

DATE: April 9, 2020

TO: National Headquarters, Marine Corps League Auxiliary
8626 Lee Highway, Fairfax, VA 22031-2135 (FAX) 703-207-0264

FROM: PNP Carol Smith, Chairman. National Memorial Fund Committee
1411 West Walnut Street
Jacksonville, IL 62650-1102

AP 1

SUBJECT: In compliance with Chapter Ten, Section 1015 and 1020 of the **National Administrative Procedures**, Marine Corps League Auxiliary, I hereby submit, in triplicate, typewritten form, the following amendment to:

CHAPTER THREE
SECTION 300
SUB-SECTION (I) NATIONAL MCLA MEMORIAL FUND COMMITTEE

CURRENTLY READS:

- (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. (See Enclosure #36 for complete guidelines to be followed). (rev 08/19)
 - (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 acknowledgment, to all donors and honorees.
 - (5) Upon investigation by the committee, of the request for assistance, if granted, an amount will be determined up to \$1000.00. (Added 08/18 Rev 08/19)
 - (6) 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.

CHANGE TO READ:

- (1) See that all monies from donations, remembrances or memorials generated by this fund are used only to assist needy Marines, FMF Navy Corpsmen, FMF Navy Chaplains, and/or their families. (See Enclosure #36 for complete guidelines to be followed). (Rev 08/19)

BRIEF: Change “veterans” to “Marines, FMF Navy Corpsmen, FMF Navy Chaplains”

RATIONALE:

The balance in the National MCLA Memorial Fund is currently insufficient to assist all veterans and/or their families. The fund should be used only for Marines, FMF Navy Corpsmen, FMF Navy Chaplains and/or their families. In addition, our Preamble states, in part, the following: “Incorporated, to protect and advance the welfare of the wounded and disabled Marines and their dependents ...” It does not mention providing assistance to all veterans.

This amendment, if approved by the voting delegates at the 2020 National Convention in Daytona Beach, Florida, will become effective upon approval of the National Judge Advocate of the Marine Corps League but no later than 1 January 2021.

TO: National Headquarters, Marine Corps League Auxiliary
8626 Lee Highway, Fairfax, VA 22031-2135 (FAX) 703-207-0264

FROM: PNP Carol Smith, Chairman. National Memorial Fund Committee
1411 West Walnut Street
Jacksonville, IL 62650-1102

AP 2

SUBJECT: In compliance with Chapter Ten, Section 1015 and 1020 of the **National Administrative Procedures**, Marine Corps League Auxiliary, I hereby submit, in triplicate, typewritten form, the following amendment to:

CHAPTER THREE
SECTION 300
SUB-SECTION (I) (3) NATIONAL MCLA MEMORIAL FUND COMMITTEE

CURRENTLY READS:

- (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. (See Enclosure #36 for complete guidelines to be followed). (rev 08/19)
 - (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 acknowledgment, to all donors and honorees.
 - (5) Upon investigation by the committee, of the request for assistance, if granted, an amount will be determined up to \$1000.00. (Added 08/18, Rev 08/19)
 - (6) 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.

CHANGE TO READ:

- (3) Have sole discretion of the selection of recipients with the advice and consent of the National President who will serve as an ex officio member of the committee.

BRIEF:

Add: “with the advice and consent of the National President who will serve as an ex officio member of the committee”.

RATIONALE:

The National President should, by virtue of her position, have knowledge of, and provide her input into, the proposed amount to be given to a recipient. As it currently reads, the National President has no knowledge of or input into funds distributed.

This amendment, if approved by the voting delegates at the 2020 National Convention in Daytona Beach, Florida, will become effective upon approval of the National Judge Advocate of the Marine Corps League but no later than 1 January 2021.

DATE: April 9, 2020

TO: National Headquarters, Marine Corps League Auxiliary
8626 Lee Highway, Fairfax, VA 22031-2135 (FAX) 703-207-0264

FROM: PNP Carol Smith, Chairman. National Memorial Fund Committee
1411 West Walnut Street
Jacksonville, IL 62650-1102

AP 3

SUBJECT: In compliance with Chapter Ten, Section 1015 and 1020 of the **National Administrative Procedures**, Marine Corps League Auxiliary, I hereby submit, in triplicate, typewritten form, the following amendment to:

CHAPTER THREE
SECTION 300
SUB-SECTION (I) NATIONAL MCLA MEMORIAL FUND COMMITTEE

CURRENTLY READS:

- (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. (See Enclosure #36 for complete guidelines to be followed). (rev 08/19)
 - (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 acknowledgment, to all donors and honorees.
 - (5) Upon investigation by the committee, of the request for assistance, if granted, an amount will be determined up to \$1000.00. (Added 08/18 Rev 08/19)
 - (6) 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.

CHANGE TO READ:

- (7) All assistance is to be on a one time only basis per individual or family.

BRIEF:

Add: (7) All assistance is to be on a one time only basis per individual or family.

RATIONALE:

The intent of the MCLA National Memorial Fund is to provide assistance to those in dire need. It is not intended, nor is it sustainable, to provide repeated or continuous assistance to an individual and/or family in need.

This amendment, if approved by the voting delegates at the 2020 National Convention in Daytona Beach, Florida, will become effective upon approval of the National Judge Advocate of the Marine Corps League but no later than 1 January 2021.



AP 4

DATE: April 1, 2020

TO: National Board of Trustees, Marine Corps League Auxiliary, Inc.
3619 Jefferson Davis Highway, Suite 115, Stafford, VA 22554-7771
MCLAHQ@nationalmcla.org (571) 477-2780

FROM: PNP Karen Aune
Macomb County Unit, Michigan
10010 Skinner Lake Dr #312
Jacksonville, FL 32246

SUBJECT: In compliance with Chapter Ten, Section 1015 and 1020 of the **National Administrative Procedures**, Marine Corps League Auxiliary, I hereby submit, in triplicate, typewritten form, the following amendment to:

CHAPTER #3
SECTION 315 Employee(s)
SUB-SECTION #8 (d)

CURRENTLY READS:

(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

AMEND TO READ:

(d)Sending additional transmittal forms when requested by unit, otherwise it is assumed that transmittal forms will be obtained through the National MCLA website

BRIEF:

Carbon forms are not available in the office and, should a unit need copies, a request should come from the Unit

RATIONALE:

Needs updated. No longer exist.

This amendment, if approved by the voting delegates at the National Convention in Daytona Beach Florida, August 2020 will become effective upon the approval of the National Marine Corps League Judge Advocate but no later than 01 January 2021.

TO: National Headquarters, Marine Corps League Auxiliary
8626 Lee Highway, Fairfax, VA 22031-2135 (FAX) 703-207-0264

FROM: PNP Carol Smith, Chairman, National Memorial Fund Committee
1411 West Walnut Street
Jacksonville, IL 62650-1102

AP 5

SUBJECT: In compliance with Chapter Ten, Section 1015 and 1020 of the **National Administrative Procedures**, Marine Corps League Auxiliary, I hereby submit, in triplicate, typewritten form, the following amendment to:

ENCLOSURE #36

CURRENTLY READS:

NATIONAL M. C. L. A. MEMORIAL FUND GUIDELINES

The National M. C. L. A. Memorial Fund Committee is a Standing Committee of the Marine Corps League Auxiliary. All monies from donations, remembrances or memorials generated by this Fund are to be used ONLY for assisting needy veterans and/or their families. Selection of recipients will be at the discretion of the Committee.

The National M. C. L. A. Memorial Fund is similar to the Marine Corps League Foundation, although it is not a 501(C)(3). Before this Fund was established, the Auxiliary was financially unable to assist a veteran and/or his/her family who found themselves in a difficult financial situation. By developing this Fund, the Auxiliary can now attempt to alleviate, in a small way, the burden and stress that unforeseen calamities can create.

When the Fund receives a donation "in memory of" someone, an acknowledgment will be sent to the person making the donation and an announcement is sent to the family of the honored or deceased.

When a catastrophe or unexpected trouble befalls a family and assistance from the Fund seems worthy, it is necessary to notify the Chairman of this Committee. Submit a request on letterhead from your Unit, Detachment or Department on behalf of the veteran and/or his/her family stating the particulars or nature of the request.

Since the funds are in constant need of replenishing, your gift, however large or small, in the name of a loved one, perpetuates their memory, as well as helping a veteran in need.

The National M. C. L. A. Memorial Fund forms are enclosed each year in the President's Packet. Please make extra copies locally to have on hand should the need arise for you to make a request for assistance or to make a donation.
Rev. 8/02

AMEND TO READ:

MCLA NATIONAL MEMORIAL FUND GUIDELINES

The MCLA National Memorial Fund Committee is a Standing Committee of the Marine Corps League Auxiliary. It is similar to the Marine Corps League Foundation, although it is not a 501(C)(3). All monies from donations, remembrances or memorials generated by this fund are used ONLY for assisting needy Marines, FMF Navy Corpsmen, FMF Navy Chaplains, and/or their families. Selection of recipients will be at the discretion of the Committee.

To request assistance, send a letter on MCLA Department or Unit letterhead to MCLA Headquarters stating the circumstances and/or the nature of the need. The National Secretary will send the request to the chairman of the Memorial Fund Committee who will inform committee members and recommend an amount to donate. All committee members are free to suggest a different amount to donate; however, majority approval of the committee members will prevail.

The donation form is available on the MCLA National website (www.nationalmcla.org). When a donation is received, an acknowledgment will be sent to the donor. In addition, when a donation is made “in honor of” or “in memory of” someone, an announcement will be sent to the honored person or to the family of the deceased. The fund is in constant need of replenishing. Your gift, however large or small, is greatly appreciated and will help Marines, FMF Navy Corpsmen, FMF Navy Chaplains, and/or their families who are in need of assistance.

Rev. 8/20

BRIEF:

Condense entire Enclosure and place how to request assistance before how to donate. Specify that recipients must be Marines, FMF Navy Corpsmen, FMF Navy Chaplains, and/or their families rather than “veterans.” Change where to get donation form.

RATIONALE:

An approved Administrative Procedure change from including “veterans and/or their families” to including only “Marines, FMF Navy Corpsmen, FMF Navy Chaplains and/or their families” precipitated the required change. The format was changed to state how to request assistance before stating how to make a donation, which seemed more appropriate. The donation form is no longer included in the President’s packet. It is on the website.

This amendment, if approved by the voting delegates at the 2020 National Convention in Daytona Beach, Florida, will become effective upon approval of the National Judge Advocate of the Marine Corps League but no later than 1 January 2021.



AP 6

DATE: May 5, 2020

TO: National Board of Trustees, Marine Corps League Auxiliary, Inc.
3619 Jefferson Davis Highway, Suite 115, Stafford, VA 22554-7771
MCLAHQ@nationalmcla.org (571) 477-2780

FROM: PNP Karen Aune
Macomb County Unit, Michigan
10010 Skinner Lake Dr #312
Jacksonville, FL 32246

SUBJECT: In compliance with Chapter Ten, Section 1015 & 1020 of the **National Administrative Procedures**, Marine Corps League Auxiliary, I hereby submit, in triplicate, typewritten form, the following amendment to:

CHAPTER THREE (3) – NATIONAL STAFF
SECTION 315 – EMPLOYEE(s)
SUB-SECTION – (A) NATIONAL SECRETARY (11)

CURRENTLY READS:

(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 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.

AMEND TO READ:

(11) Shall maintain all 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, in the most expeditious manner available and within sixty (60) days following each National Convention, shall adhere to the following:

- (a) Electronically deliver the National Convention Proceedings to each **Unit and Department** that have the capability to receive documentation utilizing this method. If the Unit or Department President, or any member thereof, are not able to receive delivery in this manner on their behalf, one (1) copy shall be mailed to that President, to be shared with the other members. Should any member wish to receive an individual copy, they may contact the national office to be added to the distribution list.
- (b) Make sure that the National Headquarters of the Marine Corps League has a copy of:
 - (1) The National Convention Proceedings
 - (2) The report of 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.

BRIEF: Deleting the word Mail and replacing with Electronically Deliver / rearrange the wording for the time frame allowed for the items to be completed for clarification. Adding the requirement for contacting the national office to receive an individual copy.

RATIONALE: **The expense of distributing the proceedings is growing each year as this not only includes printing, but the manual time to print, sort, stuff, address the envelopes. In addition the costs of the materials and postage are also increasing. In today's society it is very logical to ask the membership to accept this type of change, for the benefit of the organization as a whole.**

This amendment, if approved by the voting delegates at the National Convention in Daytona Beach, Florida, August- 2020 will become effective upon the approval of the National Marine Corps League Judge Advocate but no later than 01 January 2021.



AP 7

DATE: May 7, 2020

TO: National Board of Trustees, Marine Corps League Auxiliary, Inc.
3619 Jefferson Davis Highway, Suite 115, Stafford, VA 22554-7771
MCLAHQ@nationalmcla.org (571) 477-2780

FROM: Mary Brief
Flint Unit, Michigan
7120 Brief Rd
Kingston, MI 48741

SUBJECT: In compliance with Chapter Ten, Section 1015 & 1020 of the National Administrative Procedures, Marine Corps League Auxiliary, I hereby submit, in triplicate, typewritten form, the following amendment to:

**CHAPTER TWO (2) NATIONAL CONVENTION
SECTION 240 – BIDS FOR NATIONAL CONVENTION
SUB-SECTION – A 6**

CURRENTLY READS:

(6) GRATIS SUITE for the National President, room for National Convention Secretary and room for National Convention Liaison Chairman;

AMEND TO READ:

(6) GRATIS SUITE for the National President, room for National Convention Secretary;

BRIEF: Delete “room for National Convention Liaison Chairman;”

RATIONALE:

The League does not support this action. This is to bring our AP into compliance.

This amendment, if approved by the voting delegates at the National Convention in Daytona Beach, Florida, August- 2020 will become effective upon the approval of the National Marine Corps League Judge Advocate but no later than 01 January 2021.

DATE: April 30, 2020

TO: National Headquarters, Marine Corps League Auxiliary
3619 Jefferson Davis Highway, Suite 115
Stafford, VA 22554-7771 MCLAHQ@nationalmcla.org
(571) 477-2780

AP 8

FROM: Marti Kline, Treasurer, Judge Advocate and Junior Past President
Larry Nehring Unit, Department of Iowa
marti.kline@gmail.com 515.556.2382

SUBJECT: In compliance with Chapter Ten, Section 1015 and 1020 of the National Administrative Procedures, Marine Corps League Auxiliary, I hereby submit, in triplicate, typewritten form, the following amendment to:

Enclosure #9 - INSTRUCTIONS FOR DEPARTMENT AND/OR UNIT HISTORIAN

Currently reads:

- A. All History Books must be bound books 8 1/2" x 11" (or slightly larger), with lined pages with approximately 1 1/2" margins.
- B. History written in the book must be longhand in ink. Both sides of each page must be used and numbered
- C. History Books should be brought to National Convention and turned in on the first day of the Convention. They will be judged on originality, neatness, clarity, and accuracy in following the given instructions. The books are the property of the respective Units/Departments and need to be reclaimed at the end of Convention.
- D. At the end of the Historian's term, the History Book is turned over to the successor. The new Historian will continue in the same book until it becomes a necessity to start a new book. A limited number of photos of officers, special events, or groups may be, but are not necessary, to be included. No newspaper clippings are to be put in the History Book. History Books are to be done annually going from year to year. Since information from the annual reports are included, you may want it to be the same, or from National Convention to National Convention. It must be year to year, regardless.

MODEL OR EXAMPLE

Page 5 Membership - Departments list name and address of each Unit in the Department, along with names of Presidents. The Unit should list the name and address of each member. Each year you may refer back to the previous year, if the list is too long to repeat, but will be in the same bound book. Indicate any alterations such as deaths, dropped members or transfers.

Page 8 Finance – Complete annual financial statement indicating what money came in and what went out, as well as from where to where. Be sure to also indicate Balance on Hand.

AMEND TO READ:

- A. All History Books will be in 3-ring binders with 8 1/2" x 11" pages with approximately 1" margins using 12-point font in Times or Times New Roman for the text. Headlines shall be bold and 14 point.
- B. Both sides of each page must be used and numbered, with odd numbers on the front of the sheets and even numbers on the back of the sheets.
- C. History Books should be brought to National Convention and turned in on the first day of the Convention. They will be judged on originality, neatness, clarity, and accuracy in following the given instructions. The books are the property of the respective Units/Departments and need to be reclaimed at the end of Convention.
- D. At the end of the Historian's term, the History Book is turned over to the successor. The new Historian will continue in the same book until it becomes a necessity to start a new book. A limited number of photos of officers, special events, or groups may be, but are not necessary, to be included. No newspaper clippings are to be put in the History Book. History Books are to be done annually going from year to year. Since information from the annual reports is included, you may want it to be the same time frame, or from National Convention to National Convention. It must be year to year, regardless.

MODEL OR EXAMPLE

Page 5 Membership - Departments list name and address of each Unit in the Department, along with names of Presidents. The Unit should list the name and address of each member. Each year you may refer back to the previous year, if the list is too long to repeat, but will use the same notebook. Indicate any alterations such as deaths, dropped members or transfers.

Page 8 Awards - Name of award, who received it and for what it was received. Indicate any projects involved.

Page 9 Annual Department Convention - Place, time and events. Departments list the names of the delegates and members attending, along with the name of the Unit each person represents. List the total number attending, including guests. Units list their delegates and members attending. You may list Department officers here. List the total number attending, including guests.
National Convention - Place, time and events. List the names of the delegates and members of Units or Department attending. You may list National officers here. List the total number attending, including guests.

Page 10 Memorial and Special Day Observances - Brief description of each.

Page 11 Comments of Historian - Along with signature, this is the final sheet.

BRIEF:

Item A Substitute amended paragraph for original.

Item B Substitute amended paragraph for original

Item D In the fifth line, substitute the verb “is” for the original “are.”

Page 5 Membership – last line of paragraph. Substitute the word “notebook” for “bound book.”

Page 8 Finance – eliminate the Finance item, renumbering subsequent items accordingly as shown above.

RATIONALE:

When this enclosure was created in 1995, computers were a relatively new phenomenon and keeping records in longhand was still common. In 2020 it is not realistic to expect members to produce lengthy records in longhand format. The effective result of this rule is to deter Units and Departments from keeping such history books at all. Better records would likely be kept if Units were allowed to do so on the computer.

Likewise, it seems that Units and Departments would not be comfortable in releasing such detailed financial information as is required by this Enclosure to be included in the history book. National has the right to request financial information as needed for auditing purposes, and members are privy to their own Unit’s accounting, but having it published in a history book should not be required.

This amendment, if approved by the voting delegates in Daytona Beach, Florida, will become effective upon the approval of the National Marine Corps League Judge Advocate but no later than 01 January, 2021.