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# Marine Corps League Program for Professional Development

21 February 2011  
Revision One

## **Marine Corps League**

### **Program for Professional Development**

#### **Lesson One**

##### **Welcome**

The Training staff would like to thank all of you for your interest in improving the efficiency of the Marine Corps League. We understand that your time is valuable and we appreciate the effort you have put forth to attend this activity. We will strive to make this as informative as possible and to make you feel that this was time well spent.

##### **Purpose of the Professional Development Program**

- a. To expose new members to the scope of the League, to make them knowledgeable and productive members.
- b. For the old Salts to bring them up to date on changes in the League, and remind them of the details of the league to help them to be better prepared to advance to Leadership in the Departments and above.

##### **TEN PRINCIPLES OF LEADERSHIP**

1. Have a vision and develop a strong sense of where you want to take the Detachment. Develop goals along the way so you can measure progress and share the achievements with the membership.
2. Build a consensus. You must invest time in articulating the vision for the Detachment. It must be a Detachment vision because if it is your vision and you leave office, the vision leaves with you. This is the important part of building consensus. You must continue talking about the vision from many different aspects until everyone understands it in their own way.
3. Be confident in your Leadership skills and have a strong belief in your chartered direction. There is no need to develop an opposition. If your vision is shared, it should motivate everyone so you do not have to make enemies in order to motivate the membership. Achieve the vision because it is the right thing to do.
4. Allow time to achieve your goals. It will not come about overnight or all at once. Be satisfied with measurable progress toward the goal. If your vision is right; if your message is received, the means will present themselves in time.
5. You will not achieve all of the goals that are set on your watch, that's OK. After all, it's not about you, but about us!
6. Your membership is trying to do the right thing. Assume this is true for all of your members, regardless of standing within the Detachment. If they seem misguided, discover whether they understand the mission. Often, they just need a bit more guidance. That's what leaders are for...

7. Allow for human failure. In everything, that we do there will be setbacks associated with human error. The majority of these errors will be errors of omission rather than errors of commission. Giving someone a second chance will never hurt you, and will often help.

8. It's our Detachment, yours and mine, and everyone should be held accountable to meet the expected expectations. Meeting expectations is a two-way contract. This is the only way an all-volunteer organization such as the Marine Corps League will work over the long term.

9. Empower your members, give clear guidance and intent and let your people do what they do best! Write good policy, and then drive execution to the lowest levels practicable. You will be amazed at the results.

10. Embrace change, but protect your culture as a Marine and the ethos that makes us what we are. Change is how we grow, how we stay sharp, how we deliver what the membership needs. Don't fight it. . .but control its direction by articulating your vision. Remember you don't have to do it all at once. In embracing change however, do not abandon things that truly make us who and what we are.

## **LEADERSHIP PRINCIPLES**

\*Be technically and tactically proficient: Before you can lead, you must be able to do the job. As a Marine Corps League Officer, you must be able to demonstrate ability to accomplish your mission; to do this you must be able to answer questions and demonstrate competence in your position.

\*Respect is the reward of the Marine Corps League Officer who shows competence. Tactical and Technical competence can be learned by attending Leadership Schools, reading and becoming acquainted with the Bylaws, enclosures and Administrative Procedures and from on the job training. To develop this leadership principle of being technically and tactically proficient, you should:

\* seek a well-rounded education by attending all of the Leadership Schools that are provided by the Detachment, Department or Division. You can also do independent reading and researching through the different manuals that are provided; Roberts Rules of Order, The Uniform Manual, Public Relations and most especially, the Bylaws, Enclosures and the Administrative Procedures. Seek out and associate with capable leaders, observe and study their actions.

\* Seek opportunities to apply knowledge through exercise of command. Good leadership is acquired only through practice.

\* Prepare yourself for the job of leader at the next higher office.

\* Know yourself and seek self-improvement, this principle of leadership should be developed by the use of leadership traits. Do self-evaluations to determine your strengths and weaknesses. You should work hard to strengthen your weaknesses and use your strengths to their fullest capabilities.

\* With knowledge of yourself and your knowledge of group behavior, you can determine the best way to deal with any given situation. In dealing with membership in certain situations, you may have to be firm, however in many scenarios you may have to use the Big Brother approach. . . But you must keep one thing in mind . . . you are dealing with VOLUNTEERS.

\*In your capacity as a Detachment officer, do not hesitate to ask for advice from those that have been there and done that . . . It will show that you have not put yourself above them.

\*Make an honest evaluation of yourself to determine your strong qualities and your weak points.

\*Strive to overcome any deficiencies that you may have.

\*Seek the honest opinions of your friends and superiors to show you how to improve your leadership abilities.

\*Learn by studying the cause for failure or success of other leaders.

\*Develop a genuine interest in people and acquire the **human touch**.

\*Master the art of effective writing and speech.

\*Have a definite goal for the Detachment and a plan to attain it.

\*Know your members and look out for their welfare. This is extremely important. Know your members' capabilities. You do not want to assign someone to a committee chair if he/she is nervous and cannot work without supervision.

\*Remember, all members are to be treated the same whether they are the most active or only come around once in a while. If you show the same concern for all of your members, you will over time earn their respect and loyalty.

\*Be approachable, let the members see you in action.

\*Put your member's welfare before your own.

\*Encourage individual development.

\*Keep your members informed. Marines by nature are inquisitive.

\*By keeping members informed, you are promoting efficiency and morale.

\*You should promote initiative, enthusiasm, loyalty and convictions.

\*Be alert to stop the spread of rumors by replacing them with the truth.

\*Set the example: All too often, as a Marine Corps Leaguer progresses through the ranks, he/she develops an attitude of "Do as I say, not as I do".\* Show your members that you are willing to do the same things that you ask them to do. Be out front!

\*Be well groomed and in the proper uniform. Insist that your members are too. Be the Shining Example.\* Maintain an optimistic outlook.

\*Always conduct yourself so that your personal habits are not open to criticism.

\*By your performance, develop the thought within your membership that you are the best Officer for the position that you hold.

\*Delegate authority and avoid over supervision in order to develop leadership among subordinates.

### **TO BE SUCCESSFUL:**

You must be tolerant and be able to accept different personalities. You must respect the opinion of your members and never lose sight of the fact that these members are VOLUNTEERS!!!.

You must also accept being in the minority at times. You must try to envision the perception of others.

WHAT YOU SAY TO THEM AND HOW YOU SAY IT, IS IMPORTANT! What may seem innocent and harmless to you may be perceived by others as Hurtful and Calculating.

LISTEN LISTEN LISTEN!

Understand the true meaning of argue and offer reasons to DISPUTE and DISCUSS and always accept the MAJORITY RULE. You don't have to like it, but you do have to accept it.

What is best for the Detachment is usually reflected by a MAJORITY VOTE.

Keep your meetings moving and keep the idle chatter to a minimum. You should follow an agenda and stay on course. You should also have a monthly Staff Meeting and make them open to the membership.

The Bar is CLOSED and the Smoking Lamp is OUT! There is nothing in the Bylaws to cover this except, COMMON SENSE.

### **LEADERSHIP PRINCIPLES**

If You Have Intentions To Become Part of The Leadership, You Must Read The Bylaws & The Administrative and develop a working knowledge of same.

Once Elected:

1. Lead within the scope of your authority.
2. Understand your limits.
3. Make only the decisions that you are permitted to make.
4. Accept the tasks that are assigned and exercise self-Initiative tasks.
5. Understand the Chain of Command and know where You stand within the Chain.
6. Keep everyone in the chain informed.

COMMUNICATION IS THE KEY TO SUCCESS

- U Understand your role within the Chain of Command.
- S Stay within your scope of leadership and Delegate Tasks. Stay out of the way and Let them do their job.
- M Manage your time efficiently so you can be effective.
- C Communication is the key to your success or failure.

## **DO NOT HESITATE TO DISSEMINATE**

### **Regulations Governing League**

\* As a 501 c (4) we are a charity much like the concept of United Way, Red Cross or other major mainstream charities, but our local offices are manned by volunteers, not paid staffers. Our charity has a stated purpose.

“The League is classified as a Veterans military service organization and was formed for the purposes of promoting the interests of the U. S. Marine Corps, to provide camaraderie and assistance to Marines, as well as to their widows and orphans and to preserve the traditions of the U. S. Marine Corps. It is a not for profit organization within the provisions of Internal Revenue Service Code 501 (c) (4), with a special group exemption letter which allows for contributions to the Marine Corps League, its Auxiliary and subsidiary units to be tax deductible by the donor.”

With this, there are certain rules of conduct.

### **Mission Statement**

\*Members of the Marine Corps League join together in camaraderie and fellowship for the purpose of preserving the traditions and promoting the interests of the United States Marine Corps. This is accomplished by banding together those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service; voluntarily aiding and rendering assistance to all Marines, Marine Veterans and to their widows and orphans, and by perpetuating the history of the United States Marine Corps through fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

### **Purposes of the Marine Corps League**

To preserve the traditions, promote the interest and perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of the historical occasions of particular interest to Marines.

\* To band those who are now serving the United States Marine Corps and those who have been honorably discharged from the U.S. Marine Corps together in fellowship from that service; that they may effectively promote the ideals of American freedom and democracy.

To fit its members for the duties of citizenship and to encourage them to serve ably as citizens as they have served our Nation under arms. To hold sacred the memory and history of the men and women who have given their lives to the Nation.

To foster a love for the Principles which they have supported by blood and valor since the founding of the Republic. To maintain true allegiance to American institutions.

### **Detachment**

To aid voluntarily and to render assistance to all Marines, uniformed and civilian, as well as their widows and orphans. It is the duty and responsibility of the Commandant to promulgate the concept of the League. While every Detachment is concerned and interested in developing its membership and programs, and wanting to take honors for being the best and most uniquely qualified Detachment in the League, there is a larger responsibility to all Marines and all Leaguers. Every Commandant needs to be aware of areas where Marines live, where meeting locations are not conducive to participation by these Marines, and/or where there are enough Marines to generate interest in the Marine Corps League organization.

The Commandant and Detachment members have an obligation to fellow Marines to assist in developing a Detachment to benefit these Marines. Information in a later section describes the steps for starting a new Detachment, but every new Detachment needs the help and support of existing Detachments. The important issue is bringing Marines, new members to the League.

### **Detachment Officer Duties Discussion of Officer Duties**

The following information is provided to assist Detachments in the selection of officers, assisting members in determining their interest, capability in an office, and to provide an outline of possible job functions that can be carried out by each officer – what the Board of Trustees, and members should expect from the incumbents of each office. There are some duties that are specifically required for each Officer. However, there are also some functions that may be optional or delegated based on individual capabilities. Keeping in mind the section on Functions and Objectives of the Detachment, some leadership requirements are to be determined by the Detachment in consideration of plans and capabilities.

### **Forming a New Detachment**

A temporary Commandant, Adjutant and Paymaster are selected by the members of the Detachment to act as their respective officers, with the cooperation of all the members to secure new members before the date set for the closing of the charter application when the permanent staff of Detachment Officers will be elected. Subsequent elections may be held in accordance with the National Bylaws and Administrative procedures.

### **Detachment Officer Duties Discussion of Officer Duties**

A general comment can be made regarding all Detachment offices. Ability and willingness to serve is a major factor for consideration of any office. Second, every office is important and will require time and commitment to minimally meet the needs of the Detachment. Members should consider the time and

commitment required when deciding whether to accept an officer's position; factors of work, family life and other outside pressures have to be accounted for before a commitment can really be made. Qualified officer candidates will not generally possess all of the characteristics, traits and skills that are useful to a particular office.

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The listing that follows describes attributes that may be desirable. Each candidate and each Detachment should decide those talents that are of importance to the genre of the Detachment and which characteristics can be acquired through training/education. Provide additional visibility to the Detachment and its programs.

### **Appointed Detachment Officers Duties of Officers**

#### **Sgt-at- Arms**

Uniforms Enclosure 3 National Bylaws

Membership Cards

Membership expiration

Setting the meeting facility and securing the accoutrements of detachments.

Maintains order at Meetings

The SA is the first contact with members and guests at the hatch. By allowing those out of uniform to proceed without correction or guest not immediately assigned an escort and is reporting "all present are qualified to remain" has failed in their responsibility to the Detachment. Shall preserve order at all meetings and perform such other duties as are required by the Detachment Commandant. Also will fulfill all duties prescribed in the Marine Corps League Ritual.

Maintain Order At Meetings:

\* The Sergeant-at-Arms (SA) is required to maintain order at meetings in conjunction with the presiding officer. The SA should assure that there is no extraneous talking or activity which is disruptive to the meeting or subjects being discussed. By initiative or direction, the SA may be required to caution and/or remove any disruptive persons or other factors during the course of a meeting. The SA needs to be assertive, yet courteous, in maintaining order. In most instances, a simple and quiet reminder to those who may be disruptive is sufficient.



\* Clean Up Of Meeting Area

It is the Sergeant-at-Arms' (SA) responsibility to make sure that any necessary clean up and policing following a meeting is done properly. If such clean up is required, the SA may designate members to the task and take responsibility for leaving the facilities in the proper manner.

\* The Sergeant-at-Arms reports directly to the Commandant in the organization structure. He/she needs to be attentive to direction from the Commandant, or a presiding officer, to carry out plans (both immediate and long term). This direction may be in the form of instructions received during the course of a meeting, in which immediate action may need to be taken.

\* Abide By The Ritual of Office:

The Sergeant-at-Arms (SA) has a participation role in meetings, as prescribed by the Ritual, and other defined job descriptions. The SA should be familiar with all elements of the opening and closing ceremony that require his/her participation and/or leadership.

Other duties of the Sergeant-at-Arms may include: Providing storage of physical items between meetings that include, but are not limited to, flags, Bible, lectern, audio/visual equipment and other, as may be directed by the Commandant.

\* Participation on the Detachment membership committee.

\* Advisor to Commandant and/or Board of Trustees on potential problems.

\* Assistance to Commandant and Judge Advocate on problem issues.

\* Providing sign in sheets for guests and members attending meeting.

\* Assistance to Paymaster as needed, particularly where cash transactions are involved.

\* May be designated as the "Color Guard Commander" for parades and ceremonies.

\* May be assigned to coordinate ceremonial honor guards, rifle squads and joint Color Guard activities.

**Summary:** The Sergeant-at-Arms (SA) plays a key role in the orderly conduct of meetings beginning with the physical set-up, assuring that items required for the meeting are on hand and assisting with maintaining order during the meeting. The SA also can help set the "tone" of the meeting by making sure guests and new members are properly introduced and made to feel comfortable before, during and after the meeting. The SA also assists with membership by providing applications to prospects (and selling them on the Detachment and the League) and providing sign-in sheets (to include name, address, and phone) so that guests and prospects can be contacted in the future.

## **MARINE CORPS LEAGUE VETERANS AFFAIRS VOLUNTARY SERVICE OFFICER**

\* What is the Veterans Affairs Volunteer Service (VAVS)? It is best answered that it is a program administrated by the VA in which individuals, organizations such as Marine Corps League, Veteran Foreign Wars, American Legion, etc. and corporations are encouraged to participate. The Marine Corps League's program is to be a participant in the VA program under their management, procedures and guidelines.

\* The program, reduced to its lowest denominator, is simply Veterans and Friends of Veterans helping Veterans.

\* Volunteers are needed at the VA Hospitals and Clinics throughout the state. A wide variety of volunteers is required. A few, but not all-inclusive by any means are escorts, information, drivers, administrative, history, recreation, receptionist, telephone operator, and dementia unit.

### **Volunteers are categorized into three basic groups**

They are:

Regular Service, Occasional and Youth

\* The Regular Service group is by far the largest and receives training, screening and indoctrination. It sounds complicated. It isn't. It only takes about 2 hours.

\* Occasional volunteers are those volunteers who are not regular service but volunteer occasionally for special events such as bingo, Christmas, Veterans Day, special events, etc.

\* Youth volunteers are ages from 13 to 19 and receive the same training as Regular Service. Youth volunteers are eligible for the James H. Parke Memorial Youth Scholarship, which goes up to \$10,000. It is emphasized that Marine Corps League volunteers do not have to be members of the Marine Corps League, Marines or family members. They only have to be recruited by the Marine Corps League or request that their hours be credited to the Marine Corps League.

Naturally, a large National volunteer program requires organization and procedures. Here is how it works in the

Marine Corps League. Each VA Hospital is authorized one VAVS Representative and three Deputy VAVS Representatives. All VAVS and Deputy VAVS Representatives are appointed by the National VAVS Representative.

Detachment Commandants submit certification/recertification Request for MCL Members form to the National Marine Corps League VAVS Representative requesting that a person be appointed to a vacancy or to replace a current representative. The National MCL Representative makes the appointment and notifies the individual appointed and the respective VA Hospital. The VAVS and Deputy VAVS Representatives attend four meetings a year at their respective VA Hospitals and keep their Detachment Commandants informed about VA Hospital activities and volunteer procedures. Like everything else, it starts at the Detachment level.

Once started, like all other programs it must be maintained, supported and promoted. The key to success is always Detachment participation.

Veterans made America Free. Veterans have kept America Free. Some of them need your help now and some of them will in the future. As we should be, we are all concerned about wounded Veterans from our current war. Let's not forget the Veterans from previous wars. All Veterans are equal!

### **Public Relations Officer**

How and where contacts are made to provide info about detachment. Throughout the detachment sphere of influence know what the detachment is doing, where and when. Included on disk is the Public Relations Manual. This will provide you with many insights on how to improve the effectiveness of the PR Officer. Web Sergeant Importance of having someone on staff to create and maintain detachments national web page insuring that it's kept up to date.

### **Welcome Marine Corps League Web Sergeants**

Web Sergeant

You have been selected by your Department or Detachment Commandant to have the privilege of editing your Department or Detachment page. This is not a hard job and I am going to make this as painless as possible...so enjoy the presentation.

Before we go any further, go to the National Web Site via the URL address <http://www.mcleague.com> then you can refer to the next page for the login and creating account information.

Creating an account is not hard, but you need to remember your Username for your login, you are going to need this later on when emailing the Nat'l Web Master for setting up the email. After viewing the next page, we will move on how to register with the Marine Corps League Web Master and the email address you'll need to contact him.

After you used the URL to the National Web Site it looks like this, after you click on Register. You do need an account; it's free, so just take your time and create one. If I can do it, so can you!

There is a "passcode" that only the Department Commandant and/or the Detachment Commandant has. This is for your eyes only and not to be shared with anyone else. So please use your discretion and follow along.

The next step is to email the Marine Corps League Web Master and set up your email properly. Follow the instructions on the next page and you're off and running.

Use this format to email the Locator and email address: [WEBMaster@MCLLeague.com](mailto:WEBMaster@MCLLeague.com)

After you have emailed the Web Master, it may take up to two weeks to receive your reply and OK to start to update your web page, it may be sooner.

Once you receive your OK to update your page, it is your responsibility to maintain it with all officers that may come and go. A good thing to add to your page is the election date and installation of officers, this way any officers can see if you are updated at any time.

How to edit your page:

At the top of the page you'll see "Edit This Page" click on that to start.

After you click on the edit page it looks like this, and then you start to edit your page with its officers and so on.

you are done for now, just remember it is your job to keep this page updated at all times.

Congratulations

You're a Web Sergeant for the Marine Corps League and for your Detachment or Department. I hope this has helped you in starting your new and fun job.

If at any time you need help, contact your Department Web Sergeant or your Division Web Sergeant.

### **Chaplain**

The Chaplain plays an important role in tending to the needs of the members and members families, particularly during periods of distress, illness, and/or death. It is every member's responsibility to keep the Chaplain informed of situations and issues of need within the Detachment. In addition, the Chaplain is called upon to offer invocations and prayer for meetings, initiations, installations, and for ceremonies. The Chaplain may be called upon to participate in funeral services, and make visitation to members/families that are sick, or who have lost a loved one. In addition, the Chaplain may be required to assist in funeral arrangements (to include contacts for the Marine Corps Honor Guard) and/or publicize needs of the sick (to include blood donations, etc.)

The Chaplain's job, as a primary representative of the Detachment, is to provide comfort and special service to members and families in time of need. This support should go beyond members and family, it should include the entire Marine Corps community (current or former) within the Detachment's geographic area. This may necessitate reviewing obituaries, or having hospitals make contact when a Marine is admitted. He/she should be supported by other Officers and Detachment members during these times of distress; it's part of the old adage "Marine's take care of their own."

Performs Duties of a Spiritual Nature:

The term Chaplain implies the providing of support to individuals and groups for spiritual or religious guidance and in every aspect of League objectives, purposes, initiations, ritual, and references to God. It is not expected that a Detachment Chaplain be schooled in theology, but it is expected that the Chaplain will provide support to those in need, and provide prayer for meetings and ceremonies, (either as provided for in the MCL ritual or as developed to meet the situational needs). The "Bottom Line" to providing service as a Chaplain is the "Golden Rule" - "Do unto others as you would have them do unto you." Simply stated, it's how you would want to be treated if you were in a distressed situation.

The Chaplain needs to respond to needs and wishes, offer comfort, and provide advice and counsel where needed. He/she needs to make sure that other members of the Detachment are aware of situations in which support is needed.

Visit Sick Members or Families/Correspond Appropriately - The Chaplain should:

- \* Make every effort to visit members, or members' families, who are incapacitated.

- \* He/she should make the Detachment Officers and members aware of the situation, and solicit participation. A card of well wishes should be sent to the individual on behalf of the Detachment. The primary purpose of visitation and correspondence is to let the individual know that they are being thought of, that they are missed, that they are important, and that they are a part of the Marine Corps family. Advice, counsel, warm wishes, words of comfort, and appropriate kidding are all part of support.

Abide By the Ritual of Office - The Marine Corps League RITUAL is comprehensive in addressing the situations in which the Chaplain may be asked to participate. Again, he/she may be innovative in developing prayers or statements that suit the purpose of any given situation. For situations not covered, the Chaplain should improvise and treat each situation with respect for the office. The RITUAL of the Marine Corps League provides for services honoring members, and they should be offered. If accepted, the Chaplain should take charge of coordinating such services with the family, funeral director, and Detachment members. The Chaplain may need to assist with finding a DD 214 for a casket flag, and for a Marine Corps Honor Guard.

The same assistance and support should be offered to Marines or Marine families who are not members of the League. Our purpose is to support Marines, and membership is not a requirement for assistance in time of need. The Chaplain fulfills a role of assisting and supporting a family in any way possible, and should be able to call on Detachment members for assistance when necessary.

Provide Notification to Department and National on Deceased

Members- The "Death Notice" form should be completed by the Chaplain and forwarded to the Department Chaplain, and National Chaplain, for deceased members of the Detachment. This form should be completed and transmitted immediately upon notification of a member who is deceased. In addition to other administrative reasons, deceased members are honored with a memorial service at Department, Division, and National meetings and their names are listed in the Marine Corps League magazine.

Provide Invocations and Services as Required - As a part of the opening and closing ceremonies at business meetings, the RITUAL provides for the opening and closing of the Bible, and for an invocation and benediction. The Chaplain may use the words of the RITUAL, or offer other appropriate prayers at the meeting. The Chaplain may also be called on to render a prayer at ceremonies, joint Veterans observances, and/or special events (such as the Marine Corps Birthday Ball). As indicated above, the Chaplain may also need to prepare and coordinate services for a deceased Marine.

Perform Duties as Requested by the Commandant - While most of the duties of the Chaplain have been described above, the Commandant may request the Chaplain to attend, participate, and/or coordinate an event not listed. This might include community ceremonies, dedications, or other special events.

Summary: A major focus of the Chaplain should be on contingency planning for events that may arise. It is better to be prepared for an eventuality than have to scramble at the last minute when the event is about to occur. The Chaplain plays a key role in meetings, ceremonies, and other events, reminding each of us about our reliance on Divine Providence. And the Chaplain is the "Point Man" for providing assistance and support, aid and comfort, to Marines and Marine families in need.

He/she requires the support of every member in effectively carrying out their responsibilities, especially in times of distress.

### **Detachment Adjutant**

The Detachment Adjutant is the corporate/recording secretary for Detachment meetings and affairs. In addition, the Adjutant provides support to Detachment Officers and project leaders through correspondence, documentation, written communication, media releases, and other staff assistance. The Adjutant, by direction of the Presiding Officer:

\* May prepare agendas for meetings.

\* Record member participation and attendance, and prepare and prepare and monitor the calendar of events for the Detachment.

The Adjutant is also responsible for official notifications to the members.

Installation Report: The Adjutant shall prepare the report and makes sure it is signed by the installing officer. The installing officer is responsible for making sure the report is made out, but it is the adjutant that should prepare the form. Once the Installation of Officers has taken place, the Adjutant mails three copies of the report within 15 days following the installation to the Department Adjutant.

**KEEP ACCURATE MINUTES OF MEETINGS** -- The purpose of recording minutes at meetings is to keep accurate records, for review and audit, of activities and decisions made on behalf of the Detachment. Members and officers memories are best served with a written commentary on meeting events, reasons for decisions and actual actions taken. For some decisions, the record is required for legal reasons -- both state corporate requirements and for League audit purposes. The presence of minutes and records is indicative of organization and providing information for future use within the Detachment.

Minutes may be kept in writing, shorthand, or by use of recording device. It is not important to write every detail, but salient points of discussion and actions taken are necessary. Minutes should be transcribed to permanent records immediately after a meeting as taken place. Information or other factors appropriate for recording will still be in the Adjutant's memory when done immediately following the meeting.

Minutes and records should be transcribed into a book or binder that passes to each succeeding Adjutant for the Detachment. Periodically, the Adjutant may want to include an index of topics (i.e. annually), for easy reference in the future. The records should be maintained in chronological or reverse order and include meeting date, location, type of meeting, officers present, and members present if appropriate.

**ASSURE THAT RESOLUTIONS ARE MAINTAINED AS CORPORATE RECORDS:**

The minutes of meetings, particularly resolutions (decisions made that affect how business is to be conducted, amendments/changes to by-laws and other decisions regarding finances and programs), must be maintained as a permanent record of the Detachment's activities and according to Detachment procedures. Incorporate and establish their own written by-laws, policies and procedures within that framework.

### **Characteristics and Traits**

- \* Ability to accurately record resolutions and carried motions of the Detachment.
- \* Ability to accurately record minutes of meetings
- \* Ability to organize information and maintain and file records/archives.
- \* Attention to details and capability for recall of information.
- \* Ability to print/write legibly, type and/or utilize computer for permanent Detachment records.
- \* Capability for assembling information and providing officers and member's data regarding Detachment actions, programs and listings.
- \* While not mandatory, a computer and computer skills (particularly word processing) are extremely helpful for this job.

### **Detachment Paymaster**

Shall keep a true record of all monies received and expended by the Detachment and, in close operation with the Adjutant, prepares up-to-date record of dues paid by the membership and forwards notices to members of their dues who have lapsed and also such other duties as may be assigned to him or her by the Detachment Commandant. On the Detachment banking accounts, the Paymaster should always be the primary signer.

### **MAINTAINS DETACHMENT FINANCIAL RECORDS**

The Paymaster is responsible for maintaining and providing for review upon request from the Detachment Board of Trustees, Audit Committee, and/or Department/National offices, all financial records and reports for the Detachment. Such records normally include records of revenue receipts, expenditure records, checking and financial account statements and summary reports of financial condition (balance sheet, profit and loss, cash flow, etc.). As a matter of practice, reports of financial condition should be made and reviewed by Detachment officers and/or membership on a scheduled periodic basis.

### **ACTS AS CONTROLLER OF DETACHMENT FUNDS**

The Paymaster is responsible for paying authorized bills, assures the legitimacy of payment requests, budget and/or board of trustee's approvals, prior to releasing funds for disbursement. He/she is also responsible for assuring that proper documentation accompanies requests for payments in the form of invoicing/billing, receipts and approval. This office acts as the policeman for outflows and expenditures on behalf of the Detachment's membership. He/she, therefore, has the right to question expenditures, if

necessary, not clearly understood by budget or board of trustees. The Paymaster should always present a question to the Board of Trustees if there is any doubt about disbursement.

### **MAKES FISCAL AND FINANCIAL REPORTS AT MEETINGS**

Keeping officers and members informed as to financial status is important to establishing and maintaining credibility within the organization. The presiding officer should call on the Paymaster for a report at each business meeting. This report should summarize financial transactions since the last meeting and provide a balance of accounts. It is suggested that at least quarterly the Paymaster report to the Board of Trustees in more detail on account status, and provide balance sheet, profit and loss and cash flow data in writing. By doing so, the officers are aware of status and trends in determining requirements for revenue and/or changes in expenditures.

### **RECEIVES DUES AND FORWARDS TRANSMITTALS**

This job can be shared by the Adjutant, or handled by the Paymaster in its entirety, based on practicality and Detachment practices and procedures. It is extremely important to handle dues and membership transmittals in an expeditious manner this will be the first impression a new member has of the Marine Corps League -- to assure timely receipt of the member's card and lapel pin. Dues should be transmitted no less than once per month, preferably following a membership meeting, or other such time each month in which the preponderance of members normally join.

It is equally important that the transmittal forms are done accurately and the money is forwarded in compliance with Department and National procedures. It is important to review the transmittal instructions, as well as any procedures and policies, distributed by Department and National. This will help assure the goal of timely response for membership cards and pins.

### **HANDLES TAX AND LICENSING FUNCTIONS**

Because each Detachment should be incorporated within the state, there will normally be annual forms to be completed from State and/or Federal tax agencies. These forms will request financial data regarding revenues and disbursements and their primary purpose is to assure that the organization is conforming to the articles of incorporation for a Veterans non-profit organization. The Paymaster is responsible for completing and filing the required information accurately and timely.

### **Detachment Adjutant/Paymaster**

Some Detachments may choose to combine the officer jobs of the Adjutant and Paymaster. This does not diminish the requirements for either job the characteristics, accountabilities, and responsibilities are all combined into one. Therefore, the combined descriptions from above apply.

**End of Lesson Plan 1**



**Marine Corps League**  
**Program for Professional Development**  
**Lesson Two: Board of Trustees**

**Judge Advocate**

The Judge Advocate (JA) provides legal counsel and opinions on by-laws, policies, corporate regulations and parliamentary procedure for the Detachment. His/her chief role is to assure the legal and operating integrity of the Detachment within the framework of National, Department and Detachment by-laws and policies and any other legal entities such as state corporation requirements, for the Detachment. The JA may also be called on to make procedural rulings during the course of business and officer meetings.

While the JA should be familiar with the operations, procedures, programs and activities of the Detachment in case he/she is called on to fill in for an absent officer, his/her primary responsibility is to understand, interpret and rule or provide opinions on the authorized and legitimate code for conduct of business.

The JA is a bona fide member of the Board of Trustees who establishes policy and direction for the Detachment. On the other hand, the JA must step aside from the role of policy making and make sure that policies, voted issues and procedures are in conformance with three levels of by-laws and policies - Detachment, Department and National. In addition, the JA must assure that the Detachment by-laws and policies are within the framework and spirit of the National and Department by-laws and policies.

**Characteristics and Traits**

Ability to understand and interpret statutes and policies of the organization.

Ability to weigh opposing views, evaluate complex issues and provide reliable opinions for deciding solutions.

Effective communication skills for elaborating decisions.

Ability to absorb details and research information.

Interest in legal and judicial processes.

Effective writing skills for issues that go beyond the Detachment.

Knowledge of parliamentary procedures and the League Ritual.

Ability to make rulings quickly where appropriate (i.e. parliamentary procedures at meetings).

Understanding of Detachment's corporate position and regulations thereof.

Ability to write, modify and/or amend Detachment by-laws and policies.

Interest and ability in auditing procedures to assure conformance to by-laws, policies and regulations.  
Objectivity.

Ability to stand alone in rendering unpopular opinions.

It is important for the JA to have a thorough understanding and working knowledge of all bylaws and policies. On his/her own initiative, questionable issue should be brought to attention of the Board of Trustees and/or general membership for review and opinion. Questions regarding issues or policies brought by the membership or officers need to be resolved by the JA in an objective and expedient manner where practical. The JA may also call on the Department and National Judge Advocates for advice, counsel and interpretation.

A primary purpose of the JA is to keep the Detachment on solid legal footing, and to assure that Marine Corps League and state laws are complied with by the Detachment.

In cases where a member(s) is embroiled in an issue, the JA should render opinions as quickly as possible and as objectively as possible, to avoid disruption to the Detachment. If the issue cannot be solved without going beyond the Detachment, the Administrative Procedures by National and Department will be in effect. Generally, 99.5% of the problems can be addressed at Detachment level, if immediate action is taken and that action references by-laws and policies.

Generally, questions in this area arise when developing and/or modifying Detachment by-laws, policies and administrative procedures. In addition, there can be questions regarding attendance at Department and National meetings, processes for submitting changes to by-laws and policies, awards, discussion topics for agenda and other.

OTHER:

Other duties of the Judge Advocate may include:

Acting in the absence of another officer(s).

Maintaining a log/report on questions, issues, opinions and rulings.

The Judge Advocate is the keeper, protector and counselor of those laws, policies, and procedures within the Detachment. He/she must be diligent in assuring conformance to these credentials that allow the League and the Detachment to exist in an orderly manner. As with laws in our daily lives, we may not agree with them all, but they exist for the purpose of providing a common structure within which we can operate and mutually respect the rights of others. The Judge Advocate has the right and obligation to suggest meaningful change to the statutes from higher levels and a procedure for being heard.

## **Junior Vice Commandant**

The Junior Vice Commandant (JVC) holds a crucial position within the Detachment since he/she is responsible primarily for the recruiting and retention of members. The job goes beyond the Detachment level in that the JVC has the opportunity to find the appropriate Detachment for Marines outside his/her Detachment area and/or identifying areas where new Detachments should be developed.

The JVC should be familiar with the operations and projects of the Detachment, influence programs and act as a spokesman to the Board of Trustees on what members and prospective members are looking for from the organization. The JVC must also be able to sell ideas and programs to the members that will assure growth of the organization.

Of all the specific officer assignments, recruiting and retaining members rank at the top of the list.

### **Characteristics and Traits**

Enthusiasm for the organization and salesmanship.

Ability to be innovative and promote ideas.

Ability to put together marketing/advertising plans.

Ability to develop brochures and other documentation for selling the League and the Detachment.

Evaluation capabilities in assessing member ideas, suggestions and issues.

Thorough knowledge of the League and Detachment operations, programs and activities -- and their strengths and weaknesses.

Ability to develop Detachment strengths into a cause for all to join; effective communication skills -- both written and verbal.

Effectiveness in promoting ideas and dealing with media, groups and individuals.

Commitment to supporting members and addressing their needs.

Initiative in maintaining members through phone calls, correspondence and visits.

Problem solving capability on non-operational issues.

Project and committee leadership capabilities.

Narrative of Job Accountability and Responsibilities

### **INITIATE PROGRAMS AND SUPPORT ACTIVITIES OF THE DETACHMENT**

The Junior Vice Commandant (JVC) should be influential in bringing about programs and activities that meet the needs of members. The Commandant may utilize the JVC to prepare monthly general meeting programs (other than the business meeting) that involve members and bring interesting speakers/topics to

the membership. By contacting military and civilian speaker's bureaus, there are a wide range of topics of interest that can be brought to a meeting to increase participation and attract new members.

An important aspect of bringing new members and prospects to a meeting is making them feel welcome. The JVC can take charge of introducing new Marines and involving them in the meeting. The JVC can also suggest to new members areas in which they can participate, see that they are assigned to a project/committee of interest and are introduced to the chairperson.

The JVC and the Adjutant should assure that there is a current membership list with phone numbers and addresses available periodically (at least quarterly). The JVC should also maintain a list of potential members, Marine units and other contacts to make sure that they are welcome at meetings, events and activities of the Detachment.

The JVC may promote special events aimed at enhancing membership such as picnics, social events and Marine Corps celebrations.

The Junior Vice Commandant (JVC) may be asked to assume responsibilities of the Senior Vice Commandant (SVC) in the latter's absence. The JVC will need to be familiar with the programs, activities, and projects/committees of the Detachment, and more specifically those under the leadership of the SVC. In rare instances when the SVC and the Commandant are both absent, the JVC will assume the position of the Commandant.

### **CHAIRMAN OF MEMBERSHIP (RECRUITING AND RETENTION) PROGRAMS**

The most important function to be performed by the Junior Vice Commandant (JVC) is the development and maintenance of programs for enhancing Detachment and League membership.

There are several methods and considerations for how this function can be carried out effectively. The JVC will need to make personal contact with prospective members and with members whose renewal dates are near or have past. Personal letters to prospects and members may also be required. Phone calls encouraging members and prospects to attend meetings and activities are necessary. Development of marketing material and brochures to be published by the Detachment or distributed to media sources may also be required.

#### **Junior Vice Commandant Mentoring Program**

When a new member comes in, the sponsor of that new member should take him or her in tow until the new member feels comfortable. The leadership should try to create a bond between the new members and the established members so the new members will feel accepted as part of the Detachment. It is human nature to gravitate toward kindness and to shy away from being ignored. We can all do a better job along these lines. By being more positive toward our retention efforts, we can grow and push our mission forward.

The JVC will need assistance from members in the Detachment. A committee or project may be one answer, in which the committee/project members take responsibility for various aspects of membership programs and share in the phone and personal contacts. The JVC needs to be adept at leading such a group, by establishing goals and objectives, and providing constant support. The JVC will also need to

contact outside groups, like Marine Corps units and other Veteran organizations. In doing so, he/she must have a program to sell and generate interest in the Marine Corps League.

Innovation is required in developing effective programs and locating Marines in the Detachment area with which to make contact. Recruiters, Marine units and other organizations can sometimes help in providing such lists. Posters in prominent areas, recruiting at malls, flea markets, fairs, Marine Corps birthday celebrations and other events are other ways to gain notoriety. Once members are on board, the JVC needs to be interested in the participation of members -- encouraging them to attend meetings and programs. He/she also needs to determine if the Detachment is meeting the expectations of the member. Once on board, the name of the game is to keep members in the League.

#### WORKS ON, PRESIDES AT COMMITTEES DESIGNATED BY THE COMMANDANT

Normally, the Junior Vice Commandant (JVC) should be assigned to projects and committees that have an effect on membership participation and programs. Such projects/committees may include membership, events, awards, meeting programs, or other, if deemed appropriate by the Commandant.

OTHER -- Other duties of the Junior Vice Commandant may include:

Develop and maintain records on membership and participation.

Report on membership status and issues to the Board of Trustees and the general membership.

Develop budget projections and goals for membership and programs for reaching goals.

Communicate with members on ideas and suggestions.

#### Summary

The Junior Vice Commandant's position is important to the Detachment because it embodies the primary goal of the League -- bringing Marines on board, keeping them on board and perpetuating the purposes of the League. Without members and effective programs to recruit and retain, there's no way to assure the carrying on of Marine traditions after the Corps.

## **Senior Vice Commandant**

One objective of the Senior Vice Commandant's (SVC) position is one of preparation for the office of Commandant. In achieving that objective, it is important for the SVC to be integrally involved in all the affairs of the Detachment and to take on, specific tasks assigned by the Commandant. Of prime importance is assisting the Commandant in the completion of tasks that are important to the Detachment. This may include taking on jobs as directed, providing specific skills not inherent with the Commandant and/or assisting in the two way communications between members and officers.

Chairing a finance committee assumes responsibility for evaluating, developing and monitoring revenue sources and determining the expenditure needs of the Detachment; developing and maintaining an annual budget (which is a guideline and formulation of operations and programs in dollar terms) *for* revenues and expenses; spearheading donation sources *for* Detachment programs and activities; evaluating and reporting on financial standing (with Paymaster) and actions required on a periodic basis (at least quarterly).

In effect, the SVC may be accountable *for* developing ideas and programs which will assure the continued relevance of the Detachment and the Marine Corps League to current members and potential members. This is an opportunity to review and suggest strategic plans that involve organization structure, programs and activities and ideas that further promote the significance and effectiveness of the Detachment. This might include surveys of members and potential members and discussion groups to air problems and identify new goals.

While the SVC might take on specific *projects* for specific purposes, the primary focus for his/her leadership should be on general requirements and needs that have a broad impact on the entire Detachment

Some of the roles the SVC may be called upon to perform include presiding at Detachment general meetings, officer meetings and committee/project meetings. The SVC should be familiar with the requirements of the Commandant in these areas and be able to effectively use Robert's Rules of Order, other parliamentary procedure and the Marine Corps League

## **Ritual**

In addition, the SVC may be called on to deliver presentations or meet with other contacts that are handled by the Commandant. The SVC must be prepared to meet contingencies that arise by the absence of the Commandant.

## **SUMMARY**

The Senior Vice Commandant's position is important to the Detachment for three general reasons: To assist and support the Commandant; to prepare for succession to the Commandant's office and to back up the Commandant when absent. The SVC should be a major contributing force to the success of the Detachment. He/she should provide knowledge and influence in assuring the achievement of the Detachment goals and operational objectives.

## **Commandant**

### **Characteristics and Traits**

Proven leadership and management *skills*.

Effective communication skills *with* members, the *community*, other Marine Corps League *organizations* and the Marine Corps.

Ability to establish mutually agreed upon objectives; plan, direct, articulate and promote strategies within sphere of influence.

Ability to recognize and solve problems.

### **LEADERSHIP**

The first and most important job of the Commandant is to lead. In doing so, he/she sets an example for other officers, and the Detachment members. Leading also requires that tasks and accountabilities (along with authority) be delegated to subordinate officers and members. However, the ultimate responsibility for accountabilities still rests with the Commandant. In leading, it is important to continually assess results and assist/support subordinates in removing obstacles to their completing their delegated tasks.

### **CHIEF EXECUTIVE OFFICER OF THE DETACHMENT**

As an incorporated entity within the state, the Commandant is CEO of the Board of Trustees and the Detachment. As such, he/she is responsible, as a corporate officer, for the activities, financial standing and image portrayed in the community and the League.

### **Narrative of Job Accountability and Responsibilities**

### **FORMULATION AND DEVELOPMENT OF PROGRAMS**

Just as a newly elected President has ideas and programs that he/she promotes to be elected, so too should the Commandant have ideas and programs that will improve Detachment operations and enhance the capabilities/results of achieving goals. Also, just as a President needs to sell the ideas to Congress and compromise where appropriate to achieve the best program for all constituents, so too the Commandant must articulate, sell and compromise, where appropriate, promote programs and objectives with Detachment members and the Board of Trustees.

The most important element of achieving this task is developing a written plan/strategy for each program and idea, discussing the merits and weaknesses and agreeing on a direction. Other officers and members will also have ideas and programs, but it is the ultimate responsibility of the Commandant to lead the way in development and initiation.

## **APPOINTMENT OF COMMITTEES TO CARRY OUT DETACHMENT BUSINESS**

There are a few reasons to appoint a committee: To bring together varied skills and perspectives to study/solve a problem or evaluate an idea; to plan, initiate and accomplish a given task or program; to involve members in a legitimate activity who might otherwise not volunteer.

Some items to consider in setting up a committee (which will be discussed in a later section) are: Determine if the purpose clearly needs a committee or can the situation be handled by making one individual accountable; make sure a committee is not formed to delay action on solving a problem; clearly define the results expected of the committee and establish a start and end date, at which time the committee will be dissolved; select a committee chairman who has strong leadership and meeting skills to reduce the time and effort to achieve results.

### **Responsible for Fiscal Stability and Financial Procedures**

The financial well being of the Detachment is a significant target for the Commandant, the Board of Trustees and officers of the Detachment. The first concern is for the financial integrity and credibility of the Detachment -- the proper channeling and use of funds (i.e., if funds are generated for a charitable purpose, they are to be used for that purpose). The Commandant is ultimately responsible for the fiduciary nature of the finances for the Detachment. It takes money to operate a Detachment and more money to support programs, events and activities.

The integrity, image, membership level and ability to support events are often directly proportional to the size of the treasury and the way in which it is managed. Every Commandant needs to understand sources of revenues, expense control, cash flow, profit and loss, and balance sheet data -- and be assured that financial procedures provide an audit trail to support inquiries.

### **ABIDES BY THE BY-LAWS AND POLICIES OF THE MARINE CORPS LEAGUE**

The Commandant must set the example for the other officers and members of the Detachment. Having sworn to uphold the principles and laws of the League, the Commandant, as should every officer, must be familiar with the By-Laws and Policies prescribed by MCL National, the Department and the Detachment. All policies and by-laws must be compatible and cannot be in violation of National by-laws and policies.

### **AWARDS**

The Detachment Commandant has the authority and opportunity to recognize members, non-member citizens of the community and companies for service and achievements in support of Detachment/League objectives. The *Distinguished Service Medal*, *Distinguished Service Certificate*, *Distinguished Citizenship Medal*, *Certificate of Appreciation* and others are ways to acknowledge support, performance, citizenship and patriotism.

### **Other duties of the Commandant include:**

Assuring that reports, including membership transmittals and officer installation reports, are prepared and dispatched on a timely basis.



Acknowledging transfer requests and ascertaining that member meets the qualifications for transfer.

Receiving, reviewing, discussing and taking action on reports of financial status, project status, problems/member issues, and Detachment concerns.

### **Summary**

The Detachment Commandant's position is critical to the success of the Detachment and to the Marine Corps League. The ability to lead will be decisive to the success of the Detachment. The ability to delegate and monitor results will be crucial to time management -- getting things done through others and achieving desired results.

### **Jr. Past Commandant**

The Junior Past Commandant is the immediate past Commandant of the Detachment. Generally, this office, depending on Detachment by-laws, should hold a position on the Officer Board, or Board of Trustees. The role of the Junior Past Commandant (JPC) is to provide guidance and counsel to the Detachment Commandant and other officers. They should assist in providing continuity from one administration of officers to the next. Their experience, background, and knowledge should be utilized for purposes of educating and assisting officers

The JPC can be invaluable in assignments that assist the Commandant, and in introducing the Commandant and officers to outside contacts that are necessary to Detachment programs. The JPC can help provide rationale for past decisions and directions, experiences learned, and direction for incomplete objectives and/or unfinished plans. The JPC should be considered a resource to be used by the Board of Trustees and Staff Officers in accomplishing their assignments.

**End of Lesson Plan 2**

## **Marine Corps League**

### **Program for Professional Development**

#### **Lesson Three: District Vice, New Detachments, & Auxiliary**

##### **Department Liaison**

##### **District (Regional) Vice-Commandant**

The Detachment is a separate and distinct unit which can, and often does, function independently. But the work of a detachment can be more effective if it is joined by a tight link to the Department and national organization. The District Vice Commandant provides that important link.

The District Vice Commandant is the elective representative of the Detachments in the district, but an obligation to provide guidance and supervision is also implied. While when the detachment is running normally these items should be provided discreetly to the Commandant.

Detachments are charged with carrying out the objectives and programs of the Marine Corps League and to comply fully with the obligations assumed under the Detachment, Department and National Bylaws and Administrative procedures, and National Charter.

But, if your Detachment becomes inactive or begins to falter, you can expect your District Vice Commandant to start giving directions and assuming some control. Will Quarterly provide written reports to Commandant on activities in their District.

Responsible for Proper Administration of the Business of the Department within their area.

Pass information to Detachments about activities from the

Department and follow through.

Observation and reporting the progress of Detachments.

Providing opportunities for Marines in an area to establish Detachments.

Assisting Detachment Commandants in matters as requested as well as the Department Commandant forming a new Detachment .

##### **District Vice Responsibilities**

Once a lead is obtained the district vice contacts the potential detachment organizer. Establish if there seems to be the possibility of obtaining the needed 20 new members.

A new detachment startup kit is obtained and the organizer is encouraged to find a location to establish an exploratory meeting, if there are the required number of interested new members . then you would break open the startup package and start the application for Charter. Start by having the application filled

out and signed. The Detachment shall maintain a file of these applications. It is also recommended that the Detachments create a service record book (SRB) on members. Example: Awards, commendations, offices held and etc. Checking DD-214 and/or Discharges and noting such on applications as well as the date of the document so that there is a record of what was presented. Establish a dues schedule by pointing out to the prospective members the National and Department dues requirements.

### **Temporary Officers**

A temporary Commandant, Adjutant and Paymaster are selected by the members of the Detachment to act as their respective officers, with the cooperation of all the members to secure new members before the date set for the closing of the charter application when the permanent staff of Detachment Officers will be elected. Subsequent elections may be held in accordance with the National Bylaws and Administrative procedures.

Permissions from Family is needed to use a name when naming your detachment. You may choose to use the location name and after a period of time file for a name change to honor a passed individual of significance to the area or to the members of the detachment. To use an individual's name you must obtain notarized permission from the Family or executor of the estate allowing the usage of the name.

### **Applying for Charter**

Choose someone who understands block letters or otherwise has very legible handwriting skills. There will be a lot of names, a lot of confusion to the forms, making it so that the Department paymaster and the national membership representative can decipher the information so that each member gets a membership card with their correctly spelled name and address on it, with corrections at a minimum the Detachment gets off on the right foot without issues that are easily avoided.

Encourage the new detachment to make their charter ceremony an event. The Department officers should attend and make the presentation. This is an excellent opportunity to recruit members. It gives both sides a chance to meet one another so the department learns something about its new detachment, and the new members know that the Department is interested in the new detachment and members.

### **Marine Corps League Auxiliary**

The Auxiliary is an important adjunct to the Detachment's scheme of organization. The official contact with the Auxiliary is through the Auxiliary President. The Auxiliary can help in proportion to its opportunity. A good Commandant will find work for the Auxiliary.

The Commandant, or designated representative, will keep in close touch with the Auxiliary and give its members plenty of inspiration and encouragement. Detachments with an Auxiliary are stronger, and better rounded than those lacking the assistance provided by Auxiliary members.

### **STARTING AN AUXILIARY UNIT**

In order to receive a charter for a Unit in the Marine Corps League Auxiliary, there are but a few requirements:

Have a charter application signed by at least seven (7) members eligible for regular membership.

Have a letter (not email) from the local Detachment Commandant giving permission from the Detachment to use the Detachment's name, if you wish to use the same name. Or, you may use any name you wish as long as it has not been used and meets with the approval of National Headquarters.

A Unit may not be named after a living person.

A temporary slate of officers must be elected for President, Sr. Vice President, Jr. Vice President and Judge Advocate

Obtain an EIN Number for the Unit.

If you have a group of "a few good women", have one of them contact the Department Auxiliary President or Department Jr. Vice President so she may send her a Unit starter kit and work with her in obtaining a charter. If there is not an Auxiliary Department, then contact the Division Vice President for your area.

While an Auxiliary Unit is an asset to any Detachment, a Unit may be started independently of a Detachment.

**End of Lesson Plan 3**

## **Marine Corps League**

### **Professional Development**

#### **Lesson Four Uniforms, Ribbons and Awards**

- **Uniforms**

1. Casual
2. Undress
3. Women's Casual
4. Formal Red Blazer
5. Formal Mess - Blue Trousers, Red NCO Stripe
6. Formal Mess - Tux Trousers

- Nomenclature of MCL Uniforms
- Plain Black Socks (ALL)
- Highly Shined Smooth Toe Black Lace-up Oxford Shoes (All)
- Plain Black tie (1,2)
- Marine Corps or Marine Corps League gold tie bar (1,2)
- Black Standard or Pleated Trousers (1,2,3,4)
- Blue Trousers with **NCO** Stripe (2,5)
- Marine Corps web belt and brass buckle (2)
- Black belt and square gold buckle with the Marine Corps Emblem (1,2,3)

#### **Numbers correspond with slide #2 Uniforms (Available in the PowerPoint Version)**

- Uniform Nomenclature Continues
- Black Tuxedo Trousers (4,6)
- White T-Shirt (1,2)
- White Shirt w/epilates, 2 Breast Pockets w/button Flaps, Long Sleeve (2)
- White Shirt w/epilates, 2 Breast Pockets w/button Flaps, Short Sleeve (2)
- White Shirt, standard collar (1)

- Formal pleated shirt with a standard collar and no ruffles (4,5,6)
- Uniform Nomenclature  
Continued
- Marine Corps khaki field scarf and Marine Corps or Marine Corps League
- Gold tie bar (1,2)
- Red Blazer (1,3,4)
- Red Mess Jacket (5,6)
- Black Nylons
- Black Pumps (3)
- Women's white blouse that is worn with the USMC Dress Blues (3)
- Black cross over (Marine Corps Style) tie (3)
- Plain black "A" line skirt
- Marine Corps League Cover (All)
- **The Standard Marine Corps League Cover**

The Standard MCL cover is the minimum uniform item worn by members to be considered “in uniform”. While wearing the Marine Corps League Cover, you are considered in uniform and underarms. In an opinion given by the then standing National Chaplain, Ora Fultz, "It is worn indoors and out at all times, even in church. The cover is removed only during prayer. During prayer, remove your cover and place it over your heart."

- The Standard MCL Cover is the single most important part of the uniform, without which, no other part is authorized to be worn. The cover and all attachments are purchased through the Marine Corps League.
- All members of the League are authorized to wear the red MCL cover. Members elected or appointed to Department Offices are authorized to wear the red with gold crown cover. Members elected or appointed to National Staff or Committees are authorized to wear the gold cover. Past National Commandants are authorized to wear the gold with white crown cover. The National Commandant is authorized to wear the white cover.
- **Male and Female Covers**

Past Department Commandant, Past Detachment Commandant, Past Kennel Chief of the Military Order of Devil Dogs and Past National Director of Young Marines, with the years displayed for holding that office, are the only members who are authorized to wear their respective covers after their tour of duty is

completed. All other personnel will revert back to what they were wearing before they were elected or appointed to office, removing past office identification strips.

- **Pins, ornaments, or ribbons are not authorized for wear on the MCL cover.**

Nothing goes on the Basic Cover, except the Marine Corps Emblem on the left side and approved identification strips or embroidering on the right side. The Marine Corps emblem should be the solid gold emblem, not a Marine officer's gold and silver emblem. Identification strips should be worn to indicate "current" offices only, except as authorized by the Uniform Code for "Past Commandants".

"Past Commandant" may be embroidered as this is a lifetime title. It must be small enough, as to be covered by a strip denoting any current office held. If a strip is worn to denote current office, it will be worn above the detachment name and centered. The "LIFE" strip should be worn to the rear of the right side. The "LIFE MEMBER" strip should be worn the same as the identification strips are worn. That is, centered on the right side of the cover.

- **Life Membership Strips**

The "LIFE" and "LIFE MEMBER" strips are two different strips. Tradition is that the "LIFE MEMBER" strip would be worn above other strips, such as a current officer strip. Although it isn't spelled out in the Uniform Code, the detachment name should be embroidered on the right side, 1/2" to 3/4" up from the bottom of the cover, centered left to right and abbreviated, if need be. Contact your Detachment about having the detachment's name embroidered on your cover.

- **Casual Uniform Red Blazer**

- The red blazer is available at clothiers outside the Marine Corps League; see your Detachment Paymaster about ordering this item. All attached items are ordered through the Marine Corps League, see your Detachment Paymaster on how to order these items. The buttons it comes with must be removed and in their place Marine Corps League buttons sewn. There will be two.

- **THE MCL CREST**

- The Marine Corps League Crest is worn on the left breast pocket, about 1/4" below the lower half of the pocket cuff and centered on the pocket. The Marine Corps League Crest pocket insert may be worn in place of the standard crest, and the commercially sold plastic sleeve insert with permanently set Marine Corps Seal may also be worn.

- **RED BLAZER OR EVENING DRESS JACKET  
LAPEL PINS**

The MCL Member, MCL Life Member, 5 Year, 10 Year, etc., pins are worn in the left lapel button hole. Other pins are also authorized, but never more than two (2) at a time, on the left lapel.

The Past National Commandant pin may be worn inboard with the National Marine of the Year outboard. National Marine of the Year pin may be worn inboard, with a Past Department or Detachment Commandant, or other Member pin outboard.

Kennel Devil Dog of the Year Pin may be worn outboard of the National Marine of the Year Pin. The Chapel of Four Chaplains, MCL Membership, or retired Marine lapel pins, may also be worn. (Although there are several types of MCL membership pins, i.e. Past Commandant, Life Membership, Five Year, Ten Year membership, etc., only one MCL Membership pin should be worn.) Ordained Ministers or Chaplains may wear a symbol of their religion, of the size approved by DOD. The medal and ribbon presented by the Chapel of Four Chaplains may be worn around the neck with this uniform. It should be worn over top of the neck tie.

- **Name Tags**

The name tag is not worn with this uniform. Sunburst insignia are never to be worn with the red blazer. Miniature medals, ribbons, and badges are not to be worn on the red blazer, except when the blazer is worn as an optional jacket of the Formal Uniform, and then miniature medals may be worn or a maximum of three large Medals. The Formal Uniform will be discussed below.

- **Casual Uniform The White Shirt**

This outlines the shirt to be worn with the "Casual", or red blazer uniform. *The shirt can be either long sleeve or short sleeve*, but must be plain white in color. This shirt can be purchased at any clothing store. The shirt should have a plain collar. *It will not be the "aviator" style shirt worn with the Undress Uniform.* Sunburst insignias are not worn with the "Casual" uniform. Ribbons and badges are not to be worn with the "Casual" Uniform\*. Patches are not worn with the "Casual" uniform.\* Note: The Marine of the Year Neck Ribbon may be worn. No devices, pins, badges or patches of any kind are to be worn with the "Casual" uniform. Just the shirt, field scarf, and prescribed tie bar.

- Nothing more!

- **Casual Uniform The Black Trousers**

Black trousers with a black belt and square gold buckle with the Marine Corps Emblem are to be worn with the Casual Uniform. The belt can be either the wide leather belt or the narrow dress belt. The wide leather belt is worn with the large square buckle with the Marine Corps Emblem on it. Both are available through National. The narrow dress belt with the smaller buckle, also having the Marine Corps Emblem, satisfies the black dress belt option.

- See your Detachment Paymaster about how to order these items. The trousers are purchased at any clothing store. The bottom of the cuff, should just reach the top of the heel sole of the shoes.
- Dress blue trousers with red stripe are not authorized with the Casual Uniform.
- Sans belt trousers are not authorized with the Casual Uniform.

- **Casual Uniform The Black Field Scarf & Black Shoes**

The field scarf should be a plain flat black tie with a Marine Corps League or Marine Corps gold tie bar. The field scarf is available at any clothing store, but the tie bar is purchased through the Marine Corps League or you may wear the Marine Corps issued gold tie bar. No other tie bar is authorized. No tie tacks, no field scarf colors other than black, and no embroidered or other designs on the field scarf are



authorized. Just a simple, plain, black, field scarf . A clip on field scarf may be worn, or if using a regular field scarf , a four in hand knot is recommended.

- **SHOES**

The shoes should be black leather oxfords, either Corfam© type, or highly shined. The uppers on the toes should be flat leather, with no seams. Rubber or leather soles may be worn. Black socks, should be worn, also.

**No taps are authorized.**

- **Undress Uniform**

The Long Sleeve and Short Sleeve Undress Uniforms will be discussed here. There's more to the Undress Uniform than just taking off your red blazer. The Dress Blue trousers with the red NCO stripe are worn with the Undress Uniform, along with the Marine Corps web belt and brass buckle. It should be pointed out that the Dress Blue trousers have the red NCO stripe, not the wider Officers stripe. The Black Trousers may be worn as an option with both Undress Uniforms, having the same belt and buckle options as with the

Casual Uniform.

The same shoes and socks are worn with the Undress Uniform, as with the Casual Uniform.

Sunburst insignia and ribbons are worn the same as the long sleeve shirt. The optional name tag is worn the same way as with the long sleeve shirt.

- **LONG SLEEVE SHIRT**

The Long Sleeve Undress Uniform shirt will be an aviator style shirt, with two (2) button down breast pockets and shoulder epaulets. It will have a military crease running top to bottom, centered on each pocket and three creases on the back. The Marine Corps League Shoulder Patch is worn on the left shoulder, centered on the crease, 1-1/2" down from the shoulder seam. The Field Forward American Flag or Devil Dog patch will be worn on the right shoulder, centered on the crease, 1-1/2" down from the shoulder seam.

- **Undress Uniform**

- **Sunburst Insignia**

The Sunburst Insignias are worn on each collar, centered, 1/2" from both edges, with the eagles wings parallel to the deck. The name tag may be worn above the right breast pocket, centered and 1/8" above the top of the flap. Either Marine Corps League ribbons **or** Department of Defense ribbons and badges may be worn above the left breast pocket, centered, 1/8" above the top of the flap. Marine Corps League and Department of Defense ribbons cannot be mixed. Ribbons are to be worn in rows not exceeding four ribbons per row. If the top row has fewer ribbons than the lower rows, they are to be centered on the lower rows.

- **The Black Field Scarf**

*The black field scarf with either the Marine Corps or Marine Corps League gold tie bar (no open collar).*

- **Short Sleeve Shirt**

The Short Sleeve Undress Uniform is same as long sleeve except in sleeve length. It has the same pockets, shoulder epaulets, creases and patches. The top most button is left open and a tie is never worn with the short sleeve Undress Uniform shirt. The dress blue trousers with red NCO stripe are to be worn with this uniform, the black trousers are an option. The same belts and belt options are worn with the short sleeve Undress Uniform as with the long sleeve Undress Uniform.

- **Women's Cover**

- The Standard Cover is to be worn with the Marine Corps Emblem worn on the left side. Officer strips, LIFE and LIFE MEMBER strips and the detachment name embroidery is the same as the men's Standard Cover.

- Enclosure 3 doesn't state that the cover be a woman's cover, so it is assumed that either the Standard Women's Cover or the Standard Men's Cover may be worn. All these items are available through the Marine Corps League.

- **Women's Shirts**

- A long sleeve or short sleeve white shirt, with shoulder epaulets, military creases and two button down flap pockets, similar to the men's shirt, is worn.

- An option is the women's white blouse that is worn with the USMC Dress Blues. Either Marine Corps League ribbons or Department of Defense ribbons and badges may be worn, but not mixed.

- With the long sleeve version of this uniform, either the black cross over (Marine Corps Style) tie - OR- black field scarf with MC or MCL gold tie bar will be worn.

- The Sunburst insignias, shoulder patches and name tag are all worn the same as is prescribed with the men's uniform.

- A plain black "A" line skirt or black slacks are worn the same as with the casual uniform. When the trousers are worn, the same belts that are authorized with the Casual Uniform may be worn.

- **Women's Undress Uniform**

- Dress blue trousers with red NCO stripe may be worn, with Marine Corps web belt and brass buckle, when in Color Guard.

- Black nylon hosiery and a black, plain toe, closed pump are worn with this uniform.

- When wearing trousers, plain, black oxfords may be worn.

- Earrings

- Although earrings aren't mentioned in the Women's Casual Uniform section of the National Bylaws, Enclosure (3), it is written in the section on the Women's Undress Uniform and is believed to apply to all uniforms.
- Earrings may be worn with this uniform. They must either be small, round, white pearl (or pearl like), or gold earrings, not to exceed 9mm in size. When worn, they will fit tight against the lobe of the ear and not extend below the earlobe.
- **Women's Casual Uniform**
- The Women's Casual Uniform will consist of the red blazer, with the buttons arranged as is on the men's Casual Uniform OR The women's red blazer which is fitted differently and the front buttons are on the opposite side, from the men's red blazer worn.
- Both are available through an outside clothier.
- **Associate Members Uniform**

The Associate Member is not to wear the Marine Corps Emblem. This Emblem is highly honored by all Marines and only those who earn it, may wear it.

The regulations for Associate Member Uniforms are the same as Regular Member Uniforms, except as follows:

The Marine Corps Emblem on the Basic Cover is replaced with a Starburst Emblem with Forward Facing Anchor.

- Crest, Sunburst, American Flag and MCL Patch

On the Casual Uniform, the Crest or Bullion Seal is not worn.

- The Sunburst Insignias on the Undress Uniform is replaced with 1/2" x 1/2" gold MCL insignias.
- The field forward American flag patch is worn on the right shoulder and the Marine Corps League patch with an Associate Rocker attached at the bottom will be worn on the left sleeve.
- They are to be worn in the same way as prescribed on the Regular Member Undress uniforms. Dress blue trousers may be worn, but without the red NCO stripe.
- **The Formal Uniform**
- The Formal Uniform will consist of the Basic Cover, as with all other uniforms. The shirt will be a formal pleated shirt with a standard collar and no ruffles. The tie will be a black, military bow tie.
- The shirt will have gold cuff links and gold studs.

- The Chapel of Four Chaplains medal may be worn with this uniform as an option and the Marine Corps League Blazer Crest or Bullion is optional when miniature medals are worn.
- The red mess jacket is worn with this uniform, but the red blazer may be worn as an option, due to the high cost of the red mess jacket, which is ordered through an outside clothier. If the red mess jacket is worn, it will be a medium weight gabardine material with Marine Corps League buttons, a gold waist chain and the Sunburst Insignia in locating holes in the jacket collar. The buttons are sewn on, three to a sleeve and three on either side of the waist, as illustrated.
- A gold cummerbund can be worn with either Jacket. The gold vest front may be worn with the Formal Red Blazer only. They are Both sold through National.
- Blue trousers with NCO Stripe or Black tuxedo trousers are worn with this uniform, but black trousers are an accepted option. The belt and buckle can be either of the belts worn with the Casual Uniform.
- When wearing the red mess jacket, large medals may not be worn. When wearing the red blazer, miniature medals are authorized as described below, or up to three large medals may be worn.
- Shoes and socks are the same as the Casual Uniform.

- **Mounting of Medals**

When more than one medal is worn, they shall be suspended from a holding bar of metal or other material of sufficient stiffness to support the weight of the medals. No more than seven medals are to be worn on one row. When more than seven medals are worn, additional rows shall be used. When more than four medals are on a single row, they are to overlap evenly, on a four ribbon bar, up to seven medals.

When eight or more medals are worn, the lower row will contain the same number as, or one more than, the upper row and overlap evenly, up to seven medals. The upper row will be side by side up to four medals, then overlapping if the second row is more than Four medals and less than seven. The upper row, should never be more than one medal greater in number than the lower row.

- In the event that more than fourteen medals are worn, they are to be placed on three rows, with the lower and middle rows containing the same number of medals and the top row, either the same number or one less than the middle row.
- At no time are there to be more than seven medals to a row. Any time there are more than four medals to a row, they are to be overlapped evenly (no more than 50%) and the upper rows will have no more than one more medal than the next lower row.
- DESCRIPTION OF MEDALS, RIBBONS, AWARDS, PINS AND WHO MAY AUTHORIZE
- Medals

### **Distinguished Citizens Medal-Gold**

Medal: Gold

Ribbon: Blue, gold, white, green and red stripe

**Awarded By:** National Commandant

**Recommended By:** Detachment\Department\National Division Vice-Commandant.

**For Approval:** Department\National Division Vice Commandant\National Awards Committee Shall be awarded by National Commandant ONLY. This medal is automatically presented to the National Marine of the Year with the FMF device (Eagle, Globe and Anchor) signifying National Marine of the Year (see Note #3).

- Recommendation(s) for this medal must be in writing and sent to the National Commandant via the National Awards Committee for their recommendation for approval or disapproval. The medal will be awarded **only** to Marines who, in the opinion of the Awards Committee, have answered to the call of "Above and Beyond" the principles upon which the Marine Corps League was founded. A 3/16" gold star will be worn to indicate additional awards.

### **Distinguished Citizens Medal-Silver (Current)**

Medal: Silver

Ribbon: Red center flanked by gold and black stripes

**(A) Awarded By:** National Commandant

Recommended By: Detachment\Department\National Division Vice-Commandant

For Approval: Department\National Division Vice-Commandant\National Commandant\National Awards Committee

**(B) Awarded By:** Department\National Division Vice-Commandant

Recommended By: Detachment\Department\National Division Vice-Commandant

For Approval: Department\National Division Vice Commandant

### **Distinguished Citizens Medal-Bronze (Current)**

Medal: Bronze

Ribbon: White center flanked by maroon stripes

**(A) Awarded By:** National Commandant

Recommended By: Detachment\Department\National Division Vice-Commandant

For Approval: Department\National Division Vice-Commandant\National Commandant\National Awards Committee

**(B) Awarded By:** Department\National Division Vice-Commandant

Recommended By: Detachment\Department\National Division Vice-Commandant

For Approval: Department\National Division Vice-Commandant

**(C) Awarded By:** Detachment Commandant

### **Distinguished Service Medal (God, Country, and Corps)**

Medal: Bronze

Ribbon: Maroon center flanked by dark blue stripes

**Awarded By:** Detachment\Department\National Division Vice-Commandant\National Commandant

**Recommended By:** Detachment\Department\National Division Vice-Commandant\National Commandant

This medal should be presented to a Marine who has been awarded the Distinguished Citizen Medal-Gold, Silver or Bronze, with the Distinguished Service Certificate indicating the authorization to wear the awarded medal.

### **National Recruiter Medal**

Medal: Gold – Silver - Bronze

Ribbon: Green, white and gold

Awarded By: National Jr. Vice-Commandant

Awarded to National Recruiter of the Year.

### **Department Recruiter Medal-Silver**

Medal-Silver

Ribbon-Green, Gold, Green

Awarded to Department Recruiter(s) of the Year

### **Detachment Commandant Medal (Commandant John A. Lejeune)**

Medal: Bronze

Ribbon: Maroon and Dark blue stripes

To be worn by present and past elected Detachment Commandant.

### **Detachment Staff Medal (Elected)**

Medal: Silver

Ribbon: Blue, White, Red, White, Blue

To be worn by present and past elected Detachment Officers.

### **Detachment Staff Medal (Appointed)**

Medal: Bronze

Ribbon: White, Blue, White

To be worn by present and past appointed Detachment Officers.

### **Detachment Recruiter Medal-Bronze**

Medal: Bronze

Ribbon: Gold, Green, Gold

**Awarded By:** Detachment Commandant

Awarded to: Detachment Recruiter(s) of the Year

Can be issued to all members recruiting five or more new members in a single year.

### **Marine Corps League Medal (Membership)**

Medal: Marine Corps emblem on gold sunburst

Ribbon: Blue, khaki, olive stripes flanked by gold and pink stripes.

To be worn by a member of the MCL who is a member in good standing. A bronze star may be worn for each period of five (5) years of continuous membership and there has not been a break in membership.

### **CERTIFICATES**

- **Distinguished Citizen Award Certificate**  
The only notation on the bottom left corner will be "Authorized to Wear-Gold, Silver or Bronze"
- **Distinguished Service Award (Certificate only)**  
This award may be presented by the National, Department, or Detachment Commandant to Leaguers and non-League members who have distinguished themselves.
- **Certificate of Appreciation**  
This award may be presented by the National, Department, or Detachment Commandant for appreciation of loyalty and patriotism to country and the Marine Corps League. This may be awarded to Leaguers and non-League members.
- **Certificate of Appreciation (For displaying the United States flag)**  
This award maybe presented by the National, Department, or Detachment Commandant.

### **AWARDS**

#### **Marine of the Year**

This award shall be presented to a regular member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League.

Letters of Nomination for National Marine of the Year shall originate only at the Detachment level. No individual member(s) of the Marine Corps League, nor any subsidiary unit(s) of the Marine Corps League shall submit a Letter of Nomination other than the nominee's Detachment.

The nominee shall be a regular member of the Marine Corps League, in good standing of the Detachment, which submits the Letter of Nomination.

Only officers and/or members of the Detachment submitting the Letter of Nomination shall be allowed to submit documentary proof, or affidavits on behalf of the nominee submitted.

Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has been a deed(s) of courage or valor without regard for his/her own safety. (See National Administrative Procedures Section 300, Sub-Section One (1))

The nominee shall be a regular member of the Marine Corps League, in good standing of the Detachment which submits the Letter of Nomination.

Only officers and/or members of the Detachment submitting the Letter of Nomination shall be allowed to submit documentary proof, or affidavits on behalf of the nominee submitted.

Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has been a deed(s) of courage or valor without regard for his/her own safety. (See National Administrative Procedures Section 300, Sub-Section One (1))

### **“Espirite de Corps” Award**

National Headquarters of the Marine Corps League will accept nomination of the individual from the Superintendent of the U.S. Merchant Marine Academy. This award was conceived to extend recognition by presenting a Marine Corps Officer's sword to the Marine Option Cadet, who best demonstrates the qualities of leadership sought by the Marine Corps, from the U. S. Merchant Marine Academy at Kings Point, NY. The presentation will be made by the National Commandant at the Commencement ceremonies.

### **Dickey Chapelle Award**

National Headquarters of the Marine Corps League will accept nominations for the annual Dickey Chapelle Award prior to 1 June annually. This award was conceived to extend recognition to the woman who, in the opinion of the Awards Committee, has contributed most to the morale, welfare, and well-being of the officers and men of the United States Marine Corps. While not limited to the immediate past 12-month period, nominations should stress accomplishments during that period. Nominations should be forwarded directly to: Awards Committee, Marine Corps League, Post Office Box 3070, Merrifield, Virginia 22116-3070.

### **Heroism Medal**

Shall be awarded by the National Commandant or his/her representative. This medal is presented to a civilian for an act of heroism. Recommendation(s) for this medal must be in writing and sent to the National Commandant via the National Awards Committee for their recommendation for approval or disapproval. The medal will be awarded only to civilians who, in the opinion of the Awards Committee, have answered to the call of "Above and Beyond" the principles upon which the Marine Corps League was founded.

### **VAVS Award**

The National VAVS Representative and Deputy Representatives will select at the national convention the recipients of the Detachment VAVS awards and individual award as described below:

#### 1. Plaques

None (sp) plaques categorized by membership strength of the detachment as reflected on the current 30 June strength report roster.



Category 1: 15 to 50 members. First, Second and Third Place plaques.  
Category 2: 51 to 100 members. First, Second and Third Place plaques.  
Category 3: Over 100 members. First, Second and Third Place plaques.

## **2. Past National Commandant's VAVS Award**

Nominee's for the PNC's VAVS Award must be a member in good standing of the Marine Corps League and must have served on a regular basis in the VAVS Program at a VAMC for a minimum period of at least three years. Recommendations for the PNC's VAVS Award must be made by the detachment and approved at a regular scheduled detachment meeting. Recommendations to be submitted to the National VAVS Representative are to be received no later than July 1 prior to the National Convention. Recipient of the PNC's VAVS Award is entitled to wear the Marine Corps League's Community /VAVS Service Ribbon.

## **3. Detachment VAVS Award**

Detachment VAVS Award recommendations should also be submitted to the National VAVS Representative to be received no later than July 1st prior to the National Convention, outlining the activities of the detachment VAVS program to include total hours volunteered and monetary donations to the VAVS program.

- National Jr. Vice Commandant's Awards
- **100% Membership Citations**
- (a) 100% Membership Streamers will be given to those Detachments, Departments, and Divisions, who have achieved 100% membership during the period of 1 July to 30 June and will be Red in color with Gold lettering.
- **Increased Membership Citations and Plaques**
  - (a) Increased Membership Citations will be awarded to all Detachments, Departments, Divisions that exceed their membership strength from 1 July through 30 June. The Citations will be presented during the National Convention each and every year.
  - (b) Increased Membership Plaques will be awarded to all Detachments, Departments, Divisions that exceed 100% membership by percentage in the following manner:

- (1) Detachment Membership from 15 to 50 members, four (4) plaques; 1st through 4th place.
- (2) Detachment Membership from 51 to 100 members, four (4) plaques; 1st through 4th place.
- (3) Detachment Membership from 101 to 200 members, four (4) plaques; 1st through 4th place.
- (4) Detachment Membership from 200 plus members, four (4) plaques; 1st through 4th place.
- (5) Department Membership, four (4) plaques; 1st through 4th place.
- (6) Division Membership, three (3) plaques; 1st through 3rd place.

- **Individual Membership Recruiting Awards**

Each and every year, a special form (See Enclosure Four (4)) must be filled out by the individual member and signed by the Detachment Commandant and Detachment Adjutant/Paymaster, then mailed to the National Junior Vice-Commandant.

Recruiting Awards will be issued as follows:

- (a) A Citation will be given to those members who have recruited 5-24 members during the year.
- (b) A National Recruiters Medal-Bronze and a Distinguished Service Award Citation (signifying the accomplishment) will be presented to those members who recruited 25-49 members during the year.
- (c) A National Recruiters Medal-Silver and a Distinguished Service Award Citation (signifying the accomplishment) and a plague will be presented to those members who recruited 50 plus members during the year.
- (d) The top Recruiter of the Year, the one individual member that has recruited the most members through his/her individual efforts will be presented the National Recruiters Medal-Gold (appropriately engraved), and a plague in the shape of the United States with his/her name engraved thereon and the Distinguished Service Award Certificate (signifying the accomplishment).

- **National Convention Streamers**

These will be awarded to those Detachments, Departments and Divisions who display the League standards at the National Convention and will be in the color of the state in which the National Convention is being held with appropriate lettering.

- **PINS**

- **Past National Commandant Pin**

Oval-shaped pin with Marine emblem and a diamond. Presented to the outgoing National Commandant at the completion of his tour as National Commandant at the National Convention. It will be worn centered on the left lapel, one inch below the lapel notch.

- **National Marine of the Year Pin**

Gold pin in the shape of the United States. Awarded at the National Convention to the Marine selected by the Marine of the Year Society as the National Marine of the Year. It will be worn centered on the left lapel one inch below the lapel notch, left of the Past National Commandant pin if so awarded.

- **Kennel Dog of the Year Pin**

Gold pin with Devil Dog emblem in the center. Presented at each National Convention to the Marine selected as the Kennel Dog of the Year. It will be worn centered on the left lapel one inch below the lapel notch, left of the National Commandant pin and Marine of the Year pin if so awarded

**Note #1:** For each additional medal award, a bronze star will be worn. A silver star will be worn in lieu of five (5) bronze stars and a gold star will be worn in lieu of five (5) silver stars unless otherwise noted. The exceptions are: Distinguished Citizens Medal-Gold; Silver; Bronze and Distinguished Service Medal. On each of the aforementioned, a 5/16" gold star will be worn to indicate additional awards and a 5/16" silver star will be worn in place of five (5) gold stars.

**Note #2:** When Departments celebrate their 50th or more anniversaries, the medals that are struck for those Departments, and issued or sold at their respective Department Conventions to **only those who attended.**

**Note #3:** National, Department and Detachment "Marines of the Year" are eligible to wear the FMF device (Eagle, Globe and Anchor) signifying National, Department and/or Detachment Marine of the Year. This device will be centered on the respective ribbon for each award. National Marine of the Year will wear it centered on the Gold ribbon, Department Marine of the Year will wear it centered on the Silver ribbon, and Detachment Marine of the Year will wear it centered on the Bronze ribbon. Prior and subsequent awards (Gold, Silver or Bronze, not necessarily Marine of the Year) will be worn with the proper stars affixed.

- **Wearing of Miniature Medals**  
(Formal Dress Only)

A. Miniature medals may be worn on the left lapel of the red blazer with the medals placed evenly between the left lapel notch and the top edge of the breast pocket and one inch out from the edge of the inside of the left lapel. In those instances where regulation size holding bars cannot be accommodated on the lapel, medals may be extended beyond the edge of the lapel to the left breast of the red blazer.

B. Additional holding bars on the Red Blazer shall be placed under the top row in such a manner that the medallions of the upper row are in line immediately above the medallions of the succeeding row, unless medal count is uneven.

Note: This applies only if wearing the Blazer. When wearing the Marine Corps League Mess Jacket, miniatures will be worn as you would large medals.

- **Mounting of Miniature Medals**

- A. When more than one (1) medal is worn, they should be suspended from a holding bar of metal or other material of sufficient stiffness to support the weight of the medals.
- B. When eleven (11) medals are worn, there will be five (5) medals on the first row, and six (6) medals on the second row (medallions cannot be even top to bottom).

- **Mounting of Miniature Medals**

- The maximum length of the holding bar for medals should be four (4) inches, (3 ribbon bar). A maximum of five (5) medals, side by side, can be accommodated on a holding bar of maximum length, however, a maximum of ten (10) medals can be accommodated on a holding bar if overlapped. Overlapping shall be equal (not more than 50%) and the right or inboard medal shall be shown in full.
- Mounting of medals by rows: One to ten medals, 1 row only
- One to eleven medals, 2 rows - first row (5), second row (6)
- Two medals mounted side by side on a one (1) inch bar ( 1 ribbon bar).  
Three medals mounted on a one (1) inch bar (1 ribbon bar) overlapped.
- Four medals mounted on a two (2) inch bar (2 ribbon bar) overlapped.

When more than one (1) of the same medal has been awarded, stars shall be worn for additional awards.

- **Military Order of the Devil Dogs Uniform Regulations**
- The cover patch of the Military Order of the Devil Dogs, Inc. is to be sewn on the right hand side of the Marine Corps League Cover centered over the piping, (gold piping on the Detachment member and Department Officer cover, red piping on the National Officer cover) so that one half of the patch extends from either side of the piping. The eyes of the Bulldog on the Patch should be level to the deck and the Gold Trench Helmet will be canted to the left side of the Bulldog's head. The bottom line of the helmet touching the Bulldog's head on either side should be parallel to the piping on the cover. The Patch shall not touch the piping on the top of the cover, or the bottom edge of the cover, nor shall it touch any lettering on the cover.
- No pins, stars, medals, or any other devices shall be worn on the cover without the official approval of the Kennel. Kennel officers may wear gold covers, but they must revert to the cover they are authorized after their term of office. Only Past Chief Devil Dogs may wear the Gold cover after their term of office and the dates of tenure must be sewn on the cover.
- An embroidered official insignia may be worn on the right sleeve of the shirt with the top of the insignia 1-1/2 inches below the shoulder seam.
- The official identification disc of the Military Order of the Devil Dogs, Inc. shall be a metal one, which can be gold or silver plate. The disc shall be 1-1/4 inches in diameter on the face of which is the official insignia surrounded by the lettering of the official title of the order and below the insignia the words "Pound No." allowing space for the number of the member's Pound. On the top of the reverse side shall appear the words "Presented to" below which shall be a space of the name and state of the member, at the bottom the words "License No." which is for the member's license number.
- The disc is to be perforated and suspended by a 1 inch ribbon of approximately 36 inches in length to permit the disc to be worn pendant about the neck in colors herein described:
  - a) All active PEDIGREED DEVIL DOGS shall wear a gold ribbon.
  - b) All active DEVIL DOGS shall wear a red ribbon.
  - c) All active PUPS shall wear a black ribbon.
  - d) Gold plated discs shall be worn by all Past Kennel Officers and bear the name of the highest office held and the fiscal year of tenure.
  - e) Silver plated discs shall be worn by all Past Pack and Pound Officers and shall be similarly inscribed as to the highest Pack or Pound office held and fiscal year of tenure.
  - f) All other members of the order shall wear the plain metal disc.

These Devil Dog Items are those that affect the Marine Corps League authorized Uniforms; for

complete information contact your Pound Keeper.

**End of Lesson Plan 4**

## Marine Corps League

### Professional Development

#### Lesson Five: Grievances & Discipline

##### ADMINISTRATIVE PROCEDURES CHAPTER NINE GRIEVANCES AND DISCIPLINE

- **SECTION 900 DEFINITIONS**
- **PETITIONER**: The petitioner is the person or unit bringing either a grievance or disciplinary charges under this chapter.
- **RESPONDENT**: The respondent is the person or unit against whom a grievance or disciplinary action is sought.
- **GRIEVANCE**: A grievance is an injury, injustice or wrong which gives ground for complaint because it is unjust, harmful, afflictive or oppressive. It does not subject the member, detachment or department to punishment, but seeks to resolve the injury, injustice or wrong if such is found.
- **DISCIPLINARY CHARGES**: A formal complaint, accusation, information or indictment of a member, detachment or department in which disciplinary punishment is sought. "Charges" preferred under this chapter need not be by reference to a section. A disciplinary charge shall specify: What was alleged to have occurred, when it was alleged to have occurred and such other supporting information as may be necessary to adequately inform the respondent so a defense may be prepared. Detachments do not have any disciplinary jurisdiction upon any member.
- **RULES OF EVIDENCE OR PROCEDURE**: The rules of evidence or procedure prevailing in a court of law and/or equity shall not be controlling in actions under this chapter. All questions as to the relevance and admissibility of evidence and the regularity of the proceedings and the credibility of witnesses and evidence shall be determined by the appropriate Hearing Board and such shall not be overturned on appeal unless such Hearing Board is clearly in error. The goal of this chapter shall be to insure that matters are expeditiously, fairly and justly heard.
- **BURDEN OF PROOF**: The party bringing the grievance or the disciplinary charge has the burden of proving his allegations to the satisfaction of the Hearing Board. Any countercharges or allegations made by another party must be proved by that party.
- **SERVICE OF NOTICES**: All notices and correspondence required by this chapter must be served by Certified Mail, return receipt requested.
- **WRITTEN COMMUNICATIONS** - The use of e-mail or fax is not allowed as notices of appeal except as permitted by the National Board of Trustees nor do such transmissions meet time deadlines. The proof of timely service is upon the proponent. A Certified Mail receipt constitutes timely service. If the Respondent refuses service and the Proponent displays a Certified Mail receipt, this constitutes timely service.

- **BOARD OF TRUSTEES VOTES:** If the Board of Trustees is not in active service, as stated above, e-mail communication is approved on any vote taken by the Board if the notice is from the National Adjutant/Paymaster.
- **OATH:** All testimony will be given under oath. The oath will be: "I do solemnly affirm to tell the truth, the whole truth, nothing but the truth."
- **TIMELY APPEALS** - All appeals will be served in a timely manner. If not, the appeal shall be deemed waived absent a showing of good cause. All appeals of any decision are due no later than thirty (30) days from the date of the decision. A Certified Mail receipt within such period constitutes proof of service for the appeal.
- If a member, Detachment or Department, feels that there is material grievance or wrong doing within the unit, or that a member has a grievance himself/herself you must do the following:
- The person with the grievance (Petitioner) shall present to the Department Judge Advocate a grievance in writing setting forth as clearly as possible the basis for the grievance. A copy will be sent to the Respondent and additional copies sent to the Department Commandant and the National Judge Advocate. The Respondent, if he/she wishes has ten (10) days in which to answer in writing to the Jurisdictional Judge Advocate concerning the defense.
- The Department Judge Advocate will examine the grievance and immediately attempt to mediate the dispute. If he is successful, he will so notify the Respondent and the Petitioner in writing that the matter is resolved and no further action is needed. The National Judge Advocate is to also receive copies of the report. If the mediation fails, the Judge Advocate will so notify the Department Commandant.

#### REMEMBER

- All correspondence will be sent by Certified Mail, return receipt requested.
- Make certain that copies are disbursed to the participating parties.
- Keep within the time limits for mailings.
- **SECTION 901 GRIEVANCES**
- Upon notice that the grievance is not resolved, the Department Commandant will appoint a Hearing Board consisting of Himself/Herself as the Chairman, the Department Judge Advocate and at least three (3) other members, none of whom shall be members of the unit involved.
- Board has the **AUTHORITY** to convene a Hearing at a time and place of its convenience within the Department on which the alleged grievance did occur. If there are any challenges to the makeup of the Hearing Board, they must be made prior to the convening of the Hearing Board or they shall be deemed waived.

- The Hearing Board may or may not call witnesses. It will hear testimony either orally or by affidavit and it may also conduct its own investigation. As always, the Petitioner has the responsibility to prove his/her allegations brought against the Respondent.
- The decision of the Hearing Board must be affirmed by the majority in writing. If the grievance is substantiated and proved, the Hearing Board shall so state in its decision the action necessary to eliminate the grounds for the grievance. If the grievance is not substantiated or proved, the written decision shall so state. It must be forwarded within fifteen (15) days to the Petitioner and Respondent, with copies to all of the participating parties and the National Judge Advocate.
- If the grievance is substantiated and the Respondent later refuses to by action or otherwise take the action to remove the grievance, he/she may face Disciplinary Charges.
- The right to appeal is afforded to the Respondent and the Petitioner if they disagree with the decision of the Hearing Board. The appeal would be sent by Certified Mail, return receipt requested directly to the National Judge Advocate and must be filed within thirty (30) days of the decision of the Hearing Board. The appeal should be clearly written stating the basis for such appeal.
- The National Judge Advocate will rule on the appeal and advise all parties involved in writing within fifteen (15) days of receipt of such appeal the decision to substantiate or deny the appeal.
- The National Judge Advocate may base his decision solely from the record or may permit the Petitioner/Respondent or any other party to make written or oral argument concerning the appeal before the National Judge Advocate after due written notice to all other participating parties.
- If the record of the hearing is insufficient or there exist material irregularities in procedure, The National Judge Advocate may refer the matter back to the Hearing Board to supplement the record or to correct such material irregularity to insure that justice prevails.
- The Petitioner/Respondent may appeal the National Judge Advocates decision in writing setting forth the basis for such appeal within fifteen (15) days to the National Board of Trustees via the National Commandant.
- The National Board of Trustees shall review the appeal at the first scheduled meeting subsequent to receiving such appeal.
- The Board may make its decision merely from the records or it may permit the Petitioner/Respondent or any other party to appear and argue the matter before the Board after due written notice to all other participating parties. It may take, but is not required to take, further evidence relating thereto under such rules and conditions as it may from time to time adopt.
- The National Board of Trustees may sustain or reject the decision of the National Judge Advocate. If they fail to sustain the National Judge Advocates decision, it shall rule on the appeal and issue its own decision in writing to all participating parties through the National Adjutant/Paymaster.

- The decision of the National Board of Trustees is FINAL and there are no further rights of appeal except as may be specifically granted by this chapter.

#### REMEMBER

- All correspondence must be by Certified Mail, return receipt requested.
- The Hearing Board is convened by the Department Commandant who acts as Chairman and three (3) other members including the Judge Advocate.
- No member of the Hearing Board can be from the units involved.
- Petitioner/Respondent have the right to appeal the decision to the National Judge Advocate.
- Follow time constraints.
- The Hearing Board is the result of a failed mediation.

WHEN YOU HAVE TWO PEOPLE YELLING AT EACH OTHER, THEN YOU HAVE NO ONE LISTENING!!! IF YOU HAVE PROBLEMS, WORK THEM OUT...

- **SECTION 902 DEPARTMENT OR DIVISION GRIEVANCE**

- If a Department, a Division, a Department Officer or a Division Officer is the Petitioner, all matters shall be handled directly by the National Judge Advocate; he and the National Commandant will proceed in accordance with the procedures outlined in 901 (a), (b), (c), (d), (e) and (f).
- The Petitioner/Respondent has the right of appeal to the National Board of Trustees if he/she is not in agreement with the Hearing Boards decision. The request for appeal must be in writing directly to the National Adjutant/Paymaster clearly stating the basis for the appeal.
- The appeal must be filed within thirty (30) days of the decision of the Hearing Board.
- The National Adjutant Paymaster will distribute copies of all pertinent information to the members of the Board of Trustees. Each member of the Board will render their opinion in writing to National Headquarters within fifteen (15) days; whereupon the National Adjutant/Paymaster will inform the Petitioner/Respondent of the decision of the majority of the National Board of Trustees, either-sustaining or denying such appeal. The decision of the National Board of Trustees is final...
- If a grievance arises during the National Convention, it shall be immediately presented in writing to the National Judge Advocate.
- The National Judge Advocate shall attempt to mediate the grievance.

If mediation is unsuccessful:



- The National Judge Advocate shall petition the National Commandant to immediately convene a Hearing Board of at least three (3) members of the National Board of Trustees or such other members as the National Commandant shall designate. The National Commandant may serve as the Chairman of that Hearing Board or shall appoint a Chairman to serve in his stead.
- The Hearing Board may call witnesses and hear appropriate testimony either orally or by affidavit and may conduct its own investigation.
- The Hearing Boards decision must be affirmed by the majority and shall be served immediately in writing upon the Petitioner and Respondent immediately.
- If the grievance is substantiated and proved, the Hearing Board shall state in its decision the corrective action necessary to eliminate the grievance.
- The Petitioner may appeal the Hearing Boards decision directly to the Convention but has the burden of proving such grievance to the Convention...
- A majority vote of the Convention, with the affected member and/or delegation(s) abstaining, will prevail.
- If the grievance concerns the seating or voting of a delegate or delegation, the Convention shall stand in recess until the matter is resolved.
- Any grievance applicable to a National Convention, shall be filed in writing with the National Judge Advocate, prior to commencement of the Convention; whereupon he shall proceed in accordance with Sections 903 (a).
- The grievance shall be presented to the NJA immediately, in writing.
- The NJA shall petition the National Commandant to convene a Hearing Board.
- The Commandant will appoint at least (3) members of the Board of Trustees or other members as he/she wishes.
- The Commandant can stand as Chairman or appoint another to stand in their stead.
- The Hearing Board may or may not call witnesses. It can hear oral testimony or testimony from affidavit. The Hearing Board can also conduct its own investigation.
- The Hearing Boards decision must be affirmed by the majority and shall be served on the Petitioner/Respondent immediately.
- The Petitioner may appeal the decision directly to the Convention.
- A majority vote of the Convention, with the affected member and/or delegation will not vote.
- If the grievance concerns the seating or voting of a Delegate or Delegation, the Convention will stand in recess until the matter is resolved.

- Any grievance applicable to the National Convention, shall be filed in writing with the National Judge Advocate, prior to the commencement of the Convention; whereupon he shall proceed in accordance with Section 903 (a).
- If the grievance is substantiated and proved, the Hearing Board shall state in its decision the corrective action necessary to eliminate the grievance.
- The Petitioner may appeal the Hearing Boards decision directly to the Convention but has the burden of proving such grievance to the Convention...
- A majority vote of the Convention, with the affected member and/or delegation(s) abstaining, will prevail.
- If the grievance concerns the seating or voting of a delegate or delegation, the Convention shall stand in recess until the matter is resolved.
- Any grievance applicable to a National Convention, shall be filed in writing with the National Judge Advocate, prior to commencement of the Convention; whereupon he shall proceed in accordance with Sections 903 (a).

**SECTION 904 DISCIPLINE MEMBER, DETACHMENT, DEPARTMENT OFFICERS OR BOARD OF TRUSTEES**

Whenever an individual member, Detachment, Detachment Officer, Department Officer or a member of the Board of Trustees of a Detachment or Department commits an act contrary to the National Bylaws and Administrative Procedures of the Marine Corps League, or an act deemed not in the best interest of the Marine Corps League, said individual member, or member of the Board of Trustees shall be charged as follows:

- A written complaint setting forth in detail the basis of the disciplinary charges shall be served upon the Respondent (This is commonly referred to as the SPECIFICATIONS) with copies to the Department Commandant and the Department Judge Advocate by Certified Mail, return receipt requested.
- The written complaint may be served in person by the Department Sergeant-at-Arms, upon service, the Sergeant-at-Arms shall file a written return of service specifying the date and time the Respondent was served.

**A FAILURE TO ACCEPT OR REFUSAL TO ACCEPT CERTIFIED MAIL OR TO SIGN THE RECEIPT OF SUCH MAIL AFTER DUE NOTICE FROM THE USPS SHALL BE DEEMED GOOD SERVICE!**

- After receiving the written complaint with the charges and specifications, the Department Judge Advocate shall have twenty (20) calendar days in which he/she may conduct a preliminary informal investigation to determine the merit of the disciplinary charge and should explore the possibility of a negotiated settlement.

In the absence of a settlement being accomplished in the twenty (20) calendar day period, the Department Commandant shall immediately appoint a Hearing Board as required herein which shall convene within forty (40) calendar days subsequent to such appointment.

- The appointed Hearing Board shall be composed of the Department Commandant as Chairman, the Department Judge Advocate and a minimum of two (2) other members. Ideally, there should be an odd number such as five (5) totally.
- The Hearing Board is empowered to convene a Hearing Board at a time and place of its convenience subject to limitations as set forth above in Paragraph 904 (c). Any challenge to the composition of the Hearing Board or to the notices given must be made at least ten (10) days prior to the start of the hearing or they shall be deemed to have been waived.
- The decision by the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board. If the disciplinary charge(s) are substantiated and proved, the Hearing Board shall also state the punishment awarded by the Hearing Board. Additionally, if the disciplinary charge(s) is not substantiated or proved, the written decision shall so state.
- The written decision shall be forwarded within fifteen (15) days to the Petitioner and the Respondent, with copies to all of the participating parties (NOT THE WITNESSES), and the National Judge Advocate and Nat'l Adjutant/Paymaster.
- A written appeal may be made to the National Judge Advocate by either the Respondent or the Petitioner on the Hearing Board's decision. Any appeal must be made in writing within thirty (30) days after receipt of the Hearing Board's decision setting forth as clearly as possible the basis for such appeal.
- The National Judge Advocate shall rule on the appeal and shall advise all participating parties in writing of his/her decision either substantiating or denying the appeal within thirty (30) days.
- The National Judge Advocate may render his decision merely from the records or he/she may allow any other party to make an oral or written argument concerning the appeal. The National Judge Advocate must first notify all participating parties by written notice that he/she is allowing such argument. Under no circumstances will you contact the National Judge Advocate unless he/she allows the supplement to the record.
- If the record of the hearing is insufficient or there exists material irregularities in procedure, the National Judge Advocate may refer this matter back to the Hearing Board to supplement the record or to correct such material irregularity to insure that justice prevails.
- The Petitioner/Respondent may appeal the National Judge Advocate's decision in writing setting forth the basis for such appeal within fifteen (15) days of receipt of the National Judge Advocate's decision to the National Board of Trustees via the National Commandant.
- The National Commandant will place the appeal on the agenda of the next scheduled meeting of the Board. The Board of Trustees shall review the appeal at the first scheduled meeting subsequent to receiving the appeal.

- The Board may make its decision merely from the record or they may permit the Petitioner/Respondent or any other party to appear and argue the matter before the Board. The Board must have received written notice as well as all participating parties.
- The Board may, but is not obligated to, take further evidence including mitigation (lessening) and/or aggravation (worsening) of such disciplinary charge(s) and/or the punishment awarded relating thereto under such rules and conditions as it may from time to time adopt.
- The Board may sustain or reject the decision of the National Judge Advocate.

YEA! or NAY!

- If they fail to sustain the finding, they must issue their own findings in writing to all of the participating parties through the National Adjutant/Paymaster.
- **THEIR DECISION IS FINAL! THERE ARE NO FURTHER RIGHTS OF APPEAL!**
- The legitimate travel and lodging expenses of the Board shall be a charge against the Department, which shall be reimbursable to the members upon submission of a voucher to the Paymaster of the appropriate Department.
- **SECTION 905 DEPARTMENT COMMANDANT OR DEPARTMENT**
- In the event the Respondent is a Department Commandant or a Department, the following procedure is in place.
- A Disciplinary charge(s) shall be submitted in writing to the National Judge Advocate and to the Respondent, with a copy to the National Commandant.
- Proof of Service by Certified Mail, return receipt, shall be provided to the National Judge Advocate by the Petitioner(s).
- The National Judge Advocate may or may not conduct an independent investigation.
- He will determine if the charge(s) has merit.
- He will also explore the possibility of a negotiated settlement.

If it appears that the charge is valid and there is no chance for a negotiated settlement, upon his/her own initiative, the NJA shall proceed to do the following:

- Petition the National Commandant, who shall appoint a Hearing Board of not less than three (3) nor more than five (5) members, including the National Judge Advocate. The National Commandant may, with discretion, appoint current or former members of the Board of Trustees.
- The Hearing Board is empowered to convene in the Department in which the disciplinary charges(s) arose at a time and a place of its convenience. Any challenge to the makeup of the Hearing Board or to the notices given concerning such hearing must be made at least ten (10) days before the start of the hearing or shall be deemed to have been waived.

- The Hearing Board may or may not call witnesses. The Petitioner has the burden of proving any and all disciplinary charge(s) against the Respondent to the satisfaction of the Hearing Board.
- The Hearing Board shall hear appropriate testimony, either orally or by affidavit, as set forth in this chapter. The Hearing Board may also conduct its own independent investigation.

The decision of the Hearing Board shall be written and must be affirmed by a majority of the Board.

- If the charge(s) is/are substantiated and proved, the Board shall so state in its decision its finding relative to the evidence and shall also state the punishment awarded by the Hearing Board. There are three (3) forms of punishment relating to a member under Section 910, they are:
  1. Reprimand (Slap on the hand)
  2. Suspension (Specify for how long)
  3. Expulsion (Termination of Membership)
- Now, if the disciplinary charge(s) is/are not substantiated or proved, the written decision shall so state.
- The written decision shall be forwarded within fifteen (15) days to the National Commandant and the National Judge Advocate will affect proper service upon the Petitioner/Respondent and all of the participating parties and Nat'l Adjutant/Paymaster.
- The Petitioner/Respondent may appeal in writing within thirty (30) days to the National Board of Trustees via the National Commandant setting forth as clearly as possible the basis for such appeal.
- The National Adjutant/Paymaster will distribute copies of all pertinent materials to the members of the National Board of Trustees.
- Each member of the Board of Trustees shall submit their opinion in writing within fifteen (15) days to National Headquarters, whereupon the National Adjutant/Paymaster will inform the Petitioner and the Respondent of the decision of the majority of the National Board of Trustees, either sustaining or denying the appeal.
- Any member of the Board of Trustees who shall have served on the Hearing Board, shall abstain from voting on the appeal.
- The decision may be appealed by the Petitioner/Respondent to the National Convention setting forth as clearly as possible the basis for the appeal directly to the National Convention via the National Adjutant/Paymaster.

- **SECTION 905 DEPARTMENT COMMANDANT or DEPARTMENT**
- If the appeal is made to the National Convention, it must be made within thirty (30) days of receipt of the decision of the National Board of Trustees and not less than thirty (30) days prior to the start of the National Convention.
- The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.
- **SECTION 906 NATIONAL OFFICERS AND BOARD OF TRUSTEES**

If the Respondent is an ELECTED NATIONAL OFFICER or a member of the NATIONAL BOARD OF TRUSTEES, other than the NATIONAL COMMANDANT or NATIONAL JUDGE ADVOCATE, the procedure shall be as follows:

- 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.
- The National Judge Advocate may conduct a preliminary investigation to determine:

**The Merit of the charge and the possibility of a negotiated settlement.**

- If the charge(s) appear to be valid and has merit, and if it appears likely that there will be no negotiated settlement, the National Judge Advocate upon his own initiative shall proceed to:
- Petition the National-Commandant, who shall appoint a Hearing Board of not less than three (3) members nor more than five (5) members including the NJA. The National Commandant may, with discretion, appoint current or former members of the

**Board of Trustees.**

- The Hearing Board is empowered to convene at a time and place of its convenience. Any challenges to the makeup of the Board or to the notices given concerning the hearing must be made at least ten (10) days prior to the start of the hearing or shall be deemed to have been waived.
- The Hearing Board may or may not call witnesses and are under no obligation to do so. The Petitioner has the burden to prove any and all charges against the Respondent to the satisfaction of the Hearing Board.
- The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. They may also conduct their own independent investigation.
- The decision handed down by the Hearing Board shall be in writing and must be affirmed by a majority of the Board.
- If the charges are substantiated and proved, the Board shall state so in its finding relative to the evidence and shall also state the punishment awarded by the Board.

- If the charge(s) are not substantiated or proved, the written decision shall so state.
- **SECTION 906 NATIONAL OFFICERS AND BOARD OF TRUSTEES**
- The written decision shall be forwarded within fifteen (15) days to the National Commandant and the National Judge Advocate will affect proper service upon the participating parties.
- The Petitioner/Respondent may appeal in writing within thirty (30) days to the National Board of Trustees via the National Commandant setting forth as clearly as possible the basis for such appeal.
- The National Adjutant/Paymaster will send copies of all pertinent material to the members of the Board of Trustees.
- Each member of the Board of Trustees will have fifteen (15) days to render his/her opinion in writing to National Headquarters; whereupon the National Adjutant/Paymaster will inform the Petitioner/Respondent of the decision of the majority of the National Board of Trustees, either sustaining or denying such appeal.
- Any member of the Board of Trustees who shall have served on the Hearing Board shall abstain from voting on the appeal.

BUT!!! - This member may be called to testify in front of the Board of Trustees.

- The Petitioner/Respondent may appeal the decision in writing directly to the National Convention via the National Adjutant/Paymaster. This appeal must be made thirty (30) days of the receipt of the decision and not less than thirty (30) days prior to the start of the Convention.
- The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.
- **SECTION 907 NATIONAL COMMANDANT**

In the event the National Commandant shall be the Respondent, the following procedure shall be followed:

- The National Senior Vice Commandant and the National Judge Advocate shall determine if the charge(s) is serious enough to merit further proceedings.
- If so found, the disciplinary charge(s) 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.
- The Senior Vice shall immediately convene the entire National Board of Trustees (excluding the National Commandant) to serve as a Hearing Board. A quorum shall consist of at least eight (8) Board members.

- If the Board finds that in the best interest of the MCL, it may, by 2/3rds vote, temporarily suspend the National Commandant from the duties of his/her office.
- The Senior Vice shall serve as Chairman of the Hearing Board.
- The Hearing Board will convene at National Headquarters at its own convenience, call witnesses, hear testimony and it may also conduct its own independent investigation.
- The decision must be by at least 2/3rds vote and affirmed shall be served upon the National Commandant within fifteen (15) days of the date of the decision.
- The National Commandant may appeal within thirty (30) days to the Senior Vice via the National Adjutant/Paymaster who shall appoint an Appeals Board which shall be comprised of a minimum of five (5) Past National Commandants, 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.
- The National Commandant may further appeal to the National Convention the decision of the Board of Appeals in writing via the National Adjutant/Paymaster. This appeal must be submitted within thirty (30) days of the receipt of the decision of the Board of Appeals and not less than thirty (30) days prior to the start of the Convention.
- Again, the legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.
- **SECTION 908 NATIONAL JUDGE ADVOCATE**

In the event the National Judge Advocate shall be the Respondent, the following procedure shall be followed:

- The charge(s) shall be filed with the National Commandant, who shall affect service upon the Respondent and all participating parties.
- The Junior Past Commandant and the National Senior Vice Commandant shall determine if the charge is serious enough to merit further proceedings.

**IF SO FOUND “Then what”**

- The National Senior Vice as Chairman shall immediately convene a Hearing Board, comprised of himself and four (4) other members of the National Board of Trustees.
- This Board will be empowered to convene a hearing at a time and place of its convenience. Any challenge to the makeup of this Board must be made prior to the start of the hearing or shall be deemed to have been waived.



- They may or may not call witnesses. The Petitioner has the burden of proving any and all disciplinary charges to the satisfaction of the Hearing Board. The Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. It may also conduct its own investigation.
- If the Hearing Board finds it is in the best interest of the MCL, it may, by a 2/3rds vote, temporarily suspend the National Judge Advocate from the duties of his/her office.
- The decision shall be made in writing and must be affirmed by a majority of the Hearing Board.
- If the disciplinary charge(s) is/are substantiated and proved, the Hearing Board shall so state in its decision its finding relative to the evidence and shall also state the punishment awarded by the Hearing Board.
- If the disciplinary charge(s) is/are not substantiated or proved, the written decision shall so state.
- The written decision shall be forwarded within fifteen (15) days to the National Commandant who will affect proper service upon the Petitioner/Respondent, with copies to all of the participating parties.
- The Petitioner/Respondent may appeal in writing within thirty (30) days to the National Commandant setting forth as clearly as possible the basis for such appeal.
- Upon appeal, the National Commandant shall appoint an Appeal Board (Board of Appeals) 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. This Appeals Board shall concern itself only with the appeal and a majority vote by the Board is required for a decision.
- The National Judge Advocate may further appeal the decision of the Board of Appeals directly to the National Convention in writing via the National Adjutant/Paymaster.
- Any appeal to the Convention must be made within thirty (30) days of receipt of the decision of the Board of Appeals and not less than thirty (30) days prior to the start of the Convention.
- The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.
- **SECTION 909 PROCEDURE**

The following procedures will be adhered to in addition to the provisions of this chapter.

#### **NOTICE OF COMPOSITION OF THE HEARING BOARD**

- The jurisdictional Judge Advocate must notify the Petitioner/Respondent of the members appointed to the Hearing Board no less than twenty (20) days prior to the convening of the Hearing Board. No member of an affected unit may serve on the Hearing Board.

- The Petitioner/Respondent will have ten (10) days to object in writing to any or all of the appointed Board members. Such written notice will be directed to the jurisdictional Judge Advocate. Absent a timely objection, the Hearing Board shall be deemed to be fair and impartial.
- The jurisdictional Judge Advocate is not subject to challenge except for good cause.
- Upon receiving a challenge, the jurisdictional Judge Advocate will petition the appointing authority for replacements and notify the Petitioner/Respondent of such replacements. Replacements may be subject to challenge only for good cause.
- Potential Hearing Board members who may have a conflict of interest through friendship, marriage, family relationship or prejudice must recue themselves from sitting on the Hearing Board.
- If the jurisdictional Judge Advocate must be recused from sitting on the Board, the appointing authority will appoint a replacement, preferably a Past National or Department Judge Advocate or a Past National or Department Commandant.
- In the event an investigator or a committee is appointed to investigate the circumstances of any allegations, the investigative report must be presented to the Hearing Board, except to the members who must be recused as stated above, and the investigator or members of the committee may be called as witnesses by the Hearing Board.

## **DUTIES OF THE PETITIONER**

The Petitioner ALWAYS has the burden of proving any grievance or disciplinary charge(s) to the satisfaction of the Hearing Board. Failure to present sufficient evidence may be grounds for dismissal of the grievance or disciplinary charge(s).

- The Petitioner will be responsible to invite any and all witnesses to testify on his/her behalf and to present any and all proper evidence relative to the grievance or disciplinary charge(s).
- A complete list of witnesses, notarized statements from any witness that cannot appear at the hearing in person and copies of all exhibits to be offered into evidence must be submitted to the jurisdictional Judge Advocate fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed or exhibits attempted to be introduced but not previously provided may be heard and admitted subject to the sole discretion of the Hearing Board under such terms and conditions as it shall require.
- The Petitioner may have a member of the MCL act as his/her counsel, but the representative Counsel must have been a member of the MCL for at least a year.
- The Petitioner or his/her representative has the right to examine and cross-examine witnesses.

## **DUTIES OF THE RESPONDENT**

- A Respondent has the right to but need not file a written response to any grievance or disciplinary charge filed against him. However, failure to appear or to provide evidence shall not prevent the Hearing Board from making appropriate findings.
- The Respondent will be responsible to invite witnesses to testify on his behalf and to present proper evidence in his defense relative to the grievance or disciplinary charge against him.
- A complete list of witnesses, notarized statements from any witness that cannot appear at the hearing in person and copies of all exhibits to be offered into evidence must be submitted to the jurisdictional Judge Advocate fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed or exhibits attempted to be introduced but not previously provided may be heard and admitted subject to the sole discretion of the Hearing Board under such terms and conditions as it shall require.
- The Respondent may have a member of the MCL act as his/her counsel, but the representative Counsel must have been a member of the MCL for at least a year.
- The Respondent or his/her representative has the right to examine and cross-examine witnesses.

## **OFFICIAL RECORD OF THE PROCEEDINGS**

The Chairman of the Hearing Board will appoint a recorder, preferably from the local area to keep a record of the proceedings by tape recording. The duties of the recorder shall be as follows:

1. The recorder will be the sole operator of the recording device.
2. The recorder will maintain a log of tape activities (See attachment 91).
3. At the close of the Hearing, the recorder shall turn over to the jurisdictional Judge Advocate, all tapes.
4. The jurisdictional Judge Advocate will sign the log as custodian of the tapes.
5. A duplicate of the log will be sent with all requests of copies of the tapes.
6. The recorder will not participate in the Hearing Board's deliberations.
7. There will be no other recordings permitted but the official one taken by the Recorder. The Board will make available to the principals, upon written request to the jurisdictional Judge Advocate, a copy of the recording. Such request must be made in writing to the jurisdictional judge advocate within ten (10) days of the notice of the decision.
8. The actual cost of the tape reproduction shall be borne by the principal requesting the copy.
9. In a grievance or disciplinary procedure, as set forth in this chapter, if the Petitioner/Respondent requests a copy of the Hearing Board's proceedings, as is provided in Section 909 (D)(7), above the thirty (30) day appeal period shall commence subsequent to receipt of the copy of the record.

## **JURISDICTIONAL JUDGE ADVOCATE AND APPEALS**

1. The jurisdictional Judge Advocate cannot sit on any Appeal Board.
2. The Jurisdictional Judge Advocate may be called as a witness by the party or board hearing the appeal.
3. The National or Department Commandant as the case may be, shall appoint an acting Judge Advocate to replace any recused Judge Advocate.
4. This acting Judge Advocate shall preferably be a Past National or Department Judge Advocate, Past National Commandant or Department Commandant.

## **DUTIES OF THE SERGEANT - AT – ARMS**

- The Chairman of the Hearing Board will appoint a Sergeant-at-Arms, preferably from the local area. The duties of the Sergeant-at-Arms are to preserve order and to perform other duties as required by the Chairman of the Hearing Board.

## **DUTIES AND RESPONSIBILITIES OF THE HEARING BOARD**

1. The Hearing Board may or may not invite additional witnesses other than those designated by the Petitioner/Respondent.
2. The jurisdictional Judge Advocate will provide the Petitioner and the Respondent with a list of witnesses and copies of all exhibits as identified and provided by the Petitioner/Respondent not less than five (5) days prior to the convening of the Hearing Board.
3. 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. Disturbance or poor manners may result in the Chairman ordering the Sergeant-at-Arms to clear the room and the hearing will continue in closed session.
4. The Petitioner/Respondent or their representatives will conduct the examination and/or cross-examination of witnesses. Only one (1) party, either the Petitioner/Respondent or their appointed representative, from each side will be permitted to examine or cross-examine witnesses.
5. The Hearing Board Chairman and members of the Board may conduct a separate inquiry of any witness.

- **SECTION 910 SUSPENSION PENDING HEARING**

In all disciplinary proceedings brought under Sections 904, 905 and 906, herein, the designated jurisdictional Judge Advocate shall possess the discretionary authority to temporarily suspend the respondent from membership, office or function pending the final resolution of the disciplinary charge(s). The National Judge Advocate and the National Adjutant/Paymaster shall be notified in writing of such suspension.

- **SECTION 911 PUNISHMENT**

Following conformance with the procedures outlined in this Chapter, if the Respondent is adjudged guilty of committing any act which would tend to bring discredit or bring the Marine Corps League into public disrepute, and/or conduct unbecoming a member of the Marine Corps League, or if he/she has violated any of the applicable provisions of the National, Department or Detachment Bylaws or Administrative Procedures, or any offense set forth in Section 913 hereof, the Respondent shall be subject to the following:

1. Member or Officer at any level, may be punished by written reprimand, suspension for a specified period of time or be expelled from the Marine Corps League.
2. A Detachment or Department may receive a reprimand, its charter may be temporarily suspended, or permanently revoked.
3. The National Adjutant/Paymaster shall be notified of all actions taken pursuant to this section.
4. When the Respondent has been adjudged guilty, and punished by suspension, the Respondent is stricken from the roles of the Marine Corps League for the specified period of time. During this time, the Respondent is not permitted to attend or participate in any functions of the Marine Corps League, subsidiary and subordinate organizations. If found in violation of their suspension, the Respondent is subject to further charges and possible expulsion from the Marine Corps League.

- **SECTION 912 CIMINAL ACTS**

- Should any member of the League, or any subsidiary organization, subordinate group or members thereof, violate any of the criminal laws of the United States, or a State having jurisdiction thereof, the complaint should be made directly to the proper Federal, State or local authority, and not to the League although such conduct may also be the basis for a disciplinary charge under this chapter.

- **SECTION 913 OFFENSES**

The following offenses are recognized and must be processed in accordance with the applicable section or sections of Chapter Nine:

1. Violation of Oath of Membership.
2. Violation of Oath of Office.
3. Conduct unbecoming a member of the MCL.
4. Any action detrimental to the MCL.
5. Conviction of any crime which constitutes a felony in a County, City, State or Federal Court in the United States.

- **SECTION 914 CHARGES STEMMING FROM A PREVIOUSLY HEARD MATTER**

In the event a charge stems from a previously heard grievance or disciplinary charge, the failure to take corrective action to resolve a grievance, the failure to comply with a temporary suspension or the punishment issued during a previously heard matter, the jurisdictional body shall be deemed to be the body who last heard the proceedings and/or whose findings were the basis of such finding, suspension or punishment.

(a) A charge filed under this section shall be submitted in writing to the National Commandant and the National Judge Advocate.

1. If the charge stems from a matter previously heard, the National Judge Advocate will determine and immediately notify the Commandant of the jurisdictional body to re-convene a hearing at a time and place of its convenience at or near the previous hearing. It may hear-testimony and may conduct its own independent investigation and shall make such additional findings and render such additional punishment, if any, that it finds necessary to enforce the prior decision.

2. If the charge stems from a violation of a temporary suspension, the National Judge Advocate will determine and immediately notify the jurisdictional Commandant who may, prior to convening a hearing, conduct his own investigation, document his findings and make such findings known to the Hearing Board. If a violation is found, the Hearing Board shall render such additional punishment as may be deemed necessary to enforce the prior punishment.

3. The Hearing Board's decision, which must be affirmed by a majority of the Hearing Board, shall be forwarded to the Petitioner/Respondent and the National Judge Advocate within fifteen (15) days, the National Judge Advocate will thereupon affect proper service of the Hearing Board's decision to the National Board of Trustees and Nat'l Adjutant/Paymaster.

4. The Hearing Board's decision may be appealed in accordance with the appropriate section of the Administrative Procedures governing the original charge(s).

- **A SAMPLE CHRONOLOGY**

- All hearings whether for a grievance or a disciplinary action start with the basic proposition that from the date of the filing of the complaint to the date of the start of the hearing should be 60 days or less. This chronology is only a guide and assumes a grievance or disciplinary procedure at the primary Department level where the jurisdictional judge advocate is the Department Judge Advocate and the jurisdictional Commandant is the Department Commandant.

**DAY ONE**

- Judge Advocate receives by certified mail from Petitioner the Grievance or the Disciplinary Charge(s) against a Respondent with copies to the Department Commandant, the National Judge Advocate and the National Commandant. The petitioner must provide evidence of service of the original of the grievance or disciplinary charge(s) upon the respondent by certified mail/return receipt requested.

**DAY 2 TO DAY 19**

- The Judge Advocate and/or the Department Commandant have twenty days in which to conduct a preliminary investigation and/or attempt to negotiate a settlement to grievance or disciplinary charge(s).

**Day 20**

- If the matter is not settled, the Commandant shall immediately appoint a Hearing Board composed of the Judge Advocate and at least two other members. The Judge Advocate shall notify the Petitioner and the Respondent in writing of the composition of the hearing board and the date of the convening of the hearing which should be within 60 days of the original receipt of the grievance or disciplinary charge(s). The convening date cannot be less than 20 days from the original receipt.

**DAY 21 TO DAY 30**

- The Petitioner and the Respondent each have ten days to file a written challenge to the Composition of the Hearing Board. The Judge Advocate is not subject to challenge. Upon receipt of a challenge, the Commandant shall appoint replacements who shall be subject to challenge for cause only.

**DAY 45**

- Not less than 15 days before the established hearing date, Petitioner and Respondent must provide the Judge Advocate with a list of all witnesses and a list and a copy of all exhibits and all notarized statements to be presented to the Hearing Board. Note that if the hearing date established is less than 60 days that you count backwards from the hearing date to establish the date upon which these materials must be provided.

## **DAY 55**

- Not less than five days before the date of hearing, the Judge Advocate shall provide copies of the lists of witnesses, list of exhibits, copies of the exhibits and copies of the notarized statements to the petitioner and the respondent. If the Hearing Board intends to call its own witnesses and/or introduce its own exhibits, the Judge Advocate should prepare the appropriate list and forward copies to the Petitioner and the Respondent. Again, if the hearing date is less than the 60th day, you count backwards from the hearing date to establish this date.

## **DAY 60**

- Hearing is started. From the date of the conclusion of the hearing, the Hearing Board has 15 days in which to render its written decision. Upon entry of the finding and the decision, the petitioner and respondent have 30 days in which to file notice of appeal.
- **NOTE:**

All mail under this chapter must be by certified mail/return receipt requested. E-mail or fax transmissions are not acceptable except as may be specifically allowed by the procedures in this chapter.

**End of Lesson Plan 5**



**Marine Corps League**  
**Professional Development**  
**Lesson Six: Meetings**

- **Meetings**

- Staff

- General

- Conferences / Conventions

- Fund Raising

**The Staff Meeting**

- On a detachment level, there should be a Staff Meeting held once a month. The meeting should be open to any member that would like to attend, but that member would not take part in the meeting unless asked by the Commandant.
- The Commandant will set the agenda for the Staff Meeting and bring up any information that concerns the Detachment and any and all items that he/she feels needs to be discussed.
- The meeting should stay on the agenda as much as possible and the Commandant maintains control of the meeting. The Commandant should insure that everyone is included in the discussions and keep the meeting moving.
- This is where the agenda for the General Meeting is set.
- You can also cut through the unimportant items that are sometimes brought up at a General Meeting and cause unnecessary delays.
- **The Staff Meeting Importance of...**
- If the detachment is having problems with a member or some other difficulties this is a better setting to address the issue with the member or discuss the issue so that thought out options are available to membership.

Note: The staff meeting is an informal meeting and the taking of notes is not necessary unless you chose to do so.

**General Membership Meeting**

- Detachments are required to hold a General Membership Meeting once a month. The meeting date and time should be part of the detachment By-Laws and should be strictly adhered to.
- The Commandant should have a prepared agenda and keep the meeting on course as much as possible. See Staff Meeting.

- The 10 Worst Meeting Offenses

1. Being Unprepared:

- A. Includes Staff Officers or anyone designated to report.
- B. Make sure that all technical aides being used are operational.
- C. Always provide an agenda and support material in advance.

2. Starting on Time:

- A. Insist on starting the meeting at the scheduled time.

- B. Whether your meetings are attended by 12 members or 200 members showing up late or starting late will damage the image that you should be trying to project.

A Meeting Hog is a person that talks just to hear themselves speak. You should encourage your Officers and Staff to have a written Report to present to the membership...there is nothing worse than an Elected or Appointed Officer standing and saying "Nothing to report sir." What have you done for the Detachment during the time between the monthly meetings? If you have nothing to report, it's self-explanatory...

3. Take Part in the Meeting:

Don't just sit there if you have something to offer...Many times a member will not rise to address the body but waits until the meeting is over and then approaches the Commandant or one of the Staff and offer something that is beneficial to the Detachment.

4. Expressing Rude Body Language

- a) Avoid making facial gestures and rude comments during presentation because you disagree with what is being said...You will get your chance to address the body if you so desire. Never get up and leave the room in disagreement. If you show the speaker the lack of respect to at least listen, then you have lost the battle.

- b) It is the duty of the Commandant to manage those being disrespectful in a tactful way and do not ever put a member down by trying to humiliate him.

5. Sitting Silently during the Meeting:

The extreme opposite of not taking part is the member that has nothing to offer during the meeting except idle chatter. You should refrain from private meetings because it is not only rude, but you may also miss something important being considered.

6. Sidebar conversations are a NO-NO:

Sidebar conversations are possibly the rudest thing that can happen during the meeting...This should be stopped immediately and refocus on the subject at hand.

#### 7. Arguing or putting others down:

Disagreements are Healthy and Fine, but never get into personal attacks. Don't make others look bad for the sake of making you look good! Never be condescending or avoid the opinions of the membership. Always be professional in your choice to disagree.

#### 8. Cells Phones:

When the Commandant orders the Sgt-at-Arms to open the meeting, he (Sgt at Arms) will open the meeting according to the ritual and the following "The smoking lamp is out and please turn off all Cell Phones". Additionally, there should be NO ALCOHOLIC BEVERAGES IN THE MEETING ROOM. This is a common sense ruling because we all know that alcohol changes your perspective.

#### 9. Chewing Gum or Eating:

- a) While chairing a meeting, the membership does not want to hear you chewing gum...A bottle of water is permissible.
- b) The staff or Board of Trustees should not be indulging either.

#### 10. Shutting Down the Meeting:

- a) We all know that if a meeting runs too long, you are probably going to have some disgruntled members...If you are in the process of conducting some important business and it needs to be settled then and there, you should ask for a motion to extend the meeting an additional fifteen minutes...This shows the membership that you care about them and are trying to be as expeditious as possible.
- Before The Meeting
  - Have the meeting room set up, bible, flags, name plates, gavel, Sgt at Arms Table, etc. The ritual book illustrates how to arrange quarters, but you may have to adapt according to the physical setting of your meeting location.
  - START ON TIME
  - **Conduct a meeting properly**

#### Follow the Ritual

Opening Ceremony – Use the ritual Book

Roll Call of Officers – Adjutant should take a verbal Roll Call, Officers present should each respond. If someone is absent the Commandant can either excuse them or have them marked absent. (If an officer is excused it is not counted as absent for the purposes of fulfilling the 60% attendance clause in many by-laws) Therefore the Commandant should use some discretion.

## Recognize Dignitaries - What is a dignitary?

Use the “Rule of Thumb” anyone in a higher office than I am. I am now the Detachment Commandant, therefore, I would recognize national officers, department officers and your past detachment commandants. You may also wish to recognize any visitors, such as someone from another detachment.

- Applications for Membership
- After the application and all necessary paperwork has been reviewed and deemed to be in order. (i.e. DD214, Discharge) Look at the paperwork, taking some ones word at this point, even the sponsors, is not acceptable.
- Have the Adjutant read the application (name, address, dates of service and who recommended them). Have the Sergeant at Arms escort the applicant from the room. The Commandant should ask if any member knows of any reason why this Marine or FMF Corpsman should not be a member of the detachment...
- Speakers addressing the floor making recommendations should have a time limit (2-3 min.) or until they begin to repeat points. Thank them, call for discussion staying with the time limit per respondent. Keep the meeting moving and try to accomplish all business in 50 min.

## **General Membership Meeting Conducted Properly and Efficiently**

### **Use the 10 Principles to insure the meeting is being Conducted Properly and Efficiently**

1. Start the meeting on time.
2. Keep the meeting moving.
3. Prepare and use an agenda for the meeting.
4. Do not linger on one subject for an unreasonable amount of time.
5. Do not let members start to address one another instead of the body.
6. Do not let a member hog the microphone. Before a member can speak a second time on a subject, insure that all others wishing to speak have been heard.
7. Insist that members who wish to be recognized raise their hand. Once they are called on, they are to rise, give their name for the record and state their business.
8. They are to keep their statements short and to the point.
9. The meeting should last between 50 min and 1 hour. If you start extending your meetings past this time, you will start losing attendance.
10. If you need additional time, ask someone to make a motion that the meeting be extended an additional 15 min. This shows that you respect the time of the members and keeps them involved in finishing the meeting.

**MEETING GUIDE ORDER OF BUSINESS AGENDA**

**OPENING CEREMONY:**

- Sgt-at-Arms to Post the Colors
- Chaplain to lead in opening prayer

**ACKNOWLEDGE PRESENCE OF DIGNITARIES:**

**ROLL CALL OF OFFICERS:**

**APPLICATIONS FOR MEMBERSHIP:**

- Balloting on Applications for Membership
- Ceremony of Initiation for New Members

**READING OF PREVIOUS MINUTES:**

- Any corrections:
- Accepted as read
- Motions to Accept are only necessary If corrections are made then the motion is to accept the minutes with corrections.

**CORRESPONDENCE:**

**REPORT OF PAYMASTER:**

Opening Balance: \_\_\_\_\_

Income: \_\_\_\_\_

Expense: \_\_\_\_\_

Closing Balance: \_\_\_\_\_

**REPORT OF ANY MEMBER OR MEMBER'S FAMILY SICK OR IN DISTRESS:**

**REPORT OF OFFICERS**

a. COMMANDANT: \_\_\_\_\_

b. SR VICE: \_\_\_\_\_

c. JR VICE: \_\_\_\_\_

d. JUDGE ADVOCATE: \_\_\_\_\_

e. ADJUTANT: \_\_\_\_\_

f. PAYMASTER: \_\_\_\_\_

g. CHAPLAIN: \_\_\_\_\_

h. SGT-AT-ARMS \_\_\_\_\_

i. QUARTERMASTER: \_\_\_\_\_

#### REPORT OF STANDING COMMITTEES

a. Toys for Tots \_\_\_\_\_

b. Young Marines \_\_\_\_\_

#### REPORT OF SPECIAL COMMITTEES:

#### UNFINISHED BUSINESS:

#### NEW BUSINESS:

#### CEREMONY OF INSTALLATION OF OFFICERS

(At proper Time of year according to the National Bylaws)

#### GOOD OF THE LEAGUE:

#### ANNOUNCEMENTS:

#### CLOSING CEREMONY:

Sgt-At-Arms retires the Colors

Chaplain says closing prayer

Sr. Vice Commandant performs the last duties of his post.

#### **MEETING GUIDE ORDER OF BUSINESS AGENDA**

The following items **shall be present at all business meetings:**

- The Detachment Charter or Copy
- The National Colors
- A Bible
- Minutes of Meeting

### Conferences/Conventions

- Explain value of holding a conference or convention, what goes on and why as many members as possible should attend.
- A chance to Attend Training.
- Interact with Marines from other Detachments, Departments, discover a long lost friend , or find a new one.
- Input your opinion about Department or National Direction.

So why is it important?

The Marine Corps League is about the membership. All of us “red hats” are the league. As Delegates we vote on the direction we think the League should take. The projects and programs we support. Expressing your opinions and casting your votes helps make the league stronger. Having the opportunity to hear why decisions are made the arguments for and against strengthens your knowledge. The more informed membership makes better choices for a better league.

- **Fund Raising**
- **Scholarship Programs**
- **Toys for Tots**
- **Young Marines**
- **Veteran Services Volunteering**
- **Marines Helping Marines**

These are just some of the programs The Marine Corps League supports. These are the items that provide the reason the League qualifies as a 501 c (4). We are a charitable organization that supports Marines and their families.

**End of Lesson Plan 6**

**Marine Corps League**  
**Professional Development**  
**Lesson Seven Public Relations**

Public Relations helps to create greater Public Awareness, Vision, and our mission about who we are, what we do, and why we do it.

**DEFINITION OF TERMS**

**Public Relations:**

CREATING OR CHANGING THE ATTITUDES, BELIEFS AND PERCEPTIONS OF PEOPLE BY INFLUENCING THEM PRIMARILY WITH INFORMATION DISSEMINATED THROUGH THE MEDIA.

**ADVERTISING:**

CREATING OR CHANGING ATTITUDES, BELIEFS, AND PERCEPTIONS BY INFLUENCING PEOPLE WITH PURCHASED BROADCAST TIME OR PRINT SPACE.

**Marketing:**

A PLAN TO INFORM AN AUDIENCE ABOUT A PRODUCT OR SERVICE SO THEY WILL BECOME CUSTOMERS. MARKETING INCLUDES PUBLICITY, BUT ALSO INCLUDES RESEARCH, PRICING, SALES, DISTRIBUTION, PACKAGING AND ADVERTISING.

**WHY use Public Relations?**

NEW MEMBERS

VOLUNTEERS

DONATIONS OF CASH, GOODS AND SERVICES

COMMUNITY RECOGNITION

**GETTING STARTED!**

DEVELOP A TIME TABLE

SET PRIORITIES

“NICE TO'S”



CREATE A CONTACT FILE:

MEDIA: NEWS PRINT, TV, ETC. CONTACT PERSON, TITLE, FAX #, E-MAIL, PHONE #, ADDRESS (COLLECT BUSINESS CARDS) CRITERIA: TIME FRAMES, SPACE, CONTACT METHOD PHOTOS (B/W? COLOR?) WILL THEY SEND A PHOTOGRAPHER TO AN EVENT?

WHO?

NEWSPAPERS  
MAGAZINES  
RADIO  
COMMUNITY ACCESS CABLE  
TELEVISION  
CHAMBER OF COMMERCE  
VETERAN GROUPS  
MCL DEPARTMENT NEWSLETTER  
"SEMPER FI" MAGAZINE  
INTERNET  
WEB PAGE  
SERVICE GROUPS

WHAT?

MEETINGS  
INSTALLATION OF OFFICERS  
AWARD PRESENTATIONS  
PARADES/COLOR GUARDS  
VAVS  
TOYS FOR TOTS  
SOCIAL FUNCTIONS:  
DETACHMENT PICNIC  
BUS TRIPS  
DATES IMPORTANT TO MARINES  
MARINE CORPS B'DAY - NOV. 10  
PATRIOTIC HOLIDAYS

HOW?

PRESS RELEASE FOR IMMEDIATE RELEASE:  
WHO?-MCL  
WHAT? - TOYS FOR TOTS  
WHEN? - DATE, TIME  
WHERE?- MALL, CENTER COURT  
WHY? - TOYS FOR NEEDY CHILDREN AT CHRISTMAS  
HOW? - ONE NEW UNWRAPPED TOY FOR ANY AGE CHILD

### How to write a press release:

1. State the event, award or item that you want publicized in the first paragraph. Don't embellish. Editors want to "quick read" what you are trying to communicate as quickly as possible, then make a decision on its news worthiness.
2. Names make the news. Who is it? What is their age? Where do they live? What do they do and why is it that you are seeking exposure for this person? When is the event, if that is relevant, and how is it going to be held. Full names are necessary and a way to reach the person is usually important. Editors and Reporters want to talk to the person you are writing about, not a public relations spokesperson. A PR agent may be number two in important contacts to make.
3. Always include a photograph, if possible, especially if it's a routine announcement. Pictures usually give you more space and editors like to use them because they make a newspaper page more interesting. If a color photo or more professionally done picture is called for, give a "photo op "time that the subject(s) can be photographed.
4. Have somebody else in your company, family, etc. read your press release and search out questions that are unanswered. Newspaper people are very curious and want to know all there is to know even if they don't use everything because of space limits.
5. Be concise; try to get all the facts in 3-5 paragraphs. Send along an additional fact sheet about your company, firm, etc...as a resource. Be sure to supply relevant phone numbers.
6. Don't try to write a story about the item for which you want publicity. Just give us the facts - it's our job to write the story. Most editors don't have the time to pore over multiple page press releases, so try to keep everything on one page.
7. After sending in a news item, it's always good to call the newspaper and ask if the press release was received. It's acceptable to ask if and when the item will be used, but don't quiz a reporter or news clerk, ask for an editor. Normally, he or she will be the only person who can help you.
8. Most news editors are looking for human interest stories that intrigue a wide variety of people. They are not seeking to promote a particular business but often that happens in the telling of a story. If promoting the company is a primary motive that will be a turn-off not only to the editor but also the reporter who writes the story. If motives are pure and writer detects that, often we will go the extra mile to make sure your company gets the credit it deserves.

### MEDIA ADVISORY:

BEST FOR TELEVISION  
ONLY FOR NEWSWORTHY  
ANNOUNCEMENT  
SHORT AND TO THE POINT  
NOT THE SAME AS CALLING A PRESS  
CONFERENCE  
OTHER INFO  
CONTACT PERSON - NAME, TELEPHONE  
IDENTIFY PEOPLE - IN PHOTO, OFFICERS

SHORT, HANDWRITTEN NOTE - "JOE, HOPE YOU CAN HELP US OUT WITH THIS. THE (NAME OF YOUR DETACHMENT) APPRECIATES YOUR SUPPORT. THANKS. BILL"

**FORMAT:**

DETACHMENT STATIONARY  
ALL CORRESPONDENCE SHOULD BE  
TYPED!  
CORRECT SPELLING  
PHOTO (PEOPLE IDENTIFIED)  
BRIEF, CONCISE, PERTINENT INFO ,  
YOUR NAME AND PHONE #  
INFO SHEET ON MCL  
FOLLOW UP PHONE CALL

**CAUTION!!!**

- DON'T SEND PRESS RELEASE WITHOUT APPROVAL OF COMMANDANT
- DON'T IGNORE GUIDELINES SET DOWN BY CONTACT PERSON
- DON'T USE LENGTHY PRESS RELEASES
- DON'T OVEREXTEND YOURSELF -IT'S QUALITY NOT QUANTITY THAT COUNTS
- DON'T INFRINGE ON NEIGHBORING DETACHMENT'S AREA

**USEFUL PHRASES:**

ONCE A MARINE, ALWAYS A MARINE  
ACTIVE DUTY, RESERVE AND HONORABLY DISCHARGED  
SEMPER FIDELIS  
TO PRESERVE THE TRADITIONS AND TO PROMOTE THE INTERESTS OF THE  
USMC  
A BAND OF BROTHERS

**SAMPLES:**

The (your detachment) Detachment. Marine Corps League, Invites ALL AREA MARINES and FMF Corpsmen to our next meeting, (day), (date), (time). At the (place - name and address) .

The TOYS FOR TOTS program is now underway and donations of new toys, contributions, and volunteers are welcome. For Additional information or directions call: (contact phone number)

SEMPER FIDELIS

The (your detachment) Detachment, of the Marine Corps League welcomes ALL AREA MARINES and FMF Corpsmen to, our Annual Picnic at the (location) on (day, date). This is a Family Picnic so bring the Kids. There will be games, lots of food, and a good time for everyone. For details call (name, phone#).

SEMPER FIDELIS

The Marine Corps League, (your detachment) Detachment, seeks Corporate support for the Wheelchair Bus Fund of the V.A. Hospital in (location). We are an IRS 501(c) (4) charitable organization and donations are Tax Deductible. For information on how you can help, call (name) at (phone #).

**WHEN YOU'VE DONE YOUR BEST THE EDITOR MAY:**

MISSPELL WORDS

OMIT CONTACT INFO

RUN PRESS RELEASE AFTER THE EVENT

NOT RUN IT AT ALL!!!

WHAT DO YOU DO???

CONTACT YOUR CONTACT FIND OUT WHY DID IT HAPPEN?

WHAT CAN YOU DO TO PREVENT IT FROM HAPPENING AGAIN?

*"KEEP" YOUR COOL"*

**WHAT ARE YOUR COST?**

TIME

PHONE CALLS

POSTAGE

LETTERHEAD

COPIES

CAMERA/FILM/DEVELOPING

**AND IN THE END REMEMBER**

WHO? WHAT? WHEN? WHERE? WHY? HOW?

FOLLOW THE GUIDELINES OF THE EDITOR

BE BRIEF

TYPE

KEEP AN ACCURATE FILE

HAVE COMMANDANT'S APPROVAL-IN THE EYES OF THE GENERAL PUBLIC,  
YOU REPRESENT THE ENTIRE MARINE CORPS LEAGUE

USE YOUR MEDIA SOURCES

USE YOUR CONNECTIONS

USE YOUR IMAGINATION

YOU ARE THE FEW THE PROUD THE MARINES

**AVAILABLE IN MOST LIBRARIES:**

BACON'S PUBLICITY CHECKER

BEALS, MELBA - EXPOSE YOURSELF - USING THE POWER OF PUBLIC  
RELATIONS TO PROMOTE YOUR BUSINESS AND YOURSELF

CLAY, ROBERTA - PROMOTION IN PRINT - A GUIDE FOR PUBLICITY  
CHAIRMEN

GALE DIRECTORY OF PUBLICATIONS AND BROADCASTING MEDIA

GEBBIE PRESS - "ALL IN ONE" DIRECTORY

HARRIS, MORGAN - NOW TO MAKE NEWS AND INFLUENCE PEOPLE

MALLORY, CHARLES - PUBLICITY POWER - A PRACTICAL GUIDE TO  
EFFECTIVE PROMOTION

THESAURUS

THE BROADCASTING YEARBOOK

THE WORKING PRESS OF THE NATION

TURNER BROADCASTING

**End of Lesson Plan 7**

## **Marine Corps League**

### **Professional Development**

#### **Lesson Eight: Marine Corps League Recruiting Tool**

##### **A Congressionally Chartered Veterans Organization**

Contributions are tax deductible as a 501(c) (4) Veterans Organization.

Cannot be involved in partisan politics. For example, a member in uniform or wearing a MCL logo may not appear with candidates where it may give the appearance that the League is endorsing a candidate or party.

**There is no discussion of politics or religion at Detachment meetings.**

There is no “rank” in the League. Whatever rank you held in the Corps, League members are all “Marines”.

##### **Membership Categories**

**Regular** – Honorably serving or served in USMC for at least 90 days, serving or served in USMCR and have at least 90 Reserve Retirement Credit Points, or serving or served as a Navy Corpsman who has trained with Marine FMF Units for over 90 days. If discharged, the final discharge was Honorable. The member agrees to provide proof of honorable service and/or discharge. (DD-214 or equivalent)

**Associate** – Any other person of good character. An Associate Member cannot hold elective office nor vote in elections or for League policy issues. Wears distinctive MCL insignia instead of the Eagle, Globe, and Anchor on MCL Uniforms.

##### **A Short Overview:**

The Marine Corps League is About:

1. Our Veteran Marines,
2. Active and Reserve Marines,
3. Marine Families and Survivors,
4. The Youth of America, and
5. Doing “Marine” Things

What activities can a new Detachment get involved in?

**I. Veteran Marines**

- A. Visit Hospitalized, Nursing Home and Shut-In Marines
- B. Take Veteran Marines to V.A. and/or Doctors Apt.
- C. Help with their other needs – shopping, legal, etc.
- D. Veterans Oral History Project
- E. Include and transport them to MCL affairs
- F. Make sure they have filed for V.A. Benefits
- G. Fallen Marine Program
- H. V. A. Volunteer Service (VAVS Program)

**II. Active Duty and Reserve Marines**

- A. “Care Packages” to Deployed Marines
- B. Marine for Life (M4L)
- C. M4L/Injured Support and Marines Helping Marines
- D. Support of Local Active and Reserve Units
- E. Recruiter Support

**III. Marine Families and Survivors**

- A. “Check In” on widows and wives of deployed Marines to make sure they are okay
- B. Make sure they receive benefits they qualify for
- C. Include in League events and on Marine Birthday,  
Veterans Day, and Memorial Day celebrations

**IV. Youth of America**

- A. Toys for Tots
- B. Young Marines of the Marine Corps League
- C. Boy Scouts Eagle Scout Recognition
- D. JROTC and ROTC Awards and Involvement

- E. Youth Physical Fitness Program (YPF)
- F. Hand-Operated Trike (HOTrike) Program
- G. Flag Etiquette Classes to Schools

#### Doing “Marine” Things

- A. Meeting and Being with Fellow Marines
- B. Newsletter and Marksmanship Competition
- C. Americanism Programs and Competition
- D. USMC Birthday Observance
- E. Participate in Parades and Holiday Events
- F. Color Guards and Honor Guards
- G. P.I., Pensacola, Quantico, Camp LeJeune, etc.

#### Department, Division and National Support

- ★ Marine for Life Program (M4L)
- ★ Marine Corps League Foundation
- ★ Marines Helping Marines (MHM)
- ★ Toys for Tots
- ★ U. S. Marines Youth Physical Fitness Program (YPF)
- ★ Young Marines Program
- ★ Veterans Service Officer Program
- ★ Veterans Affairs Voluntary Service Program (VAVS)

#### MCL Membership Benefits

- ★ Scholarship Program
- ★ Legislative Program
- ★ Marine Corps League Foundation
- ★ Semper Fi Magazine
- ★ MCL Checks and Credit Cards



- ★ Insurance Plans
- ★ Ship's Store
- ★ Marine Corps League Auxiliary (MCLA)
- ★ Military Order of Devil Dogs (MODD)

### **Why Should I Join the League?**

Why Should I join a Detachment?

1. To Help Marines.

If we don't, who will?

2. To Help our Youth and Community.

Marines are noted for leadership, teamwork, and aggressive action. Our Youth and our Communities need these attributes and the Marine Corps' Core Values – honor, courage, and commitment - more than at any time in our lives.

**Ronald Reagan once said:**

**"Some people spend an entire lifetime wondering if they've made a difference. The Marines don't have that problem."**

**Become Active in the Marine Corps League, and ...YOU CAN MAKE A DIFFERENCE...**

**NATIONAL**

1-800-MCL-1775

[www.mcleague.org](http://www.mcleague.org)

**End of Lesson Plan 8**