



**2019 Edition**  
**Marine Corps League**  
**Department of Texas**  
**Administrative Procedures**

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES



### MARINE CORPS LEAGUE Department of Texas

29 June 2019

From: Department of Texas  
To: Distribution List

Subj: DEPARTMENT OF TEXAS ADMINISTRATIVE PROCEDURES

Ref: 2018 Edition of the Department Administrative Procedures

1. **Purpose.** These Department Administrative Procedures provides guidance concerning the function and organization of the Marine Corps League. The primary goal of these Administrative Procedures is to supplement the Department Bylaws and to ensure that the Marine Corps League is operated in accordance with the Marine Corps League's structure and to follow all local, state, and national laws. The 2018 Edition of the Department Administrative Procedures are hereby canceled this date.
2. **Background.** At the 2019 Department Convention held in Abilene, TX, the Department Administrative Procedures were completely rewritten to ensure that the Marine Corps League is following all local, state, and national legal requirements. These Department Administrative Procedures state the responsibilities incumbent upon all Marine Corps Leagues members and state the requirements that will ultimately facilitate the mission of the League.
3. **Goal.** The goal of the Department of Texas Administrative Procedures is to provide the Marine Corps League leadership effective resources and guidance to ensure that Detachments, Districts and the Departments are successful and relevant to the membership. These Administrative Procedures and the Department's Bylaws sets the specific guidelines and requirements for all Marine Corps League members to follow.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

4. **Ratification.** These Department Administrative Procedures were presented to all members at the 2019 Department Convention held in Abilene, TX. There was a motion and a second by qualified delegates to accept and approve the Department Administrative Procedures. Discussion phase was opened, and all questions or changes were made. The Department Administrative Procedures were ratified/approved by majority vote of all members present at the 2019 Department of Texas Convention on Saturday, 29 June 2019.

5. **Effective Date of Department of Texas Bylaws.** These Department Administrative Procedures were effective on 29 June 2019, the last day of the 2019 Department Convention as required by the 2019 Department Administrative Procedures, Chapter X, Section 10025

### 6. Reviewed and Approved:

\_\_\_\_\_  
Department Commandant

\_\_\_\_\_  
Department Sr. Vice Commandant

Respectfully Submitted:

\_\_\_\_\_  
Department Judge Advocate

Approved:

\_\_\_\_\_  
Warren Griffin  
National Judge Advocate

DISTRIBUTION:  
Department Bylaws, Article XI, Section **1110**

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**TABLE OF CONTENTS  
2019**

<b>CHAPTER 1 .....</b>	<b>GENERAL</b>	<b>AP -7</b>
SECTION 1000 – NAME AND PURPOSE		AP -7
SECTION 1005 – LOCATION		AP -7
SECTION 1010 – CORPORATE SEAL		AP -7
SECTION 1015 – POLICY		AP -7
<b>CHAPTER 2 .....</b>	<b>DEPARTMENT CONVENTIONS</b>	<b>AP -9</b>
SECTION 2000 – MEETINGS		AP -9
SECTION 2005 – TIME AND PLACE		AP -9
SECTION 2010 – PROCEDURES		AP -9
SECTION 2015 – RULES OF ORDER		AP -9
SECTION 2020 – REGISTRATION		AP -10
SECTION 2025 – CREDENTIALS – DELEGATES, ALTERNATIVES, MEMBERS		AP -10
SECTION 2030 – RIGHT TO SPEAK		AP -11
SECTION 2035 – VOTING		AP -11
SECTION 2040 – NOMINATIONS		AP -12
SECTION 2045 – ELECTIONS		AP -12
SECTION 2050 – INSTALLATION		AP -13
SECTION 2055 – STENOGRAPHIC EXPENSE		AP -13
SECTION 2060 – CONVENTION ADMINISTRATIVE COMMITTEES		AP -13
SECTION 2065 – BIDS FOR Department CONVENTION		AP -14
<b>CHAPTER 3 .....</b>	<b>DEPARTMENT STAFF</b>	<b>AP -17</b>
SECTION 3000 – COMPOSITION OF DEPARTMENT STAFF		AP -17
SECTION 3005 – POWERS		AP -17
SECTION 3010 – DUTIES – STAFF OFFICERS		AP -17
SECTION 3035 – DEPARTMENT CHAPLAIN		AP -17
SECTION 3040 – DEPARTMENT DIRECTOR OF CONVENTIONS		AP -18
SECTION 3045 – DEPARTMENT PROTOCOL OFFICER		AP -19
SECTION 3050 – DEPARTMENT EDITOR MCL PUBLICATION		AP -19
SECTION 3060 – DEPARTMENT ACCREDITED VSO		AP -20
SECTION 3065 – DETACHMENT/DEPARTMENT SERVICE OFFICER (DSO)		AP -21
SECTION 3070 – DEPARTMENT HISTORIAN		AP -22
SECTION 3075 – DEPARTMENT SERGEANT-AT-ARMS		AP -22
SECTION 3080 – DEPARTMENT DIRECTOR OF PUBLIC RELATIONS		AP -22

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## TABLE OF CONTENTS 2019

SECTION 3105 – STANDING COMMITTEES & DUTIES	AP -22
(A) DEPARTMENT BUDGET & FINANCE COMMITTEE	AP -22
(B) DEPARTMENT AMERICANISM COMMITTEE	AP -22
(C) DEPARTMENT AWARDS & CITATIONS COMMITTEE	AP -23
(D) DEPARTMENT MARINE OF THE YEAR SOCIETY	AP -23
(E) DEPARTMENT BYLAWS & ADMIN PROCEDURES COMMITTEE	AP -25
SECTION 3110 – ADVISORY COUNCILS & DUTIES	AP -25
(A) PAST NAT COMMANDANTS’ COUNCIL	AP -26
(B) DEPARTMENT COMMANDANTS’ COUNCIL	AP -26
SECTION 3115 – APPOINTED OFFICERS, CHAIRMEN	AP -27
SECTION 3120 – DEPARTMENT BOARD VOTING	AP -27
SECTION 3125 – EXPENSES	AP -28
<b>CHAPTER 4 ..... DISTRICTS</b>	<b>AP -29</b>
SECTION 4000 – FORMATION	AP -29
SECTION 4005 – POWERS	AP -29
SECTION 4010 – DISTRICT ALIGNMENT	AP -29
SECTION 4015 – UNASSIGNED	AP -32
<b>CHAPTER 5 ..... DEPARTMENTS</b>	<b>AP -33</b>
SECTION 5000 – FORMATION	AP -33
SECTION 5005 – POWERS	AP -33
SECTION 5010 – DEPARTMENT DUES	AP -33
SECTION 5015 – INSTALLATION OF DEPARTMENT OFFICERS	AP -33
SECTION 5020 – DEFAULT	AP -33
SECTION 5025 – CHARTER SUSPENSION, REVOCATION	AP -33
SECTION 5030 – BONDING	AP -34
<b>CHAPTER 6 ..... DETACHMENTS</b>	<b>AP -35</b>
SECTION 6000 – CHARTER	AP -35
SECTION 6005 – AUTHORITY	AP -37
SECTION 6010 – DUES	AP -37
SECTION 6015 – INSTALLATION OF DETACHMENT OFFICERS	AP -38
SECTION 6020 – QUORUM	AP -38
SECTION 6025 – DEFAULT	AP -38
SECTION 6030 – MEMBERS	AP -38
SECTION 6035 – BONDING	AP -39
SECTION 6040 – ADDITIONAL DETACHMENT	AP -39

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**TABLE OF CONTENTS  
2019**

SECTION 6045 – CHARTER SUSPENSION, REVOCATION	AP -39
SECTION 6050 – CHARTER VOLUNTARY SURRENDER	AP -40
<b>CHAPTER 7 ..... MEMBERS</b> —————	<b>AP -43</b>
Department of Texas adheres to National Administrative Procedures	
<b>CHAPTER 8 ..... SUBSIDIARIES AND SUBORDINATES</b> —————	<b>AP -43</b>
Department of Texas adheres to National Administrative Procedures	
<b>CHAPTER 9 ..... GRIEVANCE AND DISCIPLINE</b> —————	<b>AP -43</b>
Department of Texas adheres to National Administrative Procedures	
<b>CHAPTER 10 ..... MISCELLANEOUS</b> —————	<b>AP -44</b>
Department of Texas adheres to National Administrative Procedures (With these additional)	
SECTION 10000 – FUND RAISING	AP -44
SECTION 10010 – RESOLUTIONS, SUBMITTING AND PROCESSING	AP -44
SECTION 10020 – AMENDMENTS	AP -44
SECTION 10045 – NATURAL DISASTER RELIEF	AP -44
<b>ENCLOSURES ..... Table of Contents</b> —————	<b>AP -45</b>

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER ONE General

**Section 1000. Name and Purpose.** The name of the body corporate is the **DEPARTMENT of TEXAS, MARINE CORPS LEAGUE** and is a non-profit corporation incorporated by an Act of the Seventy-Fifth Congress of the United States of America at the First Session, begun and held at the City of Washington on Tuesday, the fifth day of January 1937, and approved August 4, 1937.

**Section 1005. Location.** The principle PO Box of the Department of Texas shall be selected by the Department Paymaster and posted on the Department web page, or at such other place or places as the Department Board of Trustees may select in the best interests of its membership.

**Section 1010. Department Seal.** The corporate seal of the Department of Texas Marine Corps League shall be round in shape, made of four rings, the fourth and outer ring being a thick golden rope, the third ring next inward ring being a thin red circle, the second ring next inward ring being a thicker black ring, the center ring has the Texas flag colors in the shape of Texas centered as the background surrounded by red with the Lone Star in the upper left section outside of the state shape and inside the red, lower left on the red is a double set of blue bonnet flowers with leaves and on the lower right on the red is a single set of blue bonnet flowers with leaves, on the top half of the shape of Texas is a gold replica of the United States Marine Corps Emblem and on the lower half of the shape of Texas is a gold replica head of a longhorn cow with the horns spreading from the middle of the black ring on the left to the middle of the black ring on the right, dividing the gold words “DEPARTMENT OF TEXAS” and “MARINE CORPS LEAGUE” in the black ring.



### Section 1015. Policy

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

# **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

## **CHAPTER ONE**

### **General**

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

c. Nothing in the preceding subsection shall prohibit the Department of Texas members 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.



## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER TWO Department Convention

**Section 2000. Meetings.** The Department Convention shall be convened once each calendar year during the month of June unless prevented by national emergency or other unpreventable cause.

**Section 2005. Time and Place.** The time and place of each Department Convention shall be decided by the Delegates present and voting at a Department Convention one (1) year **two (2) years** in advance, provided that, in an emergency, the present and voting Delegates may assign this duty to the Department Board of Trustees.

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

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

c. At the time proposed Department Convention bids and locations are presented to the Convention body for consideration, the Chairman of the Department Convention Committee shall announce to the body whether or not each bid meets all the requirements outlined in Section 265 and announce whether or not the Department Convention Committee believes that the proposed locations are acceptable, and if not, why not. If more than one (1) bid is presented, the Committee should offer a ranking based on their site visits, airline accessibility, etc.

**Section 2010. Procedures.** Immediately preceding the convening of each Department Convention, the Department Commandant will determine and establish the sequence and procedures that the business of the Convention shall be conducted, provided such determination is in conformity with the Department Bylaws and Administrative Procedures.

**Section 2015. Rules of Order.** The Department Bylaws and Administrative Procedures shall govern the procedure and conduct of each Department Convention. The Parliamentary Authority for Conventions shall be *Robert's Rules of Order Newly Revised*, in accordance with Section 425 of the Department Bylaws.

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER TWO Department Convention

### Section 2020. Registration

a. All attendees will pay the approved Registration or Advance Registration Fees for the Department of Texas, MCL Convention. Each properly registered attendee will receive a Convention Program and Convention Badge. Advance Registration fees must be received at Hosting Detachment address identified by the Department Convention Committee. Guests may pay the registration fee if desiring to participate in the hospitality room (hospitality room available to registered participants over the age of 21 only). There shall be no additional fees to attend a Department Convention.

b. Advance registration fees shall be ten (\$10.00) dollars provided that such fee, is received at the Hosting Detachment address, identified by the Department Convention Committee, not later than deadline set by the Hosting Detachment. Otherwise, registration Fees at the Department Convention door shall be fifteen (\$15.00) dollars.

c. In the process of registration, should a member's credentials as a Detachment Delegate or Alternate be challenged by the Department's 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 members in question, providing that such action does not authorize more delegates and alternates than the Detachment is allowed under provision of the Department Bylaws and Administrative Procedures.

### Section 2025. Credentials – Delegates, Alternatives, & Members

a. Delegates, alternates and members desiring to attend business sessions or hospitality room functions of a Department Convention must be vetted by the Hosting Detachment, pay the registration fee and be issued a Convention Badge at the convention. Vetting is done via March 31<sup>st</sup> roster plus new members shown on Transmittals showing they are now in good standing as attested by the Detachment Commandant or their duly appointed representative.

b. Delegates, alternates and members may bring guests and if the guests desire to attend business sessions or Hospitality Room functions of a Department Convention must pay the registration fee and be issued a Convention Badge at the convention.

c. Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of said Detachment's membership on record With the Department Credential Committee as of March 31<sup>st</sup> roster or Detachment Transmittals showing that delegate or alternate is now in good standing immediately preceding the Department Convention. The delegate voting strength of each Detachment shall be as follows: for the first ten (10) Regular members, one (1) Delegate and/or one (1) Alternate; for each additional full block of ten (10) Regular members, one (1) Delegate and/or one (1) Alternate; for a partial number of ten (10) Regular members, one (1) Delegate and/or one Alternate.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER TWO Department Convention

However, no Delegate strength of a Detachment shall be computed by including Associate members or Honorary members in such Detachment's total membership.

d. Should a Detachment be in default of payments of funds from any source (including Transmittals and PLM reports) due the Department of Texas as of June 1st, prior to the Department Convention, such fact shall be reported by the Department Paymaster to the affected Detachment, and to the Department Convention Credentials Committee. The Credentials of that Detachment's Delegates and Alternates shall not be approved unless settlement is made by the Detachment's Delegates at the convention site in cash, unless previously resolved.

e. A Detachment which, as of May 31 immediately prior to the current Department Convention, has members not listed or unpaid on the March 31 roster must provide the Credential Committee copies of the transmittal showing the member is in good standing.

f. Notwithstanding the provisions of Administrative Procedures Section 2025(d) above, no paid member in good standing may be deprived of his individual vote at a Department Convention.

g. Convention Badges may only be claimed by that individual.

**Section 2030. Right to Speak.** All registered Delegates, when recognized by the Chair and not so expressly prohibited by the Department Bylaws, shall have the right to speak on any subject and all issues brought to the convention for its consideration.

#### **Section 2035. Voting**

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

b. Each Delegate complying with AP Section 2025 is entitled to cast a vote for 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 a Delegate present at the time of voting may, on behalf of registered and approved absent Delegates, cast the vote of the Detachment's full voting strength.

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

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER TWO Department Convention

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

### Section 2040. Nominations

a. Each nomination for an elective Department office shall be made from the floor on the day of elections are to be held. Each nominee shall be a regular member in good standing in the Marine Corps League at the time of his nomination. Each nominee, when called upon, shall rise, if not restricted by a physical impairment, and state to the Chair that if elected, he will accept the office and serve loyally, faithfully, and to the best of his ability during the term to which elected. **NOTE:** If a member wishes to be nominated for an office but cannot be present at the time of the election they may submit a letter stating: (1) their intentions to run for office, (2) the office they wish to be nominated for, (3) if nominated that they will run, and (4) if elected they will serve loyally, faithfully, and to the best of their ability during the term to which elected.

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

c. Assistant District Vice Commandant is selected by the District Vice Commandant and ratified by the Board of Trustees.

### Section 2045. Elections

a. The election of Department Officers shall be the last order of business of the Department Convention. The election of the Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, Jr. Past Commandant, Adjutant and/or Paymaster, Chaplain, Sgt at Arms shall be conducted in this order by a Roll Call vote. Following this procedure, the election of District Vice Commandants shall be done by caucus. Assistant District Vice Commandants shall be selected by the District Vice Commandant and ratified by the Board of Trustees.

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

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER TWO Department Convention

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

d. A majority of the votes cast is required to elect 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 ten (10) minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

**Section 2050. Installation.** The installation of Department Officers shall be conducted with formal ceremony at the choosing of the current Department Commandant. The Department Commandant elect shall select the Installing Officer who shall be the National Commandant, Past National Commandant, Division Vice Commandant, Division Assistant Vice Commandant, outgoing Department Commandant or a Past Department Commandant. **There is no protocol of selection order.**

**Section 2055. Stenographic Expense.** The stenographic expense, including recording the proceedings of the Department Convention, shall be borne by the Department if Adjutant is not capable of such.

### **Section 2060. Conventions Administrative Committees**

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

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

c. The duties of the Department Convention Administrative Committees are:

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER TWO Department Convention

**(1) Credentials Committee shall** (1) Credentials Committee Chairperson shall be the Department Chair during the elections. (2) provide the Hosting Detachment most recent Department roster plus a copy of any Transmittals bringing a Detachment member into good standing, (3) compile a continuing list of all registered and approved Delegates and Alternates and the approved Delegate voting strength of each Detachment in good standing. The lists shall be available upon the request of the chair and shall be presented as a part of the Committee's final report to the Department Convention, (4) disapprove the credentials of Delegates NOT in good standing at the time of the Department Convention.

**(2) Bylaws Committee shall:** receive and consider all properly submitted Department Bylaw and Department Administrative Procedure changes complying with the requirements of the Department Bylaws and Administrative Procedures. The Committee, by a majority vote, shall either recommend to “approve” or recommend to “reject” a Bylaw or Administrative Procedure change to the Convention membership. The Committee Chairman will report the Committee's recommendations upon such changes to the Department Convention for its consideration and action.

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

**(4) Rules Committee shall** study the rules of the Convention employed at prior Convention(s) and determine the need for any additional rules or revision thereof, for recommendation to the Convention for application during that specific Convention.

**Section 2065. Bids for Department Convention.** Any Detachment may make a formal written bid for a Department Convention provided that such bid, in complete detailed form as outlined hereinafter, is in the hands of the Department Convention Committee Chairman a maximum of three (3) years and a minimum of two (2) years prior to that Department Convention Committee meeting at which consideration is desired. All bids must be received than no later and 30 May, two (2) years prior to the requested year to host a Department Convention. All formal written bids must include the following minimum requirements:

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER TWO Department Convention

a. A resolution approved at a regular meeting of the bidding Detachment signed by the Detachment Commandant and Adjutant/Paymaster inviting the Marine Corps League to hold its Department Convention in their city no less than **two (2)** years after the date of consideration. If their bid is accepted, the Detachment shall submit itself to the control, supervision, direction and guidance of the Department Conventions Committee Chairman and his Committee and will cooperate in every way, making no contracts or agreements of any nature with anyone without the prior approval of the Department Conventions Committee Chairman.

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

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

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

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

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

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

(1) An adequate and acceptable complimentary hall to accommodate the Joint Opening Session, Complimentary meeting rooms for Marine Corps League Auxiliary, Fleas, Military Order of the Devil Dogs (MODD), Memorial Service, Banquet (with dancing), and Committee Conference rooms;

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

(3) Complimentary suites for the Department Commandant, The Chief Devil Dog, and the Department President of the Marine Corps League Auxiliary. Complimentary rooms for the for the Guest of Honor and Aide.

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**CHAPTER TWO  
Department Convention**

- (4) Total available rooms with Convention rates, both single and double;
- (5) Choices of Special Luncheons, Dinners, and Banquet with Convention prices.

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

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

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

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

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

(4) The above conditions apply to all Department of Texas meetings, Department Board of Trustees, District Conferences, and Detachment and/or Staff meetings.



**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**CHAPTER THREE**

**Department Staff**

**Section 3000. Composition of Department Staff.**

a. The Department Staff Officers shall be comprised of the Department Board of Trustees, Assistant District Vice Commandants, appointed Department Staff Officers, committee chairpersons, liaison officers, and Past Department Commandants.

b. The Department Staff Roster will consist of the Department Staff Officers and the Detachment Commandants.

**Section 3005. Powers.** The power and authority of the Department Staff shall be the same as that of the Department Board of Trustees, except that Assistant District Vice Commandants, Staff Officers, Committee Chairmen, Liaison Officers, the Past Department Commandants, and Detachment Commandants' Councils shall have no vote and shall not be considered in determining a quorum for Department Board of Trustees meetings.

**Section 3010. Duties – Staff Officers.** The Department Staff Officers shall acquire a working knowledge of the Department and National Bylaws and Administrative Procedures of the Marine Corps League and shall act as assistants to the Department Board of Trustees with individual specific duties.

**Section 3020. Department Paymaster shall:**

- a. Issue invoices and track all incoming invoices, travel expenses, deposits (credits), debts and help the Department Commandant.
- b. Maintain books and to file taxes and audits.
- c. Work with Department Commandant to provide legal documents to IRS and Corporate status.
- d. Checks require Paymaster's signature (no stamps allowed).

**Section 3035. Department Chaplain shall:**

a. Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the Department Bylaws and Administrative Procedures of the Department of Texas.

b. Be responsible for and have charge of arranging and conducting an impressive, dignified and inspiring non-denominational memorial service at each Department Conventions and Conferences, including in such ceremony representatives of those subsidiaries that are appropriate. Memorial service shall include a list of Department of Texas members who have died during the past year which will be either READ ALOUD.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER THREE

#### Department Staff

c. As the Department Chaplain receives the "Notice of Death" report from a Detachment Chaplain of a Detachment member's demise he will forward that information to the Web Sgt. to be listed in the section entitled "TAPS."

d. Department Chaplain will also forward a copy of the "Notice of Death" to the National Chaplain to update that members MCL status.

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

#### a. Department Conventions Committee

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

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

(b) One member shall be a representative appointed by the Military Order of the Devil Dogs Chief Devil Dog will also **serve as an adviser.**

(c) One member shall be a representative appointed by the Marine Corps League Ladies Auxiliary Department President will also **serve as an adviser.**

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

(2) The Committee and its Chairman shall:

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

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

1. A statement certifying that all bills have been paid.

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER THREE

### Department Staff

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

(c) The Local Convention Chairman shall be responsible for selling ads locally. The Detachment will be responsible for the collection, creating, editing, and publishing of the program book.

(d) Receive, consider, and report its recommendations to the Convention on each bid for a Department Convention which has been submitted, provided said bid is in strict conformity and in accordance with Chapter Two (2), Section 2065 of the Department Administrative Procedures.

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

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

**Section 3050. Department Editor Marine Corps League Publication** shall, under the direction of the Department Commandant, have supervision and control of the editing and printing of the Marine Corps League publications.

## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **CHAPTER THREE**

#### **Department Staff**

##### **Section 3060. Department Accredited Veterans Service Officer (VSO)**

a. As a Department Accredited Veterans Service Officer (VSO), you must have the sponsorship of a State or County Veterans Affairs (VA) to gain access to the VA intranet to process claims. You will be responsible to process claims within the Marine Corps League (MCL) that are forwarded or presented to you by a Detachment/Department Service Officer (DSO) in your area. You will be expected to complete all paperwork and follow up with the Veteran at all stages of the process. You will provide quarterly reports of cases you are working. To qualify to be a Department Accredited Veterans Service Officer (VSO), you must: (Not a Department Position.)

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

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER THREE

#### Department Staff

(13) Be prepared to assist National Headquarters in continuing education classes for the Detachment/Department.

(14) Will always follow the rules and requirements prescribed by National Marine Corps League.

#### **Section 3065. Detachment/Department Service Officer (DSO)**

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

(1) Seek the approval of your Detachment/Department Commandant.

(2) Provide in writing a letter from your Commandant recommending you for the position of Detachment/Department Service Officer.

(3) Be a regular member of Detachment/Department.

(4) Take a Veteran Service Officers training.

(5) Complete VA Application for Accreditation as Service Organization Representative (VA Form 21).

(6) Connect with a County Veterans Service Officer (CVSO) or State Veterans Service Officer (SVSO) who holds a cross-accreditation with the Marine Corps League to process your Veterans' paperwork.

(7) If your local County or State office does not have a Veterans Service Officer (VSO) who is cross accredited, have them complete a VA Form 21 and provide certification of their training and letter from their supervisor to and the National Director of Veterans Service (HQ MCL) for "cross-accreditation" processing.

(8) If you are in an area with a Marine Corps League (MCL) National accredited Veterans Service Officer (VSO), i.e. Michigan or Ohio, you will pass paperwork to an MCL Nationally accredited Veterans Service Officer (VSO) for processing.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER THREE

#### Department Staff

(9) Ensure you are on the mailing list for County and State Veterans Job Fairs; Veterans Outreach programs and workshops as well as education and job opportunities for Veterans.

(10) Create a library of pertinent VA forms and then begin to schedule meetings with each of your detachment members to determine their individual needs.

(11) Ensure that your Detachment/Department Commandants are aware of your need to maintain a concurrent training program and to establish a budget allowing you to complete required continuing education every three years.

(12) Must always follow the rules and requirements prescribed by the Marine Corps League.

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

**Section 3070. Department Historian** shall, under the direction of the Commandant, assemble and maintain a record of the Marine Corps League history of achievements.

**Section 3075. Department Sergeant-at-Arms** shall preserve order at Department Conventions and perform such other duties as are required by the Department Commandant. The Department Sergeant-At-Arms is empowered to deputize such Deputy Sergeants-At-Arms and Field Music as may be necessary for the proper performance of their duties.

**Section 3080. Department Director of Public Relations** shall act as the Public Relations and Press Officer for the Department Organization and perform such other duties as are assigned by the Department Commandant.

**Section 3105. Standing Committees and Duties.** The Department Standing Committees and their duties are as follows:

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

b. **Department 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.)

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER THREE

### Department Staff

c. **Department Awards and Citations Committee.** Shall have the responsibility of recommending to the Department Staff, Awards and Citations. All recommendations for Department Awards (unless specified in another manner) will be referred to the Committee which shall certify that the recipient is worthy of said Award. The Committee shall have a Chairman and at least three (3) other members. (See enclosure four (4) for guidelines.)

#### d. **Department Marine of the Year Society**

##### (1) **Composition**

(a) The Department Marine of the Year Society shall be comprised of all past recipients of the Department Marine of the Year Award in attendance at the Annual Convention.

(b) The Society shall have no less than three (3) members.

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

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

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

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

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

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

(e) The Society will not accept any nominations which was not submitted and/or received at (address identified on Department web page) as is stipulated herein. (see Enclosure Four (4)).

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER THREE

### Department Staff

(3) **Duties.** The Department Marine of the Year Society shall:

(a) The President of the Department Marine of the Year Society shall receive all Letters of Nomination from the Detachments, insuring they are all sealed. The letters shall remain sealed until the Society meets at the Department Convention.

(b) Judge each nominee received from the Detachments,

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

(d) Return, to the Department Marine of the Year Society President its respective envelope and sealed, the resume of each nominee.

(4) **Responsibilities**

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

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

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

(b) The Department Marine of the Year Society President will assist the Department Marine of the Year Society in the following manner:

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

(2) When the nomination is received at the Department Headquarters, the Department Marine of the Year Society President will ensure the following process will be followed:

- Date received by Department Marine of the Year Society President
- Progressive number in order received
- Initials of the Department Marine of the Year Society President

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



**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**CHAPTER THREE**

**Department Staff**

- No less than five (5) lines on which the Society members shall attest by signature that the nomination was considered

- Date the Committee returned the sealed envelope to the Department Marine of the Year Society President

- Date the Department Marine of the Year Society President (by Certified Mail, Return Receipt Requested) returned the nomination to submitter

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

(c) The Department Marine of the Year Society shall meet annually during the Department Convention and may meet during the Department Board of Trustees' Mid-Winter Staff Meeting if necessary.

(1) No meeting of the Department Marine of the Year Society shall be called during an open session of the Marine Corps League's Department Convention or the Department Board of Trustees' Staff/Training Conference.

(d) A member in good standing, as used in this section, shall mean a regular member of the Marine Corps League who is in compliance with Article V of the Marine Corps League's National Bylaws.

**e. Bylaws and Administrative Procedures Committee.** Shall receive and consider all proposed changes of the Department Bylaws and Administrative Procedures properly submitted in accordance with the requirements of the Department Bylaws and Department Administrative Procedures. The Committee, by a majority vote, shall either approve or disapprove all properly registered Department Bylaws and Administrative Procedures revisions considered by the Committee. The Committee Chairman will report the Committee's recommendations to the Department Convention for its consideration and action.

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

(2) Department Judge Advocate will be the Chairman of the committees

(3) Committee will be chosen by the Committee Chairman

**Section 3110. Advisory Councils and Duties.** The Advisory Councils and their duties are as follows:

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER THREE

#### Department Staff

a. **Past Department Commandants' Council.** The Past Department Commandants' Council, an integral part of the Department Staff, composed of all Past Department Commandants and chaired by the Junior Past Department 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) As called upon, execute in-depth study tasks as assigned by the Department Commandant or the Department Board of Trustees through the Council Chairman.

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

(3) Meet semi-annually during the Department Convention and the Mid-Winter Board meeting, at which a Council report will be rendered.

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

b. **Department Commandants' Council.** The Department Commandants' Council, an integral part of the Department Staff, composed of all Department Commandants and chaired by the Department 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 Headquarters, Department Board of Trustees and other components.

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

(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 recommendation to the Department Board of Trustees for its consideration.

(5) Meet semi-annually during the National Convention and the Mid-Winter Board

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER THREE

### Department Staff

meeting, at the call of the Department Senior Vice Commandant, following which a Council report will be rendered.

**Section 3115. Appointed Officers, Chairmen, and Committee Members Term.** All appointed Department Officers, Committee Chairmen and Committee Members shall, unless specified to the contrary in the Department Bylaws or Administrative Procedures, serve at the pleasure of the Department Board of Trustees. Appointees shall surrender to the duly appointed successor all Marine Corps League books, records and other property with which the office or person is charged.

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

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

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

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

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

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

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER THREE

#### Department Staff

d. All business conducted by email requiring a YES or NO vote shall be handled routinely by the Department Adjutant. An email will be generated with the subject for discussion to all Department Board of Trustees Members. If a motion is made, it will be sent from the person making the motion to "Reply All" in the original message for discussion. A second Board Member can likewise "Reply All" to second the motion. Any Board Member may "Reply All" for discussion. Upon having a motion and a second, the Department Commandant can call for a vote using "Reply All" in the email chain. Each Board Member votes YES, NO, or ABSTAIN by "Reply All" in the email chain. The Department Adjutant or designated representative will tally all votes and "Reply All" with the tally information. If a Board of Trustee does not respond with a vote within five (5) days, they will be listed as did not vote.

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

**Section 3125. Expenses.** The Department of Texas shall reimburse the Department Board of Trustees (and others as determined by the Board) for expenses incurred in at the discretion of the Board of Directors. All expenses must be pre-approved and original receipts attached to the expense report.

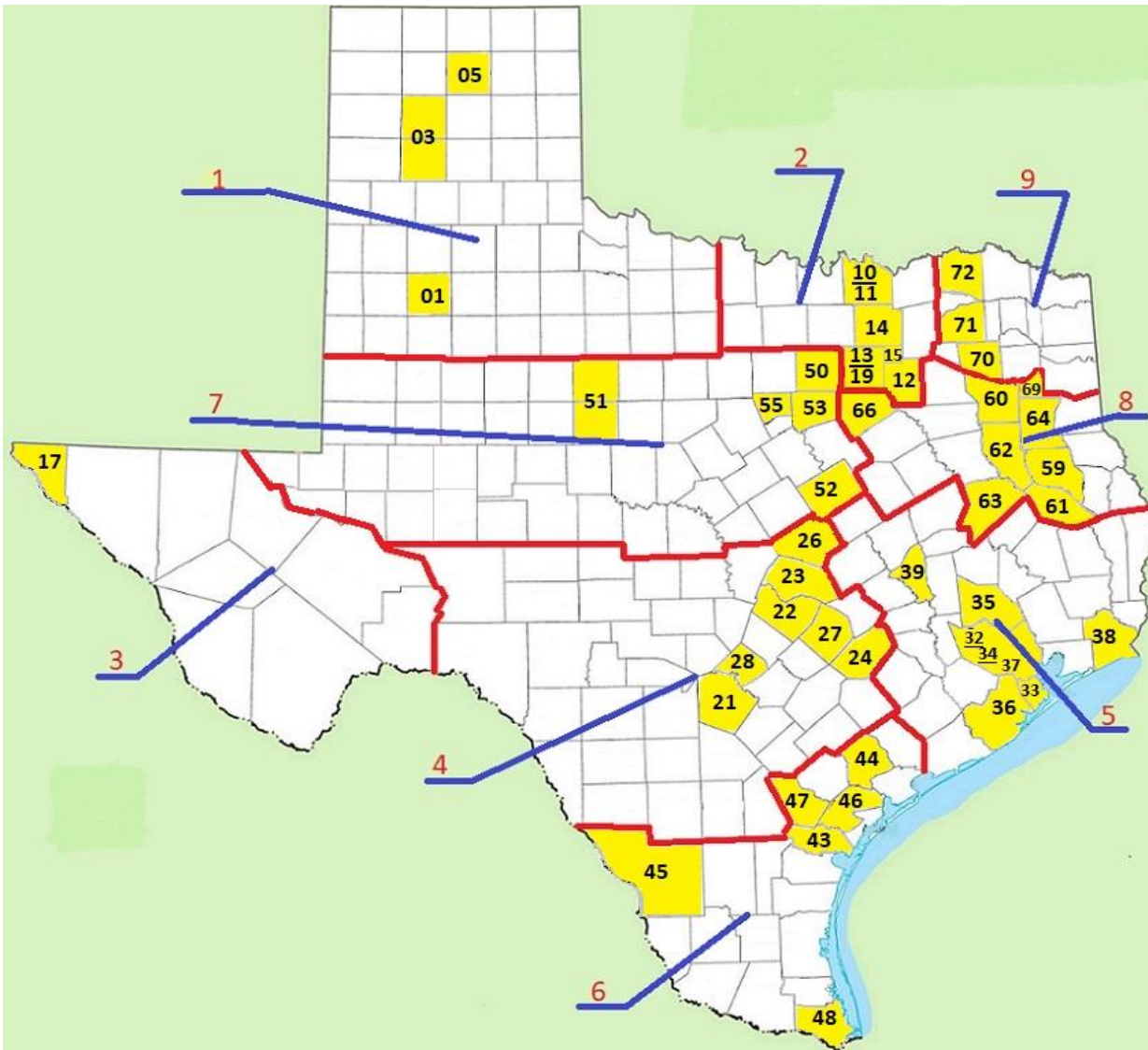
# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER FOUR Districts

**Section 4000. Formation.** To obtain more effective administrative functioning, the Department of Texas is divided into geographical units called Districts.

**Section 4005. Powers.** The function of Districts is administrative only. No District will adopt Bylaws or assess dues. Only expenses authorized in advance by the Department Board of Trustees for a District will be paid by the Department. The duties and authority of the Department Vice Commandants of the Districts and the Assistant District Department Vice Commandants are covered in the Department Bylaws, Article VI, Section 625(e).

**Section 4010. District Alignment.** The Districts of the Department of Texas are:



DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

CHAPTER FOUR  
Districts

DETACHMENT	CITY	COUNTY
a. <b>District 1</b> – Comprised of:		
1 - South Plains Detachment # 519	Lubbock	Lubbock County
2 - North Texas Detachment #862	Abilene	Taylor/Jones Counties
3 - Roan Creek Detachment # 992	Amarillo	Potter/Randall Counties
4 - Open		
5 - Hawthorne Detachment # 1349	Stinnett	Hutchinson County
6 – Open		
7 – Open		
8 – Open		
b. <b>District 2</b> – Comprised of:		
9 - Big “D” Detachment # 316	Dallas	Dallas County
10 - Automate Detachment # 929	Dennis on	Grayson County
11 - Lcpl Jacob R. Lugo Det. # 1300	Dennison	Grayson County
12 - Terrell Detachment # 1338	Terrell	Kaufman County
13 - Captain John Yancey Det. # 631	Dallas	Dallas County
14 - Lcpl Jacob D. Hayes Det. # 1426		McKinney County
15 - Lake Ray Hubbard Det. # 1465	Rowlett	Rockwall County
16 – Open		
c. <b>District 3</b> – Comprised of:		
17 - Dean Hawkins Detachment # 323	El Paso	El Paso County
18 – Open		
19 – Open		
20 – Open		
d. <b>District 4</b> – Comprised of:		
21 - Alamo Detachment # 315	San Antonio	Bexar County
22 - Cen-Tex Detachment # 318	Austin	Travis County
23 - Williamson County Det. # 1022	Georgetown	Williamson County
24 - Colorado Valley Det. # 1028	La Grange	Fayette County
25 – Open		
26 - Louis Wayne Qualls Det. # 1249	Temple	Bell County
27 - Lost Pines Leathernecks Det. # 1384	Bastrop	Bastrop County
28 - Teufelshunde of Texas Det. # 1392	New Braunsfels	Comal Counties
29 – Open		
30 – Open		
31 – Open		

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**CHAPTER FOUR  
Districts**

e. **District 5** – Comprised of:

32 - McLemore Detachment #324	Houston	Harris County
33 - Galveston County Det. # 668	Galveston	Galveston County
34 - Albert Angel Avalos Det. # 671	Houston	Harris County
35 - Eastex Detachment # 779	Conroe	Montgomery County
36 - Brazoria County Detachment # 982	Angleton	Brazoria County
37 - Sgt. James R. Tijerina Det. # 1295	Katy	Fort Bend/Waller Counties
38 - 1 <sup>st</sup> Sgt Joyce Venable Det. # 1382	Port Authur	Jefferson County
39 - Brazos Valley Detachment # 1391	Bryan	Brazos County
40 – Open		
41 – Open		
42 – Open		

f. **District 6** – Comprised of:

43 - Coastal Bend Detachment # 430	Corpus Christi	San Patrico County
44 - Jack Ringel Detachment # 540	Victoria	Victoria County
45 - Laredo Detachment # 895	Laredo	Web County
46 - Mike Loosemore Det. # 1167	Woodsboro	Refugio County
47 - Bee County Detachment # 1442	Beeville	Bee County
48 - Rio Grande Valley Det. # 1456	Harlingen	Cameron County
49 – Open		

g. **District 7** – Comprised of:

50 - Tarrant County Det. # 731	Fort Worth	Tarrant County
51 – Proposed	Abilene	Taylor/Jones Counties
52 - Heart of Texas Det. # 975	Waco	McLennan County
53 - Longhorn Detachment # 1069	Crowley	Johnson County
54 – Open		
55 - Comanche Peak Det. # 1297	Granbury	Hood County
56 – Open		
57 – Open		
58 – Open		

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**CHAPTER FOUR  
Districts**

h. **District 8** – Comprised of:

59 - Pineywoods Detachment # 1189	Nacogdoches	Nacogdoches County
60 - Rose City Detachment # 519	Tyler	Smith County
61 - Lufkin Detachment # 1362	Lufkin	Angelina County
62 - Jacksonville Detachment # 862	Jacksonville	Cherokee County
63 - Houston County Detachment # 1433	Crockett	Houston County
64 - Rusk County Detachment # 1450	Henderson	Rusk County
65 – Open		
66 - Ellis County Detachment # 1452	Ennis	Ellis County
67 – Open		
68 – Open		

i. **District 9** – Comprised of:

69 - Longview Detachment # 959	Longview	Gregg County
70 - Lcpl Shane L. Goldman Det. # 1278	Mineola	Wood County
71 - Hopkins County Det. # 1357	Sulfur Springs	Hopkins County
72 - Sgt. Jay Hoskins Det. # 1364	Paris	Lamar County
73 – Open		
74 – Open		
75 – Open		

**Section 4015. UNASSIGNED.** Detachments may be added or removed from the map and list as required without a Department Administrative Procedure amendment.



# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER FIVE Department

**Section 5000. Formation.** Department of Texas was chartered in accordance with National Bylaws, Article VIII, Section 800.

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

**Section 5010. Department Dues.** The Department of Texas dues are \$5.00 per new member or renewal.

### **Section 5015. Installation of Department Officers**

a. The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Division Vice Commandant or Assistant Vice Commandant, the Department Commandant or a Past Department Commandant. The Installing Officer shall select the necessary aides.

b. It shall be the responsibility of the Installing Officer to sign, date, and forward the Report of Officer Installation, within the time frame as specified in Section 940(a)(1) of the Department Bylaws. (See Enclosure Five (5) for instructions on completing the Report of the Officers and Installation.)

**Section 5020. Default.** When a Detachment is in default of payment of monies from any source (including Transmittals and Paid Life Member “PLM” reports) due Department of Texas or National Headquarters or fails to submit its Detachment Report of Officers Installation as of June 1, prior to the ensuing Department Convention, such fact shall be reported by the Department Adjutant to the Department Convention Credentials Committee. The Detachment and its officers who do not comply with AP Chapter Two, Section 2025c will not be recognized at the Department Convention.

**Section 5025. Charter Suspension, Revocation.** When a Detachment Charter is suspended or revoked, the Department of Texas Board of Trustees upon written authorization by the Department Commandant, certified by the Department Judge Advocate, shall have the authority to assume the custody of all of the affected Detachment assets, both real and personal. These properties and assets shall be turned over to the Department Judge Advocate. The affected properties and assets will devolve to the control of the Department Board of Trustees until a new Detachment is reformed. If reformed within one year, the affected properties and assets revert to the newly formed Detachment. After one year, it becomes the property of the Department.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER FIVE

#### Department

**Section 5030. Bonding.** Department Commandants, Department Adjutant/Paymasters or Paymasters, as applicable and Officers authorized by the Department Commandants to handle Department funds will be Bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit will be in the amount of \$10,000.00 with a deductible of \$1,000.00. The Department at the expense of the Department shall arrange any additional bonding coverage desired for Department Officers.

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**CHAPTER SIX**  
**Detachments**

**Section 6000. Charter.** A Detachment may be organized, chartered and instituted in the following manner:

a. A standard charter application form shall be signed by no less than twenty (20) persons who are eligible for regular membership in the Marine Corps League. (See National Bylaws Article IX, Section 900

(1) No charter application shall include the name of a person who is not eligible for regular membership as is required by Article IX, Section 915 of the Department Bylaws.

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

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

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

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

(4) The Organizing Officer will sign both the Charter Application and the Membership Dues Transmittal forms.

## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **CHAPTER SIX Detachments**

(5) When accurately completed, both the charter application and the dues transmittal forms shall be forwarded to the Department Paymaster who shall ascertain that all persons who have signed the charter application are listed on the dues transmittal forms and that all necessary transfer forms are attached to the charter application. The Department Paymaster shall also ascertain that the proper dues have been submitted. The Department Paymaster shall retain an appropriate copy of the charter application and dues transmittal forms, accept the appropriate Department dues (if any) and shall certify to the Department Commandant that they have reviewed the charter application form and dues transmittals and that to the best of their knowledge and belief such forms are accurate and all dues paid. If the charter application and/or dues transmittal forms are not complete or accurate, the Department Paymaster shall immediately notify the organizing officer for such corrections as may be necessary. Review of charter applications and related documents shall be handled in as expeditious manner as possible.

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

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

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

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

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER SIX Detachments

(1) National Headquarters shall provide each new Detachment with one (1) copy of the current Ritual and two (2) copies of the current and up-dated National Bylaws and one copy of the Guidebooks for Detachment Officers. These documents shall be mailed to the Southern Department Commandant simultaneously with forwarding the new Charter to the Southern Division National Vice Commandant for signature. The jurisdictional Department Commandant or his/her designee shall insure that the documents are delivered to the possession of the new Detachment.

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

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

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

f. Under special consideration, a Detachment Charter may be issued to less than twenty (20) applicants by the National Commandant if a recommendation for approval is made to the National Commandant by the Department Commandant and/or Division National Vice Commandant. A Charter issued under this provision is subject to all requirements of the Department Bylaws, Article IX, Section 900.

**Section 6005. Authority.** Each Detachment shall be governed by its elected officers (Board of Trustees) subordinate to the Department and National Convention, the Charter and the Bylaws and Administrative Procedures of such bodies including such bylaws and procedures as it may itself promulgate which are not in conflict with either National and/or Department Bylaws and Administrative Procedures.

**Section 6010. Dues.** Each Detachment shall fix the amount of its annual membership dues. Annual dues shall include the Department and National per capita dues and fees. All per capita dues and fees which are due the Department and/or National Headquarters shall be forwarded with a standard Transmittal form immediately to the Department Paymaster for processing (see Enclosure Six (6)). The Department Paymaster shall immediately remit to the National Chief Operating Officer those transmittal forms and such funds which are due to the National Headquarters.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER SIX Detachments

#### Section 6015. Installation of Detachment Officers

a. The Detachment Commandant elect shall select an Installing Officer of their choice. Such information shall be forwarded to the Department Commandant for their approval.

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

c. It shall be the responsibility of the Installing Officer to sign, date and forward the Report of Officer Installation within the time frame specified in Article IX, Section 940(a)(1) of the Department Bylaws. (See Enclosure Five "Report of Officer Installation" Form.)

**Section 6020. Quorum.** Each Detachment may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the Detachment Bylaws. **The minimum number required is three regular members with one being an elected officer.**

**Section 6025. Default.** A Detachment which is in default of monies from any source (**including Transmittals and PLM reports**) due the Department of Texas or National Headquarters and such debt has not been satisfied as required by Department Administrative Procedures, Chapter II, Section 2025(d) or fails to report its Detachment's Report of Officers Installation as of June 1, prior to the Department Convention such fact shall be reported to the Department Convention Credentials Committee, such Detachment and its Officers will not be recognized on the floor of the Department Convention.

#### Section 6030. Members

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

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

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER SIX Detachments

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

**Section 6035. Bonding.** Detachment Commandants, Detachment Adjutant/Paymasters or Paymasters, as applicable and Officers authorized by the Detachment Commandants to handle Detachment funds will be bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit will be in the amount of \$10,000.00 with a deductible of \$1,000.00. The Detachment at the expense of the Detachment shall arrange any additional bonding coverage desired for Detachment Officers. The Marine Corps League Inc. must be named as an "Additional Insured" in each policy and must also be "Held Harmless" in an addendum to such policies.

**Section 6040. Additional Detachment.** When a Charter is sought for a Detachment which is to be located within the limits of any municipality wherein another Detachment exists, the written consent of the existing Detachment shall accompany the application. Should such existing Detachment disregard a request for consent, or refuse consent, the Department Commandant, employing discretion, may approve and recommend the granting of such charter. In the event the Department Commandant fails to act or refuses approval of the proposed new Detachment, an appeal may be made to the National Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

a. Municipality - from Black's Law Dictionary:

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

### **Section 6045. Charter Suspension, Revocation**

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

(1) The persistent failure to maintain a minimum of fifteen (15) members in good standing;

(2) The persistent failure to promptly forward funds due to the Department or National body;

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER SIX Detachments

- (3) Acts and conduct bringing the Marine Corps League into public disrespect;
- (4) Willful violation of National Bylaws and Administrative Procedures;
- (5) The violation of Federal, State, or Municipal laws or ordinances;
- (6) Other activities detrimental to the good name of the Marine Corps League.

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

c. When a Detachment Charter is suspended or revoked, the Board of Trustees of the Department, shall upon written authorization of the National Commandant, certified by the National Chief Operating Officer, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Detachment in question.

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

#### **Section 6050. Charter Voluntary Surrender**

a. The Charter of a detachment may be voluntarily surrendered for such reasons as may be determined by the Detachment. Upon a determination that it is no longer practical to maintain said, detachment, the Detachment Board of Trustees shall immediately notify the Department in writing of its intent to dissolve and surrender its Charter. The Detachment shall then:

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



## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **CHAPTER SIX Detachments**

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

(a) The Detachment shall immediately notify, in writing, the Department of the Detachment's vote to voluntarily surrender its Charter.

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

(c) Prepare for each such member the standard application for transfer form as set forth in Enclosure Seven of the Department Bylaws and Administrative Procedures and pursuant to the provisions of Chapter Seven, Section 7005 of the Department Administrative Procedures and shall forward the same to the gaining detachment for such action as the gaining detachment shall deem appropriate.

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

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

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

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

b. Upon acceptance of the surrender of the Detachment charter by the Department Commandant shall upon written authorization of the National Commandant, certified by the National Chief Operating Officer, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the Department shall, within the limits of any assets of the Detachment, satisfy any remaining liabilities.

## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **CHAPTER SIX Detachments**

c. After satisfying the legitimate liabilities of the surrendering Detachment, any Detachment properties and assets will be held by the Department for a period of one (1) year or until a new Detachment is formed during that period. Should a new Detachment be formed during that period, and the new Detachment retains the old Detachment's name, all properties and assets will be returned to the Detachment upon the written authorization of the National Commandant, certified by the National Chief Operating Officer, approving the reactivation of the surrendered charter. After the one (1) year period, the properties and assets will revert to the Department and will then become the property of the Department. The Department shall return the surrendered Detachment charter to National Headquarters which charter shall then be placed in the archives.

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

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**CHAPTER SEVEN  
Members**

**Refer to National Administrative Procedures, Chapter Seven**

**CHAPTER EIGHT  
Subsidiaries and Subordinates**

**Refer to National Administrative Procedures, Chapter Eight**

**CHAPTER NINE  
Grievance and Discipline**

**Refer to National Administrative Procedures, Chapter Nine**

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER TEN MISCELLANEOUS

**Department of Texas adheres to National Administrative Procedures, Chapter Ten  
(with the addition of:)**

#### **Section 10000. Fund Raising**

f. **Fund Raising at Conventions, Conferences, and Meetings.** Fund Raising at Department Conventions shall be governed by the **Hosting Detachment**, Conferences and Meetings, any and all fund raising shall be under the control of the **Hosting Detachment**. No other Detachment, Department or National Headquarters of the Marine Corps League or any other Unit, Department or National Headquarters of the Marine Corps League Auxiliary, nor any individual or groups of individuals shall be permitted to engage in any fund raising, including the sale of military or Marine Corps League related merchandise in, on or about the event site without the expressed approval and consent of the **Hosting Detachment**.

#### **Section 10010. Resolutions, Submitting and Processing**

a. **Resolutions.** The resolution must be typewritten with an original and three (3) copies or typed in a memo format and attached to an email. It must be received and registered with the Department Adjutant no later than May 15, prior to the Department Convention at which action thereon is desired. The Adjutant will maintain a copy, forward of the proposal to the Web Sgt. for placement onto the Department website, send a copy to Resolution Committee, for the Committee's consideration and recommendations, send a copy to the Department Commandant and Judge Advocate and return a copy to the sender confirming it has been received and acted on.

#### **Section 10020. Amendments**

a. The Administrative Procedures may be revised, amended or repealed by a majority vote of the properly registered and approved Delegates voting at a Department Convention, provided that the proposed revision, amendment or repeal is submitted to the Department Adjutant no later than sixty (60) days prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form, and will be in the exact wording intended. Submission should be sent via Certified U.S. Mail or by other carriers where Certified delivery may be verified, and a Return Receipt may be requested or attached to an email in a Word Document format (.DOC). It must be received and registered with the Department Adjutant no later than sixty (60) prior to the Department Convention at which action thereon is desired. The Adjutant will maintain a copy and return a copy to the sender confirming it has been received and acted on.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER TEN MISCELLANEOUS

**Section 10045. Natural Disaster Relief Fund.** Department of Texas will maintain a line item in the budget to provide aid to Marine Corps League, Department of Texas members titled Natural Disaster Relief Fund (NDR).

To qualify, the member must be in good standing at the time of the incident. They must be able to show they suffered damages and have expenses in excess of requested amount due to a natural disaster.

Maximum aid paid to a member per NDR event will be up to \$1,000, at the discretion of the board of Trustees, and max lifetime aid per member is \$2,000.

The request must be forwarded / submitted by their Detachment Commandant and approved by the Department Commandant and Senior Vice Commandant. In case of disagreement between the two, the Judge Advocate will be asked to render a decision to break the tie. A Member at Large in good standing at the time of the NDR will submit their request to the District Vice Commandant for where they live to be forwarded to the Department. It is the responsibility of the Detachment Commandant or District Vice Commandant to vet the requests before sending them in for approval.

The request is a written document with the individual's name and membership number. It will include a brief description of the problem and have attached any pictures or other documents to support their request.

The NDR will be funded with \$40,000 currently in the Department of Texas account. The \$40,000 was acquired as part of the \$50,000 sale of the Zapata property when the Zapata Detachment lost their charter. Additional funds must be voted on at the future State Conventions. Additionally, all future funds donated due to a natural disaster within the Department of Texas would be placed into the account as would donations from detachments and individuals.

Additionally, the Commandant may request a \$1,000 be sent to another Department to provide support for Natural Disaster Relief in other parts of the country. This must be approved by two other elected officers and submitted to the Board of Trustees.

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**ENCLOSURES  
TABLE OF CONTENTS  
2019**

<b>ENCLOSURE 1 .....</b>	<b>HANDICAP LOGO</b>	<b>AP -47</b>
<b>ENCLOSURE 2 .....</b>	<b>AMERICANISM PROGRAM</b>	<b>AP -48</b>
<b>ENCLOSURE 3 .....</b>	<b>UNIFORM CODE</b>	<b>AP -52</b>
	Department of Texas adheres to National Administrative Procedures	
<b>ENCLOSURE 4 .....</b>	<b>MARINE CORPS LEAGUE AWARDS</b>	<b>AP -53</b>
	Department of Texas adheres to National Administrative Procedures (with the addition of:)	
	DEPARTMENT RECRUITER OF THE YEAR	AP -53
	DEPARTMENT RECRUITER OF THE YEAR – FORM	AP -54
	JOE VICKERY AWARD	AP -55
	HARRY BRUCE AWARD	AP -55
	ACTIVITY AWARD	AP -56
	CAM POSEY MEMORIAL SCHOLARSHIP	AP -59
	CAM POSEY MEMORIAL SCHOLARSHIP - FORM	AP -61
<b>ENCLOSURE 5 .....</b>	<b>REPORT OF OFFICER INSTALLATION</b>	<b>AP -62</b>
<b>ENCLOSURE 6 .....</b>	<b>MEMBERSHIP DUES TRANSMITTAL AND CHANGE FORM</b>	<b>AP -66</b>
<b>ENCLOSURE 7 .....</b>	<b>REQUEST FOR TRANSFER</b>	<b>AP -71</b>
<b>ENCLOSURE 8.....</b>	<b>NOTICE OF DEATH</b>	<b>AP -72</b>
<b>ENCLOSURE 9.....</b>	<b>RESOLUTION FORMAT</b>	<b>AP -73</b>
<b>ENCLOSURE 10.....</b>	<b>CONVENTION/CONFERENCE PLANNING GUIDE</b>	<b>AP -74</b>

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**Enclosure (1)**



## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (2)

#### AMERICANISM PROGRAM

Entry Rules: May be submitted as a Bound Book, a Scrapbook, or an Album.

All entries must be hand delivered to the Department Convention. If a member of the Detachment will not be present, another Marine Corps League (MCL) Member may be designated to deliver the entry.

- All Entries will be returned after the awards are announced at the Convention.
- All Detachments and Departments may enter and are encouraged to do so.

Documentation will be provided each year on the Department Website specific instructions for submission for that year including Department Americanism Chairperson's contact information.

Suggested Titles: "(Name) Detachment Diary"  
"Department of (Name) Diary"

---

Awards: Nine (9) Plaques awarded according to membership strength.

- Category 1 - 15-49 Members 1st, 2nd, & 3rd Place
- Category 2 - 50-79 Members 1st, 2nd, & 3rd Place
- Category 3 – 80 and over Members & Over 1st, 2nd, & 3rd Place

Top Award: Gil Gray Award with Plaque. Awarded to the top entry regardless of category.

---

Suggested Contents of the Entry Book:

- Installations – New members or Detachment
- Marine Corps Balls – Parades – Veteran Days Activities – Memorial Day Activities
- Christmas Parties – Toys for Tots – VAVS Activities
- Youth Activities – Young Marines of the Marine Corps League – YPF – Boy Scouts
- School or Sports Activities – Respect for Flags Classes – Veteran's Appreciation
- MCL Membership & Recruiting Programs
- MCL Social Events – Historical Events



## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (2)**

- Participation with other Veterans Organizations – Support of other Organizations
- Events that may be included are not limited to this list.

Include photographs, newspaper articles, and other documentation for each event cited in the Entry Book. All items should include the date and all photographs should include captions identifying the event and the individuals in the photograph.

The Entry Book should include events over an entire 12-month period from June 1<sup>st</sup> to May 31<sup>st</sup> of the current year only and published on the individual year's documentation. To include all activities that the Detachment hosted, supported or participated in to further patriotism in their local state or national communities.

DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (2)

**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**

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**Enclosure (2)**

**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**

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**Enclosure (3)**

**UNIFORM CODE - MARINE CORPS LEAGUE**

**Department of Texas adheres to National Administrative Procedures, Enclosure (3)**

## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (4)**

#### **MARINE CORPS LEAGUE AWARDS**

**Department of Texas adheres to National Administrative Procedures, Enclosure (4)  
(with the addition of:)**

#### **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 ADMINISTRATIVE PROCEDURES**

**Enclosure (4)**



<p><b>Department of Texas Marine Corps League</b></p> <p><b>Recruiter of the Year Nomination Form</b></p> <p><b>1 May 20_____ - 30 April 20_____</b></p>
--



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

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (4)

#### 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.*

#### 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.*

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (4) (Downloadable Form on Department Web Site)

#### 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 15<sup>th</sup>. 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)

- 1<sup>st</sup> Place: Plaque
- 2<sup>nd</sup> Place: Certificate
- 3<sup>rd</sup> Place: Certificate

#### CATEGORY TWO: (50-79 Members)

- 1<sup>st</sup> Place: Plaque
- 2<sup>nd</sup> Place: Certificate
- 3<sup>rd</sup> Place: Certificate

#### CATEGORY THREE: (80 or more Members)

- 1<sup>st</sup> Place: Plaque
- 2<sup>nd</sup> Place: Certificate
- 3<sup>rd</sup> Place: Certificate





DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (4)  
 (Downloadable Form on Department Web Site)



Marine Corps League  
 Department of Texas  
 Detachment Activity Report



Charitable Donation Given to:	Date	Amount	Score
Cam Posey			0
			0
			0
			0
			0
			0
			0
<b>Total</b>			<b>0</b>

How to Score Donations

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

New Members	Date	Recruited by	Score
<b>Total</b>			<b>0</b>

How to Score New Members

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

Submitted by:	Date	Total
Printed Name		Activities 0
		Donations 0
		Membership 0
		<b>Total 0</b>

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (4) (Downloadable Form on Department Web Site)

#### CAM POSEY MEMORIAL SCHOLARSHIP FUND

The Cam Posey Memorial Scholarship Fund grants scholarships to qualified individuals to attend college within the State of Texas in the order of need and preference. The amount of the Cam Posey Scholarship will be determined by the Committee Chair with the funds available, number of applicants and be divided equally. The Paymaster will provide the Cam Posey Committee Chair who then makes a recommendation to the Board of Trustees for approval vote.

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

a) Sons, Daughters, Grandchildren and Great Grandchildren of Marines who have lost their lives in the line of duty;

b) Sons, Daughters, Grandchildren and Great Grandchildren of active members of the Department of Texas, Marine Corps League or Marine Corps League Auxiliary;

c) Members of the Department of Texas, Marine Corps League, Marine Corps League Auxiliary, any honorably discharged Marine and Sons, Daughters, Grandchildren and Great Grandchildren of Marines who have lost their lives in the line of duty, in need of vocational training.

Note 1: All decisions of the Scholarship Committee are final and will not be subject to review.

Note 2: 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. 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.

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**Enclosure (4)  
(Downloadable Form on Department Web Site)**

**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.texasmccl.org** or by contacting the Department Commandant.

*This instruction document and application form is also downloadable at [www.texasmccl.org](http://www.texasmccl.org).*

DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (4)  
(Downloadable Form on Department Web Site)

Department of Texas Marine Corps League  
CAM POSEY MEMORIAL SCHOLARSHIP FUND

FULL NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street/Rural Route/PO Box City State Zip Code

Telephone: ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Name of Marine by which applicant is eligible: \_\_\_\_\_

Detachment Name: \_\_\_\_\_ Auxiliary Unit Name: \_\_\_\_\_

Brief statement of military service of qualifying Marine: \_\_\_\_\_  
\_\_\_\_\_

Profession or occupation of father: \_\_\_\_\_

Profession or occupation of mother: \_\_\_\_\_

Number of children in family: Under 18 years of age: \_\_\_\_\_ Over 18 years of age: \_\_\_\_\_

Date of graduation from High School: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Name and address of Institute of Higher Education that applicant plans to attend:  
\_\_\_\_\_

Have you been accepted by this Institute of Higher Education? \_\_\_\_\_  
(Please attach a copy of the letter of acceptance or a receipt for registration fees paid.)

What special recognition, if any, did you receive for academic excellence in High School? List all Honors or other Awards.  
(Please attach additional pages as necessary.) \_\_\_\_\_  
\_\_\_\_\_

List your extracurricular activities in High School. Include participation in athletics, publications, school plays, debate, club work, band, choir, Student Council, etc. List any offices you held or any special recognition you received. (Please attach additional pages as necessary.) \_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note to Applicant: Please insure that all required documentation is attached to this Application. Forward Application and all required documents to the Department of Texas Scholarship Committee Chairman. Address and contact information can be found on the Department of Texas web site [www.texasmcl.org](http://www.texasmcl.org) or by contacting the Department Commandant.*

DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (5)  
(Downloadable Form Located on Department Website)

**Marine Corps League**  
REPORT OF OFFICER INSTALLATION



DETACHMENT NAME		DETACHMENT #	DEPARTMENT OF	
1		2	3	
TO: NATIONAL ADJUTANT PAYMASTER VIA: DEPARTMENT ADJUTANT			DEPT FEDERAL EIN:	
DET FEDERAL EIN: 4			DEPT INCORPORATION ID # 5 DATE	
DET INCORPORATION ID # DATE			FOR DEPT INSTALL ONLY:	
DATE OF ELECTIONS	DATE/PLACE OF INSTALLATION	INSTALLING OFFICER & TITLE	SIGNATURE OF INSTALLING OFFICER	
6	7	8	9	
DETACHMENT MEETING:				
DAY/DATE OF MEETING	TIME	PLACE		
STREET ADDRESS		CITY	STATE	ZIP
		10		

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

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

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

OFFICE	INCUMBENT	PHONE NUMBER EMAIL ADDRESS	ADDRESS *See note above	CITY, STATE ZIP +4
COMMANDANT		( )		
SENIOR VICE COMMANDANT		( )		
JUNIOR VICE COMMANDANT		( )		
JUDGE ADVOCATE		( )		
JUNIOR PAST COMMANDANT		( )		
ADJUTANT PAYMASTER		( )	11	
ADJUTANT		( )		
PAYMASTER		( )		
CHAPLAIN		( )		
SERGEANT- AT ARMS		( )		
WEB SERGEANT		( )		
		( )		

Total **renewal** dues are \$ 12. This amount is the total of Detachment, Department and National dues and will appear on the Direct Billing Notices.

SUBMITTED BY	TITLE	SIGNATURE	DATE
	13		

**PLEASE READ CAREFULLY**

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

©2004 Marine Corps League, Inc. For Official Marine Corps League use only. All other use is prohibited.

DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (5)

Report of Officer Installation Documentation

Complete the top section of the report as indicated below.

1. Enter Detachment Name. Note: if completing Department ROI, leave blank.
2. Enter Detachment Number. Note: if completing Department ROI, leave blank.
3. Enter Department. Can either be spelled out or abbreviated.
4. Enter Detachment EIN #, Incorporation ID #, and Incorporation Date. Note: if completing Department ROI, leave blank.
5. Complete this section only if Department ROI. Department EIN #, Incorporation ID #, and Incorporation Date. Note: If completing Detachment ROI, leave this section blank.
6. In the box marked "Date of Election", enter the date that the detachment held election of officers.
7. In the box marked "Date/Place of Installation", enter the date and location of the detachment installation of officers.
8. In the box marked "Installing Officer & Title, enter the name and title of the Installing Officer.
9. Leave the box marked "Signature of Installing Officer" blank. This will be signed by the Installing Officer upon completion of ceremony.

DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (5)

10. The next group of boxes is for entering the detachment meeting information. Day of the Week, Date of the Month, Time, Place and address of the Detachment Meeting. On the line after "email Official Correspondence:" enter the email address that you want any official emails sent. **This is an optional entry.** On the line after "FAX Official Correspondence:" enter the FAX number that you want any official FAXs sent. **This is an optional entry.** On the line after "Mark for the attention of:" enter the name of the member that you want any official FAXs sent. **This is an optional entry.**

The next section of the report documents the incoming elected and appointed officers for the Detachment or Department.

11. Under the column marked "INCUMBENT" enter the name of the member that will be installed into the office marked in the first column. Under the column marked "PHONE NUMBER EMAIL ADDRESS" enter the phone number plus area code of the member listed. Example: 479-531-5262. **Email address is an optional entry.** Under the column marked "ADDRESS" enter the address of the incumbent member. Refer to the Note: above the columns for more information. Under the column marked "CITY, STATE ZIP+4" enter the appropriate information of the incumbent member.
12. On the line after "Total renewal dues are \$" enter the amount of dues that the detachment charges for renewals.
13. In the box marked "SUBMITTED BY" print the name of the individual submitting the report. In the box marked "TITLE" print the name of the individual submitting the report. In the box marked "SIGNATURE" the individual submitting the report signs here. In the box marked "DATE" enter the date of the report.



DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (5)

**NOTE:**

*All detachments must conduct an installation of officers each year between October 1<sup>st</sup> and May 1<sup>st</sup> with a report forwarded to Department NLT May 1st. Department needs to transmit to National NLT May 31<sup>st</sup>.*

*It is the responsibility of the Detachment Adjutant/Paymaster or the Adjutant to have Report of Officer Installation prepared for the Installing Officer at the time of the installation.*

*It is also the responsibility of the Detachment Adjutant/Paymaster of Adjutant to forward the report to the Department Paymaster.*

DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (6)  
(Downloadable Form Located on Department Website)

MARINE CORPS LEAGUE  
MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM

FROM: Adjutant/Paymaster of 1 Detachment # 2  
TO: National Adjutant/Paymaster, 3619 Jefferson Davis Hwy Suite 115 Stafford VA 22554  
VIA: Department Paymaster Date 3

PLEASE READ CAREFULLY

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

Transmittal # 4  
(Start new sequence on July 1 each fiscal year).

<u>5</u> R #	<u>6</u> C	HQ USE ONLY	LAST NAME (JR,etc).	<u>7</u> FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		<u>8</u>	<u>9</u>	<u>10</u> ZIP <u>11</u>
<u>12</u> TELEPHONE NUMBER	E-MAIL ADDRESS <u>13</u>				<u>14</u> DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER	E-MAIL ADDRESS				DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER	E-MAIL ADDRESS				DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER	E-MAIL ADDRESS				DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER	E-MAIL ADDRESS				DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER	E-MAIL ADDRESS				DATE OF BIRTH

NATIONAL DUES ONLY

R	Renewal @20.00	Check # <u>16</u>	\$ 0.00
N	New Member @ 25.00		0.00
RAM	Renewal Associate@20.00		0.00
NAM	New Associate @25.00		0.00
RDM	Renewal <u>15</u> @20.00		0.00
NDM	New <u>15</u> @25.00		0.00
N*	March 1st-August 30th @15.00		0.00
NAM*	March 1st-August 30th @15.00		0.00
NDM*	March 1st-August 30th @15.00		0.00
<b>Life Member by age:</b>			
L	35 and under @ 500		0.00
L	36 to 50 @ 400		0.00
L	51 to 64 @ 300		0.00
L	65 and over @ 200		0.00
		National Dues \$	0.00

Department Dues

SIGNED \_\_\_\_\_  
DETACHMENT ADJUTANT / PAYMASTER

Check # 17

Total \$ \_\_\_\_\_

Received at Department

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

Received at National HQ  
(Date/Time Stamp)

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

PRINTED NAME \_\_\_\_\_

18

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP + 4 \_\_\_\_\_

DEPARTMENT PAYMASTER NAME \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

© 2016 Marine Corps League, Inc.  
For Official Marine Corps League use only.  
All other use is prohibited.

Shaded area are for National HQ use only.

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

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**Enclosure (6)**

**The membership transmittal**

1. On the “From: Adjutant/Paymaster of” line, enter the name of the detachment.
2. On the “Detachment # \_\_\_\_\_” line, enter the number of the detachment.
3. On the “Date \_\_\_\_\_” line, enter the date in which you completed the transmittal.
4. On the “Transmittal # \_\_\_\_\_” line, enter the number of your transmittal.

Note: It does not matter what numbering system is utilized, but it is strongly recommended that you use a system so that when referencing a specific transmittal, you could say, “I am referring to transmittal 16-01 dated July 19, 2016”. This makes it easier for both Department and National. Remember that both National, Department and Detachment begins a new fiscal year on July 1<sup>st</sup>.

5. On the first line, if the member is *renewing* their membership, it is necessary to place in the box titled “Member #”, the current membership number of the member. Each member has a membership number that has been assigned by National. This box is left blank for new members as National will assign a number and write it in this box before returning the copy to the detachment.
6. In the box that is titled “Code(s)” place one of the following letter codes, based on action being taken.

R	Renewal of Regular Member	RI	Reinstatement of Regular Member
N	New Regular Member	RIAM	Reinstatement of Associate Member
RAM	Renewal of Associate Member	RIDM	Reinstatement of Dual Member
NAM	New Associate Member	H	Honorary Member
RDM	Renewal Dual Member	HAD	Honorary Active Duty Member
NDM	New Dual Member		
COA	Change of Address (Old)		
O			
COA	Change of Address (New)		
N			
L	Life Member		

Do not mark in “HQ Use Only”

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (6)

7. In the box that is titled “Last Name (Jr., etc.) First, MI”, enter member’s last name, first name and middle initial.

On the second line of this section, the letters PLM# is in a shaded area. Do not put anything in this box as it is reserved for National. If a member becomes a Permanent Life Member, their life membership number will be placed in this area.

8. In the next box titled “Street Address (or PO Box#), enter the member’s residence either as a street number and name of Street, Circle, Blvd., Avenue or Apartment # or Post Office Box number.
9. In the next box titled “City”, enter the city in which the member lives.
10. In the next box titled “ST”, enter the state in which the member lives.
11. In the last box titled “Zip+4, enter the five-digit zip code of the member plus the additional four digits for their particular location within the zip code area. These additional four digits can be received from the post office (online).
12. On the third line of this section, in the box titled “Telephone Number”, enter the phone number of the member including area code. **This is an optional entry.**
13. In the box titled “E-Mail Address”, enter the email address for the member. **This is an optional entry.**
14. In the box titled “Date of Birth”, enter the member’s birth date. This is **ONLY** for **NEW Members** and those members that are applying for **Life Membership**.
15. After each letter code is a small line. On that line you need to enter the number for each of those letters. Example: R\_\_ Renewal. Place the correct number of Regular membership renewals (Code R), plus reinstatements (Code RI) from this transmittal on that line. The corresponding dollar amounts will be automatically calculated.

Note: In this section are entries marked ‘March 1<sup>st</sup> – August 30<sup>th</sup>. Any NEW Membership Application with dates during this time need only send \$15.00 to National (½ the normal rate \$10.00 dues + \$5.00 admin fee). **This will bring New applicant’s dues current thru August 31<sup>st</sup> of the current year.**

16. Enter the number (not amount) of the check that you wrote to National.
17. Enter the number of the check on the ‘Check #’ line along with the amount of the check you wrote to your Department.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (6)

Do not fill in any of the lower two lines that are under the words "Department Received". These lines are for the Department Paymaster.

18. In the last section shown at the right, the top 4 boxes are the Detachment Paymaster's information. Signature, printed name, and address.

DO NOT ENTER ANY OTHER INFORMATION IN THIS AREA...IT IS FOR THE DEPARTMENT PAYMASTER.

Print copies, retain one for your records and forward copies to your Department Paymaster along with all checks that are written to National and to Department.

#### Transmittal Do's and Don'ts

Please read this section carefully. It merits emphasis here because this is some of the reasons that take time and if we all cooperate; we can make it easier on each other as well as those on the National level.

#### Do's

1. Do make sure to enter the Name of the Detachment.
2. Do make sure to enter the Number of the Detachment.
3. Do make sure to enter the Date.
4. Do make sure to enter a transmittal number.
5. Do make sure to enter the membership number of all current members.
6. Do make sure to fill in the code section with the proper letter code.
7. Do make sure to enter Member Name.
8. Do make sure to enter the Date of Birth (DOB) of any member becoming a Life Member, or a New Member.
9. Do make sure to enter the Member Address including Zip Code +4.
10. Do make sure to complete the National Dues section
11. Do make sure to complete the Department Dues section.
12. Do make sure to complete the Detachment Paymaster section.
13. Do make checks to National as follows: "National Adjutant/Paymaster, MCL".
14. Do make checks to Department as follows: "Department of \_\_\_\_\_, MCL".
15. Do send **original, signed application** for all NEW Members. If necessary, retain copy for your records.
16. Do retain and copy and forward originals transmittal along with both National and Department checks to Department Paymaster.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (6)

#### Don'ts

1. Do not make checks out to paymasters personally.
2. Do not make checks out for National other than: "National Adjutant/Paymaster, MCL".
3. Do not make checks out for Department other than, "Department of \_\_\_\_\_, MCL".
4. Do not fill in the section titled "D.O.B>" for anyone except a NEW Member or NEW LIFE Member.
5. Do not staple checks to transmittal.
6. Do not send transmittals and checks directly to National.
7. Do not write in gray areas of transmittal.
8. Do not send Department dues for LIFE Members. LIFE Members do not pay dues after they receive their life membership.

DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (7)  
(Downloadable Form Located on Department Website)



MARINE CORPS LEAGUE  
REQUEST FOR TRANSFER

1. Printed Name \_\_\_\_\_ Member # \_\_\_\_\_ PLM # \_\_\_\_\_  
 Street \_\_\_\_\_ Apt # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip +4 \_\_\_\_\_  
 SSN \_\_\_\_\_ Tel # (\_\_\_\_) \_\_\_\_\_ Date of Birth / / \_\_\_\_\_  
 Date of Enlistment/Commissioning / / \_\_\_\_\_ Date of Discharge/Separation/Retirement / / \_\_\_\_\_  
 I hereby request that my membership as a  Regular Member  M-A-L  Dual Member  Associate Member,  
 in the \_\_\_\_\_ Detachment # \_\_\_\_\_ be transferred to the \_\_\_\_\_  
 Detachment # \_\_\_\_\_ Department of \_\_\_\_\_ as a  Regular Member  Dual  
 Member  Associate Member or to  M-A-L status.

Signature \_\_\_\_\_ Date / / \_\_\_\_\_

2. TO BE COMPLETED BY THE LOSING DETACHMENT (Det. No. \_\_\_\_\_)  
 The above member is in good standing ; delinquent . Membership expiration date is  
 / / \_\_\_\_\_  
 Member (s) is (are) indebted to this Detachment. (If indebted, please explain on reverse side). The transfer of this  
 member is approved  disapproved .

Signature of Commandant \_\_\_\_\_ Date / / \_\_\_\_\_

3. TO BE COMPLETED BY THE GAINING DETACHMENT (Det. No. \_\_\_\_\_)  
 I have reviewed the foregoing information and hereby approve  disapprove  of the transfer of this member.

Signature of Commandant \_\_\_\_\_ Date / / \_\_\_\_\_

FOR DUAL MEMBERS ONLY  
 I certify that I am a Dual Member and I hereby request that my voting rights for Department and National  
 Conventions be transferred to \_\_\_\_\_ Detachment # \_\_\_\_\_ Department of \_\_\_\_\_

Signature of Dual Member \_\_\_\_\_ Date / / \_\_\_\_\_

Member requesting transfer:  
 Losing Detachment Commandant:  
 Gaining Detachment Commandant:  
 Department Adjutant/Paymaster:

**INSTRUCTIONS (Type or print legibly)**  
 Complete all information in #1 and #4 (if applicable) above. Sign and date  
 the application in space provided. Forward the form to your current  
 Detachment Commandant for approval.  
 Complete the appropriate information in #2. Sign and date the form in the  
 space provided. Retain one copy for Detachment records and forward the orig-  
 inal and two copies to the gaining Detachment Commandant. Send one copy  
 to your Department Paymaster for information purposes.  
 Complete # 3 as appropriate. Sign and date the form in the space provided.  
 Retain one copy. Forward the original and remaining copy to the Department  
 Paymaster, along with Dues Transmittal Form listing the transferring mem-  
 ber.  
 Retain bottom copy and forward the original to National Headquarters along  
 with Dues Transmittal Form listing the transferring member.

© 2015 Marine Corps League, Inc.  
 For Official Marine Corps League use only.  
 All other use is prohibited.

DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (8)  
(Downloadable Form Located on Department Website)

— NOTICE OF DEATH —  
MARINE CORPS LEAGUE



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

Detachment, Marine Corps League did answer his/her final Earthly Roll Call on \_\_\_\_\_  
(Date)

The deceased is survived by \_\_\_\_\_ (Relation's Name)  
(Relationship) who resides at: \_\_\_\_\_

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

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

Comments: \_\_\_\_\_

Submitted By: \_\_\_\_\_  
Date: \_\_\_\_\_  
Title: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

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

©2010 Marine Corps League, Inc.  
For official Marine Corps League use only. All other use is prohibited.



**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**Enclosure (9)  
(Downloadable Form Located on Department Website)**



DATE: **Date**

FROM: **Name of Proposer**

TO: Department of Texas Adjutant

SUBJECT: Modification to Section **xxx** of the Department By-Laws (**or Administrative Procedures**)

**EXPLANATION of PROPOSED REVISION:**

**Write out explanation and reason for of proposer's revision, amendment or repeal of current Bylaw or Administrative Procedure.**

**AS IT IS NOW**

**Show current Bylaw or Administrative Procedure as currently written as it is now.**

**PROPOSED BYLAW CHANGE**

**Proposed revision, amendment or repeal as how proposer wants it written.**

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## ENCLOSURE (10)

### PLANNING A CONVENTION/CONFERENCE MEETING

#### 1. PREFACE.

- a. Any Detachment (Det) can and should consider hosting the Department (Department) Convention/Conference (Conv/Conf).
- b. The following guideline is intended to assist the Det in submitting a bid and hosting a Department Conv/Conf.
- c. This guide is not all-inclusive but designed to assist and make the planning process easier.

#### 2. KEY INDIVIDUALS AND RESPONSIBILITIES.

##### a. Department

- i. **Department Convention Committee Chairman** - Shall with the Convention Committee perform those duties outlined under the Administrative Procedures Chapter Two, Section 2065 of the Department Bylaws and Administrative Procedures.

##### b. Detachment

- i. **Detachment Conventions Committee Chairman:** Conducts all meetings and supervises the total effort of the committee. Responsible to the Det Commandant and Department Conventions Committee Chairman.
- ii. **Detachment Conventions Committee Co-Chair:** Assists the Chairman, conducts meetings in the absence of the Chairman, handles special assignments.
- iii. **Detachment Conventions Committee Secretary:** Keeps minutes of all meetings, as well as copies of all contracts.
- iv. **Detachment Conventions Committee Treasurer:** Receives all funds, pays all bills (should be paid by check, keeps copies of all contracts).
- v. **Detachment Conventions Committee Activities:** Acts as liaison with Department Convention Committee and Hotel and plans convention activities.
- vi. **Suggested Committees:**
  1. **Detachment Floral Committee:** Arranges for corsages and other flowers that may be needed other than those for the memorial services, makes table decorations.
  2. **Detachment Program Book Committee:** Responsible for

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- soliciting ad sales, selects a printer, helps printer in the layout of the book.
3. Detachment Fundraising 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.
  4. Detachment Headquarters Committee: Provides information on restaurants, shopping, churches, hospitals, local transportation, location of events, meeting rooms, etc.
  5. Detachment 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.
  6. Detachment Devil Dog and Flea Liaison: Works closely with the Pack Dog Robber and Big Flea to ensure that their needs are met (areas for growls, meetings, and initiations should be made available).
  7. Detachment Event 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.
  8. Detachment Publicity Committee: Responsible to notify the news media of the convention and to assist them in any coverage they wish to provide.
  9. Detachment 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).
  10. Detachment Food and Beverage Committee: Responsible for selecting the Caterer for the Banquet and vendors to solicit or purchase beverages.
  11. Detachment Protocol Committee: Responsible for coordination of all aspects of VIPs attending the Conv/Conf. This includes but not limited to Distinguished National/Division Officers, other Service Officers, and guests visiting our Departments/ Detachments.

### 3. TIMELINES FOR SUBMISSION OF BID PROPOSAL FOR THE Department

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

CONVENTION AND OR CONFERENCE.

- a. Recommend beginning 18 months prior to the Department Conv/Conf date.
- b. Must conform to all items listed in the Bylaws and Administrative Procedures Sect. 2065
- c. Recommended Timeline for developing and submitting a Bid Proposal.

<u>Conferenc</u>	<u>Conventio</u>	<u>Action</u>
<u>e</u>	<u>n</u>	
May	January	Form a Detachment Committee and meet with Vendors
June	Feb	Meet with Vendors and Draft a rough Proposal
July	Mar	Present to Detachment Members continue revising the Draft
Aug	Apr	Detachment vote approval and Finalize the Proposal. Submit to Department
Sept	May	Submit Bid Proposal Not Later Than (NLT) the 15 <sup>th</sup> of the month.
Oct	June	Department Convention Committees reviews and submits to the Board of Trustees
Oct	June	Detachment presents their Bid Proposal to the Conv/Conf Attendees. Conv/Conf Attendees vote on the Detachment to Host the site

4. SPECIFIC REQUIREMENTS TO IDENTIFY AND PLAN FOR (NO SPECIFIC ORDER OR PRIORITY LISTING):

- a. Fundraising Plan:
  - i. Only the Host Detachment and Department Auxiliary are authorized to fundraise during the Conv/Conf.
  - ii. If another Detachment or outside vendor wishes to participate, they must receive authorization from the Host Detachment.
  - iii. Auction/Raffles: Ensure the winner is responsible for shipping cost.
  - iv. Host Detachment members selling souvenirs.
  - v. Select prizes that will appeal to both male and female

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

attendees.

- b. Vendors:
  - i. Optional.
  - ii. Invite other Service Organizations
  - iii. Veteran friendly companies to display and sell their products.
- c. Theme for the Conv/Conf:
  - i. Contact the Department Commandant and ask if there is a theme.
  - ii. Use the theme throughout on the name tags, banquet/meet and greet tickets, and program book.
  - iii. Creativity is limitless.
- d. Hotel:
  - i. Identify:
    1. Rooms: Regular and disability accessible.
    2. Express check in for VIPS and co-located near elevator.
    3. Restaurants in the hotel and in close proximity (price of food, quality of food, and quality of service).
    4. Free Breakfast as defines as a “hot breakfast” to include expecting eggs, bacon, sausage, potatoes, SOS, ect.
    5. Elevators.
    6. Check in/out time and service.
    7. Bellhop service.
    8. Parking: Parking should be free and valet parking is available.
    9. Gift Shop:
    10. Weight room, sauna, and swimming pool.
    11. Transportation to and from the hotel: Cost and hours of operation.
    12. Plan on hosting a Department Commandant and Department Convention Committee Conv/Conf Site visit. Hosting Detachment is responsible for Lodging.
    13. Complimentary Room Requirements:
      - a. Department is responsible for complimentary rooms for any National/Division MCL/Auxiliary and or VIPs.
      - b. Hosting Detachment is responsible for the complimentary rooms:
        - i. Department Commandant.
        - ii. Auxiliary President.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- iii. Guest of Honor.
      - iv. Local VIPs (Hosting Detachment invitation).
    - c. Host Detachment provides welcome baskets containing snack foods such as cheese, crackers, fruit, and/or a bottle of wine is delivered to the VIP guest rooms.
  - e. Meeting rooms
    - i. Hotel:
      - 1. Work on gratis, size of the rooms.
      - 2. Comfort, audio visual support, wheelchair access, wi-fi, microphones, and seating arrangement.
    - ii. Convention Center (If not available at Hotel):
      - 1. If the Hosting Detachment is utilizing a Convention Center separate from and not associated with the Hotel require the same support and meet the requirements of room set-up. (See equipment list par 15.a.ii and room requirement 5.I.iii.1-4).
      - 2. In addition, this will require a separate contract and negation for the price.
    - iii. Hotel Room Requirement (For planning purposes.)
      - 1. Thursday: No open session meetings during this day. Small number of attendees will arrive during the day and will be mostly the Department Staff. Number of rooms will be less than 30 to 40.
      - 2. Friday: Delegates will begin to arrive to attend Committee meetings and Devil Dog/Flea meetings. In addition, the Friday Meet and Greet will also draw more Delegates. Plan or about 40 to 60 rooms to be checked.
      - 3. Saturday: Main Business day and the commuter attendees will arrive this Day. Due to the Banquets, plan on 20 to 30 rooms additional rooms to be used.
      - 4. Sunday: Check out. Department Commandant may have a Sunday meeting with his new staff.
  - f. Hospitality Plan:
    - i. Location.
    - ii. Type and size of the room.
    - iii. Security after hours.
    - iv. Hours of Operations.
    - v. Staffing: Bartenders that are TABC Licensed.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

1. Your bartenders must have TABC license and you cannot charge for the liquor.
  2. The placement of a “donation jar” and or a “tip jar” is an implied statement you are charging for the beverages.
- vi. List of items to stock and serve.
- g. Banquet:**
- i. Develop a Banquet Program (optional).
  - ii. Identify a Caterer and ask to sample the meal at an event the Caterer is catering.
  - iii. Identify if the caterer will include 10% over the ticket count for unexpected last minute ticket purchases.
  - iv. Identify the drop dead date to confirm the meal count.
    1. Offer a beef, chicken, and have a few vegetarian options.
    2. Suggested meal ticket price \$35 per person. Negotiate with the Caterer to keep the meal below \$20 so the Host Detachment can make money to offset the convention cost.
    3. Check with the Caterer if the bill includes sales tax (if applicable) and extremely important, ensure the gratuity is included in the contract.
    4. Suggest the Hosting Detachment to set aside 10 to 20 meals for Attendees who register late or decide to stay for the banquet.
  - v. Ensure the catering bill includes the sales tax (if applicable) and gratuity in the contract.
  - vi. Complimentary Meals:
    1. Department is only responsible for banquet tickets for any National/Division MCL/Auxiliary and or VIPs and spouses.
    2. Hosting Detachment is responsible for the Banquet and Meet and Greet tickets for:
      - a. Department Commandant and spouse
      - b. Auxiliary President and spouse
      - c. Guest of Honor and spouse
      - d. Local VIPs
- h. Registration:**
- i. Fees: There is only one fee for the Attendees to pay called a registration fee (as per Ch 2 sect 235.d.5 of the June 24, 2017 By Law, Administrative Procedures, with changes 1-10).

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### ii. Forms:

1. Department Delegate Form (Department design).
2. Conv/Conf Registration (Hosting Detachment design):
  - a. MCL.
  - b. Auxiliary.
3. Banquet/Meet and Greet (Hosting Detachment design).
4. Program Ad Purchase (Hosting Detachment design).
5. Program Agenda (Hosting Detachment design).
6. Auxiliary Agenda (Hosting Detachment design).
7. Souvenirs Purchase (if applicable) (Hosting Detachment design).
8. Instructions for hotel registration (Hosting Detachment design).

### iii. Registration Process:

1. Hosting Detachment Actions:
  - a. Develop a registration plan.
  - b. Set up times and develop a schedule for the Paymaster and additional members to expedite the check in process.
  - c. Practice a registration flow pattern to expedite the registration process for attendees.
  - d. Equipment:
    - i. Computer and Printer.
    - ii. Cash box.
    - iii. Admin supplies.
    - iv. Table and chairs.
    - v. Extension cords.
2. Electronic Registration:
  - a. There are numerous websites such as Formsite (<https://www.formsite.com/>) that can be used, manage, and provide receipts during the registration process.
  - b. Using an electronic registration process, will minimize input errors, automatically tabulate the values, produce receipts, and make the accountability process easier for the Paymaster.
3. USPS:
  - a. Individuals are required to print the forms, complete the forms, and mail the registration



## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- packet to the Hosting Detachment.
      - b. Once the Hosting Detachment receives the completed form, it must be transcribed onto a worksheet to for accountability and be manage.
    - 4. Each Detachment is required to complete the Delegate Registration Form.
      - a. This form will be mailed to the Host Detachment for action.
      - b. The Host Detachment will process internally and forward a copy to the Department Credential Chairman for action. (See par 12 for the example of the Delegate Form).
  - iv. There are five categories of Attendees:
    - a. MCL Delegate
    - b. MCL Alternates
    - c. MCL Associates
    - d. Auxiliary Delegate
    - e. MCL Guest
  - v. Goodie Bag:
    - 1. Contents of the bag.
      - a. Recommend:
        - i. Program
        - ii. Agenda, map of the hotel, and or the convention center.
        - iii. Paper and pens.
        - iv. Snacks.
        - v. Souvenirs.
        - vi. Local literature of the area.
        - vii. Tourism info.
        - viii. Anything the Hosting Detachment wishes to add.
    - 2. Credentials/Name Tag:
      - a. Creativity, style, and design is limitless.
      - b. Tie in with the theme if applicable.
      - c. Name Tag:
        - i. Name.
        - ii. City/State.
        - iii. Detachment/ Auxiliary.
        - iv. Position.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

3. Banquet Tent Card:
  - a. Logo.
  - b. Name.
  - c. Type of Meal
4. Meet and Greet Tickets:
- vi. Coordination with Department, Auxiliary, Devil Dogs, and Fleas:
  1. Contact the Commandant and Staff, President of the Auxiliary, Devil Dogs and Fleas for specific requirements.
- i. Conference Room:
  - i. Regardless if the Conference rooms are collocated in the hosting hotel or offsite at a Convention Center it is critical to identify the meeting room requirements and assignments.
  - ii. Coordinate with Department Convention Committee for guidance.
  - iii. The following is a guide for room requirements and subject to change:
    1. Thursday:
      - a. Room to allow the Department Commandant to hold his Commandants Mast (a form of meet and greet). Could be co-located in the Hospitality Room if large enough to hold around 15 to 30 or more.
      - b. A Hospitality Room (Suite) for Social Call.
    2. Friday:
      - a. A standalone committee room that will suffice 30 individuals, with podium, sound system, and computer projector.
      - b. A second Committee room to support training classes and other unexpected meetings.
      - c. A room that can hold 225 individuals, with podium, sound system, internet connectivity, and computer projector.
    3. Saturday:
      - a. A standalone committee room that can hold 30 individuals, with podium, sound system, and computer projector.
      - b. A second committee room to support training classes and other unexpected meetings.
      - c. Main conference room to hold 225 individuals,

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- with podium, sound system, and computer projector.
      - d. Banquet Room to hold at least 250.
    - 4. Sunday:
      - a. A standalone committee room that can hold 30 individuals, with podium, sound system, and computer projector.
  - iv. Agenda
    - 1. Hosting Detachment needs to contact the Department Commandant for his guidance and approval.
    - 2. Once the Agenda is approved add the room assignments and ensure there are no room conflicts.
    - 3. Once finalized, add to the Program Book and place a copy in the Goodie Bag and or Welcome Aboard Folder.
  - j. Liability Insurance:
    - i. Notify Department Paymaster to request for Conv/Conf liability insurance. There is no charge to the Host Department.
  - k. Liquor Permits:
    - i. You cannot sell liquor without the appropriate permits.
    - ii. Develop a Liquor and Beverage Plan for the Banquet, Hospitality Room, and the Fri Meet and Greet.
  - l. Convention Program and Sponsorship Ad Plan:
    - i. Vendors:
      - 1. Develop a Program Book Plan.
        - a. Seek out Commercial Business, Establishments, or Marine Corps League Division, Department, Division, Auxiliary, Unit, Kennel, Pound or Hide to stand out.
      - 2. Look at examples from past Conv/Conf and show them to Vendors.
      - 3. Investigate several vendors and seek bids.
      - 4. Determine requirement timeline to complete the printing and add in a factor of 2 or 3 weeks before the Conv/Conf date.
      - 5. Select a vendor.
      - 6. Timeline submissions of Ads to the Print Vendor:
        - a. Determine a cutoff date to receive ads. This date is based on the agreement to submit the proof to the vendor.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- b. Utilize a Host Detachment individual with good computer skills. If available, this individual may be able to build the electronic program book. Work with your selected vendor for guidance.
  - c. Have all ad submissions sent electronically to the Host Detachment via computer. Most preferred method.
  - d. If a unit does not have electronic capability, have that unit mail the art work to the Host Detachment. Once received, scan it and build you Ad File.
7. Ad page size and recommended pricing:
- a. Prices are market driven.
    - i. Outside Back Cover: color; \$150-\$200
    - ii. Inside Covers: Color: \$125-\$175
    - iii. Full page: Color/B&W; \$100-\$125
    - iv. Half page: Color/B&W; \$50-\$75
    - v. Quarter Page: Color/B&W; \$25-\$35
    - vi. Business Size Card: B&W; \$15-\$20
  - b. Full color (most expensive).
  - c. Combine color and B&W pages (reasonable).
  - d. All black and white (least expensive).
  - e. Paper weight and texture (gloss or flat).
- ii. Complimentary pages
- 1. National Commandant.
  - 2. National Auxiliary President.
  - 3. Southern Division Vice Commandant.
  - 4. Auxiliary Southern Division Vice President.
  - 5. Department Commandant.
  - 6. Department Auxiliary President.
  - 7. Bio of the Guest of Honor Speaker.
  - 8. Political Leaders:
    - a. State Governor.
    - b. Mayor of host city.
    - c. County Tourism Director.
    - d. President of the Chamber of Commerce of host city.
  - 9. Hotel Manager.
  - 10. Hotel Layout.
  - 11. Convention Agenda.
  - 12. Convention Room assignments.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- iii. Steps for Submitting your Ad:
  - 1. Prepare your ad in the required size, resolution, and file format required by your printer.
  - 2. Submit one ad per form.
  - 3. Payment can be combined into 1 single payment if needed for multiple Ads.
- m. Detachment Attendance Flag Streamers:
  - i. Hosting Detachment is responsible for purchasing the streamer.
  - ii. The Department streamer is traditionally a yellow ribbon with metallic red lettering that is 24 inches long and 2 inches wide.
  - iii. Hosting Detachment can select any vendor to make the Streamer. However, the following vendor has the artwork and graphic on file.
    - Monarch Trophy Studio
    - POC Laurie
    - 16227 San Pederro Ave
    - San Antonio, Tx 78232
    - Phone (210) 344-3777 Fax (210) 341-4906
  - iv. Order 50 streamers and no later than three months prior to the event.
- n. Protocol Plan: Get with the Department Protocol Officer for guidance and assistance.
- o. Presentation of the Bid:
  - i. Recommend designing a Power Point Presentation to sell your plan, the venue, and attractions that are available to the attendees for their vote.
- p. Chamber of Commerce and County Tourism Office
  - i. Join the Chamber and contact the County Tourism Office.
  - ii. They have a wealth of assets and capabilities.
  - iii. Seek help from the Hotel, Chamber of Commerce, and County Tourism Office for assistance and resources.

### 5. TIMELINES FOR SUBMISSION OF BID PROPOSAL AND TASK MANAGEMENT FOR THE Department CONV/CONF.

- a. The following is a recommendation and as it provides the Hosting Detachment a template to manage the requirements:

Month

Task

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

18 to 13 months' prior	Go to Par 3.c above for Bid Timeline.
12 months prior to	Detachment presents their Bid Proposal to the Conv/Conf Attendees for vote of approval. Make initial contact and seek guidance with the Department Commandant.
10 months prior to	Finalize your Hotel and Caterer Plan.  Begin Communications with the Department Commandant, Sr and Jr Vice Commandants, and Paymaster. NLT coordinate with Department Commandant as to his desires for a guest speaker and other VIPs.
8 months prior to	Finalize your Publisher Vendor for the Convention Program.
6 months prior to	NLT meet with your Chamber of Commerce, local government Officials, Hotel, and Restaurants. Prepare for raffle tickets if applicable. Begin Communication with the Detachment Commandants via email and USPS (those with bad or no email address). Contact the President of the Auxiliary, Devil Dogs, and Big Flea to identify their needs at the conference/convention.
4 months prior to	NLT Contact local businesses for donations Solicit Ads and begin preparation for the convention program and credentials. Order Attendance Streamers for Participating Detachments. Request Welcome Letters from

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

Department Commandant, Auxiliary President, County Supervisor, Mayor, City Council, or other government leaders.

3 months prior to

NLT coordinate with Department Commandant as to his desires for a guest speaker.  
Plans for early bird (arrivals) activities and Door Prizes.  
Plan for Attendee's Registration Desk.  
NLT Communications with the Detachment Commandants via email and USPS (those with bad or no email address).

2 months prior to

Develop Hospitality Room Plan.  
Prepare Door Prizes.  
Develop Goodie Bag Plan.  
Design and print Banquet Tickets.  
Follow-up on welcome letters from Department Commandant, Auxiliary President, County Supervisor, Mayor, City Council, or other government leaders.  
Check with your Program Vendor for their timelines to get the Welcome Letters in the Program.

1 month prior to

Prepare name tags, place holders, and credentials.

2 weeks prior to

Secure a safety deposit box at hotel if required.

6. CONFERENCE/CONVENTION RULES. (This is an example)

a. Date/Time. (Base on your plan and for example)

i. Marine Corps League Bylaws and Administrative Procedures

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- and the Roberts Rules of Order shall prevail at all times.
- ii. Meetings will be held based on the timeline's set for the convention, unless otherwise communicated the Sgt at Arms.
  - iii. Length of meeting will be based on the content of the agenda.
  - iv. Meetings typically will be held in the (TBD) room.
- b. Roles. The meeting roles are Department. Commandant, Adjutant, and Sgt at Arms.
- i. The Sgt at Arms is the go to person for any information that applies to the general meeting.
- c. Uniform of the Day
- i. Minimum Red MCL cover
  - ii. Optionally/Traditionally
    - 1. Meetings Friday/Saturday
      - a. Refer to Enclosure three (3) of the National Bylaws and Administrative Procedures.
    - 2. Banquet – Formal Occasion
      - a. Dress Uniform: Refer to Enclosure three (3) of the National Bylaws and Administrative Procedures.
      - b. Suit/Tie
      - c. Button Down Slacks, Button Down Shirt, Tie
- d. Meeting Attendance and Protocol. The meeting is managed by the State Commandant and anytime that there are topics to be discussed; courtesy to the speaker must be maintained until there is a question period.
- i. All attendees must have the Convention Name tag displayed on their shirts in order to enter the meeting.
  - ii. 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.
  - iii. 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.
  - iv. Upon entrance to the meeting, the Sgt at Arms must be saluted as a courtesy and request to enter the meeting
  - v. The Colors posted at the head of the meeting must also be saluted upon entrance and leaving the meeting.
  - vi. When a Point of Order is raised, the Department Judge



## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- Advocate will render an opinion and the “Chair” will make the ruling.
- vii. Nominating speeches will be held to four minutes and seconds to one minute
  - viii. Delegates or others wishing to have the floor will rise, and when recognized, will state their name, Detachment name, and city prior to speaking.
- e. Agenda: The Commandant prepared the agenda to insure a smooth process that the agenda is followed. The agenda will focus on planning, problem solving, and decision making agenda items over informational agenda items.
- i. The agenda will include:
    - 1. Specific meetings and locations.
    - 2. Not all meetings need to be attended unless you are part of the committee that is holding the meeting.
    - 3. The General Assemble will before morning Colors at 08:15 for Colors, please be in the assembled formation by 0:800 on Saturday morning.
    - 4. The assembly for all attendees and will be in the (TBD) room at 08:30.
    - 5. The agenda is distributed in the Convention Program book.
- f. Addressing the Speaker: When addressing a speaker in a meeting please stand and pose your question when the speaker identifies you.
- i. In the case of the State Commandant, he/she will be address as Sir/Mrs. Commandant, permission to address the floor.
  - ii. Upon giving the permission to address the floor, pose your statement or question.
  - iii. No Delegate shall be permitted to speak more than twice on a given issue.
  - iv. A time limit of three minutes will be imposed on each speaker.
- g. Breaks. The facilities are a nonsmoking facility and as such, you must go outdoors to smoke.
- i. Check with the Hotel (and Convention Center if applicable) for designated smoking areas.
- h. Hospitality Room. (Base on your plan and for example).
- i. Free beverages will be provided to all registered members in the hospitality room. Again, when you have finished your beverage, please place your empty container in the Trash

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Container.

- ii. The beverage hours for the hospitality room is TBD.
- iii. The hospitality room will always be open for anyone that want to visit and chat during the day, TBD.
- iv. Late Arrivals: When members arrive late, and need to get a nametag for the meeting, you must go to the registration desk, located in the (base on your plan). You will not be able to enter any meeting without a nametag.
- v. Visitors: (Base on your plans and for example)
  - 1. Visitors are welcome at the meetings, and in the hospitality room, however if they are to consume any beverages, then a registration fee of \$5.00 will be required so that they have a nametag.
  - 2. If you do not have your nametag, beverages will not be a privilege. Spouses' attending the convention are excluded and will automatically get a nametag
- vi. Banquet The Banquet is the Convention wrap-up, all attendees will have a banquet registration paid for and must have proof of the food purchase in order to be served. Each paid banquet participant will be given a food and beverage card for the banquet
- vii. Housekeeping: The local detachment hosting this event are not house keepers and as such, it is requested that if you bring in coffee cups, sandwich's or anything into the meeting or hospitality room, we ask you to make sure it walks out with you or properly put it in a trash container.

### 7. COMMUNICATION:

#### a. Communication:

- i. Is key and it is paramount in having a successful Conv/Conf.
- ii. Department Web Page:
  - 1. Submit electronic copies of registration, banquet, hotel web link, agenda, and any other correspondence required to attend the Conv/Conf.
- iii. Detachment Web Page:
  - 1. Upload copies of registration, banquet, hotel web link, agenda, and any other correspondence required to attend the Conv/Conf.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- iv. Correspondence to Department, Auxiliary, Devil Dogs, Fleas, VIPs, and Detachment Commandants:
    - 1. Communicate the Conv/Conf Plan to all and often.
      - a. The biggest challenge will be invalid email and or wrong USPS addresses.
      - b. Detachment email addresses:  
<https://texasmcl.org/detachments>
      - c. Plan on 20% to 40% bounce back bad email address and about 5 wrong USPS addresses.
      - d. Use your District (Dist) Vice Commandant to communicate to the other Dist Vice Commandants to help with bounce back addresses.
  - v. Electronic:
    - 1. Maximize as much as possible as it is faster and more convenient.
    - 2. Create a Group folder to save time and batch email to all the Detachment Commandants and Department Leadership.
    - 3. Always "CC" your Detachment Commandant, Detachment Pay Masters, Convention Chairmen, and Dist Vice Commandant so he can send to the other Dist Vice Commandants.
    - 4. Begin emailing NLT May/Jan and email at least once a month through Oct/June.
    - 5. Recommend attaching of the registration files so Detachment can make copies and give to those who do not have or use email
  - vi. US Postal Service:
    - 1. Print your monthly email with attachments and mail to those Detachment Commandants and Paymaster.
    - 2. Mail copies of the emails and any attachment to the Detachment with bad email addresses.
- b. After Action/Lessons Learned:**
- i. To allow future Dets who considers exploring the possibility of Hosting the Conv/Conf, write up issues that went well, items not identified in the Guide, and or items that did not worked.

### 8. FINAL POINT:

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

- a. Any questions, contact the Department Convention Chairman for clarifications and assistance.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Examples

#### 1. CONV/CONF CHECKLIST

EVENT	CONTACT	Phone	Email	Complete
Department Commandant's Guidance				
President of Auxiliary				
Devil Dog POC				
Department Guest of Honor				
Hotel POC				
Hotel Event Planner				
Convention Room Planner				
Caterer				
Comp Rooms				
Agenda				
Liability Insurance Requested	Department Paymaster			
Liquor Permits				
Ad Program Vendor				
Friday Meet and Greet Vendor				
Chamber of Commerce				
Detachment Attendance Streamer				
Department Paymaster				
Department Sgt of Arms				
Department Web Master				
Department Convention Chairme				
6 <sup>th</sup> Month Detachment Communications				
5 <sup>th</sup> Month Detachment Communications				
4 <sup>th</sup> Month Detachment Communications				
3 <sup>th</sup> Month Detachment Communications				
2 <sup>th</sup> Month Detachment Communications				
1 Month Detachment Communication				

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES


(Special Note: When emailing Detachment Commandants, "CC" Department Commandant, Sr and Jr Vice, Paymaster, Chaplain, JAG, Sgt of Arms, Convention Committee Chairmen, and Hosting Department Dist Vice. This will ensure all are read in on the plan and can provide input if required.)

## 2. Name Tag and other place card examples.

### a. Name Tag

**Department of Texas  
2018 State Convention**  
Bastrop, TX

**Hell, we just  
got here!**

*Major Lloyd Williams  
Belleau Wood*

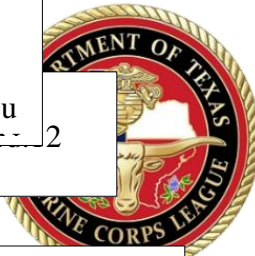


*ams*

LINK

Excel.SheetMacroEnabled.12  
"\\\\DESKTOP-  
34HMJUO\\Users\\Public\\Docu

"\\\\DESKTOP-



LINK

Excel.SheetMacroEnabled.12  
"\\\\DESKTOP-  
34HMJUO\\Users\\Public\\Doc  
uments\\Marines\\CONVENTI

LINK

Excel.SheetMacroEnabled.12

DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

b. Banquet Tent Ticket



c. Meet and Greet Tickets



**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**3. DELEGATE REGISTRATION**

Each Detachment that attends the Convention /Conference must have a delegate registration submitted to the Department Convention Credential Chairmen.

**MARINE CORPS LEAGUE  
DEPARTMENT OF TEXAS  
2018 CONVENTION DELEGATE REGISTRATION FORM**



Detachment Name: _____	<b>FOR CONVENTION USE ONLY</b>	
	TOTAL MEMBERS: _____	
Detachment Number: _____	TOTAL DELEGATES: _____	
	TOTAL VOTES: _____	

**ARTICLE ONE: Section 105**  
 (a) Delegates, Alternates and members desiring to attend business sessions of the Department Convention must possess a paid up membership card, plus properly executed 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 or honorary members in such Detachment's total membership.

*Note: Although Detachments must register and pay for Delegates and Alternates, provision is allowed for the Detachment to pay for others if they desire.*

Del.	Alt.	Assoc.	Dual	Guest	Names Attending	Circle Y/N	Mbr #	Exp Date
						Y N		
						Y N		
						Y N		
						Y N		
						Y N		
						Y N		
						Y N		
						Y N		
						Y N		
						Y N		
						Y N		
						Y N		

(Continued, on other side)





## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- 1300 – 1430 Americanism Committee Meeting - BCEC, Rm 117  
1300 – 1415 Break Out Session 1: MCL Leadership for Detachment Officers 2: Fundraising with examples BCEC, Rm 116  
3: Recruiting younger members. - BCEC, Rm 117  
1315 – 1400 1<sup>st</sup> Time Convention attendees' orientation – BCEC Rm 105  
1400 – 1445 MODD Sign in and initiation (Open to all Devil dogs) - BCEC, Rm 105  
1400 – 1700 MODD Flea Scratch - BCEC, Rm 118/119  
1445 – 1700 MODD Growl (Open to all Devil dogs) - BCEC, Rm 105  
1800 – 2100 Entertainment and transportation - Location TBD (TBD for \$15.00 for Food and or \$5 Transportation fee per person for Coppershot Distillery Downtown Bastrop)  
1930 – 2300 Hospitality Room (Snacks and Drinks) - Hampton Inn, Hospitality Rm, 2<sup>nd</sup> floor

### **SATURDAY, JUNE 23RD**

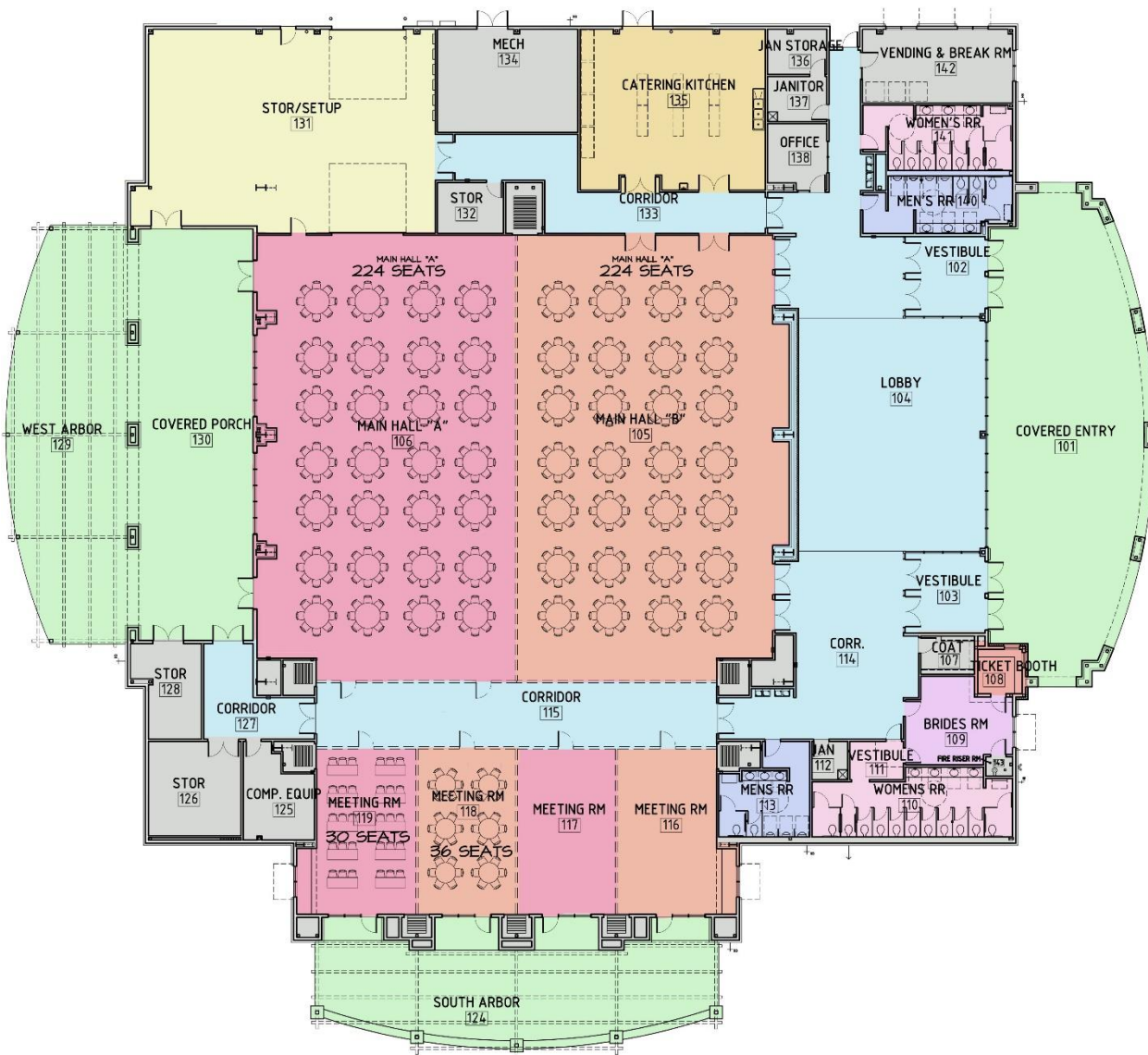
- 0745 – 0755 Formation for Morning Colors (4 ranks)  
0800 – 0815 Morning Colors Outdoor in front of the BCEC  
0815 – 1000 Registration - Lobby, BCEC  
0830 – 0930 Combined Opening Ceremony and Memorial Service - Chapel of Four Chaplains (Open to all members) - BCEC, Rm 105  
0945 – 1200 MCL Business Mtg (Open to all Members) - BCEC, Rm 105  
0945 – 1200 MCLA Business Meeting - BCEC, Rm 118/119  
1200 – 1320 **LUNCH ON YOUR OWN**  
(Special Note: Women Marine Association Luncheon – Location TBD)  
1330 – 1615 MCL Business Meeting - BCEC, Rm 105  
1330 – 1600 MCLA Business Meeting - BCEC, Rm 118/119  
1800 – 1900 Social Hour - BCEC, Rm 116/117  
1900 – 2100 Banquet, Guest Speaker, Awards, Officer Installation - BCEC, Rm 105/106  
2130 – 2330 Hospitality Room - Hampton Inn, Hospitality Rm, 2<sup>nd</sup> floor

### **SUNDAY, JUNE 24TH**

- 0800 – 0900 Department Officers Meeting (at the discretion of incoming Commandant) - Hampton Inn, Hospitality Rm, 2<sup>nd</sup> floor

## **Bastrop Convention and Exhibit Center (BCEC)**

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES



## 5. LOGOS: (To name a few.)



DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

