

Marine Corps League Department of Colorado

Guidelines for Department Conventions



Guidelines for Conventions

This document shall be passed on to the next Convention Committee each and every year.

Part I. Key Personnel

A. Department Commandant

1. The Department Commandant shall prepare and deliver to the Convention Director a Schedule of events no later than thirty (30) days prior to Convention
2. If no schedule is provided the suggested Schedule shall be utilized. Additions may be made by the Host Detachment.

B. Convention Director

1. The convention director is responsible for ALL facets of the convention.
2. Shall notify the Department of the Hotel/Motel commitments by October 1. (REF Department Bylaws)
3. Shall notify and submit documentation/forms to the Department, the Department Web Master and Department Newsletter Editor ninety (90) days prior to the start of Convention to where such forms may be properly posted on the Website and inserted into the newsletter.
4. Shall work with the Auxiliary Liaison to ensure the Auxiliary needs are met.

C. Auxiliary Liaison

1. The Auxiliary Liaison is responsible for providing all Auxiliary requirements to the Convention Committee
2. The Liaison will supply all Auxiliary forms as needed.
3. An Auxiliary counterpart to the Department MCL's Credentials Committee is required.

D. Detachment Adjutant/Paymasters

1. Each Detachment is responsible for showing proof of new member's eligibility and those that are shown as delinquent on the most current roster provided by National Marine Corps League.
2. Delegate Registration forms should be submitted as early as possible, but no later than the date shown on the Delegate Registration form.
3. Delegates shall be "members in good standing".

E. Department Newsletter Editor and/or Department Web Master

1. Shall publish information for all Department, Division and National Conventions.

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Part II. Bids for Convention

1. The Department Convention shall be held during the month of May.
 - a. The Convention weekend may be swapped with another department with the agreement of the Department of Colorado and the swap Department with the approval of the Division Vice Commandant.
2. The Department Convention shall be rotated between Detachments of Colorado.
3. Any Detachment in "Good Standing" may place their bid to host a Convention.
4. Bids should be in writing, accompanied by the Detachment Resolution to host a convention and any other information deemed appropriate.
5. Bids should be given to the Department Time and Place Committee Chairperson fifteen (15) days prior to the preceding convention.
6. The Time and Place Committee Chairperson shall present all bids to the Delegates assembled for consideration.
7. The delegates assembled shall vote to select the next convention site one (1) year prior
8. Notice of Intent may be presented at any Department Staff Meeting.
9. Bids/Notices of Intent may be submitted no more than two (2) years prior.

Part III. Support Committees

Herein are the following positions and duties of each committee and may be looked to for assistance:

1. Convention Committee

- a. The Convention Committee shall consist of at least four (4) people plus the Convention Director and the Auxiliary Liaison.
- b. An Aide should be appointed to all VIP's to assist them during their stay.
- c. The Committee is responsible for coordinating the Opening Ceremony (e.g. Color Guard, escorts for VIP's, etc.)
- d. The committee is also responsible for coordinating the Memorial Service with the Chaplains of the Department and the Auxiliary. (Ask if they require any special items, e.g. music, bell, cassette or cd player)
- e. Confirm the Opening Ceremony with the Department Commandant and Department President.
- f. Goody bags are expected, but not required! Contact local vendors, hotels merchants for donations such as pens, candy, samples or anything they are willing to contribute to help the convention overall.
- g. Rehearse!!!!

2. Time and Place Committee

- a. The Time and Place Committee shall be appointed by the Department Commandant.
- b. The Time and Place Committee shall receive and present to the convention body assembled all bids for consideration without any recommendations.
- c. Each detachment that places a bid will have the opportunity to speak on their behalf.
- d. Bids may be taken from the floor.
- e. In the event that no bids are received prior to the preceding convention the committee shall solicit Detachments to host the convention. In this instance the site shall be determined by vote at the first Department Staff meeting following the convention.
- f. In the event there are no Detachments to host the Department Convention, the Department shall host the Convention in the Commandant's territory (e.g. hometown) (REF Dept Bylaws) **or** at a site selected by the Dept Staff.

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3. Credentials Committee

Shall:

- a. The Department Commandant appoints a Credentials Committee Chairperson. The committee shall consist of at least 4 members, the Department Adjutant and Department Paymaster (Adjutant/Paymaster if the two (2) offices are combined) and an Auxiliary Liaison will be active participants.
- b. Receive all delegate/alternate registration forms and ensure that the delegates and alternates are members in good standing.
- c. The committee shall maintain the Convention Registration/Check-In Desk with the assistance of the host Detachment.
- d. The Committee may provide appropriate convention identification (ID) ribbons to all delegates, alternates, attendees, guests and VIP's
- e. The Committee shall report to the convention body the number of delegates and votes authorized for each Detachment prior to any roll call vote.
- f. Non-delegate attendees must register also. Proof of membership must be validated to gain access to the convention floor
- g. The Credentials Committee is responsible for the ID (name) Badges, the Credentials Committee may provide ID ribbons for such ID Badges (see item d).

4. Newsletter Committee

- a. Shall publish the complete Convention Information in the spring issue of the quarterly newsletter as provided by the Convention Director.

5. Department Webmaster

- a. Shall publish on the Department (and/or division) website the Complete Convention information as provided by the Convention Director.

6. Devil Dogs and Devil Dog Fleas

- a. The Pack usually provides beverages for the Hospitality Room.
- b. The Flea Hide usually provides food/snacks for the Hospitality Room.
- c. They will assist with any reasonable task. **DO NOT** assume that they will do things if they are not asked.

7. Awards Committee

- a. The Awards Committee shall obtain enough streamers for the Colors of each Detachments, Units, Department, Division or National set of colors present
- b. Streamers can be ordered from:
 - i. Dan Kain Trophies, Inc
3100 North Washington Blvd.
Arlington, VA 22201
Phone: 703-525-8100
Fax 703-525-9155
- c. Streamers can also be obtained from a local Trophies and Awards Store/Shop.
- d. All organizations are encouraged to present their Colors to receive a streamer.

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Part IV. Facilities

1. Minimum Requirements

- a. All facilities used by the convention must be wheel chair accessible including:
 - a. In-house restaurants
 - b. Bars
 - c. Cocktail lounges
 - d. Nightclubs
 - e. Restrooms
- b. Adequate and accessible hall for Joint Opening Ceremony
- c. Meeting rooms for:
 - a. Marine Corps League (Sat. day) & Military Order of Devil Dogs (Fri. Evening)
 - b. Marine Corps League Auxiliary (Sat day) & Military Order of Devil Dog Fleas (Fri. Evening)
 - c. Scholarship Committee (Friday)
 - d. Operation Little Angel (Friday)
 - e. Other Committees as needed
- d. Complimentary Hotel Rooms for the Department Commandant, Department Auxiliary President are provided
 - a. If the Department Commandant or Department President invites a National Officer, they forfeit the no cost room to the visiting VIP who will have suite vice the standard convention room. (REF Department of Colorado, MCL By-laws)
- e. A bulletin board where daily schedules can be posted with changes indicated from the pre-published schedule of events.

2. As Available Facilities

- a. Space for the Ship Store, Credential Committee, and Adjutant Paymaster

3. Required Meetings:

- a. Meeting Rooms must be provided, for the following:
 - **Hospitality Room(s)** – available for before and after scheduled events for all attendees
 - **MODD Initiations**
 - **MODD Grand Growl**
 - **MODD Fleas Initiations**
 - **MODD Flea Scratch**
 - **Training Facilities** – as necessary
 - **Detachment Commandant's Council Meeting** – a room with enough space for at least 15 people
 - **Department Scholarship Luncheon** – This luncheon is paid for by the Scholarship Committee, it must be coordinated by the host detachment and the Scholarship Committee President. The cost **CAN NOT** exceed \$15.00 per-person. This can be an outdoor pavilion for a barbeque, weather permitting.
 - **Joint Opening Ceremony** – This is normally the main convention room
 - **MCL Business Meeting** – This is normally the main convention room. If space is available it should be set up in classroom style. If space is limited a table for each detachment delegation can be provided with seats for extra people.
 - **MCLA Business Meeting** – A separate room for the Auxiliary to conduct their meetings. If space is available it should be set up in classroom style. If space is limited a table for each Unit delegation can be provided with seats for extra people.
 - **Joint Memorial Service** – This is normally the Main Convention Room.
 - **Closing Banquet** – Depending on the facility this room should be set up in banquet style. There should be at least two (2) extra tables set.

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Part V. Convention Book

- 1) The Host Detachment must publish a Convention Book. It must contain but not limited to the following and must be in this order:
 - a) Welcome letters from the Department Commandant and Department President (if provided);
 - b) Letters from local Mayor's Office and/or Governor's Office. Local Mayor's and/or Governor's Proclamation (if provided);
 - c) Letters from National and/or Division Officers (if provided);
 - d) List of Past Department Commandants;
 - e) List of Past Department Presidents;
 - f) List of Past Department Marine of the Year;
 - g) List of Past Department Associate Member of the Year;
 - h) List of Past Auxiliary Member of the Year;
 - i) List of Past Pack Leaders and Big Fleas;
 - j) List of Past Dog of the Year;
 - k) List of Past Hide Flea of the Year (if available);
 - l) Convention Schedule of Events indicating Place and time of Events;
 - m) Rules of Order;
 - n) Marines Hymn;
 - o) Dept of Colo. Scholarship & MMA Donation Forms
- 2) **NO** letters from the Host Detachment/Unit, Ads, or Host Detachment Commandant/Unit President shall be placed before the Department Commandant and Department President welcome letters. (Excluding cover in & out)
- 3) Ads may be sold for profit of the Host Detachment/Unit.

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Part VI. Schedule

If the Department Commandant does not provide a schedule of events this schedule may be used.

Thursday:

Any special event provided by the Host Detachment.

1800- 2200 Hospitality Room

Friday:

0800 – 1130 Seminar Time

0900 – 1130 Convention Committee Meeting

0900 – 10:30 Scholarship Meeting

1030 – 1130 Operation Little Angel

1200 – 1330 Scholarship Luncheon

1400 – 1600 Detachment Officer Training Time

1400 – 1600 Registration

1400 – 1600 MOY/DOY/Associate MOY Committees

1700 – 1830 Detachment Commandant's Council

1830 – 1900 MODD and Flea Initiations

1900 – 2130 MODD Growl and Flea Scratch

1900 – 2200 Hospitality Room

Saturday:

0730 – 0830 Past Dept Commandants and Past Dept President's Breakfast

0800 – 0900 Registration

0900 – 0930 Joint Opening Ceremony

0930 – 1000 Minor MCL & MCLA Awards Presented

1000 – 1030 Memorial Service

1030 – 1200 MCL & MCLA Business meetings

1200 – 1300 Lunch on your Own

1300 – 1600 MCL & MCLA Business meetings

1800 – 1830 Cocktails

1830 – 1930 Dinner

1945 – 2100 Ceremonies & closing

2100 – 0000 Hospitality Room

Sunday:

Farewells and goodbyes

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Part VII. Helpful Hints

1. When talking with the hotel, do not ask about a meeting room to be used as a hospitality room. State liquor laws forbid bringing your own alcohol into any public place. Instead ask about suites or rooms with an attached meeting room.
2. If separate rooms are not available for registration and the ship store the hospitality room can double for these functions.
3. Have the hotel set up an extra table for each eight (8) tables reserved for the banquet. You can't break up a couple to fill every chair.
4. Head Table: Department Commandant & President, MCL & MCLA Installing Officers, Division Vice Commandant, Division Vice President, National Commandant, National President, Host Detachment Commandant & Auxiliary Representative and the MC if one is used. A VIP Table should be reserved for the spouses of those at the head table. **(Can be modified at discretion of Commandant)**
5. Meeting rooms should be set up classroom style to provide a writing surface if possible. Extra seating should be provided for the joint activities.
6. Room reservations are made directly with the hotel and are the responsibility of the individuals. Rooms for VIP's are made by the Host Detachment. These should be coordinated with the VIP to ensure all special needs are met.

Part VIII. Banquet Program Procedures/Protocol

- 1) Opening Ceremony
 - a) Invocation
 - b) Dinner
 - c) Guest Speaker
- 2) Ceremonies
 - a) Auxiliary
 - i) Auxiliary Member of the Year Award
 - ii) Installation of Officers
 - b) Military Order of Devil Dogs
 - i) MODD Dog of the Year Award
 - c) League
 - i) Recruiter of the Year Award
 - ii) Associate Member of the Year Award
 - iii) Marine of the Year Award
 - iv) Installation of Officers
- 3) Closing Remarks and close of Convention
- 4) Any raffles or Auctions
- 5) Any and all other Awards are to be presented during the League and Auxiliary Business Sessions.

Part VIII. Samples

- 1) Forms:
 - a) Registration of Delegates and Alternates (this form is sent to each detachment from the Credentials Committee)
 - b) Convention Flyer
 - c) Historical Pages (Exclude Division/National Historical information, should be Dept historical info)
 - d) Detachment Rotation Schedule
 - e) Rules of Order
 - f) Marines Prayer
 - g) Scholarship Donation Form
 - h) Marines Hymn

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PART X – When hosting the Division Conference in conjunction with the Department Convention

PART XI – Sample Schedule for a combined Department Convention and Division Conference

Hosting Detachment may utilize the schedule of events (below), if no schedule is provided by the Department Commandant.

Thursday:

Any special event provided by the Host Detachment.
1300-1400 Operation Little Angel/MODD Presentation
1400 – 1500 Department MOY/DOY Committees
1500 – 1600 Division MOY/DOY Committees
1800- 2200 Hospitality Room

Friday:

0800 – 0900 Department and Division Registration
0900 – 1130 **MCL/MCLA Division Conference Meetings**
1200 – 1330 Scholarship Meeting/Luncheon
1400 – 1600 MCL/MCLA Training Classes
1600 – 1700 Detachment Commandant's Council
1700 – 1830 Dinner on your own
1830 – 1900 MODD and Flea Initiations
1900 – 2130 MODD Growl and Flea Scratch
1900 – 2200 Hospitality Room

Saturday:

0730 – 0830 Past Department Commandants and Past Department President's Breakfast
0800 – 0900 Registration
0900 – 0930 Joint Opening Ceremony
0930 – 1000 Minor MCL & MCLA Awards Presented
1000 – 1030 Memorial Service
1030 – 1200 **Department MCL & MCLA Business meetings**
1200 – 1300 Lunch on your Own
1300 – 1600 **Department MCL & MCLA Business meetings**
1800 – 1830 Cocktails
1830 – 1930 Dinner
1945 – 2100 Ceremonies & closing
2100 – 0000 Hospitality Room

Sunday:

Farewells and goodbyes