prohibit the Marine Corps League or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

SECTION 120 - ORGANIZATION: The constituted bodies of this organization shall be:

- (a) The Department Organization to be known as the Department of Texas Marine Corps League.
 - (1) The organization is assigned Employer Identification Number (EIN) 74-2965970 with the Internal Revenue Service (IRS), and is reported as a 501(c)4 organization to IRS by National Headquarters of the Marine Corps League under Group Exemption Number (GEN) 0955.
 - (2) The organization is incorporated under the laws of the State of Texas and is certified by the Secretary of State to be a NON-PROFIT CORPORATION with Charter #649076-01.
 - (3) The organization is registered with Taxpayer No. 3-00072-4461-6 the State of Texas Comptroller of Public Accounts as exempt from Texas taxes.
- (b) Subordinate regional organizations to be known as Districts, the extent and boundaries of which shall be outlined in ENCLOSURE ONE of the Department of Texas Bylaws and Administrative Procedures.
- (c) Subordinate local organizations to be known as Detachments.
- (d) Such other subsidiary organizations as the National Organization may create, establish, or recognize.

SECTION 125 - COMPLIANCE WITH NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES

- (a) The National Bylaws and Administrative Procedures shall prevail should there be any inconsistency between the Department of Texas Bylaws and Administrative Procedures and those of National.
- (b) Any amendments to, or revisions of the National Bylaws and Administrative Procedures, hereafter adopted which may be in conflict with these Bylaws and Administrative Procedures shall automatically become part of these Bylaws and Administrative Procedures.
- (c) Within these Bylaws and Administrative Procedures where sections and subparagraphs are identified without a following text, the corresponding section and subparagraphs of the National Bylaws and Administrative Procedures are to be considered as an integral part of these Bylaws and Administrative Procedures.

SECTION 130 - INSTALLATION OF DEPARTMENT OFFICERS The Installation of Department Officers shall be held during formal ceremony, closing the convention.

ADMINISTRATIVE PROCEDURES

CHAPTER TWO

DEPARTMENT CONVENTION

SECTION 200 - MEETINGS The Department Convention Shall be convened once each year during the month of June unless otherwise prevented by National Emergency or other circumstance beyond the control of the Department Commandant.

SECTION 205 - TIME AND PLACE The time and place of each Department Convention shall be decided by the Delegates present and voting at the Department Convention one (1) year in advance. In an emergency, the Department Staff shall designate the time and place.

- (a) Each Detachment shall be provided written notification of the date and location of each pending Convention at least (60) sixty days prior to the opening date of the Convention. Such notification to include necessary forms for the Detachments certification of authorized Delegates and Alternates to such Convention.

SECTION 210 - PROCEDURE Immediately preceding the convening of each Convention, the Commandant and his/her Staff shall determine and establish the sequence and procedure with which the business of the Convention shall be conducted, in conformity with these Bylaws and Administrative Procedures.

SECTION 215 - RULES OF ORDER These Bylaws and Administrative Procedures shall govern the procedure and conduct of each Convention, and Robert's Revised Rules of Order shall be the parliamentary authority.

SECTION 220 - REGISTRATION

- (a) All approved and certified Delegates and Alternates will receive from the Convention Registration Committee a program and such activities admittance tickets as they desire, upon payment of the amount indicated on the Convention Activities Program.
 - (1) All other members desiring to attend the Convention activities must pay the registration fee.
- (b) The Registration fee at the Convention shall be five (\$5.00) dollars per member of the Marine Corps League and other non-members other than members of the Marine Corps League Auxiliary, who shall set their own registration fee.
- (c) In the process of registration, should a member's credentials as a Delegate or Alternate be challenged by the Credentials Committee, the member's Detachment Commandant (or duly appointed representative, in the absence of the member's Detachment Commandant) may authenticate the credentials of the member in question, providing that such action does not authorize more Delegates or Alternates than the Detachment is allowed under the provisions of these Bylaws and Administrative Procedures.
- (d) In the event the Delegate whose credentials are challenged is a Detachment Commandant, or upon any appeal by a member to the action of the Credentials Committee, the Department Commandant shall appoint a Grievance Committee composed of three (3) members who shall immediately hear the grievance. The Committee shall report its findings to the Convention floor. The Committee finding shall require a majority vote for acceptance. The aggrieved party shall not participate in this vote.

- (e) The Past Department Commandants shall be Delegates-at-Large to conventions, and the registration fee for Past Department Commandants registering shall be waived.

SECTION 230 - STENOGRAPHIC EXPENSE The expense of recording the proceedings of the Department Convention shall be borne by the Department Headquarters.

SECTION 235 - CONVENTION ADMINISTRATIVE COMMITTEES

- (a) The Convention Administrative Committees shall be the Credentials, Bylaws, Resolutions, and Rules.
- (b) So far as possible, the Department Commandant will appoint one member from each District to serve upon each Convention Committee, notifying each appointee of the selection, and designating one member to call the first meeting of the Committee. At the first Committee meeting, the Committee members present will select the chairman.
- (c) The duties of the Convention Administrative Committees are:
- (1) **Credentials Committee** shall:
- (a) Examine the credentials of each Delegate and Alternate.
 - (b) Determine that each member desiring to register, must Possess a current membership card.
 - (c) Compile a list of the approved Delegate voting strength of each Detachment which is in good standing. Such list shall be presented as a part of the Committee's final report to the Convention.
 - (d) Disapprove the credentials of Delegates, Alternates, or members of Detachments which are not in good standing at the time of the Convention.
- (2) **Bylaws Committee** shall: Receive and consider all proposed changes of the Department Bylaws and Administrative Procedures which are properly submitted in accordance with the requirements of these Bylaws and Administrative Procedures. All changes meeting said requirements of the Bylaws and Administrative Procedures shall be referred to the committee for its consideration and action. All proposed changes not meeting the prescribed requirements, shall be returned to the submitting Detachment member with an explanation of the discrepancies.
- (3) **Resolutions Committee** shall: Receive and consider all properly submitted resolutions (not Bylaws proposals) complying with the requirements of these Bylaws and Administrative Procedures, and it may offer resolutions on behalf of the Committee which it deems to be advisable and necessary.
- (4) **Rules Committee** shall: Study the rules of the Convention employed at prior Conventions and determine the need for any additional rules or revisions thereof for recommendations to the Convention for application during the current Convention.

SECTION 240 - CONVENTION COMMITTEE The Department Convention Committee shall be composed of three (3) members who will select their Chairman.

(a) The Convention Committee shall receive and review all bids for the Department Convention and Staff Meetings and notify the Convention body of their recommendation. Should the Convention bid be rejected or no bid received, the members of the Convention Committee shall select a location. Should the site selection be made early enough, this information shall be presented at the first Department Convention or Staff Meeting as the situation allows. The information should include location, dates and

rates of rooms, prices of meals, banquet, etc. Should other difficulties arise and the selection be delayed, the Convention Committee shall immediately notify the Department Commandant.

- (b) The Convention Committee Chairman will work closely with the host Detachment to insure an orderly and enjoyable Convention.
- (c) The Chairman and the committee shall be responsible to the Commandant and the Board of Trustees for all planning, arrangements, control, administration and the final successful conclusion of the Department Convention and Staff Meetings.
- (d) Any Detachment may make a formal or informal bid for a Department Convention or Staff meeting. It is desired that the bids be received one year in advance. The host Detachment must provide the following:
 - (1) On site adequate meeting rooms for the Department, Marine Corps League Auxiliary, Devil Dogs and Devil Dog Fleas.
 - (2) Must provide a hospitality room with adequate refreshments food and beverages.
 - (3) Must provide complementary rooms and the Banquet meal for invited VIP's and/or guests of honor. The Department Commandant shall choose the Guest of Honor.
 - (4) Complimentary rooms will be provided for the Department Commandant and the Department Auxiliary President. The banquet invitation will be complimentary for those individuals and companions.
 - (5) The registration fee for the Annual Department Convention for members of the League shall be five (\$5.00) dollars. The registration fee for the annual Staff Meeting shall be five (\$5.00) dollars. The registration fee for the Texas Marine Corps League Auxiliary will be set by the Auxiliary. All persons entering the hospitality room must pay this fee in advance.
 - (6) The Host Detachment will liaison with the Department Convention Committee Chairman when all arrangements have been completed for approval and further instructions this must be accomplished ninety (90) days prior to the Convention and Staff Meetings. The host Detachment will notify all Detachments and Auxiliary Units in the Department of Texas via mail, including information about the hotel/motel restaurants meeting rooms, committee meetings, etc.
 - (7) The registration fee collected is to be utilized by the Host Detachment/Auxiliary Unit at their discretion.
 - (8) Letter from proposed host city Mayor or Manager and the Executive Officer of the Chamber of Commerce inviting the Marine Corps League to their city and assuring their full cooperation.
 - (9) Adequate accessible Registration room that can be secured, free of interference for the full period of registration.

ADMINISTRATIVE
PROCEDURES CHAPTER
THREE DEPARTMENT STAFF

SECTION 300 - STANDING COMMITTEES - DUTIES The Department Standing Committees and their Duties are as follows:

- (a) **MARINE OF THE YEAR SOCIETY:** Marines who have been formerly honored as Department of Texas Marine of the Year shall assume the privilege of membership in the Marine of the Year Society. The Society is charged with receiving and reviewing recurrent nominations for the Marine of the Year award and selects a spokesperson from among their membership to name their selection for the Department of Texas Marine of the Year at the Department Convention. (See Enclosure Three (3))
Change 1 - 04
- (b) **BUDGET AND FINANCE:** It shall be the duty of the Budget and Finance Committee to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the convention a financial program and budget for the conduct of business and affairs of the League for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the League.
- (c) **AMERICANISM COMMITTEE:** The Americanism Committee shall have the duty of formulating, implementing, and executing an Americanism program to effectuate the purposes of the Marine Corps League. (See enclosure Two (2) for guidelines)
- (d) **AWARDS AND CITATIONS COMMITTEE:** Shall have the duty of recommending to the Staff awards and citations for use by Detachments, all recommendations for Department awards, and shall certify that the recipient is worthy of said award. The Committee shall establish written guidelines and/or forms, as it deems necessary and appropriate, and shall publish those forms in ENCLOSURE THREE (3). The Senior Vice Commandant will chair this Committee.
- (e) **SCHOLARSHIP COMMITTEE:** The Department Scholarship Committee shall be composed of five members. The Department Commandant will appoint the Chairman and three members annually. The Department Adjutant/Paymaster will also serve on this Committee. (See Enclosure Four (4) Scholarship Application.)
 - (1) The Scholarship Committee shall have custody of the Scholarship Fund through the Department Adjutant/Paymaster and shall be prepared to give a complete accounting as to the disposition of same at each Staff Meeting with an annual report at the Convention. All funds received by the Committee shall be deposited in the name of the Cam Posey Memorial Scholarship Fund. Such funds are to be drawn upon only on Mandate of the Department Convention by check, signed by the Department Commandant and the Department Adjutant/Paymaster.
 - (2) All applications for a grant from the Scholarship Fund should be submitted to the Chairman of the Committee. The Committee shall then meet and review the application(s) and select the recipient(s) for the Grant. Said applications shall be received no later than 1 May each year. No other applications will be considered after that date. The Grant shall be presented at the Department Convention Banquet each year.
 - (3) The Cam Posey Memorial Scholarship Fund grants scholarships to qualified individuals in the order of need and preference as follows:
 - a) Sons and daughters of Marines who have lost their lives in the line of duty;

- b) Sons and daughters of active members of the Department of Texas, Marine Corps League or Marine Corps League Auxiliary;
- c) Grandchildren and great grandchildren of active members of the Department of Texas, Marine Corps League or Marine Corps League Auxiliary;
- d) Members of the Department of Texas, Marine Corps League, Marine Corps League Auxiliary or any honorably discharged Marine in need of vocational training.

Note 1: The amount of the scholarship will be determined by funds available and number of applicants and will be divided equally.

Note 2: All decisions of the Scholarship Committee are final and will not be subject to review.

(Note 3: If you have a 4-year degree you need not apply as this scholarship is not for post graduate work.

- (f) **YOUTH ACTIVITIES:** The committee shall have a chairperson who shall serve as the Department of Texas liaison with the Young Marines organization in Texas and with the National Organization of the Young Marines. The committee chairperson shall also act as the Department of Texas liaison to other youth organizations such as the Youth Physical Fitness Program, Boy Scouts, Girl Scouts, and such other youth organizations which serve to promote Americanism.
- (g) **VAVS CHAIRMAN:** It shall be the duty of the Veterans Administration Volunteer Service Representative to:
 - (1) Maintain close contact with the Veterans Administration VAVS staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS Program.
 - (2) Promulgate the objectives of the VAVS Program and cultivate the interest of constituent Departments, Detachments, and subsidiary units in their participation in the VAVS Program at hospitals within their locale.
 - (3) Receive recommendations, from Detachments, of members willing to serve in the VAVS Program, and, as appropriate request VAVS certifications for required representatives and deputies.
 - (4) Guide and instruct Detachment VAVS Chairmen and VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports.
 - (5) Receive and compile comprehensive VAVS Program activity reports from various participating Detachments and provide copies to the National Board and Veterans Administration.
 - (6) Conduct a VAVS Workshop at each Department Convention
 - (7) Attend annual VAVS Meetings conducted by the Veterans Administration for the representatives and deputies of participating organizations.
 - (8) Submit an annual report to the Department Board of Trustees at each Mid-Winter Meeting.
 - (9) Serve as a member of the Awards Committee to select a recipient of the VAVS Bernard Joseph Sheeler Award (See ENCLOSURE THREE (3) for award guidelines).

- (h) **CORPORATE MEMBERSHIP CHAIRMAN:** The Corporate Membership Chairman shall serve as a representative of the Department to corporations or persons who express interest in supporting the interests of the Marine Corps League in Texas through financial or other assistance, and shall implement a program or programs to promote awareness of the League to potential supporters.

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

- (a) **PAST DEPARTMENT COMMANDANTS' COUNCIL:** Past Department Commandants should avail themselves to the current Department Commandant for the purpose of advising him/her in the performance of his/her duties through a joint council consisting of all Past Department Commandants with the Junior Past Commandant as Chairman.
- (b) **DETACHMENT COMMANDANTS' COUNCIL:** The Detachment Commandants' Council, an integral part of the Department Staff, composed of all Detachment Commandants and chaired by the Senior Vice Commandant, as a collective advisory body is charged with the responsibility of providing assistance to the Department Board of Trustees. It shall be the general duty of this council to:
- (1) Study ways and means toward stimulating growth, both in membership and stature of the Marine Corps League and the enhancement of administrative and command relationship between the Department Board of Trustees, Staff and Detachments.
 - (2) Receive and evaluate suggestions and relationships which are oriented to the improvement of the Marine Corps League, its growth, the enhancement of components, Board of Trustees and Staff.
 - (3) As called upon, execute in-depth study tasks as assigned by the Department Commandant or the Department Board of Trustees through the Council Chairman.
 - (4) Pursuant to accomplishing the above responsibilities they shall develop a proposed plan, policies, procedures and systems for recommendations to the Department Board of Trustees for it's consideration.
 - (5) Meet semi-annually at the Department Board meeting preceding the Department Convention and the Midwinter Staff meeting at which a Council report will be rendered to the Department Board of Trustees. (Conduct of interim business between Council Conferences shall be accomplished via mail or telephonic means.)

SECTION 320 - APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS - TERMS: All appointed officers, Committee Chairmen and Committee Members shall serve at the pleasure of the Department Commandant and the Board of Trustees. All of the above shall surrender all monies, records and properties of the Department of Texas Marine Corps League in their charge to their successors.

ADMINISTRATIVE PROCEDURES

CHAPTER FOUR DISTRICTS

SECTION 400 - FORMATION: To obtain more effective administrative functioning, the Department of Texas is divided into geographical areas to be called Districts.

SECTION 405 - POWERS: The function of the Districts, being administrative only, no District will adopt Bylaws nor will it assess any dues or fees, and only expenses authorized in advance by the Department of Texas Board of Trustees for a District will be paid by the Department. The duties and authority of Vice Commandants of Districts are:

- (1) Be held accountable to the Department Board of Trustees for the care and proper administration of their Districts.
- (2) Arrange for, convene and supervise not less than one (1) District Conference each year for the purpose of discussing District problems, planning and executing means and methods of strengthening and increasing the effectiveness of the District.
- (3) Arrange for detailed schools of instruction.
- (4) Make every continuing effort to establish new Detachments within their District.
- (5) May appoint an Assistant District Vice Commandant, when in the opinion of this officer, such action is necessary to assist in the constructive growth and enhancement of the District.
- (6) The Assistant District Vice Commandant will represent his District in the absence of the District Vice Commandant.
 - (a) Perform additional duties as directed by the District Vice Commandant.
 - (b) All authorized expenses of the Assistant Vice Commandant, approved by the District Vice Commandant, will be charged against the allocated budgeted amount for that District Vice Commandant.

SECTION 410 - DISTRICT ALIGNMENT The Districts of the Department of Texas Marine Corps League shall be aligned in accordance with their geographical areas outlined on the map of the State of Texas included in the back of these Bylaws and Administrative Procedures. (See ENCLOSURE (1) ONE)

ADMINISTRATIVE PROCEDURES

CHAPTER FIVE DEPARTMENT

SECTION 500 - FORMATION: The Department of Texas Marine Corps League is chartered in accordance with National Headquarters of the Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER FIVE, SECTION 500.

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

SECTION 510 - AUTHORITY: The Department shall be governed by a Department Convention subordinate to National Convention.

SECTION 520 - DEPARTMENT DUES: The Department Convention shall determine the amount of the Department per capita dues. The current dues for the Department of Texas members is five (\$5.00) dollars annually.

SECTION 530 - INSTALLATION OF DEPARTMENT OFFICERS: Department officers shall be installed as directed by NATIONAL BYLAWS and ADMINISTRATIVE PROCEDURES.

ADMINISTRATIVE PROCEDURES

CHAPTER SIX DETACHMENTS

SECTION 600 - CHARTER: A Detachment may be organized, chartered and instituted as provided and directed by National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER SIX.

SECTION 610 - INSTALLATION OF DETACHMENT OFFICERS:

- (a) The Detachment must request from the Department Commandant an installing Officer. This procedure ensures that the department will provide appropriate support for the detachments and that proper documents are processed and submitted in a timely manner. All detachment officer installation requirements of National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER SIX, shall nevertheless be followed and complied with.

ADMINISTRATIVE PROCEDURES

CHAPTER SEVEN MEMBERS

SECTION 700 - INITIATION: All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER SEVEN.

SECTION 710 - MEMBERSHIP TRANSFER: Any member in good standing may transfer from one Detachment to another as provided by National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER SEVEN.

SECTION 720 - MEMBER'S DEATH: Upon notification of the demise of any member:

- (a) The Detachment Chaplain Shall:
 - (1) Immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.
 - (2) Without delay, report the death of the member, (citing deceased full name, next of kin and known funeral arrangements) to the National and Department Chaplain with a copy furnished to the National Adjutant/ Paymaster .
 - (3) Utilize the "Notice of Death" form (available from National Headquarters) to report the death.
- (b) It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to attend the funeral services of a deceased member. To this end, the Detachment Commandant, with the assistance of the Detachment Chaplain and Adjutant/Paymaster, shall develop a plan to notify Detachment members in a timely manner.

ADMINISTRATIVE PROCEDURES
CHAPTER EIGHT
SUBSIDIARIES AND SUBORDINATES

SECTION 800: Each National subsidiary organization and each National subordinate group which directly or indirectly operates under the Congressional Charter and the name of the Marine Corps League, must report to the National Headquarters as directed by National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER EIGHT.

ADMINISTRATIVE PROCEDURES

CHAPTER NINE

GRIEVANCE AND DISCIPLINE

CHAPTER NINE, SECTION **900**: Any and all grievances and consequential discipline that originate within the Department of Texas shall be addressed in full compliance with National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER NINE.

ADMINISTRATIVE PROCEDURES

CHAPTER TEN MISCELLANEOUS

SECTION 1000 - FUNDRAISING: Fundraising activities may be entered into by the Department and its subsidiary and subordinate organizations as directed and permitted by National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER TEN.

SECTION 1005 - RESPECT:

- (a) The Bible shall be opened, placed on an Altar which is covered with a clean and attractive Altar Cloth, during all meetings of the Department of Texas Marine Corps League. No disrespect to the Bible by act, word, or deed shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Bible or Altar as a resting place for any item or material. All space between the Altar and the Chair shall be considered hallowed ground and shall not be traveled upon while the Bible is opened.
- (b) The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

SECTION 1010 - RESOLUTIONS - SUBMITTING AND PROCESSING: Resolutions may be submitted by a member in good standing or a Detachment for consideration by the Department Convention, provided said resolution(s) are in a proper form in compliance with all the following requirement:

- (a) The resolution(s) must be typewritten, with an original and three (3) copies, and must be received by the Department Adjutant/Paymaster or Commandant no later than thirty (30) days prior to the Department of Texas Convention at which action thereon is desired. One copy will be retained by the Department Adjutant/Paymaster as a part of a permanent file; one copy shall be placed in a working file, to be referred to the Department Resolution Committee for the Committee's consideration and action; one copy shall be used by the Department Adjutant/Paymaster as a source for distributing the resolving clauses to all Detachments and Department Board members at least fifteen (15) days prior to the Department Convention; and the fourth copy noting the date it was received at the Department Headquarters, shall be returned to the proposer/sponsor, serving as prima facie evidence of compliance with this section of the Administrative Procedures.
- (b) All resolutions submitted for consideration by a Department Convention shall be drawn on such form as will identify it as being adopted by the Department of Texas Marine Corps League in Department Convention assembled. Any resolution not drawn in this form shall be returned by the Department Adjutant/Paymaster to the proposer/sponsor for correction.
- (c) Except as expressly waived by a vote of two-thirds (2/3rds) of the present and voting Delegates at the Department Convention, no motion proposing adoption of a resolution shall be placed on the floor of a Department Convention unless in compliance with the requirements of this section.
- (d) The Department Adjutant/Paymaster shall prepare an adequate supply of all resolutions received by the Department Adjutant/Paymaster in accordance with this section and shall make such supply available for distribution to all Delegates, all members, and the Resolutions Committee upon their arrival at the Department Convention. A complete file of all resolutions received by the Adjutant/Paymaster shall be

available at the Convention for inspection by any Delegate and member of the Department of Texas Marine Corps League in good standing who desire to take advantage of such inspection.

SECTION 1015 - AMENDMENTS: The Administrative Procedures cannot be waived by the Department Board of Trustees but can be amended, revised or repealed by a majority vote of the Department Board of Trustees. Members can submit amendments, revisions or repeals to the Department Board of Trustees or at the Department Convention (Article Eight (8) Section 800 Department Bylaws is applicable). Amendments, revisions or repeals cannot in any manner violate the provisions of the Department Bylaws.

SECTION 1020 - EFFECTIVE DATE: Each amendment, revision, or appeal of a provision of the Department of Texas Administrative Procedures which are approved at the Department Convention, as outlined in Section 1015, which does not provide for an effective date, shall become effective upon the close of the Department Convention at which it is approved.

SECTION 1025 - DISTRIBUTION: The Administrative Procedures shall be distributed in the same manner as the Bylaws, as set forth in Article Eight (8) of the Department of Texas Bylaws.

SECTION 1030 - ENCLOSURES: Enclosures One (1) through Four (4) are for information in fulfilling the duties of the various offices of and use by the Officers and members of the Department of Texas Marine Corps League and the Detachments and members therein.

ENCLOSURE ONE (1) - MAP – DEPARTMENT OF TEXAS MARINE CORPS LEAGUE DISTRICT OUTLINES: A map of the state of Texas shown with assigned boundaries for the designated districts.

ENCLOSURE TWO (2) - AMERICANISM PROGRAM: This is the guide to be used in the Annual reports of Americanism by the Detachments to the Americanism Awards Committee at each Department Convention.

ENCLOSURE THREE (3) - MARINE CORPS LEAGUE AWARDS: Guidelines and forms for the various awards presented by the Department Commandant and the Department Awards and Citations Committee.

ENCLOSURE FOUR (4) - DEPARTMENT OF TEXAS' CAM POSEY SCHOLARSHIP INSTRUCTIONS AND APPLICATION: These are the rules, requirements and application forms to be filled out when applying for the Department of Texas Marine Corps League Cam Posey annual Scholarship Grant.

ADMINISTRATIVE PROCEDURES

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We, INSERT NAME, Commandant of the Department of Texas, and INSERT NAME, Adjutant/Paymaster of the Department of Texas and INSERT NAME, Judge Advocate of the Department of Texas do certify that the foregoing Bylaws and Administrative Procedures of the Department of Texas Marine Corps League, were revised and accepted by a majority two-thirds vote of the duly registered and certified delegates to the Department of Texas Annual Convention held at San Antonio, Texas on the fourteenth of June 2003.

Attested:

Signed:

/S/ S. J. BRIDGEWATER
Commandant
Department of Texas
Marine Corps League

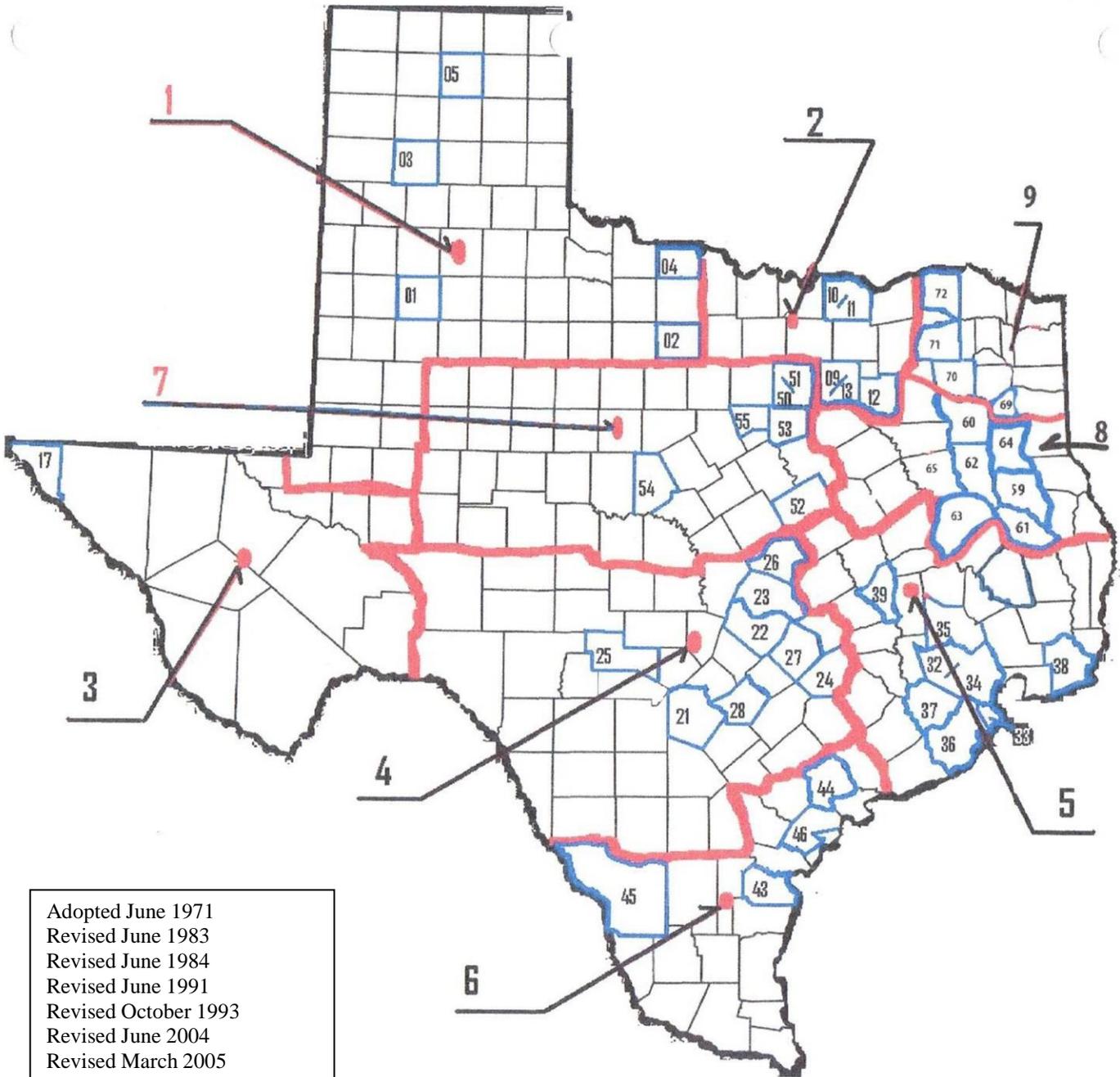
/S/ JOE R. CHAVEZ
Adjutant/Paymaster
Department of Texas
Marine Corps League

/S/ A. R. KOTRLA JR.
Judge Advocate
Department of Texas
Marine Corps League

/S/ JOHN V. RYAN
National Judge Advocate
Marine Corps League

The Department Adjutant/Paymaster shall retain the original copy of this page

ENCLOSURE ONE
MARINE CORPS LEAGUE DEPARTMENT OF TEXAS
DISTRICT OUTLINES



Adopted June 1971
Revised June 1983
Revised June 1984
Revised June 1991
Revised October 1993
Revised June 2004
Revised March 2005
Revised June 2015
Revised June 2016

(Change 7 – 6/24/2016)

ENCLOSURE ONE

Department of Texas Marine Corps League

DISTRICT 1:

City County

- | | | |
|---------------------------------|-------------------|------------------|
| 1. South Plains #519 | Lubbock | Lubbock |
| 2. North Texas #862 | Graham | Young |
| 3. Roan Creek #992 | Amarillo | Potter & Randall |
| 4. Red River Marines #997 | Wichita Falls ... | Wichita |
| 5. Hawthorne #1349 | Stinnett | Hutchinson |

DISTRICT 2:

City

County

- | | | |
|------------------------------------|---------------|---------|
| 9. Big D #316 | Dallas | Dallas |
| 10. Texoma #929 | Denison | Grayson |
| 11. LCpl. Jacob R. Lugo #130 | Denton | Grayson |
| 12. Terrell #1338 | Terrell | Kaufman |
| 13. Capt. John Yancey #631 | Dallas | Dallas |

DISTRICT 3:

City

County

- | | | |
|------------------------------|---------------|---------|
| 17. Deane Hawkins #313 | El Paso | El Paso |
|------------------------------|---------------|---------|

DISTRICT 4:

City

County

- | | | |
|---|---------------------|-------------------|
| 21. Alamo #315 | San Antonio | Bexar |
| 22. Cen-Tex #318 | Austin | Travis |
| 23. Williamson County #1022 | Georgetown | Williamson |
| 24. Colorado Valley #1028 | La Grange | Fayette |
| 25. Hill Country #1051 | Kerrville | Kerr |
| 26. Louis Wayne Qualls #1249 | Temple | Bell |
| 27. Lost Pines Leathernecks #1384 | Bastrop | Bastrop |
| 28. Teufelshunde #1392 | New Braunfels | Guadalupe & Comal |

DISTRICT 5:

City

County

- | | | |
|--|-------------------|----------------------------|
| 32. McLemore #324 | Houston | Harris |
| 33. Galveston County #668 | Galveston | Galveston |
| 34. Alberto Angel Avalos #671 | Houston | Harris |
| 35. Eastex #779 | Conroe | Montgomery |
| 36. Brazoria County #982 | Angleton | Brazoria |
| 37. Sgt. James R. Tijerina #1295 | Katy | Fort Bend, Harris & Waller |
| 38. 1 st Sgt. Joyce Venable #1382 | Port Arthur | Jefferson |
| 39. Brazos Valley #1391 | Bryan | Brazos |

ENCLOSURE ONE

Department of Texas Marine Corps League

DISTRICT 6:	City	County
43. Coastal Bend #430	Corpus Christi ..	San Patricio
44. Jack Ringel #540	Victoria	Victoria
45. Laredo #895	Laredo	Webb
46. Mike N. Loosemore #1167	Woodsboro	Refugio

DISTRICT 7:	City	County
50. Tarrant County #731	Ft. Worth	Tarrant
51. Bluebonnet #817	Ft. Worth.....	Tarrant
52. Heart of Texas #975	Waco	McLennan
53. Longhorn #1069	Crowley	Tarrant & Johnson
54. Pecan Valley #1170	Brownwood	Brown
55. Comanche Peak #1297	Granbury	Hood

DISTRICT 8:	City	County
59. Pineywoods #1189	Nacogdoches	Nacogdoches
60. Rose City #1354	Tyler	Smith
61. Lufkin #1362	Lufkin	Angelina
62. Jacksonville #1381	Jacksonville	Cherokee
63. Crocket #_____	Crocket	Houston

DISTRICT 9:	City	County
69. Longview #959	Longview	Gregg & Harrison
70. LCpl. Shane L. Goldman #1278 ..	Mineola	Wood
71. Hopkins County #1367	Sulphur Springs .	Hopkins
72. Sgt. Jay M. Hoskins #1364	Paris	Lamar

(Change 7 – 6/2016)

ENCLOSURE TWO

Department of Texas Marine Corps League

AMERICANISM PROGRAM

Instruction Sheet

Rules:

- All books will be bound books, scrapbooks or albums.

In order for Judges to evaluate the book/album, each book turned in must have:

- A completed “*Americanism Section Criteria*” form as the **first page** of the book/album;
- A Section Cover Sheet for all Sections applicable to your activities (1 through 12 available);
- A caption and date for all pictures, article, etc.;
- A page number on each page following each Section Cover Sheet.

Awards: Nine (9) Awards categorized by Membership Strength Category 1:
15-491st (plaque) 2nd (plaque) 3rd (certificate) Category 2: 50-79
1st (plaque) 2nd (plaque) 3rd (certificate)
Category 3: 80 & Over 1st (plaque) 2nd (plaque) 3rd (certificate)

Books should either be mailed or brought to the State Convention in June (*usually the 3rd weekend of June*). All books will be available for pick up after judging and presentation of awards. *All Detachments are encouraged to enter.*

Book Should Include:

All activities (***from June 1st through May 31st of the current year ONLY***) that the Detachment hosted, supported, or participated in to further patriotism in their local, state, or national communities.

EXAMPLES of activities would be:

Christmas Parties • Detachment Marine Corps Birthday Ball
Detachment participation within your community • Installations • Memorial Day Services
Membership & Recruiting Programs • Newspaper Articles
Participation with other veterans’ organizations (Marine Divisions, American Legions, etc.) • Parades
Pictures of Marines or Leaguers supporting other organizations (Elks, VFW, etc.)
Scholarship Presentations • Scouting Activities • Socials • Sports or School Programs
Toys for Tots Activities • VAVS Activities • Veterans’ Day Services
Young Marines Activities • Youth Programs

Contact for information or clarification:

Americanism Committee Chairperson Department of Texas
Name and contact information located on web site www.texasmcl.org
Or Department Commandant

The Americanism Instruction Sheet, Americanism Section Criteria Form, and Section Cover Sheets are also available on the web at www.texasmcl.org.

(Change 5 – 6/2015)

ENCLOSURE TWO

Americanism Section Criteria

Detachment Name: _____ #: _____

Department of Texas State Convention _____ (year)
Membership Strength: _____ (ALL Members)

The Americanism books will be organized in *SECTIONS* with the appropriate documentation. Each **Section** will have a cover sheet explaining the contents of that **Section**. Not all Detachments will cover every **Section**.

The Detachment Commandant and Americanism Chairman MUST sign this page.
This will be the **first** page in your book.

Your Americanism book must be delivered to the Americanism Chairman or turned in at the MCL Registration Desk set up by the sponsoring Detachment **NO LATER THAN NOON ON FRIDAY** of the Convention, with judging to take place the same afternoon.

Books will be available for pick up after the Americanism Awards are presented at the MCL Business Meeting on Saturday.

Detachment Commandant

Detachment Americanism Chairman

**THIS FORM MUST BE THE FIRST PAGE OF YOUR
AMERICANISM BOOK AND SIGNED**

ENCLOSURE TWO

Americanism Sections

- Section 1 - PARADES OR SPECIAL EVENTS TO CELEBRATE NATIONAL HOLIDAYS**
- Section 2 - HONOR GUARDS/FUNERAL DETAILS**
- Section 3 - YOUTH**
- Section 4 - AMERICANISM PROGRAMS**
- Section 5 - CHARITY DRIVES**
- Section 6 - ASSISTING VETERANS**
- Section 7 - SCHOLARSHIPS**
- Section 8 - THE DETACHMENT
(Chaplains of Four Chaplains & Programs for Veteran Children)**
- Section 9 - CONVENTIONS AND MID-WINTER RALLIES**
- Section 10 - MILITARY EXPOS/LEGISLATIVE CORRESPONDENCE**
- Section 11 - HELPING MARINES**
- Section 12 - DETACHMENT**

(Change 5 – 6/2015)

ENCLOSURE THREE

Department of Texas Marine Corps League BERNARD JOSEPH SHEELER VAVS AWARD

Veterans Affairs Volunteer Service (VAVS):

The Department of Veterans Affairs Voluntary Service (VAVS) was officially founded in 1946 as a program to provide for our nation's veterans while they are cared for by VA health care facilities. VAVS is the largest volunteer program in the Federal government. More than 350 national and community organizations support VAVS. Since 1946, VAVS volunteers have donated 482 million hours of service.

As VA has expanded its care of veteran patients into the community, volunteers have become involved. They assist veteran patients by augmenting staff in such settings as end of life care programs, foster care, community-based volunteer programs, hospital wards, nursing homes, and veteran outreach centers.

VAVS volunteers are special and generous people. They and their organizations annually contribute an estimated \$40 million in gifts and donations. In FY 1999, all VAVS volunteers contributed a total of 13,420,738 hours of service to veterans. Monetary estimates aside, it is impossible to calculate the amount of caring and sharing that these VAVS volunteers give to veteran patients. VAVS volunteers are a priceless asset to America's veterans and to VA. (The foregoing was copied from the VAVS web site on 11/29/00.)

Bernard Joseph Sheeler VAVS Award:

The Department of Texas Marine Corps League offers an award to those members who render distinguished service to veterans through the Veterans Affairs Volunteer Service (VAVS). The department award is given to commemorate the services given by Bernard Joseph Sheeler. Marine Sheeler was a Life Member of the Marine Corps League and served the League in Ohio before moving his membership to Texas in 1972. At the time of his demise in 1997, Marine Sheeler had recorded more than 32,000 hours of volunteer service to VAVS. While drawing 100% disability from the Department of Veterans Affairs it was determined that anyone who could work that many hours could hold down a full time job and his disability benefits were subsequently reduced. Although urged by many Veterans Service Officers to appeal the ruling of the VA, he declined because he was concerned he may be stopped from doing the volunteer work he so dearly loved. He accepted the VA ruling to lower his disability benefits so he might continue working for the VAVS. The Department of Texas VAVS award is given to remember Bernard Sheeler's spirit and love in serving his fellow man.

Nominees for the award:

Nominees for the award will be members of the Marine Corps League, Department of Texas, and contribute their service and time on behalf of the Marine Corps League. Nominees for the award should be submitted to the Department Awards Chairman (the incumbent Department Senior Vice Commandant) no later than April 30 of each year. The award will run from May 1 of the previous year. Considerations will be given only to this one-year time frame. Nominations may be submitted by anyone and should be made in the form of a written letter. The letter should be legible and should give the most comprehensive evaluation possible of the nominee's contribution to the VAVS endeavor. The

ENCLOSURE THREE

nomination should define the nominee's devotion to the values of the VAVS. Consideration should be given to the nominee's:

- Man hours worked (as documented by VAVS)
- Visits to VA Medical Centers, nursing homes, or homebound veterans
- Travel distances to places of service
- Leadership in bringing others to the service

Any acknowledgements that lend credibility to the nominee's service, such as letters from administrators, doctors, or any other testimonials, should be included with the nomination.

The award:

The Department Awards Chairman and VAVS Chairman will evaluate nominations for the award. They may use their discretion to include other persons to assist them in making evaluations and determining a recipient of the award. The award shall be given as a Marine Corps League plaque and a Marine Corps League Distinguished Service Medal. The plaque shall be engraved to read:

Presented in Memory
of
Bernard Joseph Sheeler
to
Recipient's Name
for your generous contributions to
Veterans Affairs Volunteer Service

The award shall be presented by the Department Commandant at an "Awards Ceremony" conducted during the Department of Texas Convention held in June.

A perspective view of the award:

The primary purpose of giving this award is to bring recognition to the Veterans Affairs Volunteer Service and to profile the service itself in the highest esteem. This award should be viewed as an acknowledgement of all those persons who make generous, unselfish contributions to the VAVS. Although the award singles out an individual recipient, it should in no way diminish the generous contributions made by everyone who gives of their self to the service. Everyone who contributes to the volunteer service should be recognized and applauded for their generosity. There are simply only winners where one gives of their self to his fellow man.

This document includes revisions approved at the Department of Texas Convention on June 9, 2001.

ENCLOSURE THREE

Department of Texas Marine Corps League ACTIVITIES AWARD

The Department of Texas Awards Committee will present awards to detachments in recognition of their activities for the Good of the League and for membership recruiting. The preliminary means of measurement for the awards shall be the **Monthly Membership and Activity Report** forms submitted by detachments. Reports should be sent to the Chairman of the Awards Committee (Department Senior Vice Commandant) and copies should be sent to the Department Commandant. Reports should be sent monthly, but may be sent in aggregate so long as all reports are received by the Committee Chairman by May 15th. The reporting period for the activities include the time between May 1 through April 30 prior to Department Convention. Awards will be presented at the Department Convention. Presentation of the awards will be made by categories of detachment sizes (which is the total number of ALL – regular plus associate – paid up members) as follows:

CATEGORY ONE: (15-49 Members)

- 1st Place: Plaque
- 2nd Place: Certificate
- 3rd Place: Certificate

CATEGORY TWO: (50-79 Members)

- 1st Place: Plaque
- 2nd Place: Certificate
- 3rd Place: Certificate

CATEGORY THREE: (80 or more Members)

- 1st Place: Plaque
- 2nd Place: Certificate
- 3rd Place: Certificate



Marine Corps League Department of Texas Detachment Activity Report



| Submit Form |

Month	Year	Detachment Name	Detachment #	Category (For Official Use Only)

Activity	Date	Level <small>1=Det. 2=Dept. 3=Division 4=National</small>	Number of Members Present	Score
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
		0		0
Total				0

...
Detachment Level Event

How to Score Activities	
Department Level Event	5 pts + 1 point per participant
Division Level Event	10 pts + 1 point per participant
National Level Event	15 pts + 1 point per participant
	20 pts + 1 point per participant



Marine Corps League Department of Texas Detachment Activity Report



Charitable Donation Given to:	Date	Amount	Score
Cam Posey			0
			0
			0
			0
			0
			0
Total			0

How to Score Donat1ons

Cam Pose	10 points per \$100
Other Donations	5 points per \$100

New Members	Date	Recruited by	Score
Total			0

How to Score New Members

New Member	10 points per New Member
------------	--------------------------

Submitted by:	Date	Total
Printed Name		Activities 0
		Donations 0
		Membership 0
		Total 0

ENCLOSURE THREE

Department of Texas Marine Corps League MARINE OF THE YEAR

This award shall be presented to a regular member of the Department of Texas who has rendered service that distinguishes themselves above and beyond the duties and obligations normally expected of membership in the Marine Corps League. Any member of the Department of Texas may originate the nomination of a candidate for this award. The nomination of a candidate shall be made in letter form, either typed or legibly hand written, and shall be signed by at least four members in good standing, two of which must be from the nominee's home detachment. The nomination letter must indicate the nominee's detachment name and all signers of the nomination letter must indicate the name of their detachment. The letter of nomination should clearly describe the candidate's achievements and contributions that have served to bring acclaim and prestige to the Marine Corps League or United States Marine Corps and/or have enhanced or furthered the concepts of duty as a citizen of the United States of America. The letter of nomination should stress and emphasize the nominee's achievements and contributions for the most recent year but may also include supplemental information about the nominee's merits beyond that period. The letter may be augmented by attached endorsements or affidavits, such as newspaper accounts of a deed or deeds, but such endorsements are not required. Nominations may be submitted to any member of the Marine of the Year Society but must be received by a member of the society no later than May 1 of the current year. (See Administrative Procedures Section 300) *Change 1-*

04

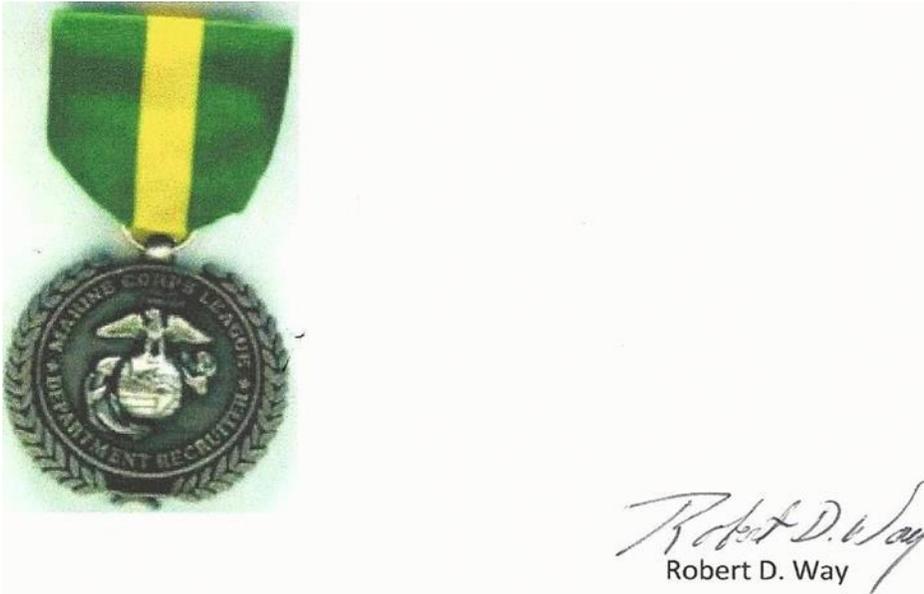
ENCLOSURE THREE

Department of Texas Marine Corps League

RECRUITER OF THE YEAR AWARD

The Department of Texas will present a Department Recruiter of the Award to the Department member that recruits the most member for that year. The reporting period includes the time between May 1 through April 30 prior to the Department convention. To be eligible for the Department of Texas Recruiter of the Year Award, a Department of Texas Recruiter of the Year nomination form must be received by the Department of Texas Junior Vice Commandant/Awards Chairman by 15 May. Late entries will be disqualified.

The Marine Corps League, Department Recruiter of the Year Medal, with certificate, will be presented to the Department Recruiter of the Year at the Department Convention.





**Department of Texas Marine Corps
League**

Recruiter of the Year Nomination Form

1 May 20_____ - 30 April 20_____



Date _____

Member's (Recruiter) Name _____ Membership Card # _____

Detachment Name _____ Number _____ District # _____

Must be submitted with Detachment Signatures.

NEW MEMBERS NAME	NEW MEMBERS NAME
1	13
2	14
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	24

Note: If new member was recruited to a Detachment other than the recruiter's home Detachment, add that Detachment's number following the member's name.

This is to certify that _____ recruited _____ new members for the 12 month period beginning 1 May 20____ and ending 30 April 20_____.

Detachment Commandant

Detachment Paymaster

Send completed form to Department Junior Vice Commandant/Awards Chairman

ENCLOSURE THREE

Department of Texas Marine Corps League Joe Vickery Award

Joe Vickery Award:

The Department of Texas Marine Corps League Joe Vickery Award is awarded annually to a Detachment Chaplain for Distinguished Service to the Marine Corps League.

Plaque: Joe Vickery Plaque

Awarded by: Department of Texas Marine Corps League Chaplain

Recommended by: Any Member of the Department of Texas Marine Corps League

Presented at: The Department Convention

Nominations for the Joe Vickery Award:

Must be received by May 1st

Nominations for this award should be submitted to the Department Chaplain.

The nomination shall be made in letter form, either typed or legibly hand written, and may contain pictures or other documentation of the service of the nominee.

Awarded to any Department of Texas Detachment Chaplain who best exemplifies the principles of the United States Marine Corps, Marine Corps League and Marine Joe Vickery.

Department of Texas Marine Corps League Harry Bruce Award

Harry Bruce Award:

The Department of Texas Marine Corps League Harry Bruce Award is awarded by the Department Commandant.

Plaque: Harry Bruce Plaque

Awarded by: Department of Texas Marine Corps League Commandant

Recommended by: Department Commandant

Presented at: The Department Convention

Presented to a Department of Texas Officer, either elected or appointed, who has served the Department of Texas Marine Corps League with distinction and honor above and beyond the call of duty and who best exemplifies the principles of the United States Marine Corps, Marine Corps League and Marine Harry Bruce.

(Change 7 – 6/24/2016)

ENCLOSURE FOUR

Department of Texas Marine Corps League CAM POSEY MEMORIAL SCHOLARSHIP FUND

The Cam Posey Memorial Scholarship Fund grants scholarships in the amount of \$300 to qualified individuals to attend college or rehabilitation within the State of Texas in the order of need and preference as follows:

(3) The Cam Posey Memorial Scholarship Fund grants scholarships to qualified individuals in the order of need and preference as follows:

- a) Sons and daughters of Marines who have lost their lives in the line of duty;
- b) Sons and daughters of active members of the Department of Texas, Marine Corps League or Marine Corps League Auxiliary;
- c) Grandchildren and great grandchildren of active members of the Department of Texas, Marine Corps League or Marine Corps League Auxiliary;
- d) Members of the Department of Texas, Marine Corps League, Marine Corps League Auxiliary or any honorably discharged Marine in need of vocational training.

Note 1: The amount of the scholarship will be determined by funds available and number of applicants and will be divided equally.

Note 2: All decisions of the Scholarship Committee are final and will not be subject to review.

(Note 3: If you have a 4-year degree you need not apply as this scholarship is not for post graduate work.

Requirements for obtaining a scholarship:

1. A letter from the applicant's high school concerning the student's ability, with a transcript of grades and a recommendation as to further education;
2. A letter from the applicant with a brief life history, choice of studies, and college preference. A recent photograph (wallet size desired) of the applicant is to be attached and any connection with the Marine Corps League or United States Marine Corps, if any, should be noted;
3. Applicant must submit a **hand written** essay of approximately 250 words on the subject of "Americanism";
4. Proof of the applicant's acceptance in an institute of higher education (preferred) or a letter from the applicant's high school counselor stating intent;
5. Completion of the application on the reverse side of this page.

Information required on application for renewal (for prior recipients):

1. Letter requesting renewal (deadline for submission is **May 1**, annually);
2. Copy of last semester grades;
3. Proof of acceptance in an institute of higher learning.

THE DEADLINE FOR SUBMISSION OF THE APPLICATION OR RENEWAL REQUEST IS MAY 1,

ANNUALLY

Mail the completed application/renewal request letter by **MAY 1**, annually, to the Department Scholarship Chairman. Address and contact information can be found on the Department of Texas web site www.texasmcl.org or by contacting the Department Commandant.

This instruction document and application form is also downloadable at www.texasmcl.org.

(Over)

ENCLOSURE FIVE

Department of Texas Marine Corps League YOUTH ACTIVITY REPORT



DEPARTMENT OF TEXAS YOUTH ACTIVITY REPORT

1. The Department of Texas Youth Activity Report: A monthly report ,submitted by each Detachment, reporting all youth activities conducted by the Detachment during the past month.
2. Purpose: Is to provide statistics to the Department Commandant in regards to all youth activities being conducted in the Department of Texas. These statistics will be report to the National Commandant at the National Convention.
3. Directions: Type or print the require information in each selection and forward it to the current Department of Texas, Youth Activity Staff Officer.

Required information is indicated in RED.

MoNTH:	YEAR:	DISTRICT:	DETACHMENT:	No.
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YOUNG MARINE ACTIVITIES

DATE	ACTIVITY	NO. YOUNG MARINES PRESENT

EAGLE SCOUT AWARDS

DATE	NAME OF SCOUT	TROOP NUMBER

OTHER YOUTH ACTIVITIES

DATE	YOUTH ORGANIZATION	ACTIVITY	No. Participating

Submitted By:

Date:

Report should be submitted monthly if possible within 15 days of the end of the month. The last report of the fiscal year must be sent to the Youth Activity Staff Officer no later that the 15th of May. Negative reports for the month should also be submitted.

For current Department Staff Officers look on website www.texasmcl.org.

(Change 5 – 6/2015)

ENCLOSURE FIVE



DEPARTMENT OF TEXAS YOUTH ACTIVITY REPORT

MONTH: _____ YEAR: _____ DISTRICT: _____ DETACHMENT: _____

YOUNG MARINE ACTIVITIES

DATE	ACTIVITY	NO. YOUNG MARINES PRESENT

ACTIVITIES: Parades, Ceremonies, Color Guards, Recruit Graduation, Etc.

EAGLE SCOUT AWARDS

DATE	NAME OF SCOUT	TROOP NUMBER

OTHER YOUTH ACTIVITIES

DATE	YOUTH ORGANIZATION	ACTIVITY	No. Participating

YOUTH ORGANIZATIONS: Boy scouts, Girl Scouts, JROTC, Youth Physical Fitness, Etc.

Submitted By: _____

Date: _____

(Change 5 – 6/2015)

ENCLOSURE FIVE



DETACHMENT NAME
MARINE CORPS LEAGUE
CITY, STATE ZIP



The Marine Corps League supports the Boy Scouts of America as they promote traditional family values to America's youth.

Our Eagle Scout Award Program is in place to recognize the achievement of our youth in attaining Scouting's highest award.

Every scout who reaches the rank of Eagle Scout is presented a citizenship award. The ceremony is usually held in conjunction with his local troop's Court of Honor ceremony.

The _____ Detachment of the Marine Corps League supports the _____ and _____ area of the _____ Council. Upon request, a Marine from the _____ Detachment will attend your next Eagle Scout Court of Honor and present a Good Citizenship Award Certificate from the Marine Corps League to your new Eagle Scout.

To initiate recognition by the Detachment, the supporting Boy Scout Troop should submit a request to the Detachment by completing the form below.

Commandant

**Detachment
Marine Corps League
(web site for Detachment)**

(Change 5 – 6/2015)

ENCLOSURE FIVE



DETACHMENT NAME/NO.
MARINE CORPS LEAGUE
CITY, STATE ZIP

EAGLE SCOUT GOOD CITIZENSHIP AWARD APPLICATION

(Please Print or Type all information)

Eagle Scout's Name: _____ Troop# _____

Address: _____

City: _____ State: _____ Zip Code: _____

Requestors Name: _____

Primary Phone : _____ Circle: Day Evening Cellular

Secondary Phone : _____ Circle: Day Evening Cellular

Email Address: _____

Name as it will appear on Certificate: _____

EagleScoutofHonorDate: _____ Time: _____

30 days notice is necessary for presentation of certificate.

Personal Presentation: Every effort will be made to have a Marine present to make the official award presentation.

Mailing: The award certificate will be mailed early enough to be included in the Eagle's Award Booklet.

MAILING ADDRESS FOR CERTIFICATE

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Location of eagle court of Honor:

Address: _____

City: _____ State: _____ Zip Code: _____

Are there any special directions to this location? _____

Mail to:

Robert D. Way
3137 Jarvis Drive
El Paso, TX 79935

Email to:

rway@elp.rr.com
(You will receive a confirmation email stating your application was received.)

915-593-9370

Official invitations may be mailed to this address.

(Change 5 – 6/2015)

ENCLOSURE FIVE



**DETACHMENT NAME/NO.
MARINE CORPS LEAGUE
CITY, STATE ZIP**

**Eagle Scout Name
Address
City, State Zip**

Dear (Scout Name):

The Marine Corps League has long regarded the program of the Boy Scouts of America as in support of the Preamble of the Constitution of the League. The League supports the Boy Scouts of America as they promote traditional family values to America's youth. The Marine Corps League participates in Scouting through assistance with units, districts, and councils, in community projects, merit badge programs, and special recognition of Eagle Scouts.

On behalf of the _____ Detachment, Marine Corps League, (City, State) I want to congratulate you on your achievement of attaining the coveted title of Eagle Scout.

I know that only through your perseverance and dedication to the purpose and principles of the Boy Scouts of America have you been able to attain this... your goal of Eagle Scout.

Again, Congratulations and Semper Fidelis.

**(Commandant's Name)
Commandant, _____ Detachment
Marine Corps League
(City, State)**

(Change 5 – 6/2015)

ENCLOSURE FIVE

BOY SCOUT COUNCILS IN TEXAS

Name	Address	Telephone Number
Texas Trails Council	1208 N. 5 th St., Abilene , TX 79601	(325) 677-2688
Golden Spread Council	401 Tascosa Rd., Amarillo , TX 79124	(806) 658-6500
Capital Area Council	Interstate 35 Frontage Rd., Austin , TX 78753	(512) 926-6363
Buffalo Trail Council	1101 W. Texas Ave., Midland , TX 79701	(432) 570-7601
Circle Ten Council	8605 Harry Hines, Dallas , TX 75235	(214) 902-6700
Yucca Council	7601 Lockheed Dr., El Paso , TX 79925	(915) 772-2292
Bay Area Council	3020 53 rd St., Galveston , TX 77550	(409) 744-5206
Sam Houston Area Council	2225 N. Loop W. Fwy., Houston , TX 77008	(713) 659-8111
South Texas Council	700 Everhart Rd., Corpus Christi , TX 78411	(361) 814-3993
Three Rivers Council	4650 Cardinal Dr., Beaumont , TX 77705	(409) 842-5240
NeTseO Trails Council	3787 NW Loop 286, Paris , TX 75460	(903) 784-2538
Alamo Area Council	2226 NW Military Hwy., San Antonio , TX 78213	(210) 341-8611
Caddo Area Council	24 Lynnwood Dr., Texarkana , TX 75503	(903) 793-2170
East Texas Area Council	1331 E. 5 th St., Tyler , TX 75701	(903) 597-7201
Northwest Texas Council	3604 Maplewood Ave., Wichita Falls , TX 76308	(940) 696-2735
Longhorn Council	850 Cannon Dr., Hurst , TX 76054	(817) 231-8500
South Plains Council	30 Briercroft Office Park, Lubbock , TX 79412	(806) 747-2631
Texas Southwest Council	104 Veterans Memorial Dr., San Angelo , TX 76902	(325) 655-7107
Rio Grande Council	6912 W. Expressway 83, Harlingen , TX 78552	(956) 423-0250

These Councils can be contacted and you can provide them with information about the Eagle Scout Award Certificate. You can also get information about how many districts they have and what troops are in each district. A lot of this information can also be secured online.

(Change 5 – 6/2015)

ENCLOSURE SIX

Department of Texas Marine Corps League PLANNING A CONVENTION/STAFF MEETING

GUIDELINES

Any Detachment in the Department of Texas may make a formal or informal bid to host a Department Convention or Staff Meeting. It is desired that the bids be received ***ONE YEAR IN ADVANCE***.

Before you start to plan and submit a bid for a State Convention or Staff Meeting, it is important to understand that a great deal of time, labor, and patience will be required. If you are still willing to proceed, then have your Detachment vote on it at a regular business meeting.

Once that is done, you must form a local Convention Committee. The following outlines the officers of that committee and their respective duties:

Committee Chairman –

Conducts all meetings and supervises the total effort of the committee.

Committee Co-Chair –

Assists the Chairman, conducts meetings in the absence of the Chairman, handles special assignments.

Committee Secretary –

Keeps minutes of all meetings, as well as copies of all contracts.

Committee Treasurer –

Receives all funds, pays all bills (should be paid by check, keeps copies of all contracts).

Activities Chairman –

Acts as liaison with Department Convention Committee, acts as troubleshooter, plans convention activities, acts as liaison with the hotel.

The **Host Detachment** must provide the following:

- ☑ On site adequate meeting rooms for the Department, Marine Corps League Auxiliary, Devil Dogs, and Devil Dog Fleas;
- ☑ A Hospitality Room with adequate refreshments (food and beverages);
- ☑ Complimentary rooms and the banquet meal for the invited VIPs and/or guests of honor;

(Change 5 – 6/2015)

The hotel should be made aware of who the VIPs are and due consideration should be given on the room selection, cleanliness, location, etc.

Traditionally, the Host Detachment has made certain that a basket containing snack foods such as cheese, crackers, fruit, and/or a bottle of wine is delivered to the VIP guest rooms.

(When preparing the basket, take into consideration whether your guests are flying or driving to the Convention. If they are flying you might want to replace the basket with some other type of container and fill the container with items that will fit into their suitcase.)

☒ Complimentary rooms for the Department Commandant and the Department Auxiliary President;

☒ Complimentary banquet meal for the Department Commandant and the Department Auxiliary President and their companions;

☒ Adequate accessible Registration Room free of interference for the full period of registration that can be secured;

☒ Attendance convention streamers for Detachments represented at the State Convention;

☒ An official Convention Badge, designed and provided only to those attendees who have paid their registration fees; and

☒ Registration diddy bags.

The **Host Detachment** will liaison with the Department Convention Committee Chairman when all arrangements have been completed, for approval and further instructions. *This must be accomplished ninety (90) days prior to the Convention/Staff Meetings as per the Bylaws.* The **Host Detachment** will notify all Detachments and Auxiliary Units in the Department of Texas via mail, providing information about the hotel, restaurants, meeting rooms, committee meetings, etc.

REGISTRATION FEES...

For the annual Department Convention for members of the League – five dollars (\$5);

For the annual Staff Meeting – five dollars (\$5);

For the Texas Marine Corps League Auxiliary – will be set by the Auxiliary.



All persons entering the Hospitality Room must pay this fee in advance. The registration fee collected is to be utilized by the Host Detachment/Auxiliary Unit at their discretion.

(Change 5 – 6/2015)

INSURANCE COVERAGE...

is available at no charge. **Host Detachment** must notify the Department Paymaster of the need for coverage.

HOTEL SELECTION...

Carefully read your National and Department Bylaws so that you can eliminate those hotels that do not have enough rooms or are not handicapped accessible. Things to look for in selecting a hotel are:



- ☒ Number of rooms available;
- ☒ Number of handicapped rooms available;
- ☒ Restaurants in the hotel and in close proximity (price of food • quality of food • quality of service);
- ☒ Elevators;
- ☒ Check in/out service;
- ☒ Bellhop service;
- ☒ Parking (parking should be free; valet parking is permitted);
- ☒ Gift Shop (prices • variety of items • hours of operation);
- ☒ Swimming pool;
- ☒ Rooms (price • cleanliness • size • comfort • number of occupants permitted per room);
- ☒ Transportation to and from hotel (cost • hours of operation);
- ☒ Meeting rooms (to be gratis • size • adequate number • comfort);
- ☒ Access to wheelchairs for possible use during convention.

In negotiating with the hotel you should arrange to have banquet, meeting rooms, and rooms for the Department Commandant and Department Auxiliary President *gratis*. Also try to obtain one free room for a certain number of rooms that the convention books (*a rule of thumb is one free room for every fifty rooms rented out*). The hotel should also provide gratis one night's lodging for each member of the League and Auxiliary Department Convention Committee for onsite inspection prior to the convention.

(Change 5 – 6/2015)

PROGRAM BOOK...

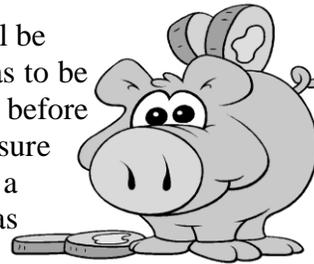
If the **Host Detachment** plans to have a program book, try to obtain greeting letters from:

- *National Commandant* • *National Auxiliary President*
- *Southern Division Vice Commandant* • *Auxiliary Southern Division Vice President* • *Department Commandant*
- *Auxiliary President*, • *State Governor* • *Mayor of host city*
- *President of the Chamber of Commerce of host city*, and
- *the Hotel Manager.*



FUND RAISING...

Only the **Host Detachment, Unit, and State Auxiliary** will be permitted to have fundraisers. If your raffle or auction prize has to be shipped to the winner, advise them on how long it should take before they receive it. Check with the shipper and the winner to make sure it was delivered and that it was in good condition. Try to have a unique and quality prize that will appeal to the ladies as well as the men. Include tickets to each Detachment and Unit in the convention packets and keep a record of where they went. Many members cannot attend the convention but may want to participate in the raffle. Try to sell tickets at the convention right up to the start of the banquet *but not during the banquet*.



ADDITIONAL COMMITTEES...

Make use of committees to take care of anything you offer that is not the responsibility of the **Activities Chairman**. The following committees and their duties are suggested:

☐ *CONVENTION BOOK Committee*

Is in charge of ad sales, selects a printer, helps printer in the layout of the book.



☐ *DEVIL DOG AND FLEA Liaison*

Works closely with the Pack Dog Robber and Big Flea to insure that their needs are met (areas for growls, meetings, and initiations should be made available).

☐ *EVENTS Committee*

Keeps track of who has registered and paid for the events that you have planned, has tickets printed for these events, distributes tickets to members as they arrive, handles seating arrangements.

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FLORAL Committee

Arranges for corsages and other flowers that may be needed other than those for the memorial services, makes table decorations.

☐ ***FUND RAISING Committee***

Selects the prizes which are to be raffled or auctioned, has the tickets printed and distributed, keeps track of who has tickets and how many.

☐ ***HEADQUARTERS Committee***

Operates headquarters of the **Host Detachment**, provides information on restaurants, shopping, churches, hospitals, local transportation, location of events, meeting rooms, etc.

☐ ***MEMORIAL Committee***

Selects the location site where the Memorial Service is to be held (a large meeting hall is acceptable), obtains flowers and candles for the service, works with the Department Chaplain in the selection of music if needed.

☐ ***PROTOCOL Committee***

One of our weaker points is the lack of proper protocol when we have Distinguished National Officers and guests visiting our Departments/ Detachments.

Many times a National Officer, upon request, travels hundreds of miles to be our guest and to help improve our organization, enlighten us, and update the news wherever possible, yet his/her official visit is handled as though those concerned do not care whether or not he/she was present.

A Distinguished Guest Chairperson should be appointed – one who knows how to handle such an assignment. He/she should see that the visiting dignitaries are given a warm welcome.

The visiting National Officer or guest should be provided with a detailed itinerary of events he/she is expected to participate in, including suggestions for proper dress for the occasion. If the visiting National Officer or guest is to serve as a speaker, he/she should be advised in advance of a special topic, how long the talk should be, or a question and answer session.

Under all circumstances he/she should be assigned an aide to insure he/she arrives at the designated locations on time. Remember, he/she will not be familiar with your city in most cases.

Seating arrangements for the banquet can be done in two different ways for the head table:

If you use the ***HEAD TABLE*** facing the assembly, make sure you sit your special guest on the right of the podium (to your left as you face it).

Lately, the preferred method is the **ROUND TABLE** or facing each other with the tables close to the podium

Remember, your guest should be treated as though you were inviting him/her to your home.

It should be noted that the invited National Officer and his/her spouse or guest are responsible for their transportation expenses to and from their point of origin.

(Change 5 – 6/2015)

PUBLICITY Committee

Is responsible to notify the news media of the convention and to assist them in any coverage they wish to provide.

TRANSPORTATION Committee

Works closely with **Activities Chairman** to obtain transportation for all tours, picks up all dignitaries, provides transportation for emergencies, picks up any last minute items (should have access to a van or large type vehicle).

Last but not least...

Instruct the hotel staff as to what you will need from them and give them time to meet your needs. If possible, try to arrange for a breakfast buffet each morning.



Reconfirm with all entertainment and chartered transportation at least a week before the convention.

Make sure that everyone who has a role in the convention knows what they are supposed to do.



Make a checklist of everything you have planned and what you need to do. Refer to it often and recheck everything to make sure that you have done everything possible to have a successful event.

☐

Plan, Plan, Plan, and have a good time.

☐ **Do your best and don't worry if something goes wrong or has to be changed; stuff happens.**

☐ **Anytime you are dealing with anyone other than Marine Corps League personnel, be certain to have signed contracts on everything!**

☐ **Be in contact with the Convention Chairman once a week and more frequently as required.**

Remember Murphy's Law:
If something can go wrong... it will!



(Change 5 – 6/2015)

CONVENTION PLANNING TIMELINE

18 Months

Begin Planning (Gain the support of your Detachment and other Detachments. Get all the help you can; you will need it.)

Appoint Convention Chairman (Appoint an individual who is extremely trustworthy. He/she is representing not only your Detachment, but is the point of contact for the entire Marine Corps League.)

Set Up a Bank Account



12 Months

Present Proposal to the Department (It should include Who, What, When, And Where. Give all the information on cost that you have.)



6 Months

Meet with Chamber of Commerce, Government Officials, Hotels, and Restaurants (Get their ideas and bids for holding the Convention. Make sure meeting room and banquet hall meet your requirements. Handicap access is required. Get their best deal and secure **signed contracts.**)

Prepare raffle tickets if applicable.



4 Months

Contact Local Businesses for Donations (food, drink, beer, items for auction/raffle)

Solicit Ads and Begin Preparation of Convention Program

Order Attendance Streamers for Participating Detachments



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3 Months

Begin Search for Guest Speaker and Other Guests (Lodging and meal are to be provided for speaker and guests. Transportation is negotiable.)

Plan for Early Bird Activities and Door Prizes

Plan for Registration Desk (location, personnel, ditty bags, maps of local area, information on local points of interest, etc.)

Send out Pre-Registration Packages (to all Detachments, including information on registration, hotel registration, banquet pre-registration, schedule of events, contact person with phone number and address, etc.)

****Ninety days prior to Convention: Present final plans to the Department Convention Chairman for approval and suggestions (as per Bylaws).***

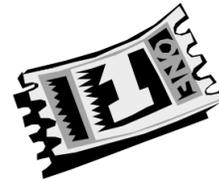


2 Months

Plan Hospitality Room (food and drink)

Prepare Door Prizes

Prepare Banquet Tickets (and any other tickets required)



1 Month

Obtain a Welcome from the Mayor, City Council, or other Government Leaders



2 Weeks

Prepare Name Tags and Holders

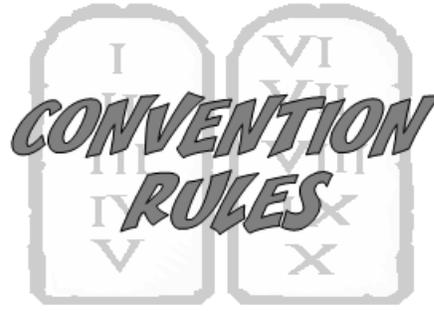


1 Week

Secure a Safety Deposit Box from Hotel
(to protect valuables and cash)



(Change 5 – 6/2015)



Business sessions will begin promptly as scheduled and shall be conducted under the prescribed Ritual of the Marine Corps League.

Marine Corps League Bylaws and Administrative Procedures and the Roberts Rules of Order shall prevail at all times.

Only members wearing the official Convention Badge will be permitted in the Convention Hall.

Members of the Marine Corps League who are registered as Delegates, National Officers, and Past National or Department Commandants shall have the right to speak on the floor.

The “Chair” may admit visitors only after declaring the meeting under the “Good of the Order,” and again declaring the meeting “Open for Transaction of Official Business” after their departure.

***Attendees desiring permission to enter or leave the Convention Hall shall present themselves to center and salute the chair. When the salute is returned, permission is granted.
(Keep in mind that Marines do not salute unless covered.)***

The “Chair,” no matter by whom occupied, shall always be addressed “Sir Commandant” or “Madam Commandant.”

The “Chair” shall not accept a Motion for the Question until such time as a sufficient number of speakers representing opposing views have expressed their views.

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*No Delegate shall be permitted to speak more than twice on a given issue.
A time limit of three minutes will be imposed on each speaker.*

*When a Point of Order is raised, the Department Judge Advocate will
render an opinion and the “Chair” will make the ruling.*

*Nominating speeches will be held to four minutes
and seconds to one minute.*

*A Roll Call Vote will require the concurrence of any four registered
and approved delegates.*

*Prior to the Roll Call Vote the Chairman of the Credentials Committee
shall announce the Detachments in attendance and their voting
strength. The Department Commandant shall then call a five minute
recess for Detachments to caucus.*

*On the Roll Call Vote a Detachment may choose to pass. They will
again be polled after the completion of the Roll Call Vote
(alphabetically) of Detachments.*

*Delegates or others wishing to have the floor will rise, and when
recognized, will state their name, Detachment name,
and city prior to speaking.*

*A two-thirds vote of the Delegates present is required
to waive any convention rule.*

(Change 5 – 6/2015)