

Marine Corps League



Department of Colorado

By-Laws

Rev 2014

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, one thousand nine hundred and thirty-seven

AN ACT

To incorporate the Marine Corps League

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SEC. 1. That major General John A. Lejeune, United States Marine Corps, retired, honorary national commandant; Maurice A. Ilch, national commandant; Roy S. Taylor, senior national vice commandant; Kenneth B. Collings, junior vice commandant; Alexander F. Ormsby, national judge advocate; Reverend John H. Clifford, national chaplain; Edward A. Walker, national sergeant at arms; John B. Hinckley, Junior, national adjutant and paymaster; John E. Brock, national chief of staff, are hereby created a body corporate of the name "Marine Corps League."

SEC. 2. That the purposes of this corporation shall be: (a) to preserve the traditions and to promote the interests of the United States Marine Corps; (b) to band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy; (c) to fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms; (d) to hold sacred the history and memory of the men who have given their lives to the Nation; (e) to foster love for the principles which they have supported by blood and valor since the founding of the Republic; (f) to maintain true allegiance to American institutions; (g) to create a bond of comradeship between those in the service and those who have returned to civil life; (h) to aid voluntarily and to render assistance to all Marines and former Marines as well as to their widows and orphans; (i) to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of peculiar interest to Marines.

SEC. 3. That the corporation: (a) shall have perpetual succession; (b) may charge and collect membership dues and receive contributions of money or property to be devoted to carrying out the purposes of the organization; (c) may sue or may be sued; (d) may adopt a corporate seal and alter it at pleasure; (e) may adopt and alter by-laws not inconsistent with the Constitution and laws of the United States or of any State; (f) may establish and maintain offices for the conduct of its business; (g) may appoint or elect officers and agents; (h) may choose a board of trustees, consisting of not more than fifteen persons nor less than five persons, to conduct the business and exercise the powers of the corporation; (i) may acquire, by purchase, devise, bequest, gift or otherwise, and hold, encumber, convey, or otherwise dispose of such real and personal property as may be necessary or appropriate for its corporate purposes; and (j) generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the corporation is created.

SEC. 4. That the corporation shall, on or before the 1st day of December in each year, transmit to Congress a report of its proceedings and activities for the preceding calendar year, including the full and complete statement of its receipts and expenditures. Such report shall not be printed as public documents.

SEC. 5. That the right to alter, amend, or repeal this Act at any time is hereby expressly reserved.

Approved, August 4, 1937.

Approved
Aug 4
1937
Franklin D. Roosevelt

Wm. B. Saxton
Speaker of the House of Representatives

Robert M. La Follette
President of the Senate pro tempore

PREAMBLE

In the name of the Beneficent Father of all, we who have honorably served or are now honorably serving our country in the United States Marine Corps, for the common good of this nation and all the nations and peoples in this world and in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Marine Corps, to protect and advance the welfare of the wounded or disabled Marines and their dependents and the for the further purpose as set forth hereinafter, do solemnly and firmly associate ourselves together in a non-profit corporation known as the "MARINE CORPS LEAGUE, INCORPORATED, Department of Colorado" and ordain and establish these By-Laws.

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ARTICLE ONE
NAME

SECTION 100 – NAME

The name of this Department shall be MARINE CORPS LEAGUE, Department of Colorado

ARTICLE TWO
PURPOSES

SECTION 200 – PURPOSES

The purpose of this organization shall be:

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

The further objects and purposes of the organization are: To perpetuate and honor the memory of those Marines and FMF Corpsman who have passed on to their eternal rest; whenever and wherever possible, to aid, assist and provide for the father, mother and other dependents of the deceased Marines; to strive for the passage of legislation favorable to the Marine Corps League, to the United States Marine Corps, to the officers and men of active service, and to honorably discharged Marines, and to agitate the defeat of legislation unfavorable to them: to foster social and fraternal function among the members; to urge participation of all members in patriotic, civic, state, or national affairs as are of particular interest to Marines and FMF Corpsman.

ARTICLE THREE
POLICY

SECTION 300 – POLICY

- a) This Department shall be nonpolitical, non-partisan, and non-sectarian and the name of the Department shall not be used by any member or Officer to further the desires or wishes of any member in any political, sectarian or labor dispute.
- b) Nothing in the above section shall prohibit this Department from participation in political issues which may affect the welfare of the United States Marine Corps, or any member's claim from disabilities incurred in the service of the United States
- c) Recommended policy shall not become effective unless and until approved by a majority of either the Executive Committee or the members assembled at a regular or special meeting to ratify same.

ARTICLE FOUR
DEPARTMENT CONVENTIONS

SECTION 400 – AUTHORITY

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

SECTION 405 – COMMITTEES – DEPARTMENT CONVENTION

The Department Convention Administrative Committees shall be: Credentials, By-Laws, Resolutions, Rules, and Standing Committees.

SECTION 410 – CREDENTIALS – DELEGATES, ALTERNATES, MEMBERS

- a. Delegates, Alternates, and Members desiring to attend business of a Department Convention must possess a paid up membership card, plus properly executed and signed credentials, and must be registered with and approved by the Convention Credentials Committee.
- b. Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of said Detachment's membership on record at Department Headquarters as of March 31 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 one (1) Alternate; for each additional full block of ten (10) 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 by including Associate Members or Honorary members in such Detachment's total membership.
- c. Should a Detachment be in default of payments of funds from any source due to the Department Headquarters as of March 31, prior to the Department Convention, such fact shall be reported by the Department Adjutant/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.

- d. Delegate/Alternate cards of a Detachment may only be claimed by a registered member of that Detachment.

SECTION 415 – VOTING

a. Board of Trustees

1. Each Board member shall have one vote. There shall be no proxy voting.

b. Department Staff

1. Each Staff member shall have only one vote even though that person may hold dual or more positions.

c. Conventions

1. A majority of the Delegates present and voting will carry a measure or decide an issue except as may be otherwise provided in these Bylaws.
2. Each approved Delegate present and on the floor of the Convention shall be entitled to cast their block of votes.
3. A Roll Call vote may be required and recorded upon the request of any five (5) registered and approved Delegates.
4. In the event of a challenge of the stated vote of any Detachment, the Roll of Delegates of that Detachment shall be called, and the called Detachment Delegate shall rise and be identified as an approved Delegate before voting.
5. The Credentials Committee may challenge any vote by an individual not on the approved list of Delegates.
6. Alternate(s) have no vote. If a Delegate leaves or does not attend, his or her Alternate becomes the Delegate for voting purposes.

d. Roll Call Vote

1. If a “Roll Call Vote” is required, before voting commences, the Department Commandant shall select two Board members and two Detachment Commandants to act as Election Supervisors and who shall correctly tally the vote’s cast. Two shall act as Tellers and two as Judges. The Adjutant will poll the delegates for their vote(s).

e. REGISTRATION

1. Approved delegates, alternates, and members shall receive a Convention program from the Registration Committee assuming convention fees are paid.
2. Delegate/Registration fees at the Convention shall be as prescribed by Section 435. Fees are to be collected by the Convention Committee and forwarded to the Registration Committee before the start of the Convention. Registration fees are to be forwarded to the Department Adjutant/Paymaster within 10 days after the Convention.

3. In the process of registration, if a member's credentials as a Detachment Delegate or Alternate are challenged by the Credentials Committee, the member's Detachment Commandant or duly appointed representative in the Commandant's absence, may authenticate the credentials providing that action does not authorize more Delegates and alternates than the Detachments is allowed by the By-Laws.

f. Delegates and Alternates

1. Delegates and Alternates to the Department Convention shall be determined on the basis of Detachment membership strength reported to and on the Department record on March 31 preceding each Convention.
2. Allowable representation shall be one delegate and one Alternate for each block of ten members or portion thereof, not to exceed the Detachments total strength.
3. Delegates and alternates must be members in good standing with properly executed and signed credentials and shall be registered with and approved by the Convention Credentials Committee.

g. Rights of Members

1. Registered and approved Delegates, Department Officers, Past Department Commandants, Detachment Commandants, and Members may be granted the floor by the Chair when appropriate and in the proper order of business.

SECTION 420 – OFFICER TRAINING

a. Officer Training

1. Training classes could be scheduled during the convention, and at the discretion of the Department Commandant.
2. All training classes must be prearranged with instructors and subject matter to be determined by the Department Commandant sixty (60) days prior to convention.
3. A schedule of classes offered shall be made available to all members prior to the convention opening.

b. Weapons Training

1. No member shall be armed with a weapon without adequate training in:
 - a) Safety
 - b) Ceremony requirements

SECTION 425 – BIDS FOR CONVENTIONS

- a) Any Detachment may make formal written or oral bid for succeeding Conventions. If necessary, a ballot shall be taken on the floor when all bids are submitted.
- b) If no bids are made or if past bids are withdrawn, the Department shall assume

responsibility for the next convention to be in home office territory and the Commandant shall appoint a Convention Director before close of the Convention.

- c) The Commandant shall inform Detachments and subsidiary organizations (eg Auxiliary, MODD and MODDF) of the time and place of the next Convention.
- d) The Convention Director shall notify the Department of hotel or motel commitments by October 1, before the next Convention indicating the prices and with the following considerations:
- e) Two rooms shall be provided by the host Detachment, one (1) for the Department Commandant and one (1) the Department Auxiliary President. In the event that a National MCL Commandant and/or National MCL Auxiliary President is invited by the Department Commandant and/or Department President, the Department Commandant and/or Department President shall forfeit their room.
- f) The Convention Director shall provide the following information to the Department and the Department Web Master, Ninety (90) Days, before the Convention:
 - 1. Contracted prices of brunch, banquet, snacks, or other food service with information about individual costs and cost ranges for "on your own" meals.
 - 2. Nearby restaurant listing.
 - 3. Nearby recreational opportunities.
 - 4. Transportation for distinguished guests, emergency or other possible needs.

SECTION 430 – CONVENTION FACILITIES

- 1. Adequate handicapped accessible Convention rooms for meetings and joint sessions of the League, Auxiliary, Devil Dogs, MODD Fleas, Memorial Service, Banquet, and Committee meetings.
- 2. Convention motel/hotel shall be wheelchair accessible and be eligible to display the international wheelchair symbol.
- 3. Public in-house restaurants, bars, cocktail lounges, nightclubs, rest rooms, and 5% of the rooms shall be wheelchair accessible.
- 4. Whenever possible, one handicapped/paralyzed member shall be on the Convention Committee inspection tour of off site special events and tours. Correspondence will indicate events and tours that can accommodate handicapped.
- 5. Room and meal arrangements.
 - a. Registration and information center area with allowance for personnel traffic.
 - b. Room arrangement and access for handicap persons on a need basis.
 - c. Convention and tour public facilities shall be handicapped accessible.

SECTION 435 – DELEGATE REGISTRATION FEES

- 1. Delegate Registration fees may be changed for future conventions by a majority vote of the delegates in attendance.
- 2. Delegate/Registration fee is ten dollars (\$10.00) if paid at the door. Early registration is five dollars (\$5.00) if paid no later than thirty (30) days prior to the convention opening date.

ARTICLE FIVE
ELIGIBILITY

SECTION 500 – ELIGIBILITY

- a. Refer to National Bylaws Chapter SIX.
- b. No Marine or FMF Corpsman shall be accepted for membership until his credentials have been inspected by the Commandant, Senior Vice Commandant, Adjutant, or any Past Commandant. Also, Detachment dues must be paid.
- c. Members of the Department of Colorado shall be members in good standing of the Marine Corps League, members of Detachments within the State of Colorado, and shall have all rights, privileges, and responsibilities as stated in the National Bylaws and Administrative Procedures.

SECTION 505 – SPONSORSHIP

Any applicant must be sponsored by a Marine Corps League member in good standing. Also, the latest DD214 or discharge of all applicants not now serving on active duty shall be checked before their active participation in the Detachment. Applicants now serving on active duty shall present verification of same.

ARTICLE SIX
ADMINISTRATION

SECTION 600 – ADMINISTRATION

- a) The administration and the conduct of business, also the exercise of the power and authority of this Department, shall be vested in Board of Trustees of eight (8) members. The Board of Trustees shall consist of the Commandant, Junior Past Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, Chaplain, Adjutant/Paymaster, Sergeant at Arms, Five (5) members of this Board of Trustees shall constitute a quorum. They shall function between meetings or on regular meeting days when a quorum of the Department is not present, or at such time as it is impossible to hold a regular Department meetings.
- b) A written record of all proceedings shall be kept and read at the next following regular meeting. They shall also be required to meet for a period of at least one-half hour prior to any scheduled business meeting to discuss the meeting agenda and provide for the speedy and orderly conduct of the meeting.

SECTION 605 – INVENTORY

- a) All Department property shall be inventoried at least annually or when officers change duties.

ARTICLE SEVEN
MEETINGS

SECTION 700 – REGULAR MEETINGS

1. Regular meetings of this Department shall be quarterly. Nine (9) members in good standing, shall be necessary in order to transact business.
2. The Adjutant shall furnish written notices, either hard copy or electronic, of all meetings to all members.
3. No meetings shall be called on holidays or special days, e.g. Mother's Day, Father's Day, etc.
4. Respect
 - a. The Bible shall be opened, placed on an Alter covered with a clean and attractive cloth, during meetings of the Marine Corps League. No disrespect to the Bible, by act or deed, shall be tolerated. No one shall use the Alter for support or as a resting place for any object or material. The space between the Alter and the Chair shall be considered hallowed ground and shall not be traversed while the Bible is open.
5. Conduct of Business
 - a. Procedures
 1. The Marine Corps League Ritual shall be observed and employed at meetings and appropriate functions.
 2. Between Department Conventions, the Board is empowered to conduct business at regular or special meetings, or by mail, telephone, or Internet.
 3. Mail Voting:
 - a. Mail voting requiring a YES or NO vote shall be handled routinely by the Department Adjutant who shall mail identical copies of the question on a printed ballot to every Board member. Each ballot shall provide space for the Yes or No vote, the voter's signature, and the date.
 - b. Upon receipt of a mail ballot sent by certified mail with return receipt requested, each Board member shall cast his or her vote, sign and date the ballot, and return the ballot by the date specified by the Adjutant. Board members failing to return their ballots by the specified date will be recorded as a no vote. The Adjutant shall set the return date by determining a reasonable period of time for mailing throughout the State with a reasonable allowance for potential mail delays.
 4. Telephone Voting:
 - a) Telephone voting shall be used only for emergencies and shall be conducted as follows:
 - b) The ballot shall only require a YES or No vote or include no more than two extremely concise questions. The Adjutant/Paymaster may tape record each call to record the vote. Failure to respond with a telephone vote upon telephoned request shall be recorded as NOT voting.

- c) Upon request of a Board member, a time extension not to exceed 24 hours, may be granted for the member to call back to cast the telephone vote response.
- d) The Adjutant shall make a tally of telephone ballots reflecting the results and shall mail identical copies of the tallies to each Board member within five business days after compiling the vote.

5. Internet Voting:

- a) A "Group eMail" shall be sent to all Board members with specific questions requiring a YES or NO vote. It shall include a vote deadline.
- b) Each Board member must respond within the specified time frame.
- c) The Adjutant will by return eMail advise the Board members of the vote within 48 hours of the vote deadline.

Section 705 – Board of Trustees

- 1. Meetings shall be at the call of the Commandant or by request of a majority of the members of the Board.

SECTION 710 – DEPARTMENT STAFF

- 1. The Staff shall meet at least three (3) times each year between Department Conventions at the call of the Commandant or by six (6) other Staff Members. Any Department business conducted outside of these meetings except as assigned to the Adjutant, Paymaster, Web Sgt and Web Master shall be reported at the next regular meeting of the Department Staff.

SECTION 715 – SPECIAL MEETINGS

- 1. The Commandant shall have the authority to call a special meeting when the necessity arises. Upon written request from any three (3) members of the Department, in good standing, it shall be mandatory that the Commandant call a special meeting at a proper time within (5) days following receipt of such request.

a. Committees:

- i. Committees shall meet as required to accomplish their goals. All meetings shall be open to the membership

SECTION 720 – CONVENTIONS

- 1. The Department Convention shall be convened once each calendar year during May, unless prevented by a national emergency or other unpreventable cause.

SECTION 725 – PROCEDURES

- 1. Robert's Revised Rules of Order shall govern the procedure and form of business, except where provided otherwise in the Department and National Charter and By-Laws and Administrative Procedures.

2. The Commandant shall be addressed as Sir/Madam Commandant, and the members shall address each other as Marines. The conduct of the meeting shall be in a serious manner and order shall prevail at all times.

SECTION 730 – QUORUMS

1. Department Staff

- a. Nine positions as follows:
 1. Three from the Board of Trustees,
 2. Three from Detachment Commandants,
 3. Three from Chairpersons or Committee representatives, etc.

2. Conventions

- a. The minimum number of Delegates required to transact regular and legal business of the Department Convention shall be approved Delegates from a majority of the Detachments in good standing and a quorum (5) of the Department Staff.

ARTICLE EIGHT **ELECTIONS AND INSTALLATIONS, CHARGES AND TRIALS**

SECTION 800- NOMINATION AND ELECTION

- a) The annual nomination and election of Department Officers shall be held at the annual Department Convention.
- b) Nominations for elective Department Officers shall be made from the floor before the noon recess of the day in which the elections are to be held. Nominees shall be members in good standing of the Department of Colorado. As each name is placed in nomination the candidate must stand (if able) and state that if elected he or she will accept the office and serve loyally and faithfully during the ensuing term.

c) Notice

1. The “Call to Convention” shall be considered notification of elections.

d) Elections

1. Election of Department Officers shall be the last order of business of the Convention.
2. Election of Officers shall be conducted in top to bottom order, Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate.

SECTION 805 – INSTALLATION

The installation of Department Officers shall be held at the banquet of the Department Convention

SECTION 810 – ELECTION VOTE

Election shall be by secret ballot.

SECTION 815 – DEPARMENT OFFICERS

- a) The following officers shall be elected: Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate.
- b) Chaplain, Sergeant at Arms, Paymaster/Adjutant, three (3) Trustees, and Web Sergeant shall be appointed.

SECTION 820 – VACANCY

1. In the event of a vacancy in the office of Commandant, the Senior Vice Commandant will finish the unexpired term of office and the Junior Vice Commandant will fill the unexpired term of office in the Senior vice Commandant's chair. In the event of other vacancies on the elected Department Staff, the Commandant, with the advice and consent of the other members of the Board shall appoint a successor to fill the unexpired term of office. (Rev 06/2015)
2. In the event of a vacancy in any appointive position for any reason, the Commandant shall fill the vacancy immediately with the concurrence of the Board.
3. In addition to death, resignation, incapacitation or personal problems, a vacancy shall be declared upon failure to attend two (2) consecutive officially called meetings of the Board or in case of removal from office for cause.

Section 825 - Elective Officers

Department Officers elected by each Convention shall be the Commandant, Senior Vice Commandant, Junior Vice Commandant and the Judge Advocate.

SECTION 830 – CHARGES AGAINST ACCUSED/GREIVANCES

Charges shall be preferred against any accused member, trials conducted and penalties imposed in the same manner as prescribed in the National By-Laws and Administrative Procedures of the Marine Corps League.

ARTICLE NINE
DUES AND ASSESSMENTS

SECTION 900 – DUES AND ASSESSMENTS

01. Membership dues for the Department shall be as established at the Convention. Department dues are set at ten dollars (\$10.00) for both new and renewals. Life membership dues are contained in the National ByLaws and Administrative Procedures.
02. Detachment dues shall include that set for the Department and National, and may include an additional amount as determined by each Detachment.
03. Dues payable to the Department by each Detachment for each member shall be the total of National and Department per capita dues and shall be transmitted immediately to the Department Adjutant/Paymaster in two checks; a check for the Department and a check for the National dues. The Department Adjutant/Paymaster shall forward the check and transmittal to National Headquarters.

ARTICLE TEN
DUTIES OF OFFICERS

SECTION 1000 – BOARD OF TRUSTEES

01. **Composition** - Reference Section 600.
02. **Duties Of Board Members** It shall be the duty of each Board Member to acquire a working knowledge of the Department Bylaws and the National By Laws and Administrative Procedures.
03. **Powers and authority of the Board shall be to:** Recommend that a Charter be granted to a Detachment.
04. Suspend or revoke for cause a Charter of a Detachment in accordance with the National Bylaws and Administrative Procedures.
05. Suspend or remove from office for cause any Department or Detachment Officer in accordance with the National Administrative Procedures.
06. Suspend or expel for cause any member of the Department in accordance with the National Administrative Procedures.
07. Exercise such other powers as are compatible with the directives identified above and to exercise executive and judicial power between conventions.

SECTION 1005 – COMMANDANT (Elected Staff)

- a) The Commandant is the Chief Executive Officer of the Department Board of Trustees, primary contact for the community, and is responsible for the activities and financial standing of the Department. He/she presides at meetings, represents the Department at functions, formulates and develops programs to improve Department operations and achieving goals, appoints staff officers and committees. Term of Office is one (1) Year, maybe elected to a second term.

SECTION 1010 – SENIOR VICE COMMANDANT (Elected Staff)

- a) He/she gives assistance and support to the Commandant, is second in command of the department, presides in absence of the Commandant at meetings or events and prepares for succession to the Commandant's office. The Senior Vice Commandant chairs committees as requested by the Commandant, performs special tasks as requested by the Commandant, assists in two way communications between members and officers. Term of Office is one (1) Year, maybe elected to a second term.

SECTION 1015 - JUNIOR VICE COMMANDANT (Elected Staff)

- a) The Junior Vice Commandant is usually primarily responsible for recruiting and retention of members and should be familiar with the operations and projects of the department; be a spokesman to the Board of Trustees on what members are looking for from the organization. He/she promotes special events aimed at enhancing the membership, maintain contact with other veterans organizations and generate interest in the Marine Corps League. Term of Office is one (1) Year, maybe elected to a second term.

SECTION 1020 - JUDGE ADVOCATE (Elected Staff)

- a) It shall be the duty of the Judge Advocate to perform such legal duties as may be assigned to him by the Commandant and such other duties as may pertain to his office. Maintain a copy of the National, Department and Detachment By-laws, and update Department By-Laws when necessary. Become acquainted with the Department and National By-Laws. Term of Office is one (1) Year, maybe elected to a second term.

SECTION 1025 - Junior Past Commandant:

- a) The Junior Past Commandant shall act as advisor to the Commandant, and chair the Past Commandant's Council.

SECTION 1030 – ADJUTANT (Appointed Staff)

- a) It shall be the duty of the Adjutant to keep proper and necessary books for the records of all business of the department, and to keep a record of all membership accounts. He shall keep the minutes of all meetings and perform such other duties as are annually assigned to recording secretaries, and which the best interest of the Department may demand. He shall notify all members of their indebtedness to the Department. File the annual corporate report to the State of Colorado and pay the Renewal fee.
- b) The Adjutant shall provide the Department Web Sergeant a list of current Department and Detachment Officers.

SECTION 1035 – PAYMASTER (Appointed Staff)

- a) It shall be the duty of the Paymaster to keep proper records of the various accounts of the members and the Detachments/Department. He shall, together with the Commandant, hold all securities, monies and property of the Department. An inventory listing of all Department property and it's location shall be maintained. He shall be bonded in such amount as may be designated by the Executive Committee. He shall submit his books for audit at the request of the Trustees. File with the Internal Revenue Service (IRS) tax forms as required by Law.
- b) The principle offices of the Department of Colorado, Marine Corps League shall be located at the Paymaster's residence, or at another place or places selected by the Board of Trustees in the best interests of the membership.

- c) It shall be the duty of the Paymaster to make a full and complete report of all monies received and expended during his/her term of office, at the last business meeting before the installation of officers.

SECTION 1040 – CHAPLAIN (Appointed Staff)

- a) The Chaplain tends to the needs of members and members families during periods of distress, illness and/or death. The Chaplain is called on to offer invocations and prayer at meetings and ceremonies. He/she may participate in funeral arrangements and publicize needs of the sick. The Chaplain prepares notification to National Level regarding deceased members of Detachments.

SECTION 1045 – SERGEANT AT ARMS (Appointed Staff)

- a) It shall be the duty of the Sergeant at Arms to assist the Commandant in keeping order at the meetings and to assist in all functions, formal or informal. He shall ensure that the meeting room and necessary equipment are in readiness for each meeting.

SECTION 1050 – TRUSTEES (Appointed Staff)

- a) It shall be the duty of the Trustees to examine the Paymaster's books and accounts periodically – in any case not less than semi-annually. In addition the Trustees shall serve as judiciary at Department Trials. It shall make recommendations to the Executive Committee and members of the Department.

SECETION 1055 – WEB SERGEANT (APPOINTED STAFF)

- a) It shall be the duty of the Web Sergeant to maintain and update necessary information on a single page on the National Marine Corps League Website.
- b) To ensure that all information is true and correct.
- c) To ensure that all Web Sergeants, Department and Detachment activity is in accordance with the National By-Laws and Directives.
- d) To assist Detachment Commandant's and Detachment Web Sergeant's as needed.

Section 1060 - Other Officers (APPOINTED STAFF)

1. Veteran's Service Officer (VSO):

- a) The Veterans Service Officer shall acquaint him/herself with the Federal laws and regulations, made by the Veterans' Administration and other governmental agencies/institutions within the framework of service to veterans.
- b) The Veterans Service Officer shall assist Department members, veterans or their dependents in securing any benefits provided by law pertaining to their veteran or dependent status; supervise Service Officers of Detachments in the Department; and advise Department members of their benefits provided by law, as required.
- c) In the absence of VAVS the Veterans Service Officer, to the extent possible, should attempt to cover VAVS needs.

02. Veterans' Affairs Voluntary Services (VAVS):

- a. The Veterans' Affairs Voluntary Services Representative shall:
 - 1. Maintain close contact with the Veterans' Administration Staff to keep abreast of changes in policies and procedures pertaining to the program.

2. Make known the objectives of the program and cultivate the interest of Detachments and subsidiary units for participation in the program at hospitals in the local area.
3. Receive recommendations from Detachments and members willing to serve in the program and request V.A.V.S. certifications required for Deputies.
4. Guide and instruct Detachment V.A.V.S Chairmen and workers in the proper conduct of their functions in the program.
5. Conduct a program workshop at each Department Convention.
6. Attend V.A.V.S meetings conducted by the Veterans' Administration and provide pertinent information to the Detachment Representatives and Deputies.

03. Legislative Representative:

1. The Legislative Representative shall keep abreast of both National and State legislative matters and actions affecting interests of Marines and veterans and keep Department members advised of pertinent information.

4. Convention Director

- a) The Convention Director shall arrange, along with a Convention Committee, necessary details to ensure a successful Department Convention and accomplish other details as requested by the Commandant.
- b) He/She shall keep the Department informed of the details of other conventions and conferences of interest to members.

5. Director of Youth Activities:

- a) The Director of Youth Activities shall act as liaison with the Young Marines of the Marine Corps League, and other youth organizations.
- b) He/She shall represent the Department at all youth functions if the Commandant is not available.

6. Protocol Officer:

- a) Shall assist the Commandant and Convention Director when the Department is visited by National Officers and/or other distinguished visitors.

7. Historian:

- a) The Historian shall record, in chronological order, all activities of the Department. In the absence of the Historian, the Adjutant shall perform these duties.

8. Boy Scout Chairman

- a. Communicate with Boy Scout Council.
- b. Shall submit a written report to the National Marine Corps League Boy Scouts Committee Chairman by:
 - i. January 15 of each year for the Mid-Winter Conference
 - ii. July 15 of each year for the National Convention

09. Webmaster:

- 1. The Webmaster will be responsible for the following:
 - (a) Maintaining the web site on a no-cost service provider.
 - (b) Maintaining the web site in good order and taste.
 - (c) Will not allow derogatory, demeaning, or vicious materials to be posted, or materials contrary to the policies and purpose of the Marine Corps League.
 - (d) Will not allow political or commercial endorsements.
 - (e) Ensure the web site contains a disclaimer notice that the web site is not an authorized site of the United States Marine Corps or the Marine Corps League and any commercial product, enterprise or activity displayed or represented does not constitute an endorsement by, and the opinions expressed in articles are those of the author and may not reflect the policies, principles, and procedures of the United States Marine Corps or the Marine Corps League.

10. Quartermaster:

- a) The Quartermaster shall be responsible for inventory of all Department Property. The Quartermaster shall operate the Department Merchandise Sales (Ship Store). In the absence of a Quartermaster the Aide-de-Camp shall perform these duties.
- b) Submit a financial report to the Department at all Staff meetings and at the Department Convention.
- c) Order and keep on hand items of interest for all parties for purchase.
- d) Keep itemized Inventory and replenish stock as needed. It is at the discretion of the Merchandise Sales Committee to decide on how, what and quantity to order. An inventory should be available for inspection and suggestions (on merchandise to order) at all Staff meetings and at the Department Convention.
- e) Merchandise for sale should items of interest (both male and female) to all.

11. POW/MIA CHAIRPERSON

- a) Shall promulgate information concerning the return or identification of POWs and MIAs to all Detachments.

12. Credentials Chairman

- a. The Department Commandant will appoint a Credentials Chairman
- b. The Credentials Chairman will request that the Department Auxiliary name a liaison to the committed to ensure that the Auxiliary requirements are fulfilled.

SECTION 1065 – PROPERTY

All officers should stand ready to turn over any property belonging to the Department upon completion of their term of office or upon request of proper authority.

ARTICLE ELEVEN
BY-LAWS

SECTION 1100 – AMENDING BYLAWS

1. Amendments to or revision of the National By-Laws will prevail and automatically become part of these By-Laws.
2. These By-laws may be revised, amended or repealed by a majority vote of the properly registered and approved Delegates present and voting at a Department Convention.
3. Proposed revisions, amendments or repeal shall be submitted in triplicate typewritten form in exact intended wording to the Department Judge Advocate sixty (60) days before the opening of the Department Convention.
 - a. All Bylaw submissions should be numbered as received and when presented to the body for Consideration.
4. The Judge Advocate, with the assistance of the Department Adjutant, shall distribute copies of proposals to each Detachment thirty (30) days before opening of the Department Convention, either by U. S. Mail or electronic means.
5. The Bylaws committee at the Annual Convention shall present revisions, amendments and corrections, if any are received.

SECTION 1105 – BYLAWS

- a. Inconsistency
 1. National By-Laws shall prevail should there be any conflict.
 2. Effective Date
 - a. Revisions and Amendments shall become effective upon adoption at the close of the Department Convention unless stated otherwise and approved at the Convention.
 3. Approval
 - a. In accordance with the National Bylaws Section 400, the Department Judge Advocate will submit copies of the adopted Department Bylaws to the National Judge Advocate for approval.

Section 1110 – Distribution of Bylaws

- 1 The Department of Colorado Board of Trustees, Detachment Commandants, Department Auxiliary, Pack of Colorado Military Order of Devil Dogs, Marine Corps Memorial Association, Department Scholarship Foundation, shall be provided with two free copies of By-Laws or changes each time they are modified and published.
- 2 Copies are to be made available to members in good standing for examination. Members may purchase copies of By-Laws from the Department Adjutant/Paymaster.

SECTION 1115 – RULES OF ORDER

1. These Bylaws and the latest revision of Robert's Rules of Order shall govern the procedures and conduct of the Department Convention.
2. The "Rules of Order" as contained in Enclosure (4) shall be published in the Convention Ad Book.
3. Convention procedures are provided by:
 - a. Marine Corps League Ritual
 - b. National By-Laws and Administrative Procedures
 - c. Robert's Rules of Order, Revised/Latest edition of

ARTICLE TWELVE **AWARDS**

SECTION 1200 – AWARDS

1. The Department Commandant will designate an Awards Chairman. The chairman will be responsible for creating the necessary certificates, and ordering the appropriate necessary forms and materials.
2. The Department will provide the funds needed for the chairman to perform his/her duties.
3. The chairman shall supply the necessary items and/or materials to perform his/her duties.

SECTION 1205 – DEPARTMENT MARINE OF THE YEAR

1) Composition:

- a) The Society Committee shall consist of past recipients of the Marine of the Year award in attendance at the convention.
- b) There shall be no less than three former Marines of the Year recipients in good standing on the Committee.
- c) The immediate past award recipient shall chair the Committee.
- d) A current Society member may not vote for a current award if he or she is a current nominee.

2) Responsibilities:

- a) The Department will provide the Department Marine of the Year Medallion for presentation by the society at the closing banquet of the convention. The Marine of the Year Chairman will be responsible for procuring the medallion and will coordinate with the Department Awards

Chairman for presenting a Distinguished Service Award Certificate. The certificate should be presented no later than the next Department Staff Meeting.

3) **Department Nominations:**

- a) Nominees shall be regular members in good standing.
- b) Nominations shall be submitted only from Detachments in sealed envelopes addressed to the "Chairperson, Marine of the Year Committee".
- c) Nominations should be received no later than thirty (30) days prior to the convention.

4) **National Nominations:**

- a) Nominations for National Marine of the year shall be submitted in accordance with the National By Laws and Administrative Procedures.

Section 1210 – Department Recruiter of the Year

1) **Department Nominations:**

- a) Nominations from Detachments should be addressed to the Department Junior Vice Commandant via the Adjutant-Paymaster and received no later than thirty (30) days prior to the convention. The recruiter of the year form must be utilized (see Enclosure - Recruiter Form)
- b) All members who have recruited more than five (5) new members during the past year (May 1 - April 30) are eligible.
- c) The Department Junior Vice Commandant with the aid of the Adjutant and/or the Paymaster will select the Department Recruiter of the Year.

2) **National Nominations:**

- a) Nominations for National Recruiter Awards shall be submitted in accordance with the National By Laws and Administrative Procedures.

3) **Department Award:**

- a) The Junior Vice Commandant shall present the award (Department Recruiter Medal) during the convention banquet.

SECTION 1215 - Associate Member of the Year

a. **Department Nominations**

- 1. Nominees shall be Associate Members in Good Standing.
- 2. Nominations shall be submitted from Detachments in Sealed Envelopes addressed to the "Chairperson, Associate Member of the Year Committee".
- 3. Nominations must be received no later than thirty (30) days prior to the start of the Convention.
- 4. Detachments may create their own Detachment Associate Member of the Year.

b. **Department Award**

- 1. The proper suitable Award shall be presented at the Banquet of the Department Convention.

SECTION 1220 – OTHER AWARDS

a. DEPARTMENT COMMANDANT MEDAL

1. Upon installation the Commandant shall be presented the Department Commandant Medal.

b. Department Staff Medal

1. Upon installation into office each Elected and Appointed officer shall be authorized to wear the Department Staff Elected or Appointed Medal as appropriate. Those listed as “other officers and committee chairpersons” are not authorized the medal.

c. Individual Awards

1. The Commandant may recommend to National Headquarters appropriate awards for individuals who meet the criteria as set forth in the National By Laws and Administrative Procedures. Use form NA-897 in the National Bylaws and Administrative Procedures for National Level Awards.
2. Detachments and/or members shall forward their recommendations to the Department Awards and Citations Committee using the forms in Enclosure (5) of the Department Bylaws for Department Level Awards.

d. Convention Streamers and Ribbons

1. The Awards Committee shall provide “Attendee Streamer” for all Detachments and Units attending the Department Convention with their colors.
2. The Credentials Committee shall provide delegate and alternate ribbons for the convention credentials.

ARTICLE THIRTEEN

Uniforms

SECTION 1300 – UNIFORMS

- a) Members shall follow the Uniform Code – Enclosure 3 of the National By-laws and Administrative Procedures.

ARTICLE FOURTEEN

Detachments, Subsidiaries and Subordinates

The Department recognizes all nationally chartered detachments in good standing located within Colorado.

SECTION 1400 – SUBSIDIARIES AND SUBORDINATES

- a. The Department of Colorado recognizes the following organizations as welcome and integral parts of the Department:
 01. Marine Corps League Auxiliary
 02. Military Order of Devil Dogs
 03. Military Order of Devil Dog Fleas
 04. U.S. Marine Corps Memorial Association (see enclosure 1)

SECTION 1405 – AUDITS, REPORTS AND REPORTING

- a. Each Department subsidiary organization and subordinate group, identified above, which directly or indirectly operates under the Department Charter and the Marine Corps League, shall file an annual report with the Department Headquarters providing a true and complete itemized financial statement of income and expenses for the preceding year. Audited financial reports shall be submitted on the opening date of the Department Convention.
- b. An annual financial audit will be conducted by the detachment auditor at the time of installation, and a report of such audit shall be submitted along with the Officer Installation Report. If there is a change of paymasters in between installations, an audit will be conducted prior to surrendering records to the new paymaster and a report to the Department Judge Advocate via the Detachment Judge Advocate.
- c. All Department Officers, Detachment Commandants and Committee Chairpersons should submit written reports of their activities and/or committee progress at all Staff meetings and a written report at the annual Department Convention.

ARTICLE FIFTEEN **FINANCIAL MANAGEMENT**

SECTION 1500 – CORPORATE REQUIREMENTS

- a) The Department and all of its Detachments and Subsidiary Organizations shall be incorporated within the State of Colorado within two (2) years of receiving their charter or recognition from the Department.
- b) The Department and all of its Detachments and Subsidiary Organizations shall apply for an Employer Identification Number (EIN) immediately upon receiving its charter or recognition from the Department and prior to opening any financial accounts.
- c) Copies of Corporation Papers and EINs shall be given to the Department Adjutant-Paymaster.
- d) All Detachments and Subsidiary Organizations within the Department of Colorado shall file their Incorporation annually with the Secretary of State.
 1. Each Detachment and Subsidiary Organizations shall notify the Department Judge Advocate and Department Paymaster of their fillings with proof of documentation of fillings.
- e) All Detachments and Subsidiaries within the Department of Colorado shall file their 990-N (e-postcard) with the IRS no later than November 15 of each year.
- f) Signatures: All accounts shall require two signatures for withdrawals.
- g) Fiscal Year: The Fiscal Year shall run from 1 July to 30 June.
- h) Budgeting: The Budget and Finance Committee shall prepare a budget for presentation and approval at the convention. Officers and/or Committees should submit request for funds to the Budget and Finance Committee at the last Department Staff meeting prior to the convention for budget consideration.
- i) Cost of By Laws: The Department by laws will cost 75% of the current cost of the National By Laws & Administrative Procedures.
- j) Officer Bonding: Commandants and Paymasters are bonded at the National level. All

other officers who become signers on accounts must be bonded by the Department or their Detachment.

- k) **Audit:** A financial audit will be conducted annually before the close of convention. If there is a change of paymaster between conventions, an audit will be conducted prior to the records being surrendered to the new paymaster. The department Auditor will forward the report to the Department Judge Advocate.

SECTION 1505 – IRS REPORTS

- a) **IRS Forms 990 and 990-EZ** – Each Detachment or other entity including the Department Subsidiary Organizations and Department Subordinate groups identified in ARTICLE FOURTEEN SECTION 1400(a), which directly or indirectly operates under the National Charter and/or the name of the Marine Corps League **must** annually file with National Headquarters, via the Department, a true and complete copy of the front page of its IRS Form 990 or 990-EZ (whichever is required to be filed with the IRS) no later than the due date of filing by IRS rules and regulations, normally November 15 following the end of the fiscal year of June 30, unless an extension has been requested.
- b) **IRS Form 990-N** – Those Detachments or other entities which qualify under the IRS regulations may elect to file an IRS form 990-N, an e-postcard on-line filing. Since there is no printed copy of this filing, these entities will file a copy of the E-Mail Acceptance Receipt that is returned from the IRS. The submission will be via their Department Adjutant/Paymaster. The Department Adjutant/Paymaster will forward the Acceptance Receipts to National Headquarters, or may consolidate these receipts into a single document showing the name of the organization, the EIN, the submission ID Number and the dated the submission was accepted by the IRS. If a consolidated single report is submitted, the document will be certified by the Department Commandant and the Department Adjutant/Paymaster as true and correct and then submitted to National Headquarters. The copy of the Acceptance Receipt will be submitted directly to the National Adjutant/Paymaster of the Marine Corps League.
- c) The IRS Form 990 reports will be utilized by National Headquarters to update the annual report required by our Group Exemption filing requirements to the IRS. Failure to file the appropriate 990 reports to the IRS and updating our annual filing **will** subject the subordinate or subsidiary entity to the loss of its exempt non-profit status.

SECTION 1510 – FUND RAISING

01. General

- a. Fundraising activities may be done by the National Marine Corps League Inc., its Departments, Detachments, subsidiaries and subordinate units providing funds raised are for the sole benefit of the Marine Corps League organization less actual expenses.
- b. No fund raising activities shall violate Federal, State, County, or Municipal laws or ordinances or reflect discredit upon the League.
- c. Nothing in this section shall prevent the National or Department Conventions or Detachments from selling ads or soliciting funds for Convention books.

02. Multiple Detachments in a city

- a. If a Detachment wants to hold citywide fund raising activities in a city with other Detachments the fund raising Detachment shall obtain permission from the others in the city before starting the project. If the other Detachments object and the problem cannot be settled by mutual agreement, the Department Board shall make the final determination of action.

03. Limitations

- a. The National Marine Corps League, Detachment, League unit or auxiliary shall not conduct fund-raising projects in a municipality or territory other than its own without first obtaining approval of Detachments or units in the area that might be affected.

04. Solicitations

- a. Individuals or committees soliciting funds for the National Organization, using the name of the Marine Corps League, whether selling advertising, merchandise, or soliciting donations, shall submit a complete signed written report to the National Convention explaining the amount and source of funds disbursed and a summary of final disposition of remaining funds or profit

05. Department Fund-raising

- a. No Department shall conduct fund-raising activities in area of another Department without consent of those organizations. If such organization opposes the project it shall file an immediate objection with the National Division Vice Commandant. His/Her decision shall be final.

SECTION 1515 – CREDIT/DEBIT CARDS – Although not prohibited, the use of Credit/Debit cards is not encouraged. If the Department, Detachments or Subsidiary Organizations choose to utilize a Credit/Debit card, due diligence and care must be maintained to protect the integrity of all financial accounts. (Added 06-2015)

ARTICLE SIXTEEN **COMMITTEES**

SECTION 1600 – CREATION OF

- a) Such committees as are deemed necessary may be created at any time by the Commandant or the Board of Trustees, who shall determine the purpose, duties and size of the committee. The Commandant with the advice and consent of the Board of Trustees will appoint the committee chairperson.
- b) The Chairperson shall appoint/select other members for the committee and report it at the next regular meeting. The Commandant is ex-officio member of all committees without vote except to break a tie and may not be counted as part of the quorum. The size and quorum shall be determined at the time of committee creation.

SECTION 1605 – DISSOLUTION OF

- a) Special committees formed by the Commandant and/or Trustees will be dissolved upon the completion of their assigned task and final reports to the membership are presented.

SECTION 1610 – COMMITTEES – STANDING AND SPECIAL

a. Awards and Citations Committee

1. This Committee shall recommend, to the Department Board and Staff, awards and citations for the Department. Recommendations for Department awards will be referred to the Committee for certification of the proposed recipient as worthy of each award. The Committee shall have a Chairman and three other members.

b. Budget and Finance Committee

1. It shall be the responsibility of this Committee, chaired by the Department Adjutant/Paymaster, to hold hearings with Officers and Delegates, as necessary, to prepare and present a financial program and budget for conduct of business of the Department for the ensuing year and recommend the program to the Convention.

c. By-Laws Committee

1. The Committee Chairperson shall be the Judge Advocate, and three (3) members appointed by the Department Commandant.

d. Resolutions Committee

1. It shall be the responsibility of this Committee to receive, consider and assign sequence numbers throughout the year for resolutions submitted by Detachments for presentation at the Convention

e. POW/MIA Committee

1. Shall promulgate information concerning the return or identification of POWs and MIAs to all Detachments.

f. Legislative Committee

1. The Legislative Committee shall keep abreast of and advise the membership on legislation that concerns all veterans so the membership may write their representatives.

g. Credentials and Registration Committee

1. The Commandant shall appoint the members of the Committee from the Membership.
2. Examine delegate lists of each Detachment and transfer the names to an approved credentials list. Detachment Commandants are to be informed of discrepancies in Delegate names to resolve any problems.
3. Create a credentials list for presentation upon opening of the Convention with updates as needed.
4. Detachment Delegate lists shall be sent to the Department Adjutant/Paymaster by the end of the month preceding the Convention. Delegates must be in good standing.

h. Rules of Order Committee

1. The Rules of Order Committee shall consist of three members as appointed by the Department Commandant.
2. The rules of order contained in Enclosure (4) must be approved at each convention and remain in effect until the next convention is convened. These rules of order may be amended at each convention by a majority vote of the delegates assembled.

i. Time and Place Committee

1. The Delegates present and voting at a current Department Convention shall decide the time and place of each succeeding Department Convention.
2. In the event a Detachment that had committed itself to host a convention decides not to host the ensuing convention or if no Detachment bids for the Convention, the Department Staff shall automatically assume the executive duty of selecting a location without requiring the above stated vote.
3. Each Detachment shall be provided written notification of date and occasion of each pending Convention at least 60 days before the opening date and include necessary forms for Detachment certification of authorized Delegates and Alternates.
4. The Committee shall recommend to the Convention a time, place and Host Detachment for the ensuing Convention. It shall consider Detachment bids from the floor and forward all bids without comment by the chair during the proper order of morning business of the Convention. The Committee shall report its recommendation as the last order of new business before election of officers.

j. Department Scholarship Committee

1. The Board/Committee will solicit and accept donations from all available sources that will provide same without infringement on its authority to award funds.
2. The Scholarship Committee will adhere to the published and approved Articles.

SECTION 1615 – ADVISORY COUNCILS

a. Past Department Commandants' Council

1. Composed of Past Department Commandants and chaired by the Junior Past Department Commandant, provides assistance to the Board. General duties of this Council are:
 - (b) Execute in-depth studies when called upon to do so by the Department Commandant or the Board when submitted to the Council Chairperson.
 - (c) Develop plans, policies, procedures and systems for recommendation to the Department Board for consideration.
- b. Review and study Department operations, administration, policies and procedures of the Marine Corps League for the purpose of identifying potential problems.

- (d) Meet before each Department Convention and submit a Council report to the Convention. Conduct of interim business between Council conferences may be done by mail and telephone.
- 2. Council recommendations shall be presented to the Convention by the chairperson.

b. Detachment Commandants' Council

- 1. Composed of Detachment Commandants and chaired by the Department Senior Vice Commandant, provides assistance to the Department Board. General duties are:
 - (a) Study ways and means of stimulating growth of both membership and stature of the Marine Corps League and enhancement of administrative and command relationships between the Department, the Board and other components of the organization.
 - (b) Receive and evaluate suggestions and relationships oriented to improvement of the League, its growth, enhancement of components, the Board and the overall Department.
 - (c) Execute in-depth studies when called upon to do so by the Department Commandant or the Board when submitted to the Council Chairperson.
 - (d) Develop plans, policies, procedures and systems for recommendation to the Department Board for consideration.
 - (e) Meet before each Department Convention and submit a Council report to the Convention attendees. Conduct of interim business between Council conferences may be done by mail and telephone.
- 2. The Sr. Vice Commandant shall present council recommendations to the Convention.

ARTICLE SEVENTEEN
COMMUNICATIONS

SECTION 1700 – NEWSLETTERS

- 1. General
 - a. At the direction of the Commandant, a newsletter may be published to keep all members informed of current and upcoming events. It should include information about National, Division and Department events.
 - b. All Department Officers, Detachments, Committees, and Subsidiary/Subordinate organizations within the Department are encouraged to submit articles to the Editor for publication.
 - c. If published an Editor shall be appointed.

2. Competitions

- a. The newsletter may be entered in the National Newsletter competition.

SECTION 1705 – ADVERTISING

1. The Department should support the National Convention, Mid-Winter Conference, and Division Conference with a Department ad whenever possible.

ARTICLE EIGHTEEN
ARMORY

SECTION 1800 – FEDERAL REGULATIONS

1. All Detachments shall adhere to the requirements as set forth in Enclosure (3) Qualification Checklists for Ceremonial Rifles.
2. Enclosure (3) may be replaced without convention approval if changes or updates are received from its originator.

Marine Corps League, Department of Colorado

By-Laws

APPROVAL

These By-Laws with changes were adopted by the members of the Marine Corps League, Department of Colorado Department Convention which was held on May 3, 2014 in accordance with the provision governing such changes.

Attested by _____
Department Commandant Department Judge Advocate

Approved by: _____ on _____
National Judge Advocate Date Approved

Signatures On File – Approved in June 2014

**ARTICLES OF ASSOCIATION
OF
UNITED STATES MARINE CORPS MEMORIAL ASSOCIATION
AKA U.S. Marine Memorial Assn.**

**A SUBSIDIARY UNIT OF THE
DEPARTMENT OF COLORADO, MARINE CORPS LEAGUE**

**ARTICLE I
NAME AND AFFILIATION**

The name of the Association is the United States Marine Corps Memorial Association. The Association is a subsidiary unit of the Department of Colorado, Marine Corps League.

**ARTICLE II
PERIOD OF DURATION**

The period of duration of the Association is perpetual.

**ARTICLE III
PURPOSES AND POWERS**

A. Purposes. The purposes for which the Association is organized are as follows:

1. General Purposes. To establish an association through which the Department of Colorado, Marine Corps League may plan, coordinate, develop, fund, construct and maintain a fitting memorial to be dedicated to the memory of those who have served with Honor in the United States Marine Corps from the State of Colorado and elsewhere, and especially to those who have given their lives in defense of freedom and the United States.

2, Ancillary Purposes To do everything necessary, suitable, proper, advisable, or convenient for the accomplishment of the purposes hereinabove set forth, and to do all other things incidental thereto or connected therewith consistent with these Articles.

B. Powers The powers to be exercised by the Association are as follows:

1. General Powers: Subject to any specific limitations imposed by the rules, regulations and By-laws of the Department of Colorado, Marine Corps League and its National Organization, or other-imposed by these Articles, the Association shall have and shall exercise the following general powers:

a. To solicit and accept, for any of its purposes, donations, grants of money, equipment, supplies, materials, services, and real or personal property, or any interest therein, from any government agency, the United States or any agency thereof, or any person, organizations, firm, or corporation.

- b. To plan, develop, construct and maintain a fitting memorial within the State of Colorado.
 - c. To disburse and expend funds in furtherance of its purposes and to keep accurate records thereof.
 - d. To employ all necessary and proper personnel.
2. Ancillary Powers. To do all and everything necessary, suitable, proper, advisable, or convenient for the accomplishment of any of the purposes, or the attainment of any of the objectives, or the furtherance of any of the powers hereinabove set forth, either alone or in association with other similar association, local, state or federal governments, or agencies thereof, corporations, firms, or individuals, and to do every other thing or things, act or acts, incidental or appurtenant to, or growing out of, or connected with, the aforesaid objects or purposes, or any part or parts thereof.
3. Limitation on Power, No part of the net earnings or other assets of the Association shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Article. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c)(4) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

ARTICLE IV BOARD OF DIRECTORS

A. The Board of Directors shall consist of the following members:

1. One from each duly chartered Detachment of the Marine Corps League in Colorado.
2. One from the Department of Colorado, Marine Corps League.
3. One from each command of the Marine Corps and Marine Corps Reserve organization in Colorado.
4. One each from all other Marine Corps affiliated organizations associated with the above mentioned organizations such as Women Marines Assn., Military Order of Devil Dogs, and Marine Corps League Auxiliary, Division Associations etc..
5. Organizational representation is subject to board approval
6. Organizational dues must be current (may be waived for DOD entities).

The above members shall be appointed by, and serve at the pleasure of the commanding officer, officer in charge, or chief civilian executive officer, as the case might be, of the appointing unit or organization.

Four Members of the Board shall be At Large Members who shall be appointed by the Organizational members of the Board. Three at large appointments are to serve for a term of one year subject to reappointment. The fourth At Large member is a lifetime appointment to ensure the original concepts and direction of the Memorial Association are maintained and considered. This post is initially filled by Marine Cyrus A. "80" Bowers, Founder. A vacancy in this position can be filled by vote of the Board of Directors for a candidate that can meet the purpose of the position. Any vacancy in office of the at-large members shall be filled as soon as possible by the remaining members of the board. No more than two at large members shall be from the same organization.

The four elected officers as defined in Article V shall be voting members of the Board of Directors.

B. Meetings. Meetings of the Board of Directors may be called at any time by the President or any other three members of the Board by giving twenty-four hours notice of such meeting, by telephone, in person, or in writing. Meetings may be held in any place in the metropolitan Denver area or the metropolitan area of Colorado Springs. For meetings to be held at any other place within the State of Colorado, ten days written notice must be given to the members of the board. The annual meeting of the Board for election of officers shall be held in January of each year, which date shall be set by the Board. The act of a majority of the Directors present at a meeting shall be the act of the Board of Directors.

ARTICLE V OFFICERS

A. OFFICERS: The officers of the Association shall consist of a President, a Vice-President, a Secretary and a Treasurer, each of whom shall be elected by a majority of the Board of Directors present at its annual meeting. Such other officers and assistant officers as may be deemed necessary may be elected by the board. All officers shall serve for a term of one (1) year or until their successors are duly elected and qualify. All officers shall be regular members of the Marine Corps League and shall be duly bonded. If no qualified candidate for election to secretary is forthcoming or identified, an Associate Member of the Marine Corps League may be appointed by the President. This appointment is for the same term of one year as the other officers and may be reappointed for subsequent terms if the vacancy persists.

B. President: The President shall be the principal executive officer of the Association and, subject to the control of the Board of Directors, shall supervise and control all the business and affairs of the Association. S/He shall, when present, preside at all meetings of the Board of Directors. S/He or a designee may execute documents and instruments which the Board of Directors have authorized to be executed.

C. Vice-President: During the absence or disability of the President, the Vice-President shall exercise all of the functions of the President. S/He shall have such powers and discharge such duties as may be assigned from time to time by the Board of Directors.

D Secretary: The Secretary shall:

1. Keep the minutes of the Board of Director meetings.
2. Assure that notices of meetings are given as required.
3. Be the custodian of the Association's records.
4. In general, discharge all duties incident to the Office of Secretary and such other duties as may be assigned to the Secretary by the Board of Directors.
5. File the Annual Report to the State of Colorado and pay the Renewal Fee.

E. Treasurer: The Treasurer shall:

1. Have custody of all moneys of the Association.
2. Keep regular books of account on all receipts and disbursements.
3. Disburse the funds of the Association in payment of just demands against the Association or as may be ordered by the Board of Directors.
4. Render to the Board as may be required an account of all transactions as Treasurer and of the financial condition of the Association.
5. File with the Internal Revenue Service tax forms as required by law.

F. Vacancies: Vacancies in office arising from any cause may be filled by the Board of Directors at any meeting.

ARTICLE VI MEMBERS

All persons completing an application for membership and paying any level of corresponding dues are considered non-voting members. They are entitled to notification of all meetings, events and ceremonies held at or in conjunction with the Memorial. If attending meetings, they are entitled to a voice in business discussions.

ARTICLE VII DISSOLUTION

Upon the dissolution of the Association, the Board of Directors shall, after the provision for the payment of all liabilities of the Association, dispose of all the Associations assets, for application to purposes herein set forth, to the Department of Colorado, Marine Corps League, provided it is then exempt from taxation under the Internal Revenue Code of the United States. If the Department of Colorado, Marine Corps League is not exempt from taxation, as set forth above, the Associations assets shall be distributed to a society or organization which is engaged in activities similar to the Association, and which is exempt from taxation under Section 501(c)(4) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE VIII CHECKS AND DEPOSITS

A. Checks: All checks, drafts or other orders for the payment of money shall be signed by any two (2) officers of the Association.

B. Deposits: All funds of the Association shall be deposited in such depositories as may be designated by resolution of the Board of Directors.

ARTICLE IX OFFICE

The official address of the Association shall be the address of the current President of the Association along with the duly registered Post Office Box designated by the Treasurer for the receipt of dues and donations.

ARTICLE X AMENDMENTS

These Articles of Association may be altered, amended, or repealed, in whole or in part, by a majority vote of the Directors of the Association present (minimum of five) at any meeting of the Board, notice of which is duly given and specifies that a purpose of the meeting is to amend these Articles; provided, however, that no alteration, amendment or repeal shall become effective until approved by the Department of Colorado, Marine Corps League.

ARTICLE XI BY-LAWS

The Board of Directors of the Association may adopt such procedural By-laws as they deem necessary for the conduct of their business; provided, however, that such By-laws shall in no way be inconsistent with or contrary to these Articles of Association.

The following Procedural By-law was adopted by the Board on September 30, 1996 to formalize what has served as policy previously.

MARINE CORPS MEMORIAL RECOGNITION GUIDELINES

- A. Individual or non-Marine Corps affiliated group recognition shall not be displayed on or adjacent to the Memorial. Recommendations for special recognition shall be made in writing and submitted to the Memorial Association for consideration. Each proposal shall be reviewed by the Board of Directors at two consecutive regular meetings with a majority vote for acceptance at both meetings. This is to assure adequate and appropriate consideration without emotional bias that may occur at a single meeting.

After the second ballot on the recommendation the Board shall issue a letter to the proposing party stating the decision of the Board. If the party is not pleased with the result, a revised proposal may be submitted with appropriate additional information or justification. The Board may reconsider the proposal if new data is submitted.

- B. Names of non-Marine Corps organizations or individuals may be posted on the Recognition Board located at the Marine Corps Memorial in recognition of meritorious contribution toward the enhancement, maintenance or improvement benefiting the Memorial and the surrounding property. Contributions may be in the form of significant financial, material, business support, service or labor directly benefiting the Memorial and the Association.
- C. A vote of the majority of Directors present at a regular meeting established that a minimum donation of \$1,000.00 or equivalent value donation warrants placement on the recognition board.

A separate memorial recognition board with the same criteria is established to carry the heading

The U.S. Marine Corps Memorial gratefully acknowledges donations received
HONORING THE MEMORY OF THE FOLLOWING:

These bylaws with changes were adopted by the Directors of the U.S. Marine Corps Memorial Association at a regular scheduled meeting on October 5, 2008 in accordance with the provisions governing such changes.

Attested by _____
John Fitzgerald, President

Rick Baum, Secretary

Approved as required by the Department of Colorado, Marine Corps League at a regular quarterly Staff Meeting on October 25, 2008.

Attested by _____
Charles Davies, Commandant

Fred Davis, Adjutant Paymaster

DEPARTMENT OF COLORADO SCHOLARSHIP FUND
DEPARTMENT OF COLORADO — MARINE CORPS LEAGUE

A COMMITTEE OF THE
DEPARTMENT OF COLORADO, MARINE CORPS LEAGUE

ARTICLE I

NAME AND AFFILIATION

The name of the committee is the “Department of Colorado Scholarship Fund”. The committee is a function of the Department of Colorado, Marine Corps League.

ARTICLE II

PERIOD OF DURATION

The period of duration of the Fund is perpetual.

ARTICLE III

PURPOSES AND POWERS

A.Purposes. The purposes for which the committee is organized are *as follows*:

1. General Purposes. To establish a fund through which the Department of Colorado, Marine Corps League may provide educational assistance to qualified applicants who have applied in conformance with the published guidelines.
2. Ancillary Purposes. To do everything necessary, suitable, proper, advisable, or convenient for the accomplishment of the purposes hereinabove set forth, and to do all other things incidental thereto or connected therewith consistent with these Articles.

B.Powers. The powers to be exercised by the committee are as follows:

- . General Powers. Subject to any specific limitations imposed by the rules, regulations and By-laws of the Department of Colorado, Marine Corps League and its National Organization, or other-imposed by these Articles, the Association shall have and shall exercise the following general powers:

- a. To solicit and accept, for any of its purposes, donations, grants of money, equipment, supplies, material, services, and real or personal property, or any interest therein, from any government agency, the United States or any agency thereof or any person, organizations, firm, or corporation.
 - b. To plan, develop, and administer a fund for the purpose of granting scholarships to qualified applicants from Colorado who are pursuing undergraduate studies or technical training at a recognized institution.
 - c. To disburse and expend funds in furtherance of Its purposes, and to keep accurate records thereof.
 - d. To employ all necessary and proper personnel.
2. Ancillary Powers. To do all and everything necessary, suitable, proper, Advisable, or convenient for the accomplishment of any of the purposes, or the attainment of any of the objectives, or the furtherance of any of the powers hereinabove set forth, either alone or in association with other similar association, local, state or federal governments, or agencies thereof, corporations, firms, or individuals, and to do every other thing or things, act or acts, incidental or appurtenant to, or growing out of, or connected with, the aforesaid objects or purposes, or any part or parts thereof.

Limitation on Powers. No part of the net earnings or other assets of the Association shall inure to the benefit of, or be distributed to, its members, directors, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments, and distributions in furtherance of the purposes set forth in the Article. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c)(4) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

ARTICLE IV

BOARD OF DIRECTORS

A. The Board of Directors shall consist of the following members:

1. One from each duly chartered Detachment of the Marine Corps League in Colorado.
2. One from each Unit of the Colorado Marine Corps League Auxiliary.
3. The Department Commandant and the Auxiliary President or their designee shall be members of the Board.

The above members shall be appointed by, and serve at the pleasure of the Commandant or President of the appointing unit or organization. The four elected officers shall be members of the Board of Directors.

B. Meetings. Meetings of the Board of Directors may be called at any time by the Chairman by giving three (3) days notice of such meeting, by telephone, in person, or in writing. Meetings will be held in conjunction with scheduled staff meetings. For meetings to be held at any other place within the State of Colorado, ten days written notice must be given to the members of the board. The annual meeting of the Board for election of officers will be held at the Department of Colorado, Marine Corps League Convention each year. The act of a majority of the Directors present at a meeting shall be the act of the Board of Directors.

ARTICLE V

OFFICERS

A. Officers. The officers of the committee shall consist of a Chairman, a Vice-Chairman, a Secretary and a Treasurer, each of whom shall be elected by a majority of the Board of Directors present at its annual meeting. Such other officers and assistant officers as may be deemed necessary may be elected by the Board. All officers shall serve for a term of one (1) year or until their successors are duly elected and qualify. All officers must be a member of the Marine Corps League or it's Auxiliary.

B. Chairman. The Chairman shall be the principal executive officer of the committee and, subject to the control of the Board of Directors, will supervise and control all the business and affairs of the Association. He/she shall, when present, preside at all meeting of the Board of Directors. He/she, or a designee, may execute documents and instruments which the Board of Directors has authorized to be executed.

C. Vice-Chairman. During the absence or disability of the Chairman, the Vice-

Chairman shall exercise all of the functions of the Chairman. He/she shall have such powers and discharge such duties as may be assigned from time to time by the Board of Directors.

D. Secretary. The secretary shall:

1. Keep the minutes of the Board of Director meetings.
2. Assure that notices of meetings are given as required.
3. Be the custodian of all the Committee's records.
4. In general, discharge all duties incident to the Office of Secretary and such other duties as may be assigned to the Secretary by the Board of Directors.

E. Treasurer. The Treasurer shall:

1. Have custody of all moneys of the Fund.
2. Keep regular books of account on all receipts and disbursements.
3. Disburse the funds of the committee in payment of just demands against the committee or as may be ordered by the Board of Directors.
4. Render to the Board as may be required an account of all transactions as Treasurer and of the financial condition of the Fund.
5. The Treasurer must be bonded.

F. Vacancies. Vacancies of any office arising from any cause may be temporarily filled by the Chairman of the Board until the next meeting of the Board of Directors.

ARTICLE VI

DISSOLUTION

Upon the dissolution of the Fund, the Board of Directors shall, after the provision for the payment of all liabilities of the Association, dispose of all the Associations assets, for application to purposes herein set forth to the Department of Colorado, Marine Corps League. If the Department of Colorado, Marine Corps League is not exempt from taxation, as set forth above, the Fund's assets shall be distributed to the Marine Corps League Foundation, an organization exempt from taxation under Section 501 (C)(4) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE VII

CHECKS AND DEPOSITS

A. Checks. All checks, drafts or other orders for the payment of money shall be signed by any two (2) officers of the committee.

B. Deposits. All funds of the committee shall be deposited in such depositories *as may* be designated by resolution of the Board of Directors.

ARTICLE VIII

OFFICE

The official address of the fund shall be the address of the current Chairman of the Fund along with a Post Office Box designated by the Treasurer for the receipt of donations and other mail pertinent to the committee.

ARTICLE IX

AMENDMENTS

These Articles of the Fund may be altered, amended, or repealed, in whole or in part, by a majority vote of the Directors of the Committee at any meeting of the Board, notice of which is duly given and specifies that a purpose of the meeting is to amend these Articles; provided, however, that no alteration, amendment or repeal shall become effective until approved by the Department of Colorado, Marine Corps League at a State Convention.

ARTICLE X

BY-LAWS

The Board of Directors of the Fund may adopt such procedural By-laws as they deem necessary for the conduct of their business; provided, however, that such By-laws shall in no way be inconsistent with or contrary to these Articles of the Fund.

POLICIES

FUNDING

The Board will solicit and accept donations from all available sources that will provide same without infringement on its authority to award funds.

No more than the amount of the proceeds from the growth fund principal will be available for scholarships.

No scholarship awards will be made until sufficient funds are available to provide awards of at least \$250.00. At such time as the fund has grown sufficiently, the number, amount or renewal of the awards may be adjusted by majority vote of the Board of Directors.

ELIGIBILITY

Awards presented to students from Colorado using the following priority:

1. Children of Marines and FMF Corpsman who have lost their lives in service.
2. Children of Department of Colorado, Marine Corps League or Auxiliary members in good standing.
3. Grandchildren of Department of Colorado, Marine Corps League or Auxiliary members in good standing.
4. If extenuating circumstances warrant, consideration may be given to an applicant who otherwise did not meet the other eligibility.
5. Any individual can receive the Award a maximum of five times.

JUDGING

Applications will be determined independently by the Board of Directors at the Department convention. An average score for each applicant will be determined by adding all scores for each applicant and dividing the total by the number of evaluations making up the total for each applicant. The applicant with the highest total average score will be designated the successful applicant and receive the scholarship. When more than one award is available under this scoring system, the next highest score(s) will receive any additional award(s).

The above scoring system will be implemented only if deemed necessary by the Board of Directors.

DEPARTMENT OF COLORADO SCHOLARSHIP FUND

Application Evaluation and Scoring Checklist

Date: _____

Name of Applicant _____

Name of Sponsor _____

Points for eligibility priority (Child of KIA - 30, Child or Grandchild of member - 20, Member - 10) Letter from _____

Applicant overall (Outstanding - 20, Good - 15, Average - 10, Poor - 5) Additional pertinent information _____

from letter (Above average - 10, Average - 5, poor - 0) _____

GPA (Grade Point Average) adjusted to 4.0 system (times 5 (maximum 20 points)) Attending school in _____

Colorado (Yes - 10 points, No - 0 points) _____

Specific results of Detachment/Unit interview (Addresses recommended issues - 5 points) Indication of _____

financial need (Yes- 5 points, No - 0 points) _____

Incomplete application (Minor - minus 5 points, major - minus 10 points) _____

(Maximum 100 Points) Total Score _____

Evaluated and scored by _____ Date _____

APPLICATION PROCEDURES

1. Complete and sign the application, ensuring all sponsor signatures and eligibility elements as well as supporting documents are enclosed in a single package.
2. Enclose a letter from your high school or college administration stating the applicant's ability and the institution's recommendation as to further higher education.
3. Transcript of applicant's entire high school or latest year (two semester or three quarter) college grades.
4. Proof of acceptance at an institution of higher learning. This institution must be a recognized college, university or technical training facility.
5. The application file must contain a cover letter written by the applicant providing a brief life history, education and career goals, and any additional information the applicant feels should be considered pertinent by the selection committee. It can be typed, printed (computer) or legibly handwritten.
6. A recommendation from the sponsoring Detachment Commandant or Unit President, preferably based on an interview (so stated), advising the application review members of the reasons the applicant should receive consideration. An interview should evaluate such considerations as attitude, respect, patriotism, self-discipline etc.
7. The application must be postmarked by April 1. Mail all application packages to the Chairman of the Department of Colorado Scholarship Fund as identified in the current year Department Staff roster.
8. Application packages will not be returned.
9. Any of the selection board members can contact an applicant for further information.
10. Special circumstances for exceptions can be presented to the officers of the Board.

SCHOLARSHIP APPLICATION
Department of Colorado Scholarship Fund

DATE: _____

Name _____ Date of Birth: _____

Address _____ Telephone: _____

School Attending _____ Student # _____

School Address _____

Name of College/Technical Institute to attend _____

Year starting fall semester. 1 2 3 4 (Circle One)

Applicant's Signature _____

Eligibility of Sponsor: To be completed, verified and signed by the indicated Detachment or Unit officer. In the event the applicant is related to the indicated officer, the Senior Vice Commandant or President will sign in their stead.

Sponsor Name _____

Relationship	Membership #	Dues Exp. Date
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I certify that the dues of the sponsoring member are paid.

Paymaster/Treasurer Name _____ Signature _____

I certify that the indicated sponsor is qualified to sponsor this applicant and that this detachment/unit co-sponsors the applicant. A letter of recommendation is attached in accordance with the application procedures. The applicant has - has not – been interviewed. (See instruction #6 of application procedures.)

Detachment or Unit Name	Commandant or President Name
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Address	Commandant or President Signature
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City, State, Zip+4	Date Signed
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MARINE CORPS LEAGUE

National Headquarters

February 26, 1997

Subj: **ITEMS OF INTEREST FOR NEW DETACHMENTS**

1. **CEREMONIAL RIFLES AND BLANK AMMUNITION.** The US Army, in Rock Island, IL, has a program whereby Marine Corps League Detachments can request rifles and blank ammunition for ceremonial use, i.e., color guards, parades, burial details, etc. Detachments need to submit a request to National Headquarters, Marine Corps League, and request rifles and/or blank ammunition. In you correspondence, indicate where the rifles will be secured and to what street address the rifles and blank ammunition are to be shipped to. National, in turn, will endorse your request to Rock Island. Once the US Army processes your request, they will correspond directly with you, providing you with whatever pertinent information they need to complete the transaction. At this writing, they have a 5-7 month backlog. Throughout the League, a number of detachments have made such requests. It is a good way to show our flag in the local community.

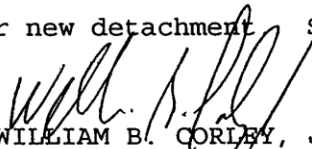
2. The League has its own Web Site and E-mail address.

<http://www.mcleague.org>
E-mail: mcl@mcleague.org

Should a member of your detachment be connected with the internet, use it as a means to communicate with National, and us with you.

3. The National Adjutant/Paymaster, Meg Thoburn, and myself are here to assist you. Use our 1-800 or 1-888 number if you need questions answered.

4. Best wishes in forming your new detachment Semper Fi!


WILLIAM B. CORLEY, JR.
National Executive Director

Qualification Checklist for Ceremonial Rifles Veterans' Organizations

Written request signed by the local commander, commandant, or president of the organization addressed to:

U.S. Army Tank-automotive and Armaments Command
ATTN: AMSTA-LC-CID (Donations Program Group)
Warren, MI 48397-5000

This request must be forwarded through your national headquarters for approval. The request should include the serial numbers of the rifles on hand, the quantity desired, intended use of the weapons, street and mailing addresses of the requesting organization, phone number of the organization, intended storage location of weapons (cannot be a private residence), number of active organization members and the name, address and phone number for the point of contact if other than the commander.

All legal documents outlined below must be signed by the Commander, Adjutant or Quartermaster. Forms signed by anyone else (Vice commander, Honor Guard Captain, Jr. Vice Commander) will not be accepted. All documents must be originals with original signatures and notary seal. Photocopies or fax copies are not acceptable.

- **Certificate of Arms Storage** (Enclosed) - This certificate identifies the storage location of the weapons. It gives you the acceptable storage options available. If option b. is selected you are reminded that the weapons cannot be stored in a private residence. This form must be signed by the Commander, Adjutant or Quartermaster and must be notarized.
- **Arms Storage Facility Certification** (Enclosed) - This certificate must be completed by your local law enforcement agency (police department, sheriffs office, etc.). This allows us to determine the acceptability of your storage facility for the security, safety and retention of government owned weapons.
- **Certificate of Assurance of Compliance with Title 6, Civil Rights Act** (Enclosed) - This certificate insures that the recipient organization does not and will not discriminate against any individual or group based upon race, color, national origin, sex or handicap.
- **Verification of Compliance with the Lautenberg Amendment (18 USC 922(d)(9)1** (Enclosed) - This form must be completed by the applicant and the applicant's signature notarized. The state police are required to perform a background check and certify that there is no record of the applicant being convicted of misdemeanor domestic violence. Only the individual signing for and the individual responsible for the weapons is required to complete this form. It is thereafter his or her responsibility to insure that no person with such a conviction uses or possesses these weapons.

- **Affidavit of Compliance with 10 USC 4683** (Enclosed) - This form identifies the intended use of the ceremonial weapons and must be completed and notarized.
- **Photoqraph(s) of storage facility** - These photos must show the interior of the room which contains the weapons, the gun cabinet, safe or locker which houses the weapons and also show the door with the locking device clearly visible.
- **Photoqraph(s) of the exterior of building housing storage facility** - This photo must show the outside of the building with the outside markings and/or signs (VFW/AL Post, Police Department, etc) clearly visible.
- **Map of local area** (City) showing exact locations of the organization and the weapons storage facility. This map must be clear enough for an inspector and or visitor to easily locate the organization and the weapons storage facility.

Once the weapons are issued the following documentation will be completed and must be maintained. An annual certification of government property is required and will be completed as outlined below:

- **Conditional Deed of Gift.** Upon delivery of your weapons, we will forward two copies of a Conditional Deed of Gift. This Deed outlines your responsibilities for the retention, maintenance and conditions to retain the weapons. Please sign both copies, have them notarized and return one copy to us within 30 days. The other copy is for your files as proof of ownership. This document is equivalent to a title for the weapons with the U.S. Government as lien holder and should be protected as such.
- **Weapons Control Resister.** Along with the Conditional Deed of Gift you will receive a Weapons Control Register form. You are required to maintain a weapons control register showing when the rifles are removed from the storage facility. Each individual receiving a weapon must sign this register and show its return. This form not only allows you to maintain the whereabouts of the weapons at all times, it also aides the local police and this office in any investigation that may ensue due to the loss or theft of any of these weapons. You are required to submit a true copy of this register with the required annual certification outlined below.

- **Ceremonial Rifle Inventory List.** In addition to the Weapons Control Register you will receive a Ceremonial Rifle Inventory Form. Upon receipt of your weapons you are required to complete this form and record the Model, Manufacturer and serial number of each weapon received. This form is to be completed in two copies and return one copy to this office within 30 days of receipt of the weapons. This allows us and you to accurately record and catalog the weapons in your possession. In the unlikely event of a theft or loss of your weapons, it also allows us to accurately report the missing weapons to the police for investigation.
- **Annual Certification of Ceremonial Rifles.** You will also receive an Annual Certification form that you must complete and return to this office no later than the 15th of January of each year. This certificate certifies that you still have the weapons, you still wish to retain them and are properly caring for them. This form will be accompanied with a copy ,of your weapons control register for the previous year and a current photograph of the weapons. The photograph must clearly show that the weapons have the required blank adapter fixed to the end of the barrel. If at any time you wish to return your rifles, you may also use this form for that purpose.

Certificate of Arms Storage

(Date)

I, _____ ' acting for and on
(Post Commander, President, Chief of Police or comparable authorized official)
behalf of, _____ certify that:
(Name of Organization)

1. Rifles received from the U.S. Army Tank-automotive and Armaments Command will be stored as specified below:

a. _____ In the arms room of a National Guard Armory, U.S. Army Reserve Center, Military Installation or local Law Enforcement Agency

or

b. _____ In a room meeting and/or approved storage container meeting the requirements as listed on the enclosed checklist and approved by local law enforcement officials. Storage facilities may not be located at a private residence. Completion of the attached checklist is required along with this Certification of Arms Storage Statement.

2. A sign out register will be maintained showing serial numbers of weapons and names of the individuals removing weapons from storage for any purpose.

Signature: _____

Name: _____
(typed or printed)

Title: _____

Address: _____

Business Phone: _____

Address Of Arms Room: _____
(if different than above)

NOTARY PUBLIC
(Seal and Signature)

Submit To: United States Army, Tank-Automotive And Armaments
Command, AMSTA-LC-CID, Warren, Mi 48397-5000

Arms Storage Facility Certification

(Date)

TO BE COMPLETED BY LOCAL LAW ENFORCEMENT AGENCY

Address of Arms Storage Facility:

I, _____, acting for and on behalf of
(Printed Name and Rank of Inspecting Officer),

_____ certify that:
(Law Enforcement Agency)

1. ____ The arms storage facility meets the requirements found in the attached physical security checklist.
2. ____ The arms storage facility does not meet the requirements found in the attached physical security checklist. However, it is the opinion of this agency, the current physical security measures are adequate for this arms storage facility. (Please annotate on reverse side those requirements the arms storage facility does not meet).
3. ____ The arms storage facility does not meet the requirements found in the attached physical security checklist and/or does not meet local security requirements. Do not recommend/allow the storage of weapons at this facility.

Signature: _____

Name: _____
(typed or printed)

Title: _____

Agency Address: _____

Business Phone: _____

Submit To: United States Army, Tank-Automotive And Armaments
Command, AMSTA-LC-CID, Warren, Mi 48397-5000

Annual Certification of Ceremonial Rifles

1. In accordance with paragraph six (6) of the Conditional Deed of Gift for ceremonial rifles, serial number(s):

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.

donated to _____,
(Name and address of Responsible Organization)

under the terms of 10 USC § 4683, I certify that the aforementioned U.S. Government ceremonial rifles are:

- a. ____ still required and is/are used in the manner agreed upon in the original statement. **Current Photographs** (35mm color prints) of the displayed weapons is/are attached.
- b. _____ destroyed by fire or flood. **Certified true fire/police department report** is/are attached.
- c. ____ were lost or stolen. **Certified true fire/police department report** is/are attached.
- d. _____ are unserviceable. **Notarized statement by a licensed arms repair facility** is attached.
- e. _____ no longer required. Request the Donation Office provide disposition instructions to return ceremonial rifles.

2. I hereby further certify that:

a. Our veterans organization is still in good standing with our respective National Headquarters and our current membership strength is .

or

b. Our police department still maintains an active honor guard with a membership strength of _____.

and

These weapons are properly safeguarded in an approved storage method, properly maintained and used solely for their intended purpose of performing funeral details and other ceremonies.

Annual Certification of Army Materiel Status (continued)

Remarks:

Official Is Signature: _____

Name (Type/Print) : _____

Title: _____

Address: _____

City & State: _____

Business Phone: _____

Date: _____

Notary Public
(*seal and Signature*)

Submit to: U.S. Army Tank-automotive and Armaments Command, Attn: AMSTA-
LC-CID, Warren, MI 48397-5000 no later than January 15th of each year.

Certificate of Assurance of Compliance

(Name of Applicant) (Hereinafter called "Applicant-Recipient")

HEREBY AGREES THAT in compliance with Title VI of the Civil Rights Acts of 1964, Section 606 of the Federal Property and Administrative Services Act of 1949, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, no person shall, on the ground of race, color, national origin, sex or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives a donation from the United States Army and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

This agreement will continue in effect during the time the Applicant-Recipient retains ownership, possession or control of the donated property. Further, Applicant-Recipient agrees and assures that its successors and/or assigns will be required to give an assurance similar to this Assurance as a condition precedent to acquiring any right, title or interest in and to any of the property donated herein.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining a donation of Federally owned property pursuant to public law, Title 10, USC 2572.

The Applicant-Recipient recognizes and agrees that such Federal donation Will be made in reliance on the representations and agreements made in this assurance, and that the United States will have the right to seek judicial enforcement of this assurance.

THIS ASSURANCE is binding on the Applicant-Recipient, its successors, transferees, assignees and the person or persons whose signatures appears below are authorized to sign this assurance on behalf of the Applicant-Recipient.

(Date)

(Applicant-Recipient)

BY: _____
(President, Chairman of Board, or
comparable authorized official)

(Applicant-Recipient's Mailing Address)

**Verification of Compliance With
THE LAUTENBERG AMENDMENT
[18 USC §922(d)(9)]**

The Lautenberg Amendment to the Gun Control Act of 1968 outlaws the sale or transfer of any firearm to anyone convicted of a misdemeanor crime of domestic violence.

A person has a conviction of a 'misdemeanor crime of domestic violence' if:

- a. The person was convicted of a misdemeanor crime, and the offense had as an element the use or attempted use of physical force, or threatened use of a deadly weapon, and;
- b. The convicted offender was at the time of the offense:
 1. a current or former spouse, parent, or guardian of the victim; or
 2. a person with whom the victim shared a child in common; or
 3. a person who was cohabitating with or has cohabited with the victim as a spouse, parent or guardian; or
 4. a person who was similarly situated to a spouse, parent, or guardian of the victim; and
- c. The convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel, and; if entitled to have the case tried by a jury, the case was actually tried by a jury or the person knowingly and intelligently waived the right to have the case tried by a jury; and
- d. The conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.

The undersigned Applicant for Ceremonial Rifle donation makes the following statement:

After having read the above, I verify that I have not been convicted of a misdemeanor crime of domestic violence.

Applicant's Signature: _____

Date: _____

Applicant's Printed Name: _____

Organization Name: _____

Organization Address: _____

Notary Public Endorsement

COUNTY OF _____

STATE OF _____

I, the undersigned, certify that I am a duly commissioned, qualified, and authorized notary public. Before me personally and within the territorial limits of my warrant of authority, appeared who is known by me to be the person who is described herein, whose name is subscribed to, and who signed this Verification of Compliance and who, having been duly sworn, acknowledged that this instrument was executed after its contents were read and duly explained, and that such execution was a free and voluntary act and deed for the uses and purposes herein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my official seal on,

_____, _____
(Date)

Notary Public

My Commission expires: _____

Police Verification: A record search was done on the above-named Applicant and there are no records showing a conviction of a misdemeanor crime of domestic violence.

Police Official's Signature : _____

Date: _____

Police Official's Printed Name: _____

Police Official's Duty Station: _____

Police Official's Telephone Number: _____

Affidavit of Compliance with 10 USC § 4683

THIS DOCUMENT HEREBY ACKNOWLEDGES that the undersigned,

(Typed or printed full name and title)

(Typed or printed Name of Organization) is of legal age and does hereby
swear and affirm that the following is true and accurate to the best of his/her
knowledge, under penalty of perjury:

1. The affiant specifically represents and affirms that he/she has the authority to act as an agent for the named organization,
2. The affiant attests that the organization will use the rifles for funeral ceremonies of a member or former member of the armed forces, or for other ceremonial purposes, and that the organization is: (check one)
 - ___ a local unit of a nationally recognized veterans' organization; or
 - ___ a unit/organization of honor guards for a national cemetery; or
 - ___ a law enforcement agency,
3. The affiant attests that the organization will use the rifles for (check all applicable reasons):
 - ___ a funeral ceremony OF A MEMBER OR FORMER MEMBER OF THE ARMED FORCES.
 - ___ a funeral ceremony for other than a member or former member of the armed forces.
 - ___ a parade.
 - ___ other ceremonial purpose(s). Specify: _____

Signature of Affiant: _____
Typed or Printed Name of Affiant: _____

NOTARY PUBLIC ENDORSEMENT

On the day of month, year of , before me personally appeared , whose identity was known or proven to me, and executed this Affidavit in my presence stating under oath or sworn statement that they executed this Affidavit as a free and voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my SEAL,
COUNTY OF: _____
STATE OF . : _____

Notary Public: _____
My Commission expires: _____

Ceremonial Rifle Inventory List

I, _____ the undersigned
(Printed or Typed Name of Certifying Official)
 representing _____,
(Name and address of Organization)
 certify that the following weapons were received on _____.
(Date of Receipt)

	Manufacturer	Serial Number		Manufacturer	Serial Number
1.			9.		
2.			10.		
3.			11.		
4.			12.		
5.			13.		
6.			14.		
7.			15.		
8.			16.		

OFFICIAL'S SIGNATURE: _____

NAME (typed or printed) : _____

TITLE: _____

 NOTARY PUBLIC
 (seal and signature)

Control Register

For U.S. Government Rifles in possession of
Organization: _____

Address: _____

Log Control

Page # _____

Model and Serial Number	Date & Time Removed	Date & Time Returned	Event Reason for Removal	Printed Name	Signature

Physical Security Checklist for Ceremonial Rifles

1. The following checklist is provided to assist local law enforcement agencies with the certification of arms storage for those organizations with ceremonial rifles or requesting ceremonial rifles. This guidance is based on AR 190-11. Physical Security of Arms, Ammunition, and Explosives (AA&E). The weapons donated are classified as Category IV weapons.

a. Doors, windows, and other openings. At a minimum, doors will be constructed of 1¾ inch thick, solid, or laminated wood, or be of standard 1¾ inch thick hollow metal, industrial type construction with minimum 16-gauge thickness and equipped with a secure locking device. Windows, ducts, vents, or similar openings of 96 square inches or more with the least dimension greater than six inches will be equipped with the following:

(1) Three-eighth inch or larger hardened steel bars provided the vertical bars are not more than four inches apart with horizontal bars welded to the vertical bars so that the openings do not exceed 32 square inches.

or

(2) Number eight gauge high carbon manganese steel mesh with two-inch diamond grid.

or

(3) Number six gauge steel mesh with two-inch diamond grid when number eight in (2) above, is not available.

and

(4) Bars or steel mesh will be securely embedded in the structure of the building or welded to a steel frame that will be securely attached to the wall with fastenings inaccessible from the exterior of arms storage facility.

b. A security or guard patrol will check the building for arms that are stored in unmanned facilities not equipped with an intrusion detection system at irregular intervals not to exceed 24 hours. Liaison will be established with local civil police agencies to ensure that periodic surveillance is conducted.

c. Within the arms storage facility, weapons will be stored in metal containers or arms racks. Approved metal wall lockers or metal cabinets may be used. Containers, cabinets, lockers, or arms racks will be locked to prevent weapon removal without leaving visible signs of tampering. Screws, bolts, hinges, and other fastening hardware will be made to prevent disassembly, e.g. bolts and hinge pins spot welded or brazed to prevent easy removal. Arms racks, containers, cabinets, or lockers weighing less than 500 pounds will be securely fastened to the structure. Chains used to secure racks, containers, etc. will be heavy duty hardened steel, welded straight links steel, galvanized of at least 5/16-inch thickness or of equivalent resistance.

d. Tools such as hammers, bolt cutters, chisels, crowbars, hacksaws, and similar items which could be used to gain unauthorized access should be removed from the vicinity of the arms storage room.

e. Key and lock control procedures will be established. AR 190-11, paragraph 3-8 provides regulatory requirements. Highlights of key and lock control requirements include: development of a key control register and inventory, appointment of a key and lock custodian, authorization roster for signing out keys, key container specifications, lock specifications, and protection of combinations.

f. Personnel having access to the arms storage facility should be kept to a minimum. A current roster of people with authorized access to the facility should be maintained. A security screening process should be developed to determine trustworthiness and reliability of those individuals assigned duties involving control and accountability of the weapons. Recommend local law enforcement authorities be contacted for assistance.

2. Lost, stolen, or missing weapons. An investigation will be made of lost, stolen, or missing arms to determine the circumstances surrounding the loss or the theft and to fix responsibility as necessary. As soon as a loss or theft is discovered, notification to the local law enforcement authorities AND the T ACOM Donations Program Group at (810) 574-6943/6182 will be made. The notice will be as complete as possible but will not be delayed because of incomplete data.

3. Acceptable methods of storage include:

- a. In a room secured with barred or no windows and a double lock.
- b. In a locked gun cabinet/safe not located in a public access area.
- c. In a glass faced locked cabinet, which requires a chain interlocking the trigger guards and fastened to the wall.
- d. In a gun rack located in a secure room with an interlocking chain secured to the wall.

4. Unacceptable methods of storage are:

- a. In a private residence.
- b. In a gun cabinet in a public access area (club bar, etc.)
- c. In a glass faced cabinet without additional security.
- d. Displayed openly to the public.

AMMUNITION & ACCOUTREMENT INFORMATION

Send requests for ammunition and clips to:

Commander
U.S. Army Operations Support Command
ATTN: AMSOS-MAP-CS (Jackie Scalf)
One Rock Island Arsenal
Rock Island, IL 61299-6000
(309) 782-4608

Slings are not provided through the Donations Program Group. The slings are available through commercial sources.

The American Legion magazine provides Amherst Arms as a source for this equipment. The address is: P.O. Box 1457, Englewood, FL 34295. Their telephone number is (941) 475-2020.

Another source is Fulton Armory. The address is: 8725 Bollman Place #1, Savage, MD 20763. Their telephone number is: (800) 878-9485.

The Army does not endorse any specific commercial source for rifle accoutrements.

MI CAL. .30-06 GARAND RIFLE CLEANING AND MAINTENANCE

To assure that your M1 rifle functions properly, the following procedures for cleaning and maintaining should be performed.

1. Before use insure that the rifle is completely assembled and functions properly with manual inspection.
2. After each use where the weapon has been fired, perform the following prior to storage:
 - a. Make sure the weapon is clear of ammo.
 - b. Clean the chamber area by using a chamber brush and bore cleaner.
 - c. Using a clean patch, swab out the chamber and assure that it is clean and dry. The chamber area should only be lightly lubed if it is to be stored for an extended period of time.
 - d. Lubricate lightly the bearing surfaces of the bolt locking lugs and receiver rails. .
 - e. When the weapon is ready to be stored, pull the trigger and drop the hammer to the forward position. This keeps the spring from taking a set and assures a strong hammer strike to the firing pin.
 - f. Store the rifle with the bolt in the forward position. This relaxes the recoil spring and will ensure a strong bolt return (proper feeding) during function firing.
3. After every two or three firings (engagements) disassemble the rifle and clean the gas system. Use rifle bore cleaner and patches/clean rags to completely clean the gas piston surface at the end of the operating rod and the inside walls of the gas cylinder assembly. If needed, a soft bristle brush can be used, as this will not score the internal walls of the gas cylinder.
4. After cleaning, dry the components completely. Note: do not lubricate these parts the carbon gases which pass through the gas system will burn the lubricant and cause it to become gummy and result in short recoil (malfunction).
5. The rifle is ready to be reassembled. Once this is completed, make sure that the blank firing attachment (BFA) and the gas plug are installed tightly. This is necessary for proper functioning.
6. Insure that the weapon is assembled correctly by manually functioning the action. The weapon is now ready for storage. Note: refer to para. 2 above prior to storing.



DEPARTMENT RECRUITER OF THE YEAR NOMINATION

Date: _____

From: _____

To: Junior Vice Commandant, Department of Colorado

VIA: Paymaster, Department of Colorado

1. This is to certify that the following Marine Corps League member has met the criteria for the Department of Colorado Recruiter of the Year Award by recruiting at least five or more new members between April 1, ____ – March 31, ____.

Recruited by: _____ Membership Number: _____

Detachment: _____ Detachment Number: _____

Names of new members:

(1)	(14)
(2)	(15)
(3)	(16)
(4)	(17)
(5)	(18)
(6)	(19)
(7)	(20)
(8)	(21)
(9)	(22)
(10)	(23)
(11)	(24)
(12)	(25)
(13)	(26)

(list additional names on the back of this form)

Certified true and correct: _____
Detachment Commandant

Detachment Adjutant/Paymaster

All forms must be received no later than April 1 by the Department Paymaster

MAIL TO: _____

If more forms are needed, this may be reproduced

Recruitment and Retention is key for success of all Detachments

MARINE CORPS LEAGUE, DEPARTMENT OF COLORADO
AWARD RECOMMENDATION FORM

Department Award Criteria: When submitting a request for a Department Level award, the request **must** include all the information regarding what the person has accomplished, while serving the capacity as a Marine Corps League member, a member of a subsidiary/subordinate unit or person(s) whom exemplify the principles and purposes to which the Marine Corps League was founded.

Award recommendations must be legible. A blank second sheet in typewritten form is recommended, preferably in at least 12 point Times New Roman, as a continuation of the award recommendation. The request must be accompanied by the required endorsements. Without the proper endorsements, the request may be denied and returned to the submitter. The Detachment Adjutant/Paymaster will verify that the MCL member is a current member in "Good Standing" dues paid

(NOTE: ALL requests for Department Level Awards must be submitted directly to the Chairman, Department Awards Committee at the address listed on the cover letter.)

From: Name and Title, if any

To: Department Commandant

Via: Department Awards and Citations Committee

A. Awardee Information

1. Name of Awardee (Name of Person being recommended):

2. Detachment Name & Number

3. Awardee is a/an (please check one) ☐ Regular MCL Member ☐ Associate Member ☐ Other

If other, specify _____
(Auxiliary, Young Marine, JROTC, etc.)

4. Type of Award (Be Specific On Award Type)

5. Justification for Award (Use a blank sheet to continue)

B. Authorization – Detachment Level

(1st Endorsement)

(2nd Endorsement/Membership Verification)

Recommendation for _____
(Recipients Name)

Recommendation for _____
(Recipients Name)

Please Check One Approved ☐ Disapproved ☐

Is the above named person a Member?

Please Check One YES ☐ NO ☐

Signature: Detachment Commandant

Date

Signature: Detachment Adjutant/Paymaster

Date

C. Committee Use Only

From: Awards Chairman, Department of Colorado

To: Department Commandant, Department of Colorado, MCL

Subj: AWARD RECOMMENDATION

Recommendation For: _____ (Recipients Name)

1. The award described is: ☐ Approved as requested; ☐ Disapproved due to lack of justification;
☐ Recommend changing the award to _____.

2. Presentation of the award, if approved, will be at the Department Convention.

Department Awards Chairman

Committee Member _____ Date: _____
Committee Member _____
Committee Member _____

D. Department Commandant

From: Commandant, Department of Colorado

TO: Awards Chairman

The award described is: ☐ Approved ☐ Disapproved

Department Commandant Signature: _____ Date: _____

Detachment Name: _____

Detachment Number: # _____

Marine Corps League
Department of Colorado
Department Convention
 Convention Location _____



FOR CONVENTION COMMITTEE
USE ONLY

Date Received: _____

Total Members: _____

Total Delegates: _____

Total Authorized Vote: _____

TO: Department Credentials Committee
VIA: MCL Department of Colorado Paymaster

Subj: Registration of Delegate(s) and Alternate(s)

Ref: (A) Department Bylaws

1. In accordance with the reference, registration fee for the Department of Colorado Convention shall be Ten (\$10.00) dollars provided that such fee is accompanied by a properly executed Delegate/Alternate Form (this document). Advance registration fee shall be \$5.00. Those that do not register in advance cannot be guaranteed an Ad book and/or Goody bag as quantities may be limited. This completed Registration Form should be received **no later** than **April 1,**_____.
2. The following are the Detachment's delegate(s), alternate(s)

D E L	A L T	A T T	ASSOC MBR	DUAL MBR	Guest	NAME(S)	TITLE	6 Digit Membership No. (7 DIGITS for Associate & Honorary Mbrs) (NOT PLM)						Attending Yes/No
						1.								
						2.								
						3.								
						4.								
						5.								
						6.								
						7.								
						8.								
						9.								
						10.								

3. Delegate strength is based on the number of regular members on the 31 March Strength Report.

4. Enclosed is a check (# _____) in the amount of \$ _____ made payable to the **Department of Colorado, MCL** to cover registration fees for the above listed members (NO Charge/Fee for Guests, For Badge purposes only).

 Detachment Commandant

 Date

 Detachment Adjutant/Paymaster

 Date

TYPE OR PRINT DELEGATES/ALTERNETS CLEARLY