



ADMINISTRATIVE PROCEDURES

January 1, 2012

**MARINE CORPS LEAGUE AUXILIARY
ADMINISTRATIVE PROCEDURES
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**MARINE CORPS LEAGUE AUXILIARY
NATIONAL ADMINISTRATIVE PROCEDURES
CHAPTER ONE
GENERAL**

SECTION 100 - NAME - The name of the corporate body is the Marine Corps League Auxiliary. The Auxiliary was chartered by the Marine Corps League on September 4, 1937, and is a non-profit corporation incorporated with approval of the National Assembly in Washington, D.C. August 1950. The PURPOSES for which the corporation is formed are:

- (A) To band together in comradeship the members of this Auxiliary;
- (B) To create a bond of comradeship between this Auxiliary, the Marine Corps and the Marine Corps League;
- (C) To aid voluntarily and to render assistance to all Marines, as well as to their spouses, parents and orphans.

SECTION 101 - LOCATION - The principle offices of the Marine Corps League Auxiliary shall be located in conjunction with the Marine Corps League, at their invitation, or at such other place/places as the National Board of Trustees may select in the best interest of the membership.

SECTION 105 - CORPORATE SEAL - The Corporate Seal of the Marine Corps League Auxiliary shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem surrounded by the words "MARINE CORPS LEAGUE AUXILIARY - NATIONAL HEADQUARTERS" within the border of two (2) narrow rings.

SECTION 110 - POLICY

- (A) The supreme power of the Marine Corps League Auxiliary shall be vested always in its membership functioning through Delegates at all National Conventions. Executive and administrative power only will be delegated to its Board of Trustees or to individual members of the Marine Corps League Auxiliary.
- (B) The Marine Corps League Auxiliary shall never take part in any labor or management disputes or issues and it shall be ever non-sectarian, non-political and non-partisan; nor shall it be biased on the grounds of race, color, creed, nationality; nor shall it be used as a medium of political ambition or preferment; nor shall former or present Auxiliary rank/position be used as the basis for special consideration or preferment.
- (C) Nothing in the preceding subsection shall prohibit the Marine Corps League Auxiliary and any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the Marine Corps League, nor the national security of our Nation, or any veterans claims for justice arising from service in the Armed Forces of the United States of America.

SECTION 120 - ORGANIZATION - The constitutional bodies of the organization shall be:

- (A) A National Organization known as the National Convention Marine Corps League Auxiliary.
- (B) Subordinate Regional organizations known as Divisions, the extent and boundaries of which shall be outlined in the Administrative Procedures, Chapter Four (4).
- (C) Subordinate State organizations to be known as Departments.

- (D) Subordinate Local organizations located anywhere in the United States, its Territories, or on foreign soil, to be known as Units.
- (E) Such subsidiary organizations as the National Organization may create, establish or recognize.

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**MARINE CORPS LEAGUE AUXILIARY
NATIONAL ADMINISTRATIVE PROCEDURES
CHAPTER TWO
NATIONAL CONVENTION**

SECTION 200 - MEETINGS - The National Convention shall be convened once each calendar year during the month of August unless prevented by national emergency or other unpreventable causes.

SECTION 205 - TIME AND PLACE - The time and place of each National Convention shall be designated by the Marine Corps League.

- (A) Each Unit shall be provided with written notification of date and location of each pending convention at least sixty (60) days prior to the opening date of the convention, such notification to include necessary forms for the Unit's certification of authorized Delegates and Alternates to such convention; the notification shall be sent from National Headquarters of the Marine Corps League Auxiliary.

SECTION 210 - PROCEDURES - Immediately preceding the convening of each National Convention, the National President and National Board of Trustees shall determine and establish the sequence and procedure with which the business shall be conducted in conformity with the National Bylaws and Administrative Procedures.

SECTION 215 - RULES OF ORDER - The National Bylaws and Administrative Procedures shall govern the procedures and conduct of each National Convention. The Parliamentary reference for conventions shall be *Current Edition of Robert's Rules of Order (Newly Revised)*.

SECTION 220 - REGISTRATION -

- (A) All approved and certified Delegates, Alternates and Members will receive from the Convention Registration Committee, a Convention Program, and such Activities Admittance Tickets as they may desire upon payment of the amount indicated on the Convention Activities Ticket.
- (B) Registration Fees for National Convention shall be as follows:
- (1) Five Dollars (\$5.00) per Delegate, Alternate or Member, if received at National Headquarters no later than 1 July prior to the opening of the National Convention, with the properly executed official credential form(s).
 - (2) Six Dollars (\$6.00) per Delegate, Alternate or Member for registration received at National Headquarters after 1 July, or at the National Convention, provided it is received with the properly executed official credential form(s). (Rev. 08/11)

SECTION 225 - INSTALLATION - The Installation of National Officers shall be conducted with formal ceremony after the close of the final business session or the banquet closing the National Convention; the National President-elect selecting the Installing Officer who is a Past National President, and also selecting the necessary aides to assist the Installing Officer. (rev 8/16)

SECTION 230 - STENOGRAPHIC EXPENSE - The stenographic expense, including recording the proceedings of the National Convention shall be borne by National Headquarters.

SECTION 235 - CONVENTION ADMINISTRATIVE COMMITTEES

- (A) The National Convention Administrative Committees shall be Credentials, Bylaws and Administrative Procedures, Resolutions and Rules.

- (B) Each National Vice President of a Division shall forward to the National President, no later than 1 July prior to each National Convention, the name of one (1) member of her Division who plans to be at National Convention and who will be available to serve on a committee.
- (C) So far as possible, the National President will appoint a member from each Division to serve on a National Convention Committee, notifying each appointee of the selection. This appointee will serve as Chairman of the Committee during the term of the President who appointed her. The National Senior Vice President and the National Junior Vice President will then select and request an Auxiliary member to serve on each Committee. These appointees will then become Chairmen when the National Senior Vice President and National Junior Vice President realize the position of National President.
- (D) The duties of the National Convention Administrative Committees are:
 - (1) CREDENTIALS COMMITTEE shall compile a continuing list of all registered and approved Delegates and Alternates and the approved Delegate voting strength of each Unit in good standing. The lists shall be available upon request of the Chair and shall be presented as a part of the Committee's final report to the National Convention.
 - (2) BYLAWS AND ADMINISTRATIVE PROCEDURES COMMITTEE shall review and present all proposed changes of the National Bylaws and Administrative Procedures properly submitted in accordance with the requirements of the National Bylaws and Administrative Procedures. The Committee, by a majority vote, shall either approve or disapprove, without personal bias, all properly registered National Bylaws and Administrative Procedures revisions considered by the Committee. The Committee Chairman will report the Committee's recommendations to the National Convention and then present the amendments to the body for acceptance or rejection. (Rev. 08/14) Allowance will be available for those Committee members in attendance at the Bylaws meeting during the National Convention for the years the National Bylaws are revised, amended or repealed. (Rev. 08/12)
 - (3) RESOLUTIONS COMMITTEE shall receive and consider all properly submitted resolutions (NOT Bylaws proposals) complying with the requirements of the National Bylaws and Administrative Procedures and may offer resolutions on behalf of the Committee deemed by the Committee to be advisable and necessary. The Committee, by a majority vote, shall either approve or disapprove all registered resolutions considered by the Committee. The Committee Chairman will report the Committee's recommendations upon such resolutions to the National Convention for its consideration and action. Resolutions are in effect for the current convention only.
 - (4) RULES COMMITTEE shall study the Rules of the Convention employed at prior Convention(s) and determine the need for any additional rules for application during that specific Convention.

SECTION 240 - BIDS FOR NATIONAL CONVENTION

- (A) The Marine Corps League receives and approves all bids for the National Convention location each calendar year.
- (B) The Marine Corps League notifies the Marine Corps League Auxiliary of the location of the Convention for the ensuing year at the close of each National Convention.
- (C) Minimum Requirements for the Marine Corps League Auxiliary:
 - (1) Assurance of reasonable availability of chauffeured vehicles for emergency use and for transportation of distinguished guest(s) to and from normal transport terminals;

- (2) Assurance of a convenient Command Post and Information Center;
- (3) Assurance of adequate FREE parking space WITHOUT TICKETING;
- (4) Assurance of adequate and acceptable GRATIS meeting rooms for the Marine Corps League Auxiliary Convention, Devil Dog Fleas, Committee and Conference Rooms, Past Presidents' Club and Department Presidents' Council;
- (5) Adequate and acceptable registration space free from interference for full period of registration;
- (6) GRATIS SUITE for the National President, room for National Convention Secretary and room for National Convention Liaison Chairman;
- (7) Assurance to the Unit, Department and National Convention of such reasonable assistance as deemed necessary by the National Convention Committee and National Convention Chairman for the Marine Corps League Auxiliary;
- (8) Total available rooms with convention rates, both single or double;
- (9) Choice of special luncheons, dinners and breakfast at convention prices;
- (10) Assurance that the Convention site chosen by the Marine Corps League, Inc. is fully accessible to the physically challenged members of the Marine Corps League Auxiliary and that:
 - (a) Handicapped rooms are available at the site conveniently located to elevators, meeting rooms and all other hotel facilities.
 - (b) Ramps are available wherever needed for access of all physically challenged members, and that hotel management is fully apprised that physically challenged members receive, on a first come-first served basis, priority for room assignments in order that they are ensured the closest possible location to elevators, meeting rooms and other hotel facilities.
 - (c) Local convention committee is mandated to assure that all sites for sponsored activities held during the convention are accessible to physically challenged members, OR activity brochures must include a statement for each activity that it is or is not accessible.

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**MARINE CORPS LEAGUE AUXILIARY
NATIONAL ADMINISTRATIVE PROCEDURES
CHAPTER THREE
NATIONAL STAFF**

SECTION 300 - STANDING COMMITTEES AND DUTIES - The National Standing Committees and their duties are as follows:

- (A) NATIONAL BUDGET COMMITTEE - It shall be the duty of the Budget and Finance Committee to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the Mid-Winter National Staff Meeting and National Convention a financial program and budget for the conduct of business and affairs of the Marine Corps League Auxiliary for the ensuing year and make recommendations concerning ways and means of increasing the funds of the Auxiliary. Allowance will be available for one night's lodging during the National Convention for the Budget Committee.
- (B) NATIONAL AMERICANISM COMMITTEE - The Americanism Committee shall have the duty of formulating, implementing and executing an Americanism Program to effectuate the purposes of the Marine Corps League Auxiliary. (Enclosures #13 and #14)
- (C) NATIONAL UNIFORM COMMITTEE - The Uniform Committee shall have the duty of testing and studying present uniform items and articles, reviewing suggestions submitted by the membership, recommending changes or additions thereto, and formulating and presenting to the National Convention changes or additions to existing uniform regulations. (Enclosure #20 and refer to the Uniform and Regalia Code.)
- (D) NATIONAL LIAISON OFFICER - It shall be the duty of the National Liaison Officer to:
 - (1) Have knowledge of protocol in assisting the National President within the scope of her office.
 - (2) Arrange, with the assistance of the Marine Corps League National Liaison Officer, the annual visit to the Commandant of the United States Marine Corps for the National President.
 - (3) Assist and promote ordination and cooperation between the Marine Corps League and the Marine Corps League Auxiliary.
 - (4) Maintain close contact with the National Liaison Officer of the Marine Corps League, who will be in contact with the Navy Department, United States Marine Corps, and all other veterans organizations or associations of the United States Marine Corps.
 - (5) May seek from the National Liaison Officer of the Marine Corps League ways and means to render aid and assistance to the Marine Corps League Auxiliary in accomplishing its purpose.
 - (6) Advise the Department and Unit Liaison Officers of the duties of their office.
 - (7) Perform such other duties as may be assigned by the National President and the National Board of Trustees, and Chair all Liaison Committee meetings.
 - (8) Wear proper attire when performing the duties of the office. (Refer to Administrative Procedures Section 1005(G)(1).)
- (E) NATIONAL ALLOWANCE STUDY COMMITTEE - It shall be the duty of the National Allowance Study Committee to:
 - (1) Evaluate the membership standing as of June 30th of the current year.
 - (2) Recommend allowance to be paid to the National President and the fourteen (14)

Executive Board members, payable at the National Convention. For information regarding allowance payable to the National Board of Trustees, see Enclosure #22.

- (3) Elected Officers will be required to submit reports at Mid-Winter Staff Meeting and ANNUAL reports at National Convention on their activities in accordance with the description of their offices as listed in the National Bylaws.
- (4) The allowance is computed on the annual membership less the Past National Presidents and Life Members.
- (5) Study Committee will submit their findings to the Budget Committee no later than twelve (12:00) o'clock noon the first day of the National Convention.
- (6) The allowance of any Board Member not in attendance will remain in the General Fund at National Headquarters unless the National Board of Trustees votes to allow the allowance to be given to the Assistant Division Vice President who has been performing the duties of the Division Vice President and has supplied a report of her activity. (Rev. 08/14)
- (7) National President's allowance will include:
 - (a) Three (3) trips to National Headquarters, as follows: Memorial Day, Veterans Day, and one (1) additional, as she deems necessary, for official business, covering travel and up to three (3) nights' accommodations each trip, at the MCL rates in effect at that time;
 - (b) One (1) trip to National Convention;
 - (c) One (1) trip to Mid-Winter Conference;
 - (d) Thirty (30) cents per capita for each member (Rev. 08/01);
 - (e) The National President's white cap;
 - (f) National President's outgoing pin.

(F) NATIONAL MCLA HEADQUARTERS PROJECT COMMITTEE

- (1) It shall be the duty of the National President to have the committee's project approved by the Board of Trustees at the Post-convention meeting.
- (2) Approval must be obtained from the current National Commandant, Marine Corps League, to obtain mailing labels from the Marine Corps League.
- (3) The National Headquarters Staff will provide the chairman of the MCLA Headquarters Project with the MCLA mailing addresses and an advancement amount as set by the Budget Committee which is to be repaid as soon as possible but no later than the day of the drawing. (Rev. 08/11)

(G) NATIONAL JEWELRY and MERCHANDISE COMMITTEE - It shall be the duty of the National Jewelry and Merchandise Chairman to:

- (1) Work with the National Secretary and approve the purchase of any jewelry and merchandise (except printed items and office supplies).
- (2) Maintain adequate inventories of merchandise.
- (3) Provide the National Secretary with a list of merchandise and quantities to be ordered.

(H) NATIONAL GIRL SCOUT COMMITTEE - It shall be the duty of the National Girl Scout Committee to:

- (1) Provide guidance to the Senior Girl Scout who has chosen to "Go For The Gold".
 - (2) Provide guidance, encouragement, and the support needed to attain the award. (Enclosures #27 and #28)
- (I) NATIONAL MCLA MEMORIAL FUND COMMITTEE – It shall be the duty of this Committee to:
- (1) See that all monies from donations, remembrances or memorials generated by this fund are used only to assist needy veterans and/or their families. (Enclosure #36).
 - (2) Have all funds kept at National Headquarters in a special ledger account for purposes of accounting, auditing and distribution.
 - (3) Have sole discretion of the selection of recipients.
 - (4) Send appropriate acknowledgement to all donors and honorees.
 - (5) In accordance with the Marine Corps League Auxiliary National Administrative Procedures, Chapter Eight, Section 800, the Chairman must file with National Headquarters of the Marine Corps League and Marine Corps League Auxiliary before 01 July, a true and complete financial statement of itemized total income and expenses for the preceding twelve (12) months. (Added 08/14)
- (J) OPERATION LITTLE ANGEL COMMITTEE – The National Operation Little Angel program shall be a standing committee consisting of no less than five no more than seven members to be appointed by the National President with the approval of the Board of Trustees. The Chairman and Co-Chairman are to be appointed, along with any other committee members, each year by the National President with the approval of the Board of Trustees. (Rev. 08/11)
- (1) All Corporation donations shall go through the Marine Corps League Foundation to be forwarded to the Department/Unit who received the donation.
 - (2) The Chairman will receive all other funds and paperwork for recording purposes only. The funds shall be forwarded to National headquarters to be deposited in an account set up in the name of the Operation Little Angel with proper bookkeeping and accounting procedures. Expenses, when approved by the Committee, will be paid by National Headquarters from the Operation Little Angel Account. An annual audit will be required and a report given by the Chairman at each National Convention.
 - (3) In accordance with the Marine Corps League Auxiliary National Administrative Procedures, Chapter Eight, Section 800, the Chairman must annually file with National Headquarters of the Marine Corps League and Marine Corps League Auxiliary before 01 July, a true and complete financial statement of itemized total income and expenses for the preceding twelve (12) months.

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

- (A) PAST NATIONAL PRESIDENTS' COUNCIL - The Past National Presidents' Council, an integral part of the National Staff, composed of all Past National Presidents and chaired by the Junior Past National President, as a collective advisory body is charged with the responsibility of providing assistance to the National Board of Trustees. It shall be the general duty of this Council to:
- (1) Conduct continuous surveillance and study of National Headquarters operations

and administration, policies, precedence and procedures of the Marine Corps League Auxiliary aimed toward ferreting out potential problem areas.

- (2) As called upon, execute in depth study tasks as assigned by the National President or the National Board of Trustees through the Council Chairman.
 - (3) Pursuant to accomplishing the above duties, develop and finalize proposed plans, policies, procedures and/or systems for recommendation to the National Board of Trustees.
 - (4) Meet annually at the National Convention at which Council reports will be rendered to the National Assembly and the National Board of Trustees. (Conduct of interim business between Council Conference shall be accomplished via mail and/or telephone means.)
 - (5) Can collect or receive donations to support its objectives. (Rev. 08/14)
- (B) DEPARTMENT PRESIDENTS' COUNCIL - The Department Presidents' Council, an integral part of the National Staff, composed of all Department Presidents and chaired by the National Senior Vice President, as a collective advisory body is charged with the responsibility of providing assistance to the National Board. It shall be the general duty of this Council to:
- (1) Study ways and means towards stimulating growth, both in membership and stature, of the Marine Corps League Auxiliary and/or enhancement of administrative and command relationship between the National Headquarters, National Board of Trustees and its constituent elements of the Auxiliary.
 - (2) Receive and evaluate suggestions from constituent elements (or from the National Board of Trustees) which are oriented to the improvement of the Marine Corps League Auxiliary growth and/or enhancement of constituent element and National Headquarters/National Board of Trustees relationship.
 - (3) As called upon, execute in depth study of tasks as assigned by the National President or National Board of Trustees through the Council Chairman.
 - (4) Pursuant to accomplishing above duties, develop and finalize proposed plans, policies, procedures and/or systems for recommendation to the National Board of Trustees.
 - (5) Meet semi-annually at the National Mid-Winter Staff Meeting and the National Convention at which Council reports will be rendered to the National assembly and the National Board of Trustees. (Conduct of interim business between Council Conference shall be accomplished via mail and/or telephone means.)

SECTION 315 - EMPLOYEE(S)

(A) NATIONAL SECRETARY:

- (1) Shall be employed with an hourly wage to fulfill the duties required at National Headquarters and will report to the National President. The Secretary will work the minimum or maximum hours per week according to available resources and need at heavy duty times and approved by the National President and the National Board of Trustees. Hours, wages, duties, expectations, and priorities appropriate to hours worked are clarified by the National President. Wages are paid only for hours worked except for holidays falling within the agreed schedule. Schedule to be agreed upon by the employee and the National President and communicated on the Headquarters answering machine.
- (2) Shall have days off on the holidays falling within the regular work schedule

and observed by the Federal government, with the exception of some needs on Memorial Day and Veteran's Day.

- (3) Shall notify the National President if it is necessary to be away from National Headquarters.
- (4) Shall report hours for wages as agreed with an automatic data processing system provided and keep the records.
- (5) Shall supervise the Marine Corps League Auxiliary's National Headquarters by doing the duties explained herein and communicating weekly with the National President with an outline of the bank balance for the different accounts, clarification of the status of the office, and bring to her attention matters of extraordinary expense, significance, or importance and any issues that should be addressed by her and/or the Board.
- (6) Shall answer telephone calls and e-mails and sort and process all mail in a timely manner. Shall answer all correspondence under the direction of the National President, as appropriate.
- (7) Shall keep the business of the Marine Corps League Auxiliary National Headquarters current and solvent by:
 - (a) Maintaining the accounting system in Quick Books
 - (b) Keeping expenditures within the annual budget
 - (c) Recording and filing all invoices and materials received
 - (d) Notifying the National Comptroller of amounts to be paid and keep bills paid on time
 - (e) Paying expenditures by check signed by the National Comptroller and National Secretary or in the case of an emergency, the National President may sign for either the National Comptroller or National Secretary
 - (1) Two (2) signatures are required on each check
 - (2) Exceptions are for expenditures made through automatic withdrawals such as credit card use payments, wage payments, some vendor payments and supply credit card payments
 - (f) Deposit and record all money received in a timely manner
 - (g) Notify each Unit or Department of any indebtedness owed to National Headquarters
 - (h) Communicate needs, questions, concerns, and the status of financial accounts weekly with the National Comptroller
- (8) Shall maintain and update the membership database and other membership information by:
 - (a) Processing all transmittals in a timely manner, returning receipted copies of same to necessary officers (i.e., Unit or Department Treasurer, or Division Vice President), and sending membership pins and cards accordingly.
 - (b) Maintaining filing of transmittals and applications
 - (c) Being able to report on current membership as requested
 - (d) Sending additional transmittal forms when the submission is on the carbon-type transmittal, otherwise it is assumed that transmittal forms will be obtained through the National MCLA web site
 - (e) Processing annual Bond forms and fees from each Unit and Department and note as received on transmittal receipt. It is assumed that the annual Bond form will be obtained through the

National MCLA web site unless a Bond form is requested from National Headquarters.

- (9) Shall maintain adequate inventories and merchandise for headquarters and the Ships Store with approval of the National President before ordering materials and necessary quantity. Shall accept and record payments for Ships Store orders and ship requested orders.
- (10) Shall work with and be available to assist the National Auditor in July to compile the annual audit report of National Headquarters.
 - (a) Shall furnish complete records, complete statement of receipts and disbursements, and all account records during the fiscal year starting July 1 of the previous year
 - (b) Provide a current inventory of the office supplies and merchandise for resale with unit cost through June 30 of each year
- (11) Shall maintain filing of National Board of Trustees minutes, National Convention Proceedings, State tax records, National Auditor's reports, 990 and tax filings, and miscellaneous records and paperwork.
 - (a) Shall mail National Convention Proceedings to each Unit and Department within sixty (60) days following each National Convention.
 - (b) Shall make sure that National Headquarters of the Marine Corps League has a copy of:
 - (1) The National Convention Proceedings
 - (2) The report of the activities of the preceding year of the Marine Corps League Auxiliary, and
 - (3) A copy of the audit by the National Auditor of National Headquarters, and all subsidiary organizations as approved by the National Convention for the previous year, also within sixty (60) days following each National Convention.
- (12) May contract extra help with the approval of the National President and the National Board of Trustees, if the budget allows.
- (13) Shall perform such other duties as may be assigned by the National President and the National Board of Trustees as appropriate. (Rev 08/11)

SECTION 320 - APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS - TERM – DUTIES

- (A) NATIONAL HISTORIAN shall:
 - (1) Act as Chairman of a committee to judge Department and Unit bound History Books submitted to competition at all National Conventions. (Enclosure #9)
 - (2) Instruct the Department and Unit Historians in the duties of their office.
 - (3) Submit annual report at National Convention.
- (B) NATIONAL PUBLICITY/MEMORY BOOK CHAIRMAN shall:
 - (1) Have charge of a suitable scrapbook to be presented to the National President in which she shall keep all newspaper clippings, notices and photographs, which shall be submitted to her by Departments and Units for this purpose, at the National Convention.

- (2) With her committee, judge Department and Unit Memory Books for awards to be presented at National Convention. (Enclosure #10)
 - (3) Submit annual report at National Convention.
- (C) NATIONAL REHABILITATION shall:
- (1) Cooperate with the National Veterans Administration Volunteer Service Representative in planning and carrying out a progressive rehabilitation and hospital program within the Marine Corps League Auxiliary.
 - (2) Instruct the Department and Unit Chairmen in the duties of their office. (Enclosure #17)
 - (3) Shall, with her committee, judge reports submitted by Departments and Units for awards at National Convention. (Enclosure #17)
 - (4) Submit annual report at National Convention.
- (D) NATIONAL YOUTH AND CHILD WELFARE CHAIRMAN shall:
- (1) Under the direction of the National Board of Trustees, have supervision and direction of all Committees and programs engaged in any way with the American Youth.
 - (2) With her committee, judge all reports submitted by Departments and Units to be reported to the National Convention and present awards to Departments and Units. (Enclosure #15)
 - (3) Advise the Department and Unit Chairmen of their duties.
 - (4) Submit annual report at National Convention.
- (E) NATIONAL CIVIC CHAIRMAN shall:
- (1) Supervise and advise the Department and Unit Chairmen of the National Program and their duties. (Enclosure #16)
 - (2) With her committee, judge all Department and Unit reports for awards to be presented at National Convention.
 - (3) Submit annual report at National Convention.
- (F) NATIONAL VAVS (Veterans Affairs Voluntary Service) REPRESENTATIVE shall:
- (1) Maintain close contact with the Veterans Administration VAVS Staff for the purposes of keeping abreast with changes in policies and procedures pertaining to the VAVS program. (Enclosure #18)
 - (2) Promulgate the objectives of the VAVS Program and cultivate interest of constituent Departments, Units and subsidiary units in the participation in the VAVS Program at hospitals within their locale.
 - (3) Receive recommendations from Departments and Units of members willing to serve in the VAVS Program and, as appropriate, issue required certifications for representatives and deputies.
 - (4) Guide and instruct Department and Unit VAVS Chairmen and VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports.

- (5) Receive and compile comprehensive VAVS Program Activity Reports from the various participating Departments and Units and provide copies to the National Board of Trustees and the Veterans Administration.
- (6) Assist the National VAVS Representative of the Marine Corps League in conducting a joint VAVS workshop at each National Convention.
- (7) Attend annual VAVS meetings conducted by the Veterans Administration for representatives and deputies of participating organizations.
- (8) Submit an annual report at National Convention and an interim report at each Mid-Winter meeting of the National Board of Trustees.
- (9) The National VAVS Representative shall, as needed, prepare and keep current guidelines and application forms to be used by Units and/or Departments to request certificates as VAVS Representative or Deputy at a specific VA Hospital; also instructions for nominating a MCLA member for the VAVS Service Award and instructions for nomination of a student VA Hospital Volunteer for the VAVS Parke Scholarship Award. (Enclosures 31-35)
(Rev. 8/01)
- (10) The National VAVS Representative shall be appointed for a two (2) year certification at the direction of the National President and National Board of Trustees.
- (11) Submit changes approved at the annual VAVS National Conference which shall become effective immediately and shall be posted in the Enclosures and other applicable form(s) of the Marine Corps League Auxiliary website under the direction of the MCLA National President. They shall be correctly numbered and submitted to the webmaster for posting by the National Forms Committee Chairman. (Enclosures #31-#35, Hospital Pin Order Form). (Added 08/15)

(G) NATIONAL VAVS DEPUTY shall:

- (1) Give every assistance to the National VAVS Representative.
- (2) During the absence or illness of the National VAVS Representative, she shall perform the duties of that office.
- (3) The Deputy VAVS Representative shall be appointed for a two (2) year certification at the direction of the National President and National Board of Trustees.

(H) NATIONAL AMERICANISM CHAIRMAN shall:

- (1) See Administrative Procedures, Chapter Three (3), Section 300(B).
- (2) Submit an annual report to the National Convention and present awards to Departments and Units.

(I) NATIONAL CONTRIBUTIONS CHAIRMAN shall:

- (1) Meet with her committee to discuss monies available to be used for contributions to worthy causes.
- (2) Make decision as to the appropriate distribution of funds available.
- (3) Submit recommendations to National Convention to be acted upon for current year.

- (J) NATIONAL COLOR BEARER shall:
- (1) Assist the National Captain of the Guard in ritualistic ceremonies.
 - (2) Post the National Flag at the opening of the National Convention and see that all flags in the Convention Hall are properly displayed when posted.
 - (3) See that the ceremonial flags are in order for the escort team.
 - (4) Retire the National Flag at the close of each National Convention.
 - (5) Surrender all property of the Marine Corps League Auxiliary to the National President at the close of each National Convention.
 - (6) Wear proper uniform when performing the duties of her office. (Refer to Section 1005[G][1], Administrative Procedures.)
- (K) NATIONAL BANNER BEARER shall:
- (1) Assist the National Captain of the Guard in ritualistic ceremonies.
 - (2) Post the National Banner at the opening of the National Convention and see that all banners in the Convention Hall are properly displayed when posted.
 - (3) Retire the National Banner at the close of each National Convention.
 - (4) Surrender all property of the Marine Corps League Auxiliary to the National President at the close of each National Convention.
 - (5) See that certificates and ribbons are presented to Units and Departments displaying their banners and submit these names to the National Board of Trustees and National Convention Assembly.
 - (6) Wear proper uniform when performing the duties of her office. (Refer to Section 1005 [G][1], Administrative Procedures.)
- (L) NATIONAL CONVENTION LIAISON CHAIRMAN (appointed each year by the National President) shall:
- (1) Act as Chairman of and with the National Convention Chairman, Marine Corps League.
 - (a) Make only one (1) visit per site selection per year.
 - (b) Have available, material for next convention, from the Marine Corps League Convention Chairman.
 - (c) See that necessary working equipment and materials are available to National Committee members.
 - (d) Extend necessary information and assistance to the National President, National Officers and members until the close of convention.
 - (e) Open National Convention in ritualistic form.
 - (f) Wear proper attire when performing the duties of the office. (Refer to Section 1005 [G][1], Administrative Procedures.)
- (M) LOCAL CONVENTION CHAIRMAN shall:
- (1) Be appointed by the National President.
 - (2) Work with the National Marine Corps League, National Convention.

- (3) Wear proper attire when performing the duties of the office. (Refer to Section 1005[G][1], Administrative Procedures.)

(N) NATIONAL MARINE CORPS LEAGUE AUXILIARY INVESTMENT COMMITTEE

- (1) Shall be comprised of the National President, the National Secretary, the National Comptroller and the Chairman of the Budget Committee
- (2) Shall have control, along with the Investment Professional, over the Marine Corps League Auxiliary Portfolio.

- (O) NATIONAL LEGISLATIVE LIAISON - It will be the responsibility of the National Legislative Liaison to attend, with the Marine Corps League Legislative Committee, the appointments with members of Congress and their staff to discuss issues of concern to the Marine Corps League, all Marines and their families. The National Liaison will be reimbursed for travel and accommodations in an amount not to exceed the budgeted amount(s). (Added 08/13)

MARINE CORPS LEAGUE AUXILIARY
NATIONAL ADMINISTRATIVE PROCEDURES
CHAPTER FOUR
DIVISIONS

SECTION 400 FORMATION - To obtain more effective administration functioning, the United States is divided into geographical unit called Divisions.

SECTION 405 - POWERS - The function of Divisions is administrative only. No Division will adopt Bylaws or assess dues. Only expenses authorized in advance by the National Board of Trustees for a Division will be paid by the Auxiliary. The duties and authority of the National Vice Presidents of Divisions are covered in the National Bylaws, Article Two (2), Section 210(E).

SECTION 410 - DIVISION ALIGNMENT - The Divisions of the Marine Corps League Auxiliary are:

- | | |
|------------------------------|--|
| (A) New England Division - | Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island |
| (B) Northeast Division - | New Jersey, New York, Pennsylvania |
| (C) Mideast Division - | Virginia, West Virginia, North Carolina, Delaware, Maryland, District of Columbia, Virgin Islands, Puerto Rico |
| (D) Southeast Division - | Alabama, Florida, Georgia, South Carolina, Mississippi, Louisiana, Tennessee |
| (E) Midwest Division - | Missouri, Iowa, Kansas, Minnesota, Nebraska, North Dakota, South Dakota |
| (F) Central Division - | Michigan, Ohio, Indiana, Illinois, Wisconsin, Kentucky |
| (G) Southern Division - | Oklahoma, Texas, Arkansas |
| (H) Southwest Division - | Arizona, California, Nevada, Hawaii |
| (I) Rocky Mountain Division- | Colorado, Utah, New Mexico, Wyoming |
| (J) Northwest Division - | Alaska, Washington, Montana, Oregon, Idaho |

SECTION 415 UNASSIGNED - Constituent Units, other than the above, being constituted outside the Continental United States, shall be under the jurisdiction of the National Board of Trustees until such time as assigned.

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MARINE CORPS LEAGUE AUXILIARY
NATIONAL ADMINISTRATIVE PROCEDURES
CHAPTER FIVE
DEPARTMENTS

SECTION 500 - FORMATION - A State in which there are three (3) or more Units with a combined membership of twenty-one (21) or more members may be chartered as a Department by the National Board of Trustees upon receiving a written request from such Units via the jurisdictional National Divisional Vice President. However, a Provisional Charter may be instituted in any State having two (2) legally established Units. (Bylaws, Article Two Section 210[E][4], Duties of National Division Vice President) The Charter, upon being signed by the National President and the National Secretary, will be presented with appropriate ceremony as soon as possible with the presentation at the discretion of the Department President. (See Ritual, Presentation of Charter.)

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

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

SECTION 515 - ORGANIZATION OF NEW UNITS - It is the duty of the Department President to assist the National Division Vice President in the organization of a new Unit. (Refer to Bylaws, Article Two, Section 210[E][4])

SECTION 520 - DEPARTMENT DUES - The Department Convention shall determine the amount of Department per capita dues. All per capita dues and monies which are due National Headquarters from a Department shall be forwarded immediately.

SECTION 530 - INSTALLATION OF DEPARTMENT OFFICERS -

- (A) The Installing Officer shall be an Auxiliary Past National President, elected National President, other elected National Officer or a Past Department President.
- (B) President-elect will select Installing Officer and the necessary aides.
- (C) It shall be the responsibility of the Installing Officer to sign, date and forward the Installation Form immediately after installation to National Headquarters, National Division Vice President and the Department Secretary. (Enclosure #6)

SECTION 540 - DEPARTMENT REPORTS – This Section Intentionally Deleted.

SECTION 550 - REPORTS - Americanism, Civic, Rehabilitation, Youth Activities/Child Welfare, VAVS (Veterans Administration Volunteer Service) are due immediately following the Department Convention or no later than July 1 to the appropriate National Chairman. If the Department Convention is held after July 1, this rule still applies and the reports are to be mailed to the appropriate National Chairman prior to the Department Convention but no later than July 01. Citations are awarded 1st, 2nd, and 3rd place, figured on a percentage basis.

MARINE CORPS LEAGUE AUXILIARY
NATIONAL ADMINISTRATIVE PROCEDURES
CHAPTER SIX
UNITS

SECTION 600 – CHARTER - A Unit may be organized, chartered and instituted in the following manner:

- (A) A standard application form shall be signed by no less than seven (7) persons who are eligible for regular membership in the Marine Corps League Auxiliary. (Rev. 08/14) The form shall be accompanied by the required Department and National per capita dues and fees together with written consent when requesting use of the Detachment's name; and shall be signed by the organizing officer. The application, when accurately completed, must be signed by the Department President, Division Vice President and the National President, in that order, who shall each indicate thereon her approval or disapproval over her signature. (In the event no Department exists, application shall be mailed direct to the National Division Vice President.) A Unit may be formed without a sponsoring Detachment.
- (B) If a Unit votes to change its name for any reason, the Unit will request, through proper channels and paperwork, a new Charter from National Headquarters. The Charter shall be a duplicate of the original Charter except for the Unit name and the names and signatures of the current National Officers. (Rev. 08/11)
- (C) Upon receipt of the application, with the consent of the National Board, the National President may approve the application and grant a Charter, which shall be signed by the National President, countersigned by the National Vice President of the Division and the Department President, where a Department exists. There also shall be affixed to each Charter the official seal of the Marine Corps League Auxiliary. (Rev 8/09)
- (D) The Charter shall be presented with an appropriate ceremony at an open public meeting.
- (E) Each new Charter, before framing, shall be signed by everyone signing the Charter application as a Charter member of the Unit. Each member signs the Charter in her own handwriting. The Charter shall not be held open for more than thirty (30) days for Charter members.
- (F) Failure of a Department President or National Vice President of the Division to act with promptness in processing and forwarding an application for Charter, or signing a Charter as outlined above in this section, and such failure is brought to the attention of the National Board of Trustees, shall make such Officer liable to disciplinary action.

SECTION 610 - AUTHORITY - Each Unit shall be governed by its elected officers (Board of Trustees) subordinate to the Department and National Convention, the Charters and Bylaws and Administrative Procedures of such bodies.

SECTION 615 - DUES - Each Unit shall fix the amount of its membership dues, including therein the Department and National per capita dues and fees which shall be forwarded with standard transmittal form upon receipt to the Department Treasurer. (Enclosure #19). If no Department exists, per capita dues and fees due National shall be forwarded immediately direct to National Headquarters.

SECTION 620 – INSTALLATION OF UNIT OFFICERS

- (A) The Installing Officer shall be an Auxiliary Past National President, elected National President, other elected National Officer, a Past Department President, elected Department President, other elected Department Officer or a Past Unit President.
- (B) President-elect will select Installing Officer and the necessary aides.
- (C) It shall be the responsibility of the Installing Officer to sign, date and forward the

Installation form immediately after installation to National Headquarters, National Division Vice President and Department Secretary, should a Department exist. (Enclosure #6). A copy of installation form is to be retained in Unit files.

NOTE: IF NOT FILED IN PROPER MANNER THE UNIT WILL BE DECLARED IN DEFAULT AND NOT IN GOOD STANDING!

SECTION 630 - RESPONSIBILITY - UNIT PRESIDENTS - Keep a log of Unit reports for the incoming Unit Presidents, as well as any reports she may have written during her tenure. RECORDS TO BE RETAINED FOR FOUR (4) YEARS plus current year. Applications are never to be destroyed.

SECTION 640 – REPORTS - Americanism, Child Welfare/Youth Activities, Civic, Rehabilitation and VAVS (Veterans Administration Volunteer Services) AND Girl Scouts are due immediately following the Unit meeting, NO less than thirty (30) days prior to the Department Convention. The reporting period shall be from 1 May to 30 April instead of the fiscal year.

(A) Send two (2) copies to Department Committee Chairman.

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MARINE CORPS LEAGUE AUXILIARY
NATIONAL ADMINISTRATIVE PROCEDURES
CHAPTER SEVEN
MEMBERS

SECTION 700 - INITIATION - All applicants for membership in the Marine Corps League Auxiliary shall be properly obligated in accordance with the Ritual and be presented the official membership card and pin of the Marine Corps League Auxiliary. However, in a case where applicant is unable to attend an obligation ceremony, said applicant shall be required to complete the Oath of Obligation Form. (Enclosure #29). Signature of the member giving the Oath of Obligation is required. (Membership pins cannot be sold for profit.) (Rev. 08/11)

SECTION 705 - RECRUITING AWARDS - Any Regular member or Associate member recruiting five (5) or more new Regular and/or Associate Members between June 1 and May 31 each year will be awarded a recruiting ribbon. In the case of ensuing awards, a bronze star will be awarded to affix to the ribbon. A citation will be presented at National Convention.

- (A) Once a member has earned three bronze stars, the next award will be to replace one bronze star with a silver star. When three silver stars have been awarded, the next award will be to replace the silver stars with a larger size gold star.
- (B) Three top awards will be presented each year. First (1) place will be the Recruiter of the year, who will receive a citation, and a ribbon or star. Her name, Unit, Department and date will be placed on the plaque at National Headquarters. Second (2) and third (3) place will be presented citations and ribbons or stars. In case of a tie for first (1) place, each member's name, Unit, Department and date will be placed on the plaque at National Headquarters. In case of a Second (2) or third (3) place tie, citations and ribbons or stars will be awarded to all winners. (Rev 08/09)

SECTION 710 - MEMBERSHIP TRANSFER - Any member in good standing may transfer from one Unit to another, without payment of additional dues or transfer fees, by placing her signature on a transfer form, and upon her application to and approval of the gaining Unit and of the losing Unit. (Enclosure #8)

- (A) The member's original application must accompany the transfer form to the new Unit together with notice of any offices she has held.
- (B) In all cases, transfer shall certify in writing to the gaining Unit that the transferring member is in good standing. In cases involving Members-at-Large, National Headquarters shall certify in writing to the gaining Unit that transferring member is in good standing.
- (C) Dues remain within the losing Unit; however, her vote now goes to the gaining Unit.

SECTION 720 - DEATH OF A MEMBER - Upon notification of the expiration of any member, the Unit Chaplain shall:

- (A) Immediately contact the family of the deceased member for the purpose of offering any assistance and expression of condolence.
- (B) Without delay, report the death of the member, citing full name of expired member as it appears on membership card, next of kin and known funeral arrangements to the Department Chaplain (where Department exists). Units with no Departments, send directly to the National Chaplain. (Enclosure #21)
- (C) It shall be the duty of all members of the Auxiliary who are not prevented by distance or unavoidable cause to be at the funeral services of a deceased member. (Rev. 08/14)

SECTION 735 - LIFE MEMBERSHIP FEES are:

(A)

Up to age 35	\$500
Age 36 to 40	\$400
Age 41 to 50	\$350
Age 51 to 60	\$300
Age 61 and over	\$150

- (B) National Headquarters shall retain Fifty Percent (50%) of the Life Membership fee for processing and for the new life membership card. The remaining Fifty Percent (50%) shall be placed in the blocked interest-bearing account. The cost of purchasing a duplicate card shall be Thirty Dollars (\$30.00). (Rev. 08/14)

SECTION 740 - MEMBER MAILING LIST - A member in good standing may be placed on the mailing list for National Headquarters for an annual fee of ten dollars (\$10.00) per year, covering the period September 1 through August 31. The member will be responsible for handling the necessary paperwork each year directly to National Headquarters (not to be sent through Unit or Department Treasurers). The mailings will be identical to those mailed to the Members-at-Large.

SECTION 745 - NATIONAL DUES AND BONDING FEE

- (A) NATIONAL PER CAPITA DUES are Fifteen Dollars (\$15.00) per year for Regular and Associate Members, which is transmitted through the Unit Treasurer to the Department Treasurer. (Rev. 08/11) (Effective Date August 5, 2011)
- (B) NEW REGULAR AND ASSOCIATE MEMBERS must pay an additional fee of Five Dollars (\$5.00) in addition to the per capita dues, total Twenty Dollars (\$20.00). The initiation fee entitles the new member to the membership pin. (Rev. 08/11) (Effective Date August 5, 2011)
- (C) MEMBER-AT-LARGE FEE is Twenty-Five Dollars (\$25.00) per year for a renewal. A new Member-at-Large must pay an initiation fee of Five Dollars (\$5.00), total Thirty Dollars (\$30.00). The Member-at-Large must send her dues directly to National Headquarters. She will receive mailings from National Headquarters. (Refer to BYLAWS, Article Six, Section 640.) (Rev. 08/14) (Effective Date August 8, 2014)
- (D) BONDING FEE for the Unit is to be submitted through the Unit Treasurer to Department Treasurer no later than 31 August each year; the Department bonding fee is to be submitted by the Treasurer immediately after the Department Convention. The cost of the bonding fee is three dollars and fifty cents (\$3.50) per year. (Refer to BYLAWS, Sections 440 and 545.)

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MARINE CORPS LEAGUE AUXILIARY
NATIONAL ADMINISTRATIVE PROCEDURES
CHAPTER EIGHT
SUBSIDIARIES

SECTION 800 - REPORTS - Each National Subsidiary organization and each National subordinate group (listed below) which directly or indirectly operates under the National Charter and the Name of the Marine Corps League Auxiliary must annually file with National Headquarters of the Marine Corps League and Marine Corps League Auxiliary before July 1, a true and complete financial statement of its itemized total income and expenses for the preceding twelve (12) month period.

- (A) This requirement is applicable to:
 - (1) Subsidiary organizations, such as:
 - (a) Military Order of Devil Dog Fleas,
 - (b) Past Presidents' Club,
 - (c) and such other organizations which may be instituted hereafter.
- (B) Failure upon the part of any of the above organizations or groups to file required report in compliance with the provisions of this section will subject the violating organization or group to such action as determined by the National Board of Trustees of the Marine Corps League Auxiliary.
- (C) The financial reports shall be used by the National Commandant, the National Adjutant/Paymaster, and the National Comptroller of the Marine Corps League for the purpose of preparing a complete annual report to Congress of all activities and finances of the Marine Corps League Auxiliary and its subsidiary organizations and subordinate groups.

SECTION 830 - MILITARY ORDER OF DEVIL DOG FLEAS - The Marine Corps League Auxiliary recognizes the Military Order of Devil Dog Fleas as an official subsidiary organization of the Marine Corps League Auxiliary. Membership in the Military Order of Devil Dog Fleas shall be limited to members of the Marine Corps League Auxiliary.

SECTION 840 - PAST PRESIDENTS' CLUB - The Marine Corps League Auxiliary recognizes the Past Presidents' Club as an official subsidiary organization. Membership in the Past Presidents' Club shall be limited to members who have served as National, Department and/or Unit Presidents in the Marine Corps League Auxiliary.

SECTION 850 - IRS REPORTS - Each Unit, Department or other entity including the National Subsidiary Organizations and National Subordinate groups identified in the above sections of Chapter Eight, which directly or indirectly operates under the National Charter and/or the name of the Marine Corps League Auxiliary, **must** annually file with National Headquarters **either** (A) or (B) below: (Added 08/15)

- (A) **IRS Forms 990 and 990-EZ**
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) must be filed no later than the due date of filing by IRS rules and regulations, unless an extension has been requested. A copy of this filing (or the E-Mail Acceptance Receipt returned from the IRS (if filed electronically) must be filed with the Unit, Department, Division Vice President, and National Headquarters. (Added 08/15)
- (B) **IRS Form 990-N**
Those Units, Departments or other entities, which qualify under the IRS regulations, may elect to file an IRS Form 990-N, an e-postcard online filing. Since there is no printed copy of this filing, a copy of the E-Mail Acceptance Receipt that is returned from the IRS must be filed with the Unit, Department, Division Vice President, and National Headquarters. (Added 08/15)

- (C) Failure to File
Failure to file the appropriate reports to the IRS and update annual filing may subject the Unit, Department or Subordinate or Subsidiary entity to significant fines and/or the loss of its exempt non-profit status. The e-postcard is due every year by the 15th day of the 5th month after the close of the entity's respective tax year. (Added 08/15)
- (D) Employer Identification Number (EIN)
Each Unit, Department and Subsidiary of the Marine Corps League Auxiliary must obtain and maintain its own Employee Identification Number (EIN) under the group exemption number (0955) of the Marine Corps League. No Unit, Department or Subsidiary of the Marine Corps League Auxiliary shall utilize the Employee Identification Number (EIN) of the National Organization, Department, or Detachment. (Added 08/15)

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MARINE CORPS LEAGUE AUXILIARY
NATIONAL ADMINISTRATIVE PROCEDURES
CHAPTER NINE
GRIEVANCE AND DISCIPLINE

SECTION 900 - PROCEDURES - This section is applicable to Sections 901, 902, 904, 905, 906, 907 and 908.
The following procedure shall be adhered to in addition to the provisions of Sections 901 through 906.

(A) Petitioner:

- (1) The Petitioner will be responsible to invite witnesses.
- (2) A complete list of the witnesses will be given to the Chairman of the Hearing Board at least fifteen (15) days prior to the convening of the hearing.
- (3) The Petitioner may have a member of the Marine Corps League Auxiliary act as her Counsel.
- (4) The Petitioner has the right to cross examine witnesses.

(B) Respondent:

- (1) The Respondent will be responsible to invite witnesses.
- (2) A complete list of witnesses will be given to the Chairman of the Hearing Board at least fifteen (15) days prior to the convening of the Hearing Board.
- (3) The Respondent may have a member of the Marine Corps League Auxiliary act as her counsel.
- (4) The Respondent has the right to cross examine witnesses.

(C) Hearing Board:

- (1) The Chairman of the Hearing Board may invite additional witnesses.
- (2) The Chairman will provide the Respondent and the Petitioner with a list of the invited witnesses five (5) days prior to the convening of the Hearing Board.
- (3) There will be no tape recordings of the proceedings of the Hearing Board other than the Official Recording taken by the Hearing Board. The Board shall make available to the principals, upon request, a true copy of the proceedings. The actual cost of such reproductions shall be borne by the principal requesting the copy.
- (4) The Hearing Board will demand that proper decorum be maintained at all times. Spectators will not be permitted to participate in the Hearing in any manner. Disturbances or poor manners may result in the Chairman ordering the Guard to clear the room and the Hearing will continue in closed session.

(D) All testimony will be given under oath. The Oath shall be, "I do solemnly affirm to tell the truth, the whole truth, and nothing but the truth."

(E) The Respondent/Petitioner or their designees shall conduct the cross examination of witnesses. However, if the designee is utilized, Principals may not interrogate the witness. Only one from each side will be permitted. Hearing Board Chairman and members of the Board may conduct an inquiry of the witness.

- (F) All correspondence as required by Chapter Nine (9), Administrative Procedures, will be via certified mail and return receipt requested.
- (G) Fifteen (15) days prior to the opening of the Hearing Board, the following must be submitted to the jurisdictional Judge Advocate (Department or National):
 - (1) Notarized statements from any witness that cannot appear at the Hearing.
 - (2) Copies of all exhibits to be offered in evidence.
 - (a) The Jurisdictional Judge Advocate will distribute the depositions and exhibits to the Respondent and Petitioner seven (7) days prior to the date the Hearing Board convenes.

SECTION 901 - GRIEVANCES - If an individual member, Unit or Department area considers that there is a wrongdoing within the Unit, or that a member has a grievance herself, the following procedure shall be followed:

- (A) The aggrieved person (Petitioner) shall present the complaint, in writing, to the Department Judge Advocate, with a copy to the Department President and the National Judge Advocate.
- (B) The Department Judge Advocate shall review the grievances and act as mediator in the dispute. If her efforts fail, she shall so report to the Department President.
- (C) The Department President shall then appoint a Hearing Board composed of herself as Chairman, the Department Judge Advocate, and a minimum of three (3) other members, none of whom shall be members of the Unit involved.
- (D) The Hearing Board is empowered to convene a hearing at a time and place of its convenience. The legitimate travel and lodging expenses of the Hearing Board shall be a charge against the Department, reimbursable upon submission of a voucher. The Hearing Board may call witnesses, it shall hear testimony, and it may also conduct its own independent investigation.
- (E) The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board. It shall be forwarded within fifteen (15) days to Petitioner, with copies to all participating parties, the National President, and the National Judge Advocate.
- (F) The Petitioner may appeal such decision within thirty (30) days, in writing, to the National Judge Advocate.
- (G) The National Judge Advocate shall rule on the appeal and so advise Petitioner and all participating parties within fifteen (15) days; the National Judge Advocate's decision can be appealed within fifteen (15) days to the National Board of Trustees via the National President. The Board of Trustees shall review the appeal at the first scheduled meeting subsequent to receiving such appeal. The decision of the Board of Trustees shall be final.

SECTION 902 - DEPARTMENT OR DIVISION GRIEVANCE

- (A) If a Department or a Division or a Department or Division officer is the aggrieved Petitioner, all matters shall be handled directly by the National Judge Advocate; she and the National President will proceed in accordance with the procedure outlined in paragraphs (A), (B), (C), (D) and (E) of Section 901.
- (B) The Petitioner may appeal the Hearing Board's decision to the National Board of Trustees, in writing, within thirty (30) days. The National Secretary will distribute copies of all pertinent material to the members of the Board, who shall render their opinion in writing to National Headquarters within fifteen (15) days; whereupon the National Secretary will inform the Petitioner of the decision of the National Board of Trustees, whose decision shall be final.

SECTION 903 - NATIONAL CONVENTION GRIEVANCE

- (A) If a grievance arises during a National Convention, it shall be presented to the National Judge Advocate; she shall mediate same; if unsuccessful:
 - (1) She shall petition the National President to immediately convene a Hearing Board of at least three (3) members. The Board shall convene a hearing; it may hear testimony or conduct its own independent investigation.
- (B) The Board's decision, which must be affirmed by a majority of the Board, shall be served upon the Petitioner immediately.
- (C) The Petitioner may appeal the Board's decision directly to the Convention. A majority vote, with affected delegation(s) abstaining, will prevail.
- (D) If the grievance concerns the seating or voting of Delegate or Delegation, the Convention shall stand in recess until the matter is resolved.
- (E) Any grievance applicable to a National Convention shall be filed in writing with the National Judge Advocate prior to commencement of the Convention; whereupon she shall proceed in accordance with Section 903(A), (C) and (D).

SECTION 904 - DISCIPLINE MEMBER, UNIT OR DEPARTMENT OFFICERS

- (A) Whenever an individual member, Unit officer or Department officer, or Unit or Department, commits an act contrary to the National Bylaws and Administrative Procedures of the Marine Corps League Auxiliary, or an act which is deemed not in the best interest of the Marine Corps League Auxiliary, said individual member, Unit or Department Officer, or Unit or Department shall be charged as follows:
 - (1) A charge, in writing, shall be served upon the offender (Respondent), with copies to the Department President and the Department Judge Advocate, the National President and the National Judge Advocate.
- (B) Upon receiving the written complaint, the Department President and the Department Judge Advocate shall have twenty (20) calendar days in which they may conduct preliminary informal investigation to determine the possible merit of the charge and they may explore the possibility of a negotiated settlement. In the absence of a settlement being accomplished in the twenty (20) calendar days period, the Department President shall immediately appoint a Hearing Board as required herein which shall convene within forty (40) calendar days subsequent of such appointment.
 - (1) The Department President shall appoint a Hearing Board, composed of the Department Judge Advocate and a minimum of two (2) other members. The Board shall convene a hearing at a time and place of its convenience; it may hear testimony and it may also conduct its own independent investigation.
- (C) The Hearing Board's decision must be affirmed by a majority of the Board members and it shall be served within fifteen (15) days after the conclusion of the hearing upon the Respondent and Petitioner, with copies to the National President and the National Judge Advocate.
- (D) A written appeal may be made to the National Judge Advocate by either the Respondent or Petitioner on the Hearing Board's decision. Any appeal must be made within thirty (30) days subsequent of receiving the Hearing Board's decision or receiving a copy of the Hearing Board's proceedings, whichever is applicable. An appeal of the National Judge Advocate's findings on the Hearing Board's decision may be made to the National Board of Trustees via the National President; however, such appeal must be postmarked no more

than fifteen (15) days subsequent to acknowledging by (the Appellant's) signature the receipt of the National Judge Advocate's findings. The National President, upon receiving such an appeal, shall place the subject on the agenda of the National Board of Trustees for review at the next scheduled meeting of the Board. The decision by the majority of the members of the National Board of Trustees shall be final.

- (E) The legitimate travel and lodging expenses shall be a charge against the Department, which shall be reimbursable to the members upon submission of a voucher.

SECTION 905 - DEPARTMENT PRESIDENT OR DEPARTMENT

- (A) In the event the offender is a Department President or Department, the following procedure shall be followed:
 - (1) Charges shall be submitted in writing to the National Judge Advocate, with a copy to the National President. The National Judge Advocate will effect service of the charges upon Respondent(s)
- (B) The National Judge Advocate may, at her discretion, conduct a preliminary investigation to:
 - (1) Determine the merit of the charge;
 - (2) Explore the possibility of a negotiated settlement.

If the charge is valid, and if there appears to the National Judge Advocate a negotiated settlement is not likely, or upon her own initiative, the National Judge Advocate may proceed to petition the National President, who shall appoint a Board of not less than three (3) nor more than five (5) members, including the National Judge Advocate. The National President may, with discretion, appoint current or former members of the Board of Trustees.

- (C) The Hearing Board shall convene a hearing at a time and place of its convenience; it may hear testimony and it may also conduct its own independent investigation.
- (D) The Hearing Board's decision, which must be affirmed by a majority of the Hearing Board, shall be forwarded to the National President within fifteen (15) days; the National President will thereupon effect proper service of the Board's decision to the Respondent and Petitioner.
- (E) The Respondent or Petitioner may appeal within thirty (30) days to the National Board of Trustees via the National President. The National Secretary shall distribute copies of all pertinent material to the National Board of Trustees, who shall respond within fifteen (15) days of receipt and its vote shall prevail. Hearing Board members shall abstain. The National Secretary shall advise the principals of the National Board of Trustees' decision. (Section 913 applies.)
- (F) The Respondent or Petitioner may further appeal the decision of the National Board of Trustees directly to the National Convention in writing via the National Secretary. Such appeal shall be submitted at least thirty (30) days prior to the commencement of the National Convention.
- (G) The legitimate travel and lodging expenses of the Hearing Board shall be a charge against National Headquarters and shall be reimbursable upon submission of a voucher.

SECTION 906 - NATIONAL OFFICERS AND BOARD OF TRUSTEES

- (A) If the Respondent is a National Officer or National Board of Trustees, other than the National President or the National Judge Advocate, the procedure shall be as follows:
 - (1) Charges shall be filed with the national Judge Advocate, who will thereupon cause service of same upon the Respondent, with copies to the National Board of Trustees.
- (B) The National Judge Advocate may conduct a preliminary investigation to determine:

- (1) Merit of the charge
- (2) The possibility of a negotiated settlement.

Following this, or upon her own initiative, she shall proceed to petition the National President, who shall appoint a Hearing Board of no less than three (3) or more than five (5) members, including the National Judge Advocate. The National President may, with discretion appoint current members of the Board of Trustees.

- (C) The Hearing Board shall convene a hearing at a place of its convenience; it may hear testimony and also conduct its own independent investigation.
- (D) The Hearing Board's decision, which must be affirmed by a majority of the Hearing Board, shall be forwarded to the National President within fifteen (15) days; the National President will thereupon effect proper service of the Board's decision to the Respondent and principals of the charge.
- (E) The Respondent or Petitioner may appeal within thirty (30) days to the National Board of Trustees via the National President. The National Secretary shall distribute copies of all pertinent materials to the National Board of Trustees, who shall respond within fifteen (15) days of receipt and its vote shall prevail. Hearing Board members shall abstain. The National Secretary shall advise the principals of the National Board of Trustees' decision. (Section 913 applies.)
- (F) The Respondent or Petitioner may further appeal the decision of the National Board of Trustees directly to a National Convention in writing via the National Secretary. The appeal shall be submitted at least thirty (30) days prior to the commencement of the National Convention.
- (G) The legitimate travel and lodging expenses of the Hearing Board shall be a charge against National Headquarters, reimbursable upon submission of a voucher.

SECTION 907 - NATIONAL JUDGE ADVOCATE

- (A) In the event the National Judge Advocate shall be the accused person (Respondent):
 - (1) The charges shall be filed with the National President, who shall effect service upon the Respondent and all participating parties.
- (B) The Junior Past National President and National Senior Vice President shall determine if the charge is serious enough to merit further proceedings. If so found:
 - (1) The National Senior Vice President as Chairman shall immediately convene a Hearing Board, comprised of herself and four (4) other members of the National Board of Trustees.
- (C) The Hearing Board shall conduct a hearing at a time and place of its own convenience, call witnesses, hear testimony and it may conduct its own independent investigation.
- (D) The Hearing Board's decision, which must be affirmed by a majority vote, shall be served upon the National Judge Advocate within fifteen (15) days of date of the decision.
- (E) The National Judge Advocate may appeal the Hearing Board's Decision within thirty (30) days to the National President who shall appoint an appeal board which shall be comprised of a minimum of five (5) Department Judge Advocates, none of which shall be a current member of the National Board of Trustees. The Board shall concern itself only with the appeal and a majority vote by the Board is required for a decision. (Section 913 applies.)
- (F) The National Judge Advocate may further appeal the decision of the Board of Appeals

directly to the National Convention in writing via the National Secretary. Such appeal shall be submitted at least thirty (30) days prior to commencement of the National Convention.

- (G) The legitimate travel and lodging expenses of each Board shall be a charge against National Headquarters, payable upon submission of proper vouchers.

SECTION 908 - NATIONAL PRESIDENT

- (A) In the event the National President shall be the person accused (Respondent):
 - (1) The National Senior Vice President and the National Judge Advocate shall determine if the charge is serious enough to merit further proceedings. If so found:
 - (2) The Senior Vice President shall immediately convene the entire National Board of Trustees (excluding the President) to serve as a Hearing Board. A quorum shall consist of at least five (5) Board members.
- (B) The charges shall be filed with the National Judge Advocate, who will thereupon cause service of same upon Respondent, with copies to the National Board of Trustees.
- (C) If the Hearing Board finds it is in the best interest of the Marine Corps League Auxiliary, it may, by a two-thirds (2/3) vote, temporarily suspend from office the National President.
- (D) The Senior Vice President shall serve as Chairman of the Hearing Board.
- (E) The Board shall conduct a hearing at National Headquarters at its own convenience, call witnesses, hear testimony, and it may conduct its own independent investigation.
- (F) The Hearing Board's decision, which must be affirmed by a two-thirds (2/3) vote, shall be served upon the National President within fifteen (15) days of date of decision.
- (G) The National President may appeal within thirty (30) days to the Senior Vice President, via the National Secretary, who shall appoint an appeal board which shall be comprised of a minimum of five (5) Past National Presidents, none of which shall be current members of the National Board of Trustees. The Board shall concern itself only with the appeal and a majority vote by the Board is required for a decision. (Section 913 applies.)
- (H) The National President may further appeal the decision of the Board of Appeal directly to the National Convention in writing, via the National Secretary, at least thirty (30) days prior to the commencement of the National Convention.
- (I) The legitimate travel and lodging expense of each Board member shall be a charge against National Headquarters, payable upon submission of proper vouchers.

SECTION 909 - SUSPENSION PENDING HEARING - In all proceedings brought under Sections 904, 905, 906 and 907 herein the designated judicial officer shall possess the discretionary authority to temporarily suspend from membership, office or function, the Respondent, pending final resolution of the charge. The National Judge Advocate and National Secretary shall be notified of such suspension.

SECTION 910 – PUNISHMENT

- (A) Following conformance with the procedures outlined in Sections 904, 905, 906, 907 and 908, if the Respondent is adjudged guilty of committing any act which would tend to bring the Marine Corps League Auxiliary into public disrepute, or if she has violated any of the applicable provisions of the National, Department or Unit Bylaws or Administrative Procedures, the Respondent shall be subject to the following:
 - (1) A member, or officer at any level, may be punished by reprimand, suspension for a specified period of time, or be expelled from the Marine Corps League

Auxiliary.

- (2) A Unit or Department may receive a reprimand; its Charter may be suspended; its Charter may be permanently revoked.
- (3) The National Secretary shall be notified of all actions taken pursuant to this section.

SECTION 911 - CRIMINAL ACTS - Should any member of the Auxiliary, or any subsidiary organization, subordinate group of members thereof, violate any of the original laws of the United States, or a State having jurisdiction, the complaint should be made directly to the proper Federal, State or local authority, and not to the Auxiliary.

SECTION 912 - OFFENSES - The following offenses are recognized and must be processed in accordance with the applicable section or sections of Chapter Nine (9).

- (A) Violation of oath of membership.
- (B) Violation of oath of office.
- (C) Conduct unbecoming a member of the Marine Corps League Auxiliary, or an action detrimental to the Auxiliary.
- (D) Conviction of any crime which constitutes a felony in a County, City, State or Federal Court in the United States of America.

SECTION 913 - APPEALS - In a disciplinary proceeding, as is required in Sections 904, 905, 906, 907 and 908, if the Respondent or Petitioner as the Appellant, requests a copy of the Hearing Board's proceedings, as is provided in Section 900(C)(3), the thirty (30) day limitation imposed shall commence subsequent to the appealing principal acknowledging, by signature, receipt of the copy.

NOTE: THIS IS A FOOTNOTE -- FOR INFORMATION PURPOSES ONLY, AND IS NOT A PART OF THE ADMINISTRATIVE PROCEDURES.

"Charges" preferred under this chapter shall not only be by reference to a section, they shall also specify: what was to have occurred; when it was to have occurred and such other supporting information as necessary to adequately inform the Respondent so a defense may be prepared.

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MARINE CORPS LEAGUE AUXILIARY
NATIONAL ADMINISTRATIVE PROCEDURES
CHAPTER TEN
MISCELLANEOUS

SECTION 1000 - FUND RAISING

- (A) Fund raising activities may be entered into by the National Marine Corps League Auxiliary, Inc., its Departments and Subsidiary and Subordinate units.
- (1) Provided all funds raised shall be for the sole benefit of such organization less such expenses incurred.
 - (2) Provided such Marine Corps League Auxiliary organization shall receive and disburse all funds.
 - (3) Provided such fund raising activity does not violate any Federal, State, County or Municipal law or ordinance or reflect discredit upon the Marine Corps League Auxiliary.
 - (4) Nothing in this section shall prevent the National Convention Committee, or a Department Convention Committee, or a Unit Convention Committee from selling ads or soliciting funds for any Convention Book.
- (B) Fund raising if more than One (1) Unit in City - If a Unit desires to conduct a particular city-wide finance raising project in a city wherein more than one Unit exists, such Unit shall advise all other Units in such city of its intention and request approval. Any Unit opposing such project shall immediately file objection thereto with the Unit proposing the project and with the Department. The decision of the matter by the Department shall be final.
- (C) Limitations of Fund Raising by Unit - No Unit of the Marine Corps League Auxiliary shall conduct a fund raising project in any municipality or territory other than its own territory without first securing the approval of such other Unit, as heretofore provided.
- (D) Limitations of Fund Raising by National - The National organization of the Marine Corps League Auxiliary shall not conduct any fund raising project in any Department without first obtaining the permission of said Department.
- (E) Solicitation - Any individual or committee soliciting funds for the National Organization, using the name of the Marine Corps League Auxiliary, whether selling advertising or merchandise of any sort, or soliciting donations, must submit a complete, signed, written report to the National Convention as to the amount and source of all funds disbursed, and a summary of final disposition of any and all net profit.
- (F) Fund Raising by Department - No Department shall conduct any fund raising project in any city where there is one or more Units without the consent of such Unit or Units. Any Unit opposing the project shall file immediate objection with the National Division Vice President of that Division and her decision in the matter shall be final.

SECTION 1005 – RESPECT

- (A) The Bible shall be opened, placed on an Altar which is covered with a clean and attractive Altar Cloth, during all the meetings of the Marine Corps League Auxiliary. No disrespect to the Bible, by act or word, shall be tolerated. No one shall use the Altar for physical support and shall not under any circumstances use the Altar or Bible as a resting-place for any item or material. All space between the Altar and the Chair shall be considered as "HALLOWED GROUND" and shall not be traveled upon while the Bible is open. (Enclosure #4)

- (B) The National Flag of the United States and the Marine Corps League Auxiliary Banner will be properly displayed at all Marine Corps League Auxiliary functions. The United States Flag is always to the right of the speaker and podium.
- (C) The Ritual of the Marine Corps League Auxiliary shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.
- (D) No smoking or alcoholic beverages will be permitted during the business sessions.
- (E) The Bible is not to be closed when a member of the Marine Corps League enters on official business or to address the Marine Corps League Auxiliary.
- (F) No cash transactions are to take place while the Bible is open. (Rev. 08/14)
- (G) Proper attire will be worn at all business meetings.
 - (1) When performing ritualistic floor duty, all elected officers as well as National Guard, National Chaplain, National Pages, National Color Bearer, National Banner Bearer, National Captain of the Guard and the Escort Team, shall be required to wear full uniform.
 - (a) A skirt or slacks with white blouse is acceptable for other appointed officers.
 - (2) NO SHORT SHORTS - BATHING SUITS - CULOTTES shorter than three (3) inches above the knee - MINI SKIRTS other than mid-thigh and NO OFFENSIVE WORDS ON ANY GARMENT.

SECTION 1010 - RESOLUTIONS. SUBMITTING AND PROCESSING - Resolutions may be submitted by a member in good standing, a Unit or Department for consideration by a National Convention, provided said resolutions are in proper form and in compliance with all following requirements:

- (A) The resolution, which will be in effect for one (1) year only, must be registered at National Headquarters by July 1st prior to the National Convention at which action thereon is desired. An appropriate registration number will be assigned each resolution by the National Secretary. One (1) copy shall be placed in a "WORKING FILE" to be referred to the National Resolutions Committee for the Committee's consideration and recommendation; one (1) copy shall be used by the National Secretary as the source for distributing the resolving clauses to all Units at least ten (10) days prior to the National Convention; and the fourth copy shall be returned to the proponent/sponsor, serving as evidence of compliance with this section.
 - (1) ALL RESOLUTIONS MUST BE TYPEWRITTEN with an original and three (3) copies. NO EXCEPTIONS.
- (B) All resolutions submitted for consideration by a National Convention shall be drawn on such form as will identify it as being adopted by the Marine Corps League Auxiliary in "National Convention assembled." Any resolution not drawn in this form shall be returned by the National Secretary to the proponent/sponsor for correction.
- (C) Except as expressly waived by a vote of two-thirds (2/3) of the present and voting Delegates at the National Convention, no motion proposing adoption of a resolution shall be placed on the floor of a National Convention UNLESS the requirements of this section have been complied with.
- (D) The National Secretary shall prepare an adequate supply of all resolutions registered in accordance with this section and shall make such supply available for distribution to all Delegates, and all members, along with the Resolutions Committee upon their arrival at National Convention. A complete file of all registered resolutions shall be available in the Auxiliary Convention Office for inspection by any Delegate or member of the Marine Corps League Auxiliary who desires to take advantage of such inspection.

SECTION 1015 - AMENDMENTS - The Administrative Procedures cannot be waived by the National Board of Trustees but the Board can make recommendations to amend, revise or repeal. Members can submit amendments, revisions or repeals to the National Board of Trustees or at the National Convention where they will be acted upon (Article Eight [8] Section 800 National Bylaws is applicable). Amendments, revisions or repeals cannot in any manner violate the provisions of the National Bylaws of the Marine Corps League Auxiliary.

SECTION 1020 - EFFECTIVE DATE - The effective date of any change to the Administrative Procedures must be stated in the proposed change.

SECTION 1025- ADMINISTRATIVE PROCEDURES DISTRIBUTION -Each Department and Unit shall be provided without charge two (2) copies of the Administrative Procedures of the Marine Corps League Auxiliary each time they are printed or a published change is made thereto. Each member of the National Board of Trustees, each Past National President, National Headquarters and National Marine Corps League Judge Advocate shall be provided without charge one (1) copy of the Administrative Procedures of the Marine Corps League Auxiliary each time they are printed or a published change is made thereto. These copies are to be made available to any member in good standing, for examination, upon request.

- (A) Any member of the Marine Corps League Auxiliary may purchase copies of the National Bylaws and Administrative Procedures from the National Secretary.

SECTION 1030 - AUTHORIZATION - Permission must be obtained for the use at National Headquarters of a signature stamp or signed by direction, for each occasion of use. The individual requesting authorization and the individual granting authorization will both enter in separate LOGS the following information: DATE REQUESTED; DATE AUTHORIZED; subject of letter/authorization; name of individual requesting; and name of individual authorizing the use.

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