

DATE: April 06, 2021

TO: National Headquarters, MCLA  
3619 Jefferson Davis Highway, Suite 115  
Stafford, VA 22554-7771

AP 1

FROM: PDP Linda S. Chamberlain,  
National Senior Vice President  
156 Waverly Road, Southampton, PA 18966,  
215-355-2909 or 215-485-3095, ssgtnwife@verizon.net

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 EIGHT: SUBSIDIARIES  
SECTION 850 – IRS REPORTS  
SUBSECTION – (A) & (B)

**CURRENTLY READS:**

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)

**AMEND TO READ:**

(A) 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 (if filed electronically) a copy of the acceptance receipt (obtained by returning to the Form 990 Electronic Filing System, “Manage Form 990 Submission Page”) must be retained by the Unit, and a copy forwarded to the Department Treasurer, Division Vice President, and National Headquarters. (REV 08/21)

(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, e-postcard online filing. A copy of the E-Mail

Acceptance (obtained by returning to the 990 Electronic Filing System (e-Postcard) and going to the “Manage Form 990-N Submission” page) must be retained by the Unit, and a copy forwarded to the Department Treasurer, Division Vice President, and National Headquarters. (REV 08/21)

**BRIEF:** This revision of (A) & (B) of Section 850 gives directions on how to retrieve the 990 Filing acceptance.

**RATIONALE:** An email notification of the 990 acceptance or rejection is no longer received from the IRS.

This amendment, if approved by the voting delegates at the National Convention in Springfield, Illinois, August, 2021 will become effective upon the approval of the Marine Corps League Judge Advocate but no later than 01 January, 2022.

**DATE:** 10 May 2021

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

**B1**

**FROM:** PNP Ruth S. Moyse, Chair  
Bylaws & Administrative Procedure Committee  
1540 Pheasant Lane, Glen Mills PA 19342-1923  
610-517-4784 rsmoyse@comcast.net

**SUBJECT:** In compliance with Article Eight, Section 800 of the **National Bylaws**, Marine Corps League Auxiliary, I hereby submit, in triplicate, typewritten form, the following amendment to:

<b>ARTICLE</b>	One
<b>SECTION</b>	110
<b>SUB-SECTION</b>	(B)

**CURRENTLY READS:**

No (1)

**AMEND TO READ:**

(1) If a Unit's only Delegate present at the National Convention is a Woman Marine who is also a member of the Marine Corps League and is required by her elected or appointed National Office to be on the floor for the Marine Corps League Meeting, she may give her properly registered and approved credentials (badge/badges) to another registered member from her Department so the other registered member may then cast the vote for the Unit the Woman Marine represents, thus preventing an entire Unit from losing their voting privileges.

**BRIEF:** Add (1)

**RATIONALE:** We encourage Women Marines to join the Auxiliary and then prevent them from casting their own vote, or the votes of their Unit Members, if they serve a term as an MCL Officer and are unable to attend the Auxiliary meeting when voting takes place. Often, they can step away for a short time, but that is not always the case.

**This amendment, if approved by the voting delegates in Springfield, IL will become effective upon the approval of the National Marine Corps League Judge Advocate but no later than 01 January, 2022.**

**DATE:** 10 May 2021

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

**B2**

**FROM:** PNP Ruth S. Moyse, Chair  
Bylaws & Administrative Procedure Committee  
1540 Pheasant Lane, Glen Mills PA 19342-1923  
610-517-4784 rsmoyse@comcast.net

**SUBJECT:** In compliance with Article Eight, Section 800 of the **National Bylaws**, Marine Corps League Auxiliary, I hereby submit, in triplicate, typewritten form, the following amendment to:

**ARTICLE**            Three  
**SECTION**            330  
**SUB-SECTION**

**CURRENTLY READS:**

SECTION 330 - FILES - Files shall be kept for FIVE (5) years - past FOUR (4) and current year. ALL LEGAL RECORDS are to be retained in proper files, NOT TO BE DESTROYED, regardless of who may assume they are obsolete and of no value. Oldest file is to be shredded each year. Applications for membership should never be destroyed.

**AMEND TO READ:**

SECTION 330 - FILES - Files shall be kept for FIVE (5) years - past FOUR (4) and current year. ALL LEGAL RECORDS are to be retained in proper files, NOT TO BE DESTROYED, regardless of who may assume they are obsolete and of no value. Oldest file is to be shredded each year. Applications for membership should never be destroyed. Electronic Record files may be used/kept as long as they are saved and backed-up to a device or platform that will allow them to be accessible at all times, present and future.

**BRIEF:** Add: Electronic Record files may be used/kept as long as they are saved and backed-up to a device or platform that will allow them to be accessible at all times, present and future.

**RATIONALE:** Technology is changing and improving daily. Our National Secretary has pointed out that it would save her time if she could scan all applications and transmittals and this would save her from having to go to a file drawer to get the information she often needs.

**This amendment, if approved by the voting delegates in Springfield, IL will become effective upon the approval of the National Marine Corps League Judge Advocate but no later than 01 January 2022.**